

EEO Utilization Report

Organization Information

Name: ILLINOIS DEPARTMENT OF CORRECTIONS

City: SPRINGFIELD

State: IL

Zip: 62794-9277

Type: State Government

Section 1: EEO Policy Statement

Policy Statement:

Pursuant to federal, state and local laws, the Illinois Department of Corrections is committed to maintaining a workforce that is free from unlawful discrimination, on the basis of ancestry, race, color, national origin, sex, religion, disability, age, sexual orientation or preference, military status, marital or family status, pregnancy, arrest record, language and order of protection status. The above policy extends to contractual staff of nonemployees who may enter the workplace. The agency's equal employment opportunity goal is to attain a workforce that reflects the available labor force and to employ minorities, females and persons with disabilities at all levels with the agency and to address underutilization in these groups. Illinois Department of Corrections' Administrative Directive 03.01.307 Discrimination and Harassment outlines procedures for filing and investigating complaints alleging unlawful employment discrimination. SEE ATTACHED POLICY DOCUMENT.

Following File has been uploaded:301307 Discrimination and Harassment.pdf

Section 5: Narrative Interpretation of Data

The Illinois Department of Corrections (IDOC) equal employment opportunity goal is to attain a workforce that reflects the available labor force and to employ minorities, females, and persons with disabilities at all levels within the Department. The agency is committed to undertaking affirmative action to reduce and correct underutilization of minorities, female, and persons with disabilities in the work force. The Department developed and implemented a program for recruitment of a diverse work force.

This EEO/AA Officer examined the underutilization indicated on the current Utilization Analysis Chart (UAC) for minorities, males and females and noted the following:

- 1) Asian Americans and Hispanics were underutilized in all categories.
- 2) Women and minorities were underutilized in Protective Service (Non-sworn), Service Maintenance and Skilled Craft job categories.
- 3) African American males were underutilized in job categories for Technicians and Administrative Support.
- 4) White males were underutilized in Officials/Administrators and Administrative Support job categories.

NARRATIVE CONT. ON ATTACHED DOCUMENT.

Following File has been uploaded:2023 EEOP Utilization Report Narrative & Objective & Steps.pdf

Section 6: Objectives and Steps

1. To encourage males to apply for positions in the job categories of Officials / Administrators and Administrative Support.

- a. Through the collaborative effort of CMS and the collective bargaining agreement, a career mobility program was developed to give state employees opportunities for advancement. Individual counseling is provided to employees to aid in navigating career goals and opportunities in areas of office services, human services and data processing.
- b. Recruitment for these positions internally and externally is ongoing utilizing the State of Illinois web page, which advertises all open positions at Illinois State agencies.

2. To encourage Asian Americans and Hispanics to apply for vacancies in all EEO job categories and identify any barriers in recruitment.

- a. Recruiters will continue to meet with other state agencies and local organizations to develop additional resources or programs established to aid in identifying potential Asian American and Hispanic candidates.
- b. Recruiters will continue to attend monthly meetings with Asian American and Hispanic Employment Plan Commissions to examine recruitment efforts and discuss alternatives to attract both Asian Americans and Hispanic individuals to the agency.
- c. Increasing the number of bilingual staff in accordance with 5 ILCS 382/3-15 State Services Assurance Act for 2008. The EEO/AA Officer is working with Human Resources personnel and established a methodology for bilingual testing. Bilingual testing not only improves the number of employees who can provide services to the individuals in custody; but also gives the employee the options to apply for positions with a bilingual option.
- d. IDOC will continue its recruitment efforts with statewide email distribution and press releases and advertising positions through recruitment networks. IDOC hiring opportunities primarily exist in the Protective Service job category which includes security positions within the correctional facilities. Each quarter, the EEO/AA Officer reviews the screening/testing process for the Correctional Officer and Corrections Treatment Officer titles which is in the Professional job category. Once reviewed, EEO/AA Officer collaborates with the Screening Unit regarding potential alternatives or adjustments, tracking the number of applicants invited, attended and pass/fail rates.

3. Target and attract women and minority applicants for all EEO job categories.

- a. In fiscal year 2023, the agency achieved moderate goals for women in the job categories Protective Service and Service Maintenance in the Central and Southern regions.
- b. Recruitment efforts are on-going to target females and minorities in Protective Service job category. Recruiters conduct on-site and virtual interviews through outreach workshops in partnership with WOIA statewide. IDOC's efforts to reduce underutilization numbers in this category include attending career fairs hosted by community organizations, educational institutions as well as private and public entities. For instance, Quad City IDES Effingham Plant Closure, Illinois Wesleyan University (Nursing), Mennonite College of Nursing (Virtual), Black Hawk College Health Careers, Workforce Center of Will County, NAACP Community Cookout, Bud Billiken Parade, Walgreens Job Fair, India Day Parade and Celebration, Illinois State Fair, IDES Worknet Job Fair, IowaWorks, CASPN Nursing Fair, Puerto Rican Fest, Speak Out Illinois Resource Fair, Citywide Job Fair-Urban League, 26th Annual Native American Pow Wow, Juneteenth Event in Decatur, IL.
- c. To encourage women and minorities to participate in training and/or educational opportunities to become eligible for positions in the following job categories:

STEP C IS CONTINUED ON ATTACHED DOCUMENT "2023 EEOP UTILIZATION REPORT NARRATIVE & OBJECTIVE & STEPS"

- d. The agency offers a percentage of tuition reimbursement for employees attending approved educational institutions and training programs through Upward Mobility Program. Upon enrollment into the program, employees are paired with a career counselor who helps identify suitable job titles and career paths. Those employees that participate in the Upward Mobility Program are eligible to promote to select titles.

Section 7: Dissemination Strategy: Internal

1. A physical and/or electronic copy of the EEOP Utilization Report will be placed in the master file of the Grants Division.
2. Distribute a hard copy of the EEOP Utilization Report to agency Executive Staff, Administrators, and Public Safety Shared Services Division.
3. Provide a copy to Human Resource Representatives statewide to post on their bulletin boards at respective facilities, division or unit.
4. Within 30 days of receiving the U.S. Department of Justice's approval of the agency's EEOP Utilization Report, the EEO/AA Officer will notify employees via email that a copy of the EEOP Utilization Report is accessible on the agency's internal website.
5. Office of Affirmative Action will send an electronic memorandum informing employees a copy of the EEOP Utilization Report is available upon request from this office.

Section 7: Dissemination Strategy: External

1. Post a copy of the EEOP Utilization Report on the agency's web page that is accessible to employees and the public.
2. Applicants, vendors, and contractors will be notified that the agency has developed an EEOP Utilization Report available upon request during pre-service orientation training and annual cycle training.
3. Electronically file a copy of the EEOP Utilization Report on the State of Illinois Library's electronic file deposit system.

Utilization Analysis Chart
Relevant Labor Market: Illinois

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
Officials/Administrators														
Workforce #/%	127/36%	8/2%	26/7%	0/0%	3/1%	0/0%	0/0%	145/41%	6/2%	39/11%	1/0%	1/0%	0/0%	0/0%
CLS #/%	396,235/46%	39,690/5%	27,135/3%	640/0%	31,750/4%	140/0%	5,420/1%	262,895/31%	31,565/4%	37,115/4%	405/0%	21,450/2%	80/0%	5,130/1%
Utilization #/%	-10%	-2%	4%	-0%	-3%	-0%	-1%	10%	-2%	7%	0%	-2%	-0%	-1%
Professionals														
Workforce #/%	614/33%	41/2%	192/10%	5/0%	10/1%	0/0%	0/0%	686/37%	48/3%	247/13%	8/0%	18/1%	1/0%	0/0%
CLS #/%	392,975/31%	39,525/3%	39,550/3%	595/0%	71,805/6%	225/0%	8,945/1%	513,760/41%	53,295/4%	67,750/5%	660/0%	62,310/5%	200/0%	10,005/1%
Utilization #/%	2%	-1%	7%	0%	-5%	-0%	-1%	-4%	-2%	8%	0%	-4%	0%	-1%
Technicians														
Workforce #/%	96/34%	5/2%	5/2%	0/0%	0/0%	0/0%	0/0%	152/54%	5/2%	18/6%	1/0%	1/0%	0/0%	0/0%
CLS #/%	171,535/34%	69,750/14%	29,580/6%	290/0%	13,090/3%	60/0%	3,245/1%	116,045/23%	52,700/10%	30,995/6%	305/0%	12,730/3%	65/0%	2,975/1%
Utilization #/%	-0%	-12%	-4%	-0%	-3%	-0%	-1%	31%	-9%	0%	0%	-2%	-0%	-1%
Protective Services: Sworn														
Workforce #/%	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN	0/NaN
CLS #/%	63,510/53%	11,730/10%	18,075/15%	120/0%	1,640/1%	4/0%	1,550/1%	10,565/9%	2,585/2%	9,565/8%	15/0%	215/0%	0/0%	355/0%
Utilization #/%	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN	NaN
Protective Services: Non-sworn														
Workforce #/%	5229/72%	226/3%	468/6%	25/0%	27/0%	3/0%	0/0%	971/13%	64/1%	227/3%	5/0%	12/0%	3/0%	0/0%
CLS #/%	3,475/29%	630/5%	725/6%	0/0%	85/1%	0/0%	115/1%	4,240/35%	995/8%	1,480/12%	0/0%	60/1%	0/0%	160/1%
Utilization #/%	43%	-2%	0%	0%	-0%	0%	-1%	-22%	-7%	-9%	0%	-0%	0%	-1%
Administrative Support														
Workforce #/%	67/12%	3/1%	8/1%	1/0%	4/1%	0/0%	0/0%	409/73%	23/4%	38/7%	3/1%	3/1%	1/0%	0/0%
CLS #/%	348,105/25%	73,050/5%	50,810/4%	430/0%	29,375/2%	160/0%	6,915/0%	595,550/42%	133,795/10%	119,600/9%	965/0%	32,545/2%	310/0%	13,635/1%

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
	%							%	%	%				
Utilization #/%	-13%	-5%	-2%	0%	-1%	-0%	-0%	31%	-5%	-2%	0%	-2%	0%	-1%
Skilled Craft														
Workforce #/%	304/93%	7/2%	11/3%	1/0%	0/0%	0/0%	0/0%	4/1%	0/0%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	266,115/65%	80,790/20%	20,215/5%	425/0%	5,960/1%	140/0%	3,315/1%	16,450/4%	8,855/2%	3,145/1%	60/0%	1,895/0%	4/0%	230/0%
Utilization #/%	27%	-18%	-2%	0%	-1%	-0%	-1%	-3%	-2%	-0%	-0%	-0%	-0%	-0%
Service/Maintenance														
Workforce #/%	559/77%	15/2%	36/5%	2/0%	4/1%	0/0%	0/0%	83/11%	2/0%	28/4%	0/0%	0/0%	0/0%	0/0%
CLS #/%	457,385/30%	252,095/17%	123,095/8%	1,125/0%	31,210/2%	235/0%	12,365/1%	353,055/23%	137,675/9%	112,240/7%	985/0%	30,010/2%	175/0%	10,360/1%
Utilization #/%	47%	-15%	-3%	0%	-2%	-0%	-1%	-12%	-9%	-4%	-0%	-2%	-0%	-1%

Significant Underutilization Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races/Other
Officials/Administrators	✓	✓			✓				✓			✓		
Professionals		✓			✓		✓	✓	✓			✓		✓
Technicians		✓	✓		✓				✓			✓		
Protective Services: Non-sworn		✓			✓		✓	✓	✓	✓		✓		✓
Administrative Support	✓	✓	✓		✓				✓			✓		✓
Skilled Craft		✓			✓			✓	✓					
Service/Maintenance		✓	✓		✓		✓	✓	✓	✓		✓		✓

I understand the regulatory obligation under 28 C.F.R. ~ 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEO Utilization Report.

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Tamara Brown

EEOP Report /Implementation Authority

03-14-2024

[signature]

[title]

[date]

2023 EEOP UTILIZATION REPORT

UPLOADED DOCUMENTS

Section 5: Narrative Interpretation of Data

The Illinois Department of Corrections (IDOC) equal employment opportunity goal is to attain a work force that reflects the available labor force and to employ minorities, females, and persons with disabilities at all levels within the Department. The agency is committed to undertaking affirmative action to reduce and correct underutilization of minorities, females, and persons with disabilities in the work force. The Department developed and implemented a program for recruitment of a diverse work force.

This EEO/AA Officer examined the underutilization indicated on the current Utilization Analysis Chart (UAC) for minorities, males and females and noted the following:

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- 3) African American males were underutilized in job categories for Technicians and Administrative Support.
- 4) White males were underutilized in Officials/Administrators and Administrative Support job categories.

NOTE: IDOC included job category Paraprofessionals with the totals of Administrative Support to keep consistent with IDOC's workforce totals. These totals may be a factor in the underutilization for males in the Administrative Support job category.

From 2020 to the present, the agency observed that the participation in the workforce declined significantly during the COVID-19 pandemic. Additionally, there were considerable separations from the agency due to more employees retired and/or sought remote-work positions. Through monitoring personnel transactions, IDOC noted that these separations are steadily increasing every quarter. Despite these challenges, IDOC focused on improving hiring by revamping its recruitment program. In 2023, IDOC has actively advanced career opportunities by strategically promoting them through impactful press releases and widespread statewide email notifications, resulting in a significant surge in recruitment attendance. Additionally, IDOC hired regional recruitment coordinators to target hiring for facilities in the Northern, Central and Southern regions. The goal of the recruitment program is to ensure facility recruiters attend a 3-hour training session that covers Diversity, Equity and Inclusion efforts, recruitment initiatives, policies, and expectations. Recruiters participate in job fairs, career days, speaking engagements, presentations, workshops and attend meetings with community organizations. In fiscal year 2023, recruiters participated in over 250 recruitment events in person and virtual which resulted in 4,360 job seekers.

Recruitment efforts are monitored by the Illinois Department of Human Rights (IDHR). IDHR assesses the recruitment program efforts and agency's opportunities to hire/promote. Promotions and/or hires pursuant to the Collective Bargaining Agreement (CBA) are not considered "opportunities" as terms and conditions of the CBA govern the promotional process. At the beginning of fiscal 2024, of 11,386 employees, 7,420 are in the Protective Service (non-Sworn) job category which includes the security staff within the correctional facilities. Protective Service workers can promote or take a voluntary reduction into titles within any of the job categories as long as they have the requisite qualifications.

Moreover, positions that are not covered by a CBA are handled by Illinois Department of Central Management Services (CMS). CMS is an Illinois state agency who oversees the posting of all vacancies for positions in the state government agencies. CMS also handles the applicant process, which includes designating the applicant's qualification for the position.

Presently, the agency does not employ staff in the job category of Protective Service Sworn.

Section 6: Objectives and Steps

1. To encourage males to apply for positions in the job categories of Officials / Administrators and Administrative Support.

- a. Recruitment for these positions internally and externally is ongoing utilizing the State of Illinois web page, which advertises all open positions at Illinois State agencies.
- b. Through the collaborative effort of CMS and the collective bargaining agreement, a career mobility program was developed to give state employees opportunities for advancement. Individual counseling is provided to employees to aid in navigating career goals and opportunities in areas of office services, human services and data processing.

2. To encourage Asian Americans and Hispanics to apply for vacancies in all EEO job categories and identify any barriers in recruitment.

- a. Recruiters will continue to meet with other state agencies and local organizations to develop additional resources or programs established to aid in identifying potential Asian American and Hispanic candidates.
- b. Recruiters will continue to attend monthly meetings with Asian American and Hispanic Employment Plan Commissions to examine recruitment efforts and discuss alternatives to attract both Asian Americans and Hispanic individuals to the agency.
- c. Increasing the number of bilingual staff in accordance with 5 ILCS 382/3-15 State Services Assurance Act for 2008. The EEO/AA Officer is working with Human Resources personnel and established a methodology for bilingual testing. Bilingual testing not only improves the number of employees who can provide services to the individuals in custody; but also gives the employee the options to apply for positions with a bilingual option.
- d. IDOC will continue its recruitment efforts with statewide email distribution and press releases and advertising positions through recruitment networks. IDOC hiring opportunities primarily exist in the Protective Service job category which includes security positions within the correctional facilities. Each quarter, the EEO/AA Officer reviews the screening/testing process for the Correctional Officer position and the Corrections Treatment Officer title which is in the Professional job category. Once reviewed, EEO/AA Officer collaborates with Central Screening Unit regarding potential alternatives or adjustments, tracking the number of applicants invited, attended and pass/fail rates.

3. Target and attract women and minority applicants for all EEO job categories.

- a. In fiscal year 2023, the agency achieved moderate goals for women in the job categories Protective Service and Service Maintenance in the Central and Southern regions.
- b. Recruitment efforts are on-going to target females and minorities in Protective Service category. IDOC works toward reducing underutilization numbers by specifically targeting women and minorities while attending career fairs hosted by community organizations, educational institutions as well as private and public entities. Recruiters conduct on-site and virtual interviews through outreach workshops in partnership with WOIA statewide. Some of the job fairs included the following: Quad City IDES Effingham Plant Closure Job Fair, Illinois Wesleyan University Nursing Career Fair, Mennonite College of Nursing Virtual Job Fair, Black Hawk College Health Careers Fair, Workforce Center of Will County, NAACP Community Cookout, Bud Billiken Parade, Walgreens Job Fair, India Day Parade and Celebration, Illinois State Fair, IDES Worknet Job Fair, IowaWorks, CASPN Nursing Fair, Puerto Rican Fest, Speak Out Illinois Resource Fair, Citywide Job Fair-Urban League, 26th Annual Native American Pow Wow, Juneteenth Event in Decatur, IL and career days at various high schools across statewide.

c. To encourage women and minorities to participate in training and/or educational opportunities to become eligible for positions in the following job categories:

Service/Maintenance - Positions in the Service Maintenance are promotable and governed by the Collective Bargaining Agreement (CBA). Service/Maintenance positions involve job responsibilities related to comfort, convenience, safety of the general public or providing of services for upkeep and care of buildings or facilities of public property. Positions include food supervisor, supply supervisor, laundry manager, maintenance worker, stationary fireman, grounds supervisor and medical technician and sewage plant operator.

Skilled Craft – Skilled Craft workers are tradesmen positions that requires specific knowledge and skill set. Positions in this category may include barber, carpenter, electrician, steamfitter, plumber, engineer chief, beautician. EEO/AA Officer will network and maintain outreach with organizations that support women working in trades, such as Chicago Women in Trades (cwit.org).

Technicians - positions under this job category requires technical knowledge and manual skills through specialized post-secondary school education or equivalent on-the-job training. Positions in this job category consist of account technicians, communications equipment technician, identification technicians, dental hygienist, vocational instructor, data processing technician, licensed practical nurse, industry lead worker, pharmacy technician, laundry manager, electronic equipment/installer repairer, health information technician, telecommunications system technician.

d. The agency offers a percentage of tuition reimbursement for employees attending approved educational institutions and training programs through Upward Mobility Program. Upon enrollment into the program, employees are paired with a career counselor who helps identify suitable job titles and career paths. Those employees that participate in the Upward Mobility Program are eligible to promote to select titles.



Illinois Department of Corrections

Administrative Directive

Number: 03.01.307	Title: Discrimination and Harassment	Effective: 9/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	03.01.307 effective 10/1/2021

Authority: 730 ILCS 5/3-2-2 775 ILCS 5/1-101 et seq. 42 USC Section 2000e	Related ACA Standards: 05-ACI-1C-06, 05-ACI-1C-09, 05-ACI-1D-10, and 05-ACI-5E-02
Referenced Policies: 01.12.101, 03.01.305, 03.01.310	Referenced Forms: DOC 0279 – Equal Employment Opportunity and Affirmative Action Complaint DOC 0434 – Incident Report

I. POLICY

The Department prohibits any form of unlawful discrimination and harassment. All employees are entitled to a work environment free of discrimination and harassment based on race, color, religion, gender, national origin, ancestry, age, marital status, citizenship status, sexual orientation, military status, unfavorable military status, arrest record, language, order of protection status, pregnancy or disability.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written procedures governing the responsibilities of staff for compliance with Department policy prohibiting unlawful discrimination and harassment.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Definitions

Chief Administrator – the Chief Administrative Officer of a correctional facility or program site, or for all other offices, the respective Deputy Directors or Chiefs.

Harassment – verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, sexual orientation, military status, unfavorable military status, arrest record, language, order of protection status, pregnancy or disability, and that has the purpose or effect of:

1. Creating an intimidating, hostile or offensive working environment;

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2. Unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affecting an individual's employment opportunities.

Supervisor – an employee officially assigned on an on-going basis to: assign, review and control work of subordinate staff; complete and sign performance evaluations; recommend compensation; recommend and implement discipline; approve time off; and make recommendations to hire, fire, promote and demote. This does not include lead workers. Higher level employees than the supervisor within the same chain-of-command shall have the same responsibilities for purposes of this directive as the supervisor.

Unlawful discrimination – discrimination against a person because of his or her race, color, religion, gender, national origin, ancestry, age, marital status, citizenship status, sexual orientation, military status, unfavorable military status, arrest record, language, order of protection status, pregnancy or disability.

F. General Provisions

1. For purposes of this directive, examples of discrimination include, but are not limited to, the following:
 - a. Less favorable treatment because of race, color, religion, gender, national origin, ancestry, age, marital status, citizenship status, sexual orientation, military status, unfavorable military status, arrest record, language, order of protection status, pregnancy or disability; and
 - b. Use of a neutral employment practice that has a disparate impact on a protected class group and is not justified by business needs.
2. For purposes of this directive, examples of harassment include, but are not limited to, the following:
 - a. Epithets, slurs, insults, humor or jokes, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, sexual orientation, military status, unfavorable military status, arrest record, language, order of protection status, pregnancy or disability; and
 - b. Written or graphic material such as posters, signs, pin-ups, electronic mail, internet materials, cartoons, graffiti, slogans, or other materials of a harassing nature that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, sexual orientation, military status, unfavorable military status, arrest record, language, order of protection status, pregnancy or disability and that is placed on walls, bulletin boards, or elsewhere on the employer's premises, or circulated in the workplace.
 - c. Digital harassment including, but not limited to, intimidation, offensive jokes, epithets or name calling, ridicule or mockery, or lewd, obscene or offensive messages or pictures sent via state electronic devices.
3. Posters explaining employee rights that are published by the Equal Employment Opportunity Commission (EEOC) shall be posted at each facility and at each staffed building in the general office in a prominent and accessible location where notices to employees are customarily posted. If any facility, unit or office needs additional posters, they shall be obtained by visiting the EEOC website at: www.eeoc.gov/eeoc-publications and downloading "EEO is The Law Poster".

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4. The Chief Administrator shall ensure that all current and new employees have access to and are advised of the contents of this directive on an annual basis. A copy of this directive need not be given to each employee; however, documentation including the employees' signatures shall be maintained to verify that each employee has been advised of this directive annually. A copy of this directive shall be made available to any employee upon request.
5. Training on discrimination and harassment prevention and the agency's discrimination and harassment policy shall be included in pre-service training for new employees and shall be a component of ongoing training programs.
6. All employees with supervisory responsibilities shall complete training that includes prevention of discrimination and harassment and handling of complaints. This training shall be completed within the first six months of initial appointment to a supervisory position.
7. The Office of Affirmative Action shall be available to provide assistance on the complaint process to any employee who believes that he or she has been subjected to discrimination or harassment in accordance with the provisions of this directive and Administrative Directives 03.01.305 and 03.01.310. The address and telephone number of the Office of Affirmative Action shall be posted in an accessible location.
8. An employee may contact the Illinois Department of Human Rights (IDHR) or the EEOC about filing a formal complaint. An IDHR complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. Charges received directly from the EEOC or IDHR shall be immediately forwarded to the Office of Affirmative Action. However, employees are urged to use the Department's internal complaint process to obtain a prompt, effective resolution to complaints.
9. Employees shall report promptly to the OEIG and/or the Ethics Officer any information concerning harassment and/or discrimination. Failure to report such misconduct shall be cause for discipline, up to and including discharge.

G. Requirements

1. Employees shall refrain from any actions that may be considered discriminating and harassing.
2. Any employee who engages in or knowingly condones discrimination or harassment shall be subject to disciplinary action, including discharge.
3. Each supervisor shall maintain a workplace free of discrimination or harassment by promoting a professional environment and by addressing an observed or reported incident of discrimination or harassment as a serious form of employee misconduct.

H. Internal Complaint Process

1. An employee who observes offensive behavior should directly and clearly express objection to the offending person and request that the offensive behavior stop.
2. Any employee who believes that he or she is the victim of discrimination or harassment shall:
 - a. Notify the employee's immediate supervisor and document the incident on an Incident Report, DOC 0434;
 - b. Notify the next person in the chain-of-command if the employee's immediate supervisor is the person alleged to have engaged in the discriminating or harassing conduct and document the incident on a DOC 0434; or

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- c. Report the discriminating or harassing conduct directly to the Office of Affirmative Action which shall report the incident to the appropriate Chief Administrator.
3. Immediately document the incident on a DOC 0434 or on an Equal Employment Opportunity and Affirmative Action Complaint, DOC 0279.

NOTE: The DOC 0279 shall be available from the Office of Affirmative Action, from the Department HR offices, or may be accessed from the Department's internal website and submitted electronically to DOC.AffirmativeAction@illinois.gov.
4. A supervisor receiving an oral or written report of discrimination or harassment shall notify the Chief Administrator of the allegations in a timely manner. This requirement also applies to anonymous complaints or cases where the employee tells the supervisor about behavior considered discriminatory or harassing but does not want to make a formal complaint. The Chief Administrator shall notify the Department's Affirmative Action Administrator. Initial notification may be made verbally with a follow up report of the allegations documented in writing.
5. The Chief Administrator shall consider ways to minimize the possibility of continued discrimination or harassment or retaliation while the allegations are under review or investigation such as reassigning the accused employee. Prior to reassigning the alleged victim, the Chief Administrator shall consult with the Office of Affirmative Action.
6. The Chief Administrator shall initiate a review of the allegations and respond as soon as possible within five working days or upon the employee's return to work by taking one or more of the following actions:
 - a. Discuss the allegations with the reporting employee;
 - b. Discuss the allegations with the charged employee;
 - c. Refer the incident to the Office of Affirmative Action for formal investigation;
 - d. Refer the charged employee for disciplinary action, if warranted; or
 - e. Take other corrective action.
7. Allegations of conduct which may constitute criminal activity shall also be reported in accordance with Administrative Directive 01.12.101.
8. In all cases, the Chief Administrator shall:
 - a. Within five working days of being advised of the allegations, or upon the employee's return to work, inform the alleged victim in writing of the action being taken;
 - b. Submit to the Office of Affirmative Action a copy of any written complaint, a summary of any verbal complaint, and a copy of the response to the alleged victim; and
 - c. When it is determined that discrimination or harassment has occurred, take prompt, appropriate corrective action, including discipline, lock out, or other similar measures. If the evidence is inconclusive, the Chief Administrator shall consider whether preventative measures such as training or monitoring should be taken.
 - d. Submit to the Office of Affirmative Action a copy of all employee disciplinary decisions involving discrimination or harassment within 60 calendar days of investigative outcome.

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I. Investigations

1. The Office of Affirmative Action shall promptly investigate complaints referred for investigation. Internal Investigations shall submit a copy of any investigation report in which harassment or discrimination issues were brought forth during the course of an investigation to the Office of Affirmative Action.
2. The Office of Affirmative Action shall ensure that the Chief Administrator, the alleged victim, and the employee alleged to have engaged in discrimination or harassment are informed of the outcome of any formal investigation.
3. Employees are required to cooperate in any investigation into a complaint of discrimination or harassment. Failure to do so may result in disciplinary action.

J. Department Volunteers, Interns, Contractual Personnel, and Persons Employed by Contractors

1. Volunteers, interns, contractual personnel and employees of contractors shall refrain from discrimination and harassment.
2. Training on the Department's discrimination or harassment policy shall be included in orientation of volunteers and interns and pre-service training of contractual personnel and employees of contractors.
3. A volunteer, intern, contractor, or employee of a contractor who believes that he or she has been subjected to discrimination or harassment in connection with their service to the Department shall immediately report the incident in writing to the Department employee overseeing the services of the volunteer, intern, contractor, or person employed by a contractor, the Volunteer Service Coordinator, when applicable, the Chief Administrator, or the Office of Affirmative Action.
4. Reports of discrimination or harassment involving a volunteer, intern, contractual personnel, or employee of a contractor in cases where the harasser or victim is an employee of the Department shall be investigated by the Department. The Chief Administrator and the Office of Affirmative Action shall take the same actions to respond as is required in Paragraph II.H.
5. Reports of discrimination or harassment involving a volunteer, intern, contractual personnel, or employee of a contractor that do not involve an employee of the Department shall be reported to the Office of Affirmative Action for a determination of the appropriate action to be taken.
6. Volunteers, interns, contractual personnel and employees of contractors are required to cooperate in any discrimination or harassment investigation conducted by the Department.

K. Retaliation

Retaliatory action against anyone alleging discrimination or harassment in good faith is prohibited even if the complaint is not substantiated. Retaliation against witnesses acting in good faith shall also be prohibited. However, given the seriousness of the consequences for the accused, any employee who knowingly makes a false charge or provides false information, including but not limited to false information provided in statements, incident reports, correspondence or an interview, shall be subject to disciplinary action, including discharge. False charges shall not include charges made in good faith that cannot be substantiated.

L. Confidentiality

Information pertaining to a complaint of discrimination or harassment shall be kept confidential and only disclosed in accordance with this directive or to persons with a need to know the information.