

ILLINOIS DEPARTMENT OF CORRECTIONS



FISCAL YEAR 2025 AFFIRMATIVE ACTION PLAN

LATOYA HUGHES
ACTING DIRECTOR

ILLINOIS DEPARTMENT OF
Human Rights

JB Pritzker, Governor
James L. Bennett, Director

September 30, 2024

Department of Corrections
Latoya Hughes
Acting Director
555 West Monroe Street, 6th Floor
Chicago, Illinois 60661

Dear Acting Director Hughes:

The Department of Human Rights has reviewed your agency's FY'25 Affirmative Action Plan and found that it is in compliance with Section 2520.760 of the Department's Rules and Regulations.

Pursuant to Section 2520.770(c) of the Department's Rules and Regulations, your agency is required to submit quarterly reports for the fiscal year. This information will be used to monitor your agency's affirmative action program to determine if your agency is in compliance with Section 2520.795(a)(2) of the Department's Rules and Regulations.

It is important that the EEO/AA Officer report directly to the director and be an active member of the agency's executive staff. The EEO/AA Officer is responsible for advising management staff and other agency employees of EEO programs, procedures, regulations, reports and the agency's affirmative action plan.

If your agency EEO/AA Officer needs technical assistance in facilitating the implementation of your affirmative action plan, please do not hesitate to have them contact your agency's assigned Liaison, Chet Pinski at (312) 814-6217.

Sincerely,

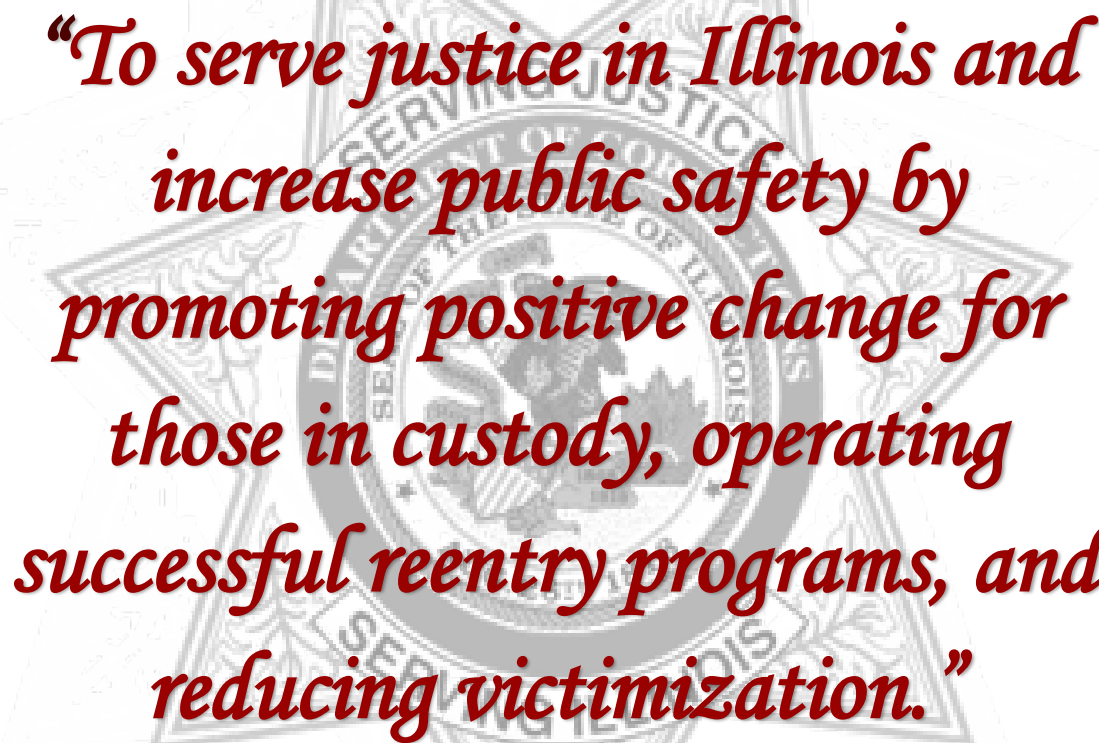


CP

James L. Bennett
Director

cc: Mary M. (Betsey) Madden, Chief Legal Counsel, IDHR
Chet Pinski, Agency Liaison
Howard Moore, Agency EEO/AA Officer

MISSION OF
ILLINOIS DEPARTMENT OF CORRECTIONS



“To serve justice in Illinois and increase public safety by promoting positive change for those in custody, operating successful reentry programs, and reducing victimization.”

TABLE OF CONTENTS

SECTION I	
CERTIFICATION	5
IDOC DIRECTOR'S POLICY STATEMENT	6
AGENCY PROFILE	7
IDOC ORGANIZATIONAL CHART	8
ADMINISTRATION OF THE AFFIRMATIVE ACTION PROGRAM	9
DISSEMINATION OF AFFIRMATIVE ACTION POLICY AND PLAN	12
SECTION II	
DEPARTMENT OF CORRECTIONS WORKFORCE	14
SUMMARY OF WORKFORCE ANALYSIS BY REGION	15
SUMMARY OF WORKFORCE TRANSACTIONS REPORT	27
SECTION III	
DETERMINING EQUITABLE EMPLOYMENT LEVELS FOR MINORITIES AND FEMALES	38
IDOC POSITION TITLES BY EEO JOB CATEGORY	41
IDOC FACILITIES BY REGION	47
AVAILABILITY ANALYSIS	49
UNDERUTILIZATION SUMMARY BY REGION	52
GOALS AND TIMETABLES	53
PERFORMANCE MEASURES	54
SECTION IV	
INTERNAL COMPLAINT PROCEDURE	62
ADMINISTRATIVE DIRECTIVE 03.01.307 DISCRIMINATION AND HARASSMENT	66
ADMINISTRATIVE DIRECTIVE 03.01.310 SEXUAL HARASSMENT	71
APPLICABLE EEO LAWS	77
SECTION V	
AFFIRMATIVE ACTION POLICY FOR PERSONS WITH DISABILITIES	81
PHYSICAL ACCESS FOR PERSONS WITH DISABILITIES	82
RECRUITMENT OF APPLICANTS WITH DISABILITIES	83
AVAILABILITY ANALYSIS AND PROGRAM GOALS FOR PERSONS WITH DISABILITIES	84
REASONABLE ACCOMODATIONS	85
SECTION VI	
HIRING AND PROMOTIONS MONITORS	100
EXIT INTERVIEW	103



SECTION I

**EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE
ACTION PROGRAM CERTIFICATION**

NAME OF AGENCY: Illinois Department of Corrections

ADDRESS: 1301 Concordia Court, P.O. Box 19277, Springfield, IL 62794-9277

TELEPHONE NUMBER: (217) 558-2200

ACTING AGENCY DIRECTOR: Latoya Hughes

EEO OFFICER: Howard Moore

This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Program of this agency.

Latoya Hughes
Agency Acting Director

9/11/2024
Date

Howard Moore
EEO/AA Officer

9/11/2024
Date

AFFIRMATIVE ACTION POLICY STATEMENT FY 2025

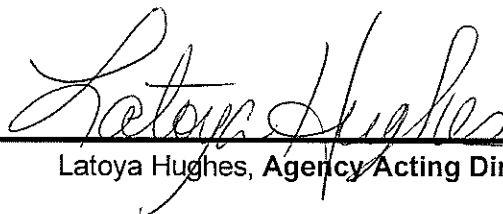
The Illinois Department of Corrections provides equal treatment and equal opportunity to all persons. The Affirmative Action Plan reaffirms the Department's policy of equal opportunity through recruitment, employment, and retention programs. The Department's equal employment opportunity goal is to attain a diverse workforce that reflects the available labor market and to employ minorities, women, and persons with disabilities at all levels within the Department. The agency is committed to undertaking affirmative action to correct underutilization of minorities, women, and persons with disabilities in the work force. The Department has developed and implemented a program for recruitment of a diverse work force.

DOC does not tolerate discrimination against, or harassment of employees, clients, and applicants based on hiring, training, promotion, pregnancy, race, color, sex, religion, age, arrest record, language, national origin or ancestry, physical or mental disability, marital status, military status, pregnancy, sexual orientation, order of protection status, citizenship status, or unfavorable discharge from military service. The Department is committed to providing a workplace free from sexual harassment and has implemented sexual harassment policies and prevention programs. The Department promptly, thoroughly, and impartially investigates complaints and takes appropriate corrective action when it is determined that discrimination or harassment has occurred. The Department also provides reasonable accommodations to individuals with disabilities.

Retaliation against any employee, client, or applicant who files a complaint or participates in the investigation of a complaint of discrimination or harassment is prohibited. Retaliatory conduct will be treated as seriously as incidents of discrimination or harassment. Employees who engage in retaliation will be disciplined up to and including discharge.

Employees or applicants who feel they have been discriminated against, retaliated against, or harassed are to report the incident to their supervisors, to a person higher in the chain of command, or directly to the Office of Affirmative Action.

The non-discrimination policy applies to all employees. The executive staff members, wardens, superintendents, supervisors, and program managers provide leadership in these matters and their support is essential to implementation of the Affirmative Action Plan. DOC requires compliance with the equal employment policy from organizations that conduct business or enter into grant or contractual agreements. Through cooperation and mutual effort, the Illinois Department of Corrections strives to be a model of equal employment opportunity.



Latoya Hughes, Agency Acting Director

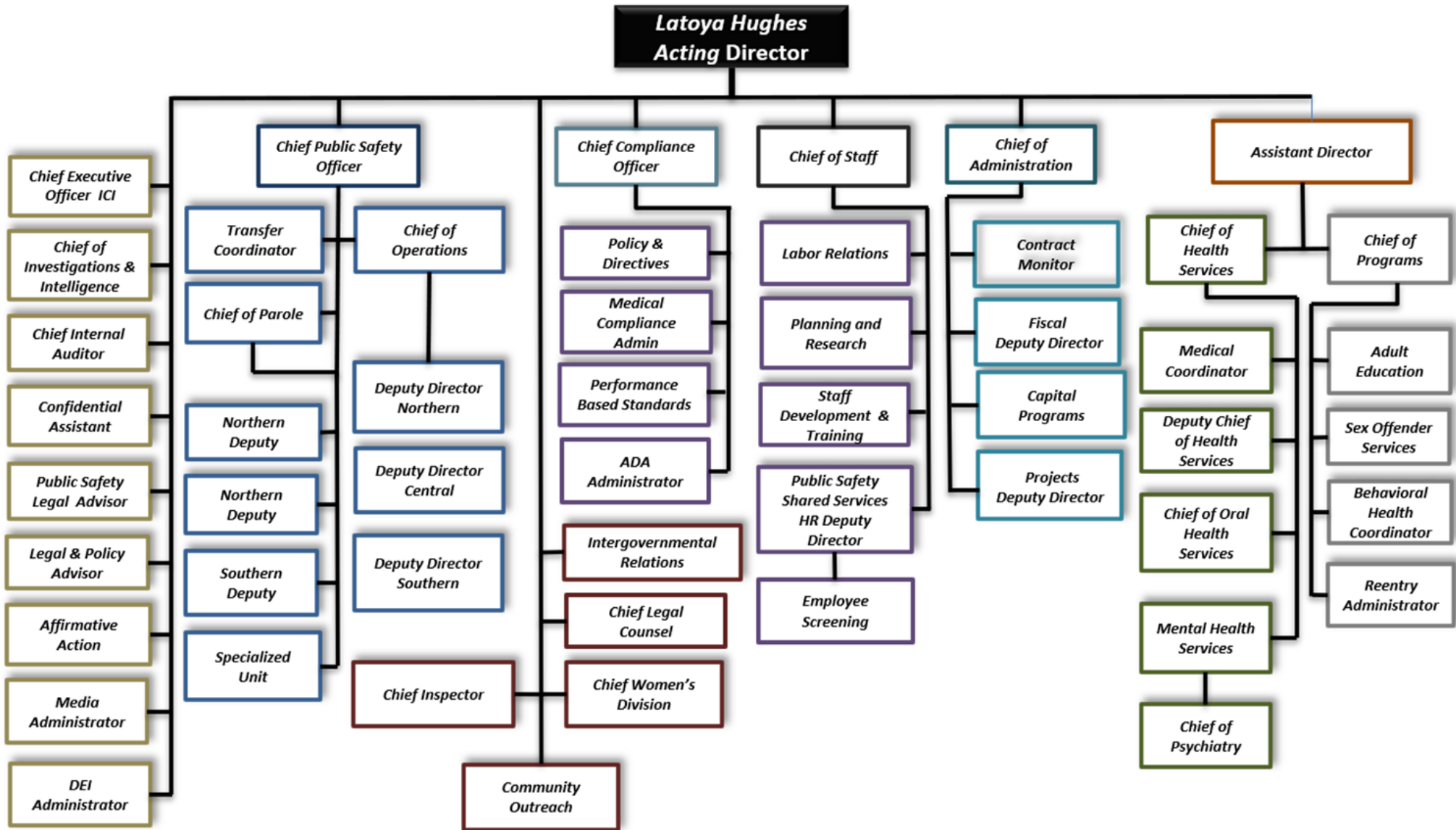
AGENCY PROFILE

THE ILLINOIS DEPARTMENT OF CORRECTIONS

Illinois Department of Corrections' Core values are professionalism, integrity, civility, transparency, accountability and responsiveness.

The Department has established necessary types of physical security and security designations. Security designations ensure consistency, continuity of services, and flexibility to appropriately address populations of Individuals In Custody. Additionally, the department's mission and vision are to provide humane treatment of Individuals In Custody, promote a safe and secure climate, develop positive attitudes, and guide individuals toward reintegration into the community. Along with meeting the basic needs of Individuals In Custody such as food, clothing, shelter, medical and mental health care; the Department provides education, vocational and other enrichment programs.

The Department operates (25) adult prisons, (2) life-skill re-entry centers, (1) treatment center and in-patient treatment center and operates adult transition centers and work camps and provides supervision to persons released on parole or mandatory supervised release. Offices and facilities are located throughout the State; and the Central offices are in Springfield, Illinois. At the conclusion of FY'24, the Department had 11,401 employees.



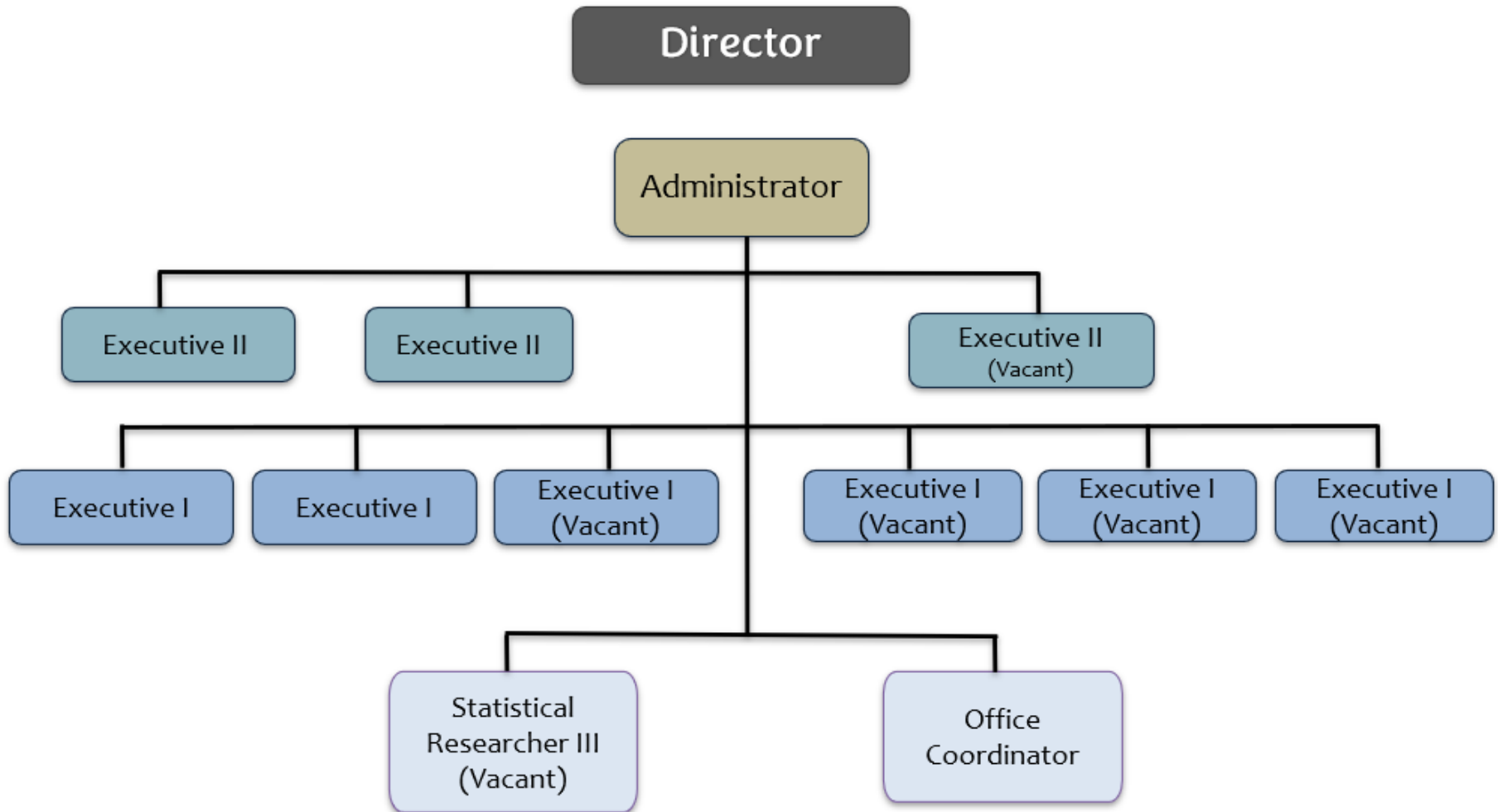
ADMINISTRATION OF THE AFFIRMATIVE ACTION PROGRAM

The Illinois Human Rights Act (PA81-1216) mandates that State agencies employing one thousand (1,000) or more employees appoint a full-time Equal Employment Officer. The responsibility for planning, developing, and administering the Illinois Department of Corrections Affirmative Action/Equal Employment Opportunity Program on a day-to-day basis rest with the Administrator of the Office of Affirmative Action, Howard Moore, 555 West Monroe, 6th floor, Suite 600-S, Chicago, Illinois 60661, (312) 814-6302. The responsibilities of the Administrator include those mandated by PA81-1216 (*).

- *1. Advise the Director with respect to the preparation of the Department's Affirmative Action Plan, equal employment opportunity programs, procedures, regulations, and reports.
- *2. Evaluate the sufficiency of the Department's AA/EEO program and recommend any improvements or corrections, including remedial or disciplinary action with respect to managerial or supervisory employees who fail to comply with the program.
- *3. Make changes in programs and procedures to eliminate discriminatory practices, as authorized by the Director.
- *4. Evaluate tests, employment policies and criteria and report to the Director and the Department of Human Rights any such policies, practices and criteria which have disparate impact on minorities, women, and the people with disabilities.
- *5. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against in violation of the Human Rights Act.
- *6. Prepare all required Federal and State reports and serve as liaison between the Department and EEO enforcement authorities.
- *7. Collect, analyze, and prepare for publication all statistical data required by the Affirmative Action Plan.
- *8. Inform management of developments in the EEO field and assist management and supervisory personnel who need technical or administrative support in fulfilling their responsibilities under this Plan and under equal employment opportunity laws and regulations.
- *9. Monitor the Department's recruitment program for minorities, women, and applicants with disabilities. The recruitment program shall include but not be limited to dissemination of posters, use of advertising media patronized by minorities, women and persons with disabilities, use of minority, disability and women's group contacts and community relations programs.

- *10. Periodically review employment practices and related documents to help assure that non-discriminatory job-related criteria are used in the recruitment, application, and appointment processes.
- *11. Receive, investigate, and make recommendations on internal and external complaints of discrimination and report internal and external complaints to the Department of Human Rights.
- *12. Serve as liaison between the Department and minority and women's organizations and organizations serving persons with disabilities.
- *13. Design and implement audit and reporting systems for measuring the effectiveness of agency programs, including review of Exit Interview Forms and Hiring and Promotion Monitors.
- *14. Supervise, train, and direct the Office of Affirmative Action staff in their related duties and responsibilities.
- *15. Review all agency lay-off and reorganization plans to determine if there will be any disparate impact upon persons in protected class groups and submit a written report of findings with suggested alternatives to lessen or eliminate such impact.

Office of Affirmative Action Table of Organization



DISSEMINATION OF THE AFFIRMATIVE ACTION POLICY AND PLAN

INTERNAL

1. The Director's policy statement shall be posted on bulletin boards in all Departmental offices and facilities.
2. All executive staff, wardens, superintendents, supervisors, and program staff will be provided with a copy of the policy statement and Affirmative Action Plan which they will make accessible to staff and others who may request it.
3. Policy training will be conducted for Department personnel of all levels upon the request of administrators and managers.
4. Orientation in Equal Employment Opportunity/Affirmative Action issues will be a part of all pre-service training of employees at the Department of Corrections Training Academy.

EXTERNAL

1. "Equal Opportunity Employer" will be included in all Departmental advertising.
2. Recipients of federal funds through the Illinois Department of Corrections have written notice of the Department Affirmative Action/Equal Employment Opportunity policies.
3. Sources of employment such as related federal, state, or local agencies, schools, community organizations and recruitment sources will be advised of the Department's Affirmative Action/Equal Employment Opportunity policies. The Affirmative Action Plan will be available to all recruitment sources and to applicants.
4. Minority news media will be advised of the Department's Affirmative Action/Equal Employment Opportunity policies.
5. Unions, professional associations, and business enterprises involved with the Department will be advised of the Affirmative Action/Equal Employment Opportunity policies of the Department.
6. A copy of the Affirmative Action Plan will be provided to the State Library and the Department of Human Rights.
7. A copy of the Affirmative Action Plan will be available to State and Federal regulatory agencies.
8. Upon request, and within the guidelines of the Freedom of Information Act, the Illinois Department of Corrections will make available for public inspection a copy of its current Affirmative Action Plan and supporting documentation.



SECTION II



THE ILLINOIS DEPARTMENT OF CORRECTIONS' WORK FORCE

The Affirmative Action Plan includes several tables which depict the Department of Corrections' (DOC) workforce. The Plan includes the employee headcount by race, sex, and job category as well as a summary of personnel transactions for Fiscal Year 2024.

Analysis of the Workforce Summary

The agency workforce summary provides information on the number and percent of minority and female employees within eight job categories throughout the Department.

Summary of Workforce Transactions

The "Summary Workforce Transactions" is a breakdown of the new hires, promotions, suspensions, separations, discharges, layoffs, etc., for each EEO job category by race and sex.



WORKFORCE ANALYSIS BY REGION

Summary of Workforce Analysis by Region

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: 6/30/24

Grand Total

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	381	177	135	28	9	4	1		10	204	147	44	6	5	2		8	46.46%	53.54%	74.02%	18.90%	3.94%	2.36%	0.79%		4.72%
Professionals	1,915	886	652	177	41	10	6		34	1,029	718	236	46	20	8	1	37	46.27%	53.73%	71.54%	21.57%	4.54%	1.57%	0.73%	0.05%	3.71%
Technicians	292	110	98	7	5				4	182	158	16	6	1	1		9	37.67%	62.33%	87.67%	7.88%	3.77%	0.34%	0.34%		4.45%
Protective Service	7,195	5,908	5,151	465	241	27	21	3	126	1,287	967	238	63	11	5	3	27	82.11%	17.89%	85.03%	9.77%	4.23%	0.53%	0.36%	0.08%	2.13%
Para-professionals	305	51	40	5	2	3	1			254	215	22	12	2	2	1	9	16.72%	83.28%	83.61%	8.85%	4.59%	1.64%	0.98%	0.33%	2.95%
Administrative Support	234	29	26	1	1		1		3	205	175	20	10				7	12.39%	87.61%	85.90%	8.97%	4.70%		0.43%		4.27%
Skilled Craft	332	326	308	10	6	1	1		5	6	5	1					3	98.19%	1.81%	94.28%	3.31%	1.81%	0.30%	0.30%		2.41%
Service / Maintenance	747	632	574	37	14	4	3		18	115	83	30	2				3	84.61%	15.39%	87.95%	8.97%	2.14%	0.54%	0.40%		2.81%
TOTAL	11,401	8,119	6,984	730	319	49	34	3	200	3,282	2,468	607	145	39	18	5	103	71.21%	28.79%	82.91%	11.73%	4.07%	0.77%	0.46%	0.07%	2.66%

Grand Total Employees:					Males:	8,119		Females:	3,282		Total Minorities:	1,949	
						71.21%			28.79%			17.09%	
White:	9,452	Black/African American:	1,337	Hispanic/Latino:	464	Asian:	88	AI/AN:	52	NHOPI:	8	PWD:	303
	82.91%		11.73%		4.07%		0.77%		0.46%		0.07%		2.66%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: 6/30/24

Region: 1

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	66	27	12	10	4	1			2	39	9	26	2	1	1		4	40.91%	59.09%	31.82%	54.55%	9.09%	3.03%	1.52%	0.00%	9.09%
Professionals	589	288	101	146	30	7	4		15	301	67	196	20	12	5	1	5	48.90%	51.10%	28.52%	58.06%	8.49%	3.23%	1.53%	0.17%	3.40%
Technicians	45	10	4	4	2				1	35	18	13	4			1	22.22%	77.78%	48.89%	37.78%	13.33%	0.00%	0.00%	0.00%	4.44%	
Protective Service	776	542	211	246	78	6	1		14	234	45	164	24			1	69.85%	30.15%	32.99%	52.84%	13.14%	0.77%	0.13%	0.13%	2.96%	
Para-professionals	48	14	8	4	1	1				34	14	9	9	1	1		2	29.17%	70.83%	45.83%	27.08%	20.83%	4.17%	2.08%	0.00%	4.17%
Administrative Support	37	3	2	1					1	34	11	17	6			1	8.11%	91.89%	35.14%	48.65%	16.22%	0.00%	0.00%	0.00%	5.41%	
Skilled Craft	39	39	30	6	2	1			1	0							100.00%	0.00%	76.92%	15.38%	5.13%	2.56%	0.00%	0.00%	2.56%	
Service / Maintenance	70	44	18	20	6				1	26	2	23	1			2	62.86%	37.14%	28.57%	61.43%	10.00%	0.00%	0.00%	0.00%	4.29%	
TOTAL	1,670	967	386	437	123	16	5	0	35	703	166	448	66	14	7	2	24	57.90%	42.10%	33.05%	52.99%	11.32%	1.80%	0.72%	0.12%	3.53%

Grand Total Employees for Region 1:		Males:	967	Females:	703	Total Minorities:	1,118
			57.90%		42.10%		66.95%
White:	552	Black/African American:	885	Hispanic/Latino:	189	Asian:	30
	33.05%		52.99%		11.32%		1.80%
						AI/AN:	12
							0.72%
						NHOPI:	2
							0.12%
						PWD:	59
							3.53%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS										Reporting Period: 6/30/24																	
Region: 2																											
EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
Officials / Administrators	1	1	1							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	22	17	17						1	5	4	1				1	77.27%	22.73%	95.45%	4.55%	0.00%	0.00%	0.00%	0.00%	0.00%	9.09%	
Technicians	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	3	3	3							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	1	0								1	1						0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	1	1	1							0						1	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
TOTAL	28	22	22	0	0	0	0	0	1	6	5	1	0	0	0	2	78.57%	21.43%	96.43%	3.57%	0.00%	0.00%	0.00%	0.00%	0.00%	10.71%	
Grand Total Employees for Region 2:				Males:				22				Females:				6				Total Minorities:				1			
								78.57%								21.43%								3.57%			
White:	27	Black/African American:			1	Hispanic/Latino:			0	Asian:			0	AI/AN:			0	NHOPI:			0	PWD:			3		
	96.43%				3.57%				0.00%				0.00%				0.00%				0.00%				10.71%		
W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities																											
DHR-9 (Rev. Feb. 2016)																											

Workforce Analysis by Region

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: 6/30/24

Region: 3

EEO Category	Grand Total	MALES									FEMALES									PERCENTAGES					
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI
Officials / Administrators	31	17	14		2	1			1	14	12		1	1			54.84%	45.16%	83.87%	0.00%	9.68%	6.45%	0.00%	0.00%	3.23%
Professionals	212	85	75	5	5				2	127	110	4	11	2		8	40.09%	59.91%	87.26%	4.25%	7.55%	0.94%	0.00%	0.00%	4.72%
Technicians	32	13	12		1					19	19				3	40.63%	59.38%	96.88%	0.00%	3.13%	0.00%	0.00%	0.00%	9.38%	
Protective Service	949	758	630	49	73	1	3	2	11	191	156	16	16	2	1	3	79.87%	20.13%	82.82%	6.85%	9.38%	0.32%	0.32%	0.32%	1.48%
Para-professionals	32	4	3				1			28	25	1	1		1	2	12.50%	87.50%	87.50%	3.13%	3.13%	0.00%	6.25%	0.00%	6.25%
Administrative Support	27	2	2							25	21	2	2			1	7.41%	92.59%	85.19%	7.41%	7.41%	0.00%	0.00%	0.00%	3.70%
Skilled Craft	48	46	44		2				1	2	2					1	95.83%	4.17%	95.83%	0.00%	4.17%	0.00%	0.00%	0.00%	4.17%
Service / Maintenance	102	91	82	3	6				3	11	10		1				89.22%	10.78%	90.20%	2.94%	6.86%	0.00%	0.00%	0.00%	2.94%
TOTAL	1,433	1,016	862	57	89	2	4	2	18	417	355	23	32	5	1	1	70.90%	29.10%	84.93%	5.58%	8.44%	0.49%	0.35%	0.21%	2.51%

Grand Total Employees for Region 3:		Males:	1,016	Females:	417	Total Minorities:	216
			70.90%		29.10%		15.07%
White:	1,217	Black/African American:	80	Hispanic/Latino:	121	Asian:	7
	84.93%		5.58%		8.44%		0.49%
						AI/AN:	5
							0.35%
						NHOPI:	3
							0.21%
						PWD:	36
							2.51%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS										Reporting Period: 6/30/24																	
Region: 4																											
EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
Officials / Administrators	12	7	6	1						5	5						58.33%	41.67%	91.67%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%		
Professionals	76	39	37	2					1	37	35		2			1	51.32%	48.68%	94.74%	2.63%	2.63%	0.00%	0.00%	0.00%	2.63%		
Technicians	24	8	8							16	15		1				33.33%	66.67%	95.83%	0.00%	4.17%	0.00%	0.00%	0.00%	0.00%		
Protective Service	503	433	405	15	8	1	4		7	70	66	1	2	1		1	86.08%	13.92%	93.64%	3.18%	1.99%	0.40%	0.80%	0.00%	1.59%		
Para-professionals	17	0								17	17					1	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.88%		
Administrative Support	7	0								7	7						0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Skilled Craft	18	18	18							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Service / Maintenance	58	53	51	2					1	5	5						91.38%	8.62%	96.55%	3.45%	0.00%	0.00%	0.00%	0.00%	1.72%		
TOTAL	715	558	525	20	8	1	4	0	9	157	150	1	5	1	0	0	78.04%	21.96%	94.41%	2.94%	1.82%	0.28%	0.56%	0.00%	1.68%		
Grand Total Employees for Region 4:				Males:				558				Females:				157				Total Minorities:				40			
								78.04%								21.96%								5.59%			
White:		675	Black/African American:		21	Hispanic/Latino:		13	Asian:		2	AI/AN:		4	NHOPI:		0	PWD:		12							
94.41%			2.94%			1.82%			0.28%			0.56%			0.00%			1.68%									
W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities																											
DHR-9 (Rev. Feb. 2016)																											

Workforce Analysis by Region

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: 6/30/24

Region: 5

EEO Category	Grand Total	MALES									FEMALES							PERCENTAGES							
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI
Officials / Administrators	20	7	5	2						13	11	1	1				35.00%	65.00%	80.00%	15.00%	5.00%	0.00%	0.00%	0.00%	0.00%
Professionals	107	51	49	1	1				5	56	52	2	2			1	47.66%	52.34%	94.39%	2.80%	2.80%	0.00%	0.00%	0.00%	5.61%
Technicians	26	14	14							12	11	1				2	53.85%	46.15%	96.15%	3.85%	0.00%	0.00%	0.00%	0.00%	7.69%
Protective Service	670	551	503	22	23	1	2		14	119	103	8	7		1	2	82.24%	17.76%	90.45%	4.48%	4.48%	0.15%	0.45%	0.00%	2.39%
Para-professionals	50	24	21	1	1	1				26	21	5				1	48.00%	52.00%	84.00%	12.00%	2.00%	2.00%	0.00%	0.00%	2.00%
Administrative Support	17	2	2							15	15						11.76%	88.24%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	32	32	32							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	62	50	47	3					2	12	11	1					80.65%	19.35%	93.55%	6.45%	0.00%	0.00%	0.00%	0.00%	3.23%
TOTAL	984	731	673	29	25	2	2	0	21	253	224	18	10	0	1	0	74.29%	25.71%	91.16%	4.78%	3.56%	0.20%	0.30%	0.00%	2.74%

Grand Total Employees for Region 5:		Males:	731	Females:	253	Total Minorities:	87
			74.29%		25.71%		8.84%
White:	897	Black/African American:	47	Hispanic/Latino:	35	Asian:	2
	91.16%		4.78%		3.56%		0.20%
						AI/AN:	3
							0.30%
						NHOPI:	0
							0.00%
						PWD:	27
							2.74%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: 6/30/24

Region: 6

EEO Category	Grand Total	MALES									FEMALES							PERCENTAGES							
		Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI
Officials / Administrators	7	5	5						2	2	1	1					71.43%	28.57%	85.71%	14.29%	0.00%	0.00%	0.00%	0.00%	28.57%
Professionals	54	31	26	3	2				1	23	19	1	3			1	57.41%	42.59%	83.33%	7.41%	9.26%	0.00%	0.00%	0.00%	3.70%
Technicians	11	5	5							6	6						45.45%	54.55%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	234	201	188	5	6		2		8	33	28	3	2			1	85.90%	14.10%	92.31%	3.42%	3.42%	0.00%	0.85%	0.00%	3.85%
Para-professionals	8	0								8	8						0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	6	0								6	5		1				0.00%	100.00%	83.33%	0.00%	16.67%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	11	10	10							1	1						90.91%	9.09%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	23	19	17	1	1				1	4	3	1					82.61%	17.39%	86.96%	8.70%	4.35%	0.00%	0.00%	0.00%	4.35%
TOTAL	354	271	251	9	9	0	2	0	12	83	71	6	6	0	0	2	76.55%	23.45%	90.96%	4.24%	4.24%	0.00%	0.56%	0.00%	3.95%

Grand Total Employees for Region 6:		Males:	271	Females:	83	Total Minorities:	32
			76.55%		23.45%		9.04%
White:	322	Black/African American:	15	Hispanic/Latino:	15	Asian:	0
	90.96%		4.24%		4.24%		0.00%
						AI/AN:	2
							0.56%
						NHOPI:	0
							0.00%
						PWD:	14
							3.95%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
 DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: 6/30/24

Region: 7

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	152	66	50	12	3	1			3	86	70	11	2	2	1		3	43.42%	56.58%	78.95%	15.13%	3.29%	1.97%	0.66%	0.00%	3.95%
Professionals	391	151	135	12	2	1	1		6	240	207	21	6	5	1		9	38.62%	61.38%	87.47%	8.44%	2.05%	1.53%	0.51%	0.00%	3.84%
Technicians	47	19	17	1	1					28	27		1				3	40.43%	59.57%	93.62%	2.13%	4.26%	0.00%	0.00%	0.00%	6.38%
Protective Service	1,048	871	819	34	14	3	1		18	177	158	13	2	3		1	2	83.11%	16.89%	93.23%	4.48%	1.53%	0.57%	0.10%	0.10%	1.91%
Para-professionals	55	5	4			1				50	45	4	1				1	9.09%	90.91%	89.09%	7.27%	1.82%	1.82%	0.00%	0.00%	1.82%
Administrative Support	50	14	13		1				1	36	36						1	28.00%	72.00%	98.00%	0.00%	2.00%	0.00%	0.00%	0.00%	4.00%
Skilled Craft	44	42	42						1	2	2						1	95.45%	4.55%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.55%
Service / Maintenance	109	100	97	2	1				3	9	7	2						91.74%	8.26%	95.41%	3.67%	0.92%	0.00%	0.00%	0.00%	2.75%
TOTAL	1,896	1,268	1,177	61	22	6	2	0	32	628	552	51	12	10	2	1	20	66.88%	33.12%	91.19%	5.91%	1.79%	0.84%	0.21%	0.05%	2.74%

Grand Total Employees for Region 7:					Males:	1,268				Females:	628						Total Minorities:	167									
						66.88%					33.12%							8.81%									
White:	1,729	Black/African American:	112	Hispanic/Latino:	34	Asian:	16	AI/AN:	4	NHOPI:	1	PWD:	52														
	91.19%		5.91%		1.79%		0.84%		0.21%		0.05%		2.74%														

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: 6/30/24

Region: 8

EEO Category	Grand Total	MALES									FEMALES							PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	34	16	14	2						18	16	2					47.06%	52.94%	88.24%	11.76%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	153	74	68	4	1		1			79	70	8	1			6	48.37%	51.63%	90.20%	7.84%	1.31%	0.00%	0.65%	0.00%	3.92%	
Technicians	48	19	17	2					1	29	26	2		1			39.58%	60.42%	89.58%	8.33%	0.00%	2.08%	0.00%	0.00%	2.08%	
Protective Service	1,110	926	847	52	19	4	3	1	18	184	152	27	3	1	1	4	83.42%	16.58%	90.00%	7.12%	1.98%	0.45%	0.36%	0.09%	1.98%	
Para-professionals	31	2	2							29	26	2			1	2	6.45%	93.55%	90.32%	6.45%	0.00%	0.00%	0.00%	3.23%	6.45%	
Administrative Support	40	6	6						1	34	33	1				3	15.00%	85.00%	97.50%	2.50%	0.00%	0.00%	0.00%	0.00%	10.00%	
Skilled Craft	57	56	53	1	1		1			1		1				1	98.25%	1.75%	92.98%	3.51%	1.75%	0.00%	1.75%	0.00%	1.75%	
Service / Maintenance	111	100	93	5		1	1		1	11	9	2					90.09%	9.91%	91.89%	6.31%	0.00%	0.90%	0.90%	0.00%	0.90%	
TOTAL	1,584	1,199	1,100	66	21	5	6	1	21	385	332	45	4	2	1	1	16	75.69%	24.31%	90.40%	7.01%	1.58%	0.44%	0.44%	0.13%	2.34%

Grand Total Employees for Region 8:	Males:	1,199	Females:	385	Total Minorities:	152							
		75.69%		24.31%		9.60%							
White:	1,432	Black/African American:	111	Hispanic/Latino:	25	Asian:	7	AI/AN:	7	NHOPI:	2	PWD:	37
	90.40%		7.01%		1.58%		0.44%		0.44%		0.13%		2.34%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
 DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Workforce Analysis by Region																										
Agency: ILLINOIS DEPARTMENT OF CORRECTIONS															Reporting Period: 6/30/24											
Region: 9																										
EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	22	11	9			1	1		1	11	7	3		1			1	50.00%	50.00%	72.73%	13.64%	0.00%	9.09%	4.55%	0.00%	9.09%
Professionals	123	61	58	1		2				62	61			1				49.59%	50.41%	96.75%	0.81%	0.00%	2.44%	0.00%	0.00%	0.00%
Technicians	24	9	9							15	15							37.50%	62.50%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	735	628	604	9	6	7	2		15	107	98	1	4	2	2		2	85.44%	14.56%	95.51%	1.36%	1.36%	1.22%	0.54%	0.00%	2.31%
Para-professionals	24	0								24	24							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	24	0								24	24						1	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	4.17%
Skilled Craft	30	30	28	1	1				1	0								100.00%	0.00%	93.33%	3.33%	3.33%	0.00%	0.00%	0.00%	3.33%
Service / Maintenance	87	70	70						2	17	17							80.46%	19.54%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	2.30%
TOTAL	1,069	809	778	11	7	10	3	0	19	260	246	4	4	4	2	0	4	75.68%	24.32%	95.79%	1.40%	1.03%	1.31%	0.47%	0.00%	2.15%
Grand Total Employees for Region 9:					Males: 809					Females: 260					Total Minorities: 45											
					75.68%					24.32%					4.21%											
White:	1,024	Black/African American:			15	Hispanic/Latino:			11	Asian:			14	AI/AN:			5	NHOPI:			0	PWD:			23	
	95.79%				1.40%				1.03%	1.31%			0.47%				0.00%				2.15%					

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Analysis by Region

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: 6/30/24

Region: 10

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	Total	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD
Officials / Administrators	36	20	19	1				1	16	16							55.56%	44.44%	97.22%	2.78%	0.00%	0.00%	0.00%	0.00%	0.00%	2.78%
Professionals	188	89	86	3				3	99	93	3	1		2		5	47.34%	52.66%	95.21%	3.19%	0.53%	0.00%	1.06%	0.00%	4.26%	
Technicians	35	13	12		1			2	22	21				1			37.14%	62.86%	94.29%	0.00%	2.86%	0.00%	2.86%	0.00%	5.71%	
Protective Service	1,167	995	941	33	14	4	3	21	172	161	5	3	2	1	3		85.26%	14.74%	94.43%	3.26%	1.46%	0.51%	0.34%	0.00%	2.06%	
Para-professionals	40	2	2						38	35	1	1	1				5.00%	95.00%	92.50%	2.50%	2.50%	2.50%	0.00%	0.00%	0.00%	
Administrative Support	25	2	1				1		23	22		1					8.00%	92.00%	92.00%	0.00%	4.00%	0.00%	4.00%	0.00%	0.00%	
Skilled Craft	53	53	51	2				1	0								100.00%	0.00%	96.23%	3.77%	0.00%	0.00%	0.00%	0.00%	1.89%	
Service / Maintenance	124	104	98	1		3	2	4	20	19	1						83.87%	16.13%	94.35%	1.61%	0.00%	2.42%	1.61%	0.00%	3.23%	
TOTAL	1,668	1,278	1,210	40	15	7	6	32	390	367	10	6	3	4	0	8	76.62%	23.38%	94.54%	3.00%	1.26%	0.60%	0.60%	0.00%	2.40%	

Grand Total Employees for Region 10:		Males:	1,278		Females:	390		Total Minorities:	91
			76.62%			23.38%			5.46%
White:	1,577	Black/African American:	50	Hispanic/Latino:	21	Asian:	10	AI/AN:	10
	94.54%		3.00%		1.26%		0.60%		0.60%
								NHOPI:	0
									0.00%
									PWD:
									40
									2.40%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
 DHR-9 (Rev. Feb. 2016)



**WORKFORCE
TRANSACTION
REPORT
BY EEO CATEGORY**

**Summary of Workforce Transactions Report
by EEO Category**

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2023 THROUGH JUNE 30, 2024

EEO Category: GRAND TOTAL

Transaction	MALES									FEMALES							PERCENTAGES											
	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD		
	New Hires	1,105	681	557	84	28	9	3		1	424	300	97	20	7				61.63%	38.37%	77.56%	16.38%	4.34%	1.45%	0.27%			0.09%
Promotions	416	253	220	20	9	1	3			163	139	14	7	3				60.82%	39.18%	86.30%	8.17%	3.85%	0.96%	0.72%				
Intra-Agency Transfers	655	465	428	21	13	2	1			190	150	28	10	2				70.99%	29.01%	88.24%	7.48%	3.51%	0.61%	0.15%				
Suspensions	759	540	346	154	32	4	4			219	104	96	19					71.15%	28.85%	59.29%	32.94%	6.72%	0.53%	0.53%				
Separations	815	547	451	69	19	5	3			268	186	69	10	3				67.12%	32.88%	78.16%	16.93%	3.56%	0.98%	0.37%				
Discharges	110	70	38	26	6					40	18	20	2					63.64%	36.36%	50.91%	41.82%	7.27%						
Lay Off																												
Demotions																												
Reductions	104	60	54	5	1					44	37	5	2					57.69%	42.31%	87.50%	9.62%	2.88%						
Reinstatements	40	32	21	6	5					8	5	3						80.00%	20.00%	65.00%	22.50%	12.50%						
Reemployment																												
Upward Reallocations																												
Downward Reallocations																												

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

**Workforce Transactions Report
by EEO Category**

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS **Reporting Period:** JULY 1, 2023 THROUGH JUNE 30, 2024

EEO Category: OFFICIALS / ADMINISTRATORS

Transaction	MALES									FEMALES									PERCENTAGES							
	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
	New Hires	32	14	9	4		1				18	12	3	1	2				43.75%	56.25%	65.63%	21.88%	3.13%	9.38%	0.00%	0.00%
Promotions	44	32	25	4	2		1			12	9	2	1					72.73%	27.27%	77.27%	13.64%	6.82%	0.00%	2.27%	0.00%	0.00%
Intra-Agency Transfers	33	21	19	1	1					12	11	1						63.64%	36.36%	90.91%	6.06%	3.03%	0.00%	0.00%	0.00%	0.00%
Suspensions	6	1	1							5	5							16.67%	83.33%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	32	16	13	2	1					16	12	4						50.00%	50.00%	78.13%	18.75%	3.13%	0.00%	0.00%	0.00%	0.00%
Discharges	1	1		1						0								100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency:		ILLINOIS DEPARTMENT OF CORRECTIONS														Reporting Period: JULY 1, 2023 THROUGH JUNE 30, 2024										
EEO Category:		PROFESSIONALS																								
		MALES								FEMALES								PERCENTAGES								
	Grand						AI	NH							AI	NH							AI	NH		
Transaction	Total	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	M	F	W	B/AA	H/L	A	AN	OPI	PWD
New Hires	159	56	34	13	7	2				103	74	22	3	4				35.22%	64.78%	67.92%	22.01%	6.29%	3.77%	0.00%	0.00%	0.00%
Promotions	144	78	65	8	4		1			66	51	8	5	2				54.17%	45.83%	80.56%	11.11%	6.25%	1.39%	0.69%	0.00%	0.00%
Intra-Agency Transfers	121	61	53	6	2					60	38	14	7	1				50.41%	49.59%	75.21%	16.53%	7.44%	0.83%	0.00%	0.00%	0.00%
Suspensions	59	32	18	13	1					27	13	13	1					54.24%	45.76%	52.54%	44.07%	3.39%	0.00%	0.00%	0.00%	0.00%
Separations	114	35	23	10		2				79	55	22	2					30.70%	69.30%	68.42%	28.07%	1.75%	1.75%	0.00%	0.00%	0.00%
Discharges	24	9	3	4	2					15	2	12	1					37.50%	62.50%	20.83%	66.67%	12.50%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	26	18	15	2	1					8	6	2						69.23%	30.77%	80.77%	15.38%	3.85%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency:	ILLINOIS DEPARTMENT OF CORRECTIONS															Reporting Period: JULY 1, 2023 THROUGH JUNE 30, 2024										
EEO Category:	TECHNICIANS																									
	MALES										FEMALES							PERCENTAGES								
	Grand						AI	NH							AI	NH							AI	NH		
Transaction	Total	Total	W	B/AA	H/L	A	AN	OPI	PWD	Total	W	B/AA	H/L	A	AN	OPI	PWD	M	F	W	B/AA	H/L	A	AN	OPI	PWD
New Hires	29	2	2							27	24	3						6.90%	93.10%	89.66%	10.34%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	45	14	12	1	1					31	30		1					31.11%	68.89%	93.33%	2.22%	4.44%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	16	3	2	1						13	11	2						18.75%	81.25%	81.25%	18.75%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	3	1	1							2	2							33.33%	66.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	24	5	4		1					19	15	4						20.83%	79.17%	79.17%	16.67%	4.17%	0.00%	0.00%	0.00%	0.00%
Discharges	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	7	3	3							4	4							42.86%	57.14%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	4	3	2	1						1	1							75.00%	25.00%	75.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

**Workforce Transactions Report
by EEO Category**

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS **Reporting Period:** JULY 1, 2023 THROUGH JUNE 30, 2024

EEO Category: PROTECTIVE SERVICE

Transaction	MALES									FEMALES									PERCENTAGES							
	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
	New Hires	704	562	471	63	21	4	3			142	88	46	7	1				79.83%	20.17%	79.40%	15.48%	3.98%	0.71%	0.43%	0.00%
Promotions	24	21	18	2	1					3	2	1						87.50%	12.50%	83.33%	12.50%	4.17%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	405	336	312	11	10	2	1			69	60	7	2					82.96%	17.04%	91.85%	4.44%	2.96%	0.49%	0.25%	0.00%	0.00%
Suspensions	661	486	306	141	31	4	4			175	77	81	17					73.52%	26.48%	57.94%	33.59%	7.26%	0.61%	0.61%	0.00%	0.00%
Separations	486	380	313	47	14	3	3			106	65	34	6	1				78.19%	21.81%	77.78%	16.67%	4.12%	0.82%	0.62%	0.00%	0.00%
Discharges	73	52	29	21	2					21	14	7						71.23%	28.77%	58.90%	38.36%	2.74%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	27	21	19	2						6	6							77.78%	22.22%	92.59%	7.41%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	31	25	16	5	4					6	3	3						80.65%	19.35%	61.29%	25.81%	12.90%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS **Reporting Period:** JULY 1, 2023 THROUGH JUNE 30, 2024

EEO Category: PARAPROFESSIONALS

Transaction	MALES										FEMALES							PERCENTAGES								
	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
	New Hires	25	1	1							24	18	5	1				4.00%	96.00%	76.00%	20.00%	4.00%	0.00%	0.00%	0.00%	0.00%
Promotions	48	8	7			1				40	37	2		1			16.67%	83.33%	91.67%	4.17%	0.00%	4.17%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	23	7	7							16	13	1	1	1			30.43%	69.57%	86.96%	4.35%	4.35%	4.35%	0.00%	0.00%	0.00%	0.00%
Suspensions	5	2	2							3	3						40.00%	60.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	19	1	1							18	17		1				5.26%	94.74%	94.74%	0.00%	5.26%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	1	1	1							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	15	5	4	1						10	7	1	2				33.33%	66.67%	73.33%	13.33%	13.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	3	3	3							0							100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

**Workforce Transactions Report
by EEO Category**

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2023 THROUGH JUNE 30, 2024

EEO Category: ADMINISTRATIVE SUPPORT

Transaction	MALES									FEMALES									PERCENTAGES							
	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
	New Hires	116	14	11	2		1			1	102	78	16	8					12.07%	87.93%	76.72%	15.52%	6.90%	0.86%	0.00%	0.00%
Promotions	8	3	3							5	4	1						37.50%	62.50%	87.50%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	23	4	4							19	17	2						17.39%	82.61%	91.30%	8.70%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	4	0								4	4							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	25	4	3	1						21	14	4	1	2				16.00%	84.00%	68.00%	20.00%	4.00%	8.00%	0.00%	0.00%	0.00%
Discharges	3	2	1		1					1	1							66.67%	33.33%	66.67%	0.00%	33.33%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	13	0								13	12	1						0.00%	100.00%	92.31%	7.69%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

**Workforce Transactions Report
by EEO Category**

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS **Reporting Period:** JULY 1, 2023 THROUGH JUNE 30, 2024

EEO Category: SKILLED CRAFT

Transaction	MALES									FEMALES									PERCENTAGES							
	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
	New Hires	29	25	23	1		1				4	4							86.21%	13.79%	93.10%	3.45%	0.00%	3.45%	0.00%	0.00%
Promotions	13	13	13							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	14	14	14							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	32	30	27	2	1					2	2							93.75%	6.25%	90.63%	6.25%	3.13%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

**Workforce Transactions Report
by EEO Category**

Agency: ILLINOIS DEPARTMENT OF CORRECTIONS

Reporting Period: JULY 1, 2023 THROUGH JUNE 30, 2024

EEO Category: SERVICE / MAINTENANCE

Transaction	MALES									FEMALES								PERCENTAGES								
	Grand Total	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI AN	NH OPI	PWD
	New Hires	11	7	6	1						4	2	2						63.64%	36.36%	72.73%	27.27%	0.00%	0.00%	0.00%	0.00%
Promotions	90	84	77	5	1		1			6	6							93.33%	6.67%	92.22%	5.56%	1.11%	0.00%	1.11%	0.00%	0.00%
Intra-Agency Transfers	20	19	17	2						1		1						95.00%	5.00%	85.00%	15.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	19	16	16							3		2	1					84.21%	15.79%	84.21%	10.53%	5.26%	0.00%	0.00%	0.00%	0.00%
Separations	83	76	67	7	2					7	6	1						91.57%	8.43%	87.95%	9.64%	2.41%	0.00%	0.00%	0.00%	0.00%
Discharges	7	5	4		1					2		1	1					71.43%	28.57%	57.14%	14.29%	28.57%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	16	13	13							3	2	1						81.25%	18.75%	93.75%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	1	1			1					0								100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities



SECTION III



DETERMINING EQUITABLE EMPLOYMENT LEVELS FOR MINORITIES AND FEMALES

The Illinois Department of Corrections hires employees in numerous positions under eight Equal Employment Opportunity categories. A description of the eight EEO job categories is contained in Table 1 (Page 39). A list of Illinois Department of Corrections position titles by EEO job category is contained in pages 41-44.

On an annual basis, DOC compares data on the availability of minority and female employees and the number of individuals actually employed by the Department. This analysis helps determine whether the work force includes minorities and females in all job categories in numbers proportionate to their availability in the qualified applicant population.

When job categories in the work force do not include minority or female employees in numbers that are proportionate to their availability for employment, hiring goals are established to remedy the underutilization that has been found. The methodology used to determine underutilization of minorities and females is explained on pages 49-51.

Table 2 (Page 49) contains a description of the ten geographical regions for which hiring goals are established. A summary of IDOC underutilization by region, race, sex, and job category is on page 52.

TABLE 1 EQUAL EMPLOYMENT OPPORTUNITY JOB CATEGORIES

1. Officials and Administrators

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.

2. Professionals

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.

3. Technicians

Occupations which require a combination of basic skill or technical knowledge and manual skill which can be attained through specialized post-secondary school education or through equivalent on-the-job training.

4. Protective Service Workers

Occupations in which workers are entrusted with public safety, security and protection from destructive forces.

5. Paraprofessionals

Occupations in which workers perform some of the duties of a professional or technician in a supportive role which usually requires less formal training and/or experience normally required for professional or technical status.

6. Administrative Support

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

7. Skilled Craft Workers

Occupations in which workers perform jobs which require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work which is required through on-the-job training and experience or through apprenticeship or other formal training programs.

8. Service and Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

PROMOTABLE CATEGORIES

Officials/Administrators

Professionals

Technicians

Protective Service

Professionals

Technicians

Protective Service

Paraprofessional

Administrative Support

Technicians

Protective Service

Paraprofessional

Administrative Support

Protective Service

Paraprofessional

Administrative Support

Skilled/Craft

Service Maintenance

Paraprofessional

Administrative Support

Administrative Support

Skilled Craft

Service maintenance

Protective Service

IDOC POSITION TITLES BY EEO JOB CATEGORY

OFFICIALS/ADMINISTRATORS (001)

Food Services Program Manager
Public Service Administrator
Senior Public Service Administrator

PROFESSIONALS (002)

Accountant
Accountant Advanced
Accountant Supervisor
Activity Therapist
Administrative Assistant I, II
Assignment Coordinator
Business Administrative Specialist
Business Manager
Chaplain I & II
Clinical Psychologist
Clinical Services Supervisor
Correctional Casework Supervisor
Correctional Counselor I, II & III
Corrections Assessment Specialist
Corrections Industries Marketing Representative
Corrections Law Library Assistant
Corrections Leisure Activities Specialist I, II, III, IV
Corrections Nurse Trainee
Corrections Nurse I & II
Corrections Parole Agent
Corrections Senior Parole Agent
Corrections Treatment Officer Trainee
Corrections Treatment Officer
Corrections Treatment Officer Supervisor
Corrections Treatment Senior Security Officer
Corrections Treatment Counselor Trainee
Corrections Treatment Counselor
Corrections Vocational School Supervisor
Criminal Justice Specialist I & II
Dentist I & II
Educator
Executive I & II
Food Service Program Manager (hired on, before or after March/April 2013)
Health Information Administrator
Human Resources Representative
Human Resources Specialist
Information Services Specialists I & II

PROFESSIONALS (002) --continued

Information System Analysts I, II, III
Information Technology/Communications Systems Specialist I & II
Internal Auditor
Internal Security Investigator I & II
Librarian I
Library Associate
Management Operations Analyst I, II
Medical Assistance Consultant I, II & III
Methods and Procedures Advisor I, II & III
Paralegal Assistant
Physician
Physician Specialist Option A, B, C & D
Psychologist I, II & III
Public Administrator Intern
Public Health Educator Associate
Research Scientist I & III
Sex Offender Therapist I & II
Social Worker I, II, III & IV
Staff Development Specialist I
Statistical Research Specialist II & III
Technical Advisor II & III

TECHNICIANS (003)

Account Technician I & II
Communications Equipment Technician I, II & III
Corrections Identification Technician
Corrections Identification Supervisor
Corrections Industry Lead Worker
Corrections Industry Supervisor
Corrections Laundry Manager I
Corrections Vocational Instructor
Data Processing Admin. Specialist
Data Processing Specialist
Data Processing Supervisor I, II & III
Data Processing Technician
Data Processing Technician Trainee
Dental Hygienist
Electronic Equipment/Installer Repairer
Health Information Technician
Licensed Practical Nurse
Pharmacy Technician
Telecommunications Supervisor
Telecommunications System Technician I & II

PROTECTIVE SERVICE (004)

Correctional Lieutenant
Correctional Officer
Correctional Sergeant
Correctional Officer Trainee
Corrections Transportation Officer I & II
Shift Supervisor

PARAPROFESSIONAL (005)

Child Development Aide
Corrections Residence Counselor I & II
Dental Assistant
Executive Secretary I, II & III
Human Resources Assistant
Human Resources Associate
Methods & Procedures Career Associate II
Methods & Procedures Career Associate Trainee
Office Administrator III, IV & V
Office Administrative Specialist
Office Coordinator
Office Specialist
Private Secretary I & II
Student Worker

ADMINISTRATIVE SUPPORT (006)

Account Clerk I & II
Corrections Clerk I, II & III
Data Processing Assistant
Data Processing Operator
Data Processing Operator Trainee
Health Information Associate
Office Aide
Office Administrator I & II
Office Assistant
Office Associate
Office Clerk
Switchboard Operator I, II & III
Telecommunicator
Telecommunicator Trainee

SKILLED CRAFT (007)

Automotive Mechanic

Barber

Brickmason

Carpenter

Corrections Locksmith

Corrections Maintenance Craftsman

Corrections Maintenance Supervisor

Electrician

Painter

Plumber

Sewage Plant Operator

Stationary Engineer

Stationary Engineer – Assistant Chief

Stationary Engineer - Chief

Steamfitter

Teacher of Barbering

Teacher of Beauty Culture

Water Plant Operator

SERVICE/MAINTENANCE (008)

Corrections Food Service Supervisor I, II & III

Corrections Ground Supervisor

Corrections Laundry Manager II

Corrections Maintenance Worker

Corrections Medical Technician

Corrections Supply Supervisor I, II & III

Corrections Utilities Operator

Housekeeper

Laborer (Building)

Maintenance Equipment Operator

Maintenance Worker (Power Plant)

Stationary Fireman

Storekeeper I, II & III

Trades Tender

Illinois Department of Human Rights State Regional Map



TABLE 2

GEOGRAPHICAL REGIONS

REGION 1

Cook
DeKalb
DuPage
Grundy
Kane
Kankakee
Kendall
Lake
McHenry
Will

REGION 2

Boone
Ogle
Stephenson
Winnebago
La Salle
Lee
Mercer
Putnam
Rock Island
Whiteside

REGION 3

Bureau
Carroll
Henry
Jo Daviess
Knox
McDonough
Pike
Schuyler
Warren

REGION 4

Adams
Brown
Hancock
Henderson

REGION 5

Dewitt
Fulton
Livingston
Marshall
Mason
McLean
Peoria
Stark
Tazewell
Woodford

REGION 6

Champaign
Douglas
Ford
Iroquois
Piatt
Vermillion

REGION 7

Christian
Cass
Greene
Logan
Macon
Macoupin
Menard
Montgomery
Morgan
Sangamon
Scott
Shelby

REGION 8

Bond
Calhoun
Clinton
Jersey
Madison
Monroe
Randolph
St. Clair
Washington

REGION 9

Clark
Clay
Coles
Crawford
Cumberland
Edgar
Effingham
Fayette
Jasper
Lawrence
Marion
Moultrie
Richland

REGION 10

Alexander
Edwards
Franklin
Gallatin
Hamilton
Hardin
Jackson
Jefferson
Johnson
Massac

Perry
Pope
Pulaski
Saline
Union
Wabash
Wayne
White
Williamson

FACILITIES BY REGION

REGION 1

STATEVILLE CORRECTIONAL CENTER
JOLIET INPATIENT TREATMENT CENTER
JOLIET TREATMENT CENTER

FOX VALLEY ATC
PAROLE-FISU

AURORA PAROLE
BACK OF THE YARDS PAROLE
CHATHAM PAROLE (N/S)
CHICAGO HEIGHTS PAROLE
HALSTED PAROLE OFFICE (N/S)
LAKE COUNTY PAROLE
LARRABEE PAROLE (N/S)
MAYWOOD PAROLE
MIDTOWN PAROLE
NORTHWESTERN EAST PAROLE
WESTSIDE PAROLE (N/S)
WEST GRAND PAROLE (N/S)
WILL COUNTY PAROLE
PAROLE REENTRY GROUP (PRG) DISTRICT 1

REGION 2

ROCKFORD PAROLE

REGION 3

DIXON CORRECTIONAL CENTER
EAST MOLINE CORRECTIONAL CENTER
KEWANEE LIFE SKILLS RE-ENTRY CENTER
SHERIDAN CORRECTIONAL CENTER

DIXON PAROLE

REGION 4

HILL CORRECTIONAL CENTER
WESTERN ILLINOIS CORRECTIONAL CENTER

REGION 5

ILLINOIS RIVER CORRECTIONAL CENTER
PONTIAC CORRECTIONAL CENTER
PEORIA ATC
PEORIA PAROLE

PAROLE REENTRY GROUP (PRG) DISTRICT 2

REGION 6

CHAMPAIGN PAROLE
DANVILLE CORRECTIONAL CENTER

REGION 7

DECATUR CORRECTIONAL CENTER
GRAHAM CORRECTIONAL CENTER
JACKSONVILLE CORRECTIONAL CENTER
LINCOLN CORRECTIONAL CENTER
LOGAN CORRECTIONAL CENTER
TAYLORVILLE CORRECTIONAL CENTER

CENTRAL OFFICE (GENERAL)
CORRECTIONS TRAINING ACADEMY

DECATUR PAROLE
PAROLE ADMINISTRATION
PAROLE REENTRY GROUP (PRG) DISTRICT 3
QUINCY PAROLE
SPRINGFIELD PAROLE

REGION 8

CENTRALIA CORRECTIONAL CENTER
MENARD CORRECTIONAL CENTER
SOUTHWESTERN ILLINOIS CORRECTIONAL
CENTER
EAST ST. LOUIS PAROLE OFFICE
PAROLE REENTRY GROUP (PRG) DISTRICT 4

REGION 9

LAWRENCE CORRECTIONAL CENTER
ROBINSON CORRECTIONAL CENTER
VANDALIA CORRECTIONAL CENTER

EFFINGHAM/SOUTHWESTERN PAROLE

REGION 10

BIG MUDDY RIVER CORRECTIONAL CENTER
MURPHYSBORO RE-ENTRY LIFE SKILLS CENTER
PINCKNEYVILLE CORRECTIONAL CENTER
SHAWNEE CORRECTIONAL CENTER
VIENNA CORRECTIONAL CENTER

MARION PAROLE OFFICE
PAROLE REENTRY GROUP (PRG) DISTRICT 5

The following is placed in the region in which their office is located:

CORRECTIONAL INDUSTRIES
SCHOOL DISTRICT

THE AVAILABILITY ANALYSIS

Introduction

The Department of Human Rights (DHR) has developed a methodology for State entities to use to prepare a written Affirmative Action Plan (AAP). The objective of this methodology is to provide a responsible way to compare the availability of minorities and females to the work force of each State entity. The computation described on the following pages results in an Availability Percentage for each appropriate protected class in each job category.

The availability analysis provides a numerical measure of parity achieved by comparing the work force of each State entity with the availability of the minority groups and females in its appropriate surrounding labor area(s). The resulting number becomes the ultimate goal of the agency. Comparison of the availability numbers and the actual number of minorities and females currently employed by the agency will indicate whether or not the agency is underutilizing minorities and females, and to what extent. Minimum numerical compliance in each job category for each group of minorities and females will be accomplished by the agency when it has reached eighty percent of its numerical goal. However, agencies are encouraged to reach 100% parity.

In order to assist State entities in computing Availability Percentages (AP's) for each minority group in each EEO job category, DHR has divided the State into ten (10) regions, based upon population, work force statistics, proximity of metropolitan areas and community patterns.

Option 1 allows the State entity to develop AP's by using external work force data supplied by DHR, in combination with internal work force data supplied by the State entity. DHR will provide statistical data by region, by EEO category and by the appropriate protected class group, to State entities that elect to develop their AP's using Option #1. The State entity will compute and provide its AP's by region, by category and by protected class.

The Department of Human Rights provides statistics, by region, for the two factors below:

Factor #1 – Those having requisite skills in the region.

Factor #2 – Those promotable, trainable, and transferable in the region.

Internal Work Force Analysis

One of the fundamental steps in developing an Affirmative Action Plan is to conduct an in-depth assessment of the State entity's personnel transactions, i.e., distribution of present employees, new hires, promotions, demotions, transfers, terminations, superior performance increases and salary comparison by race, sex and EEO category. Standard forms will be provided by the Department of Human Rights for State entities to submit this information.

All past and current personnel practices must be analyzed for present effect. The internal work force review should consist of, but is not limited to the following:

- Assessment of the agency's past and current EEO program.
- Review of written personnel policies, procedures, and regulations to assure absence of discriminatory content.
- Review of all qualifications and requirements, including education, prior work experience and physical abilities to insure job relatedness.
- Past and current hiring and promotion patterns.

External Labor Force Analysis

When the internal work force analysis has been completed, the next step is to complete an external labor force analysis to determine the availability of minorities and females to the work force of the agency.

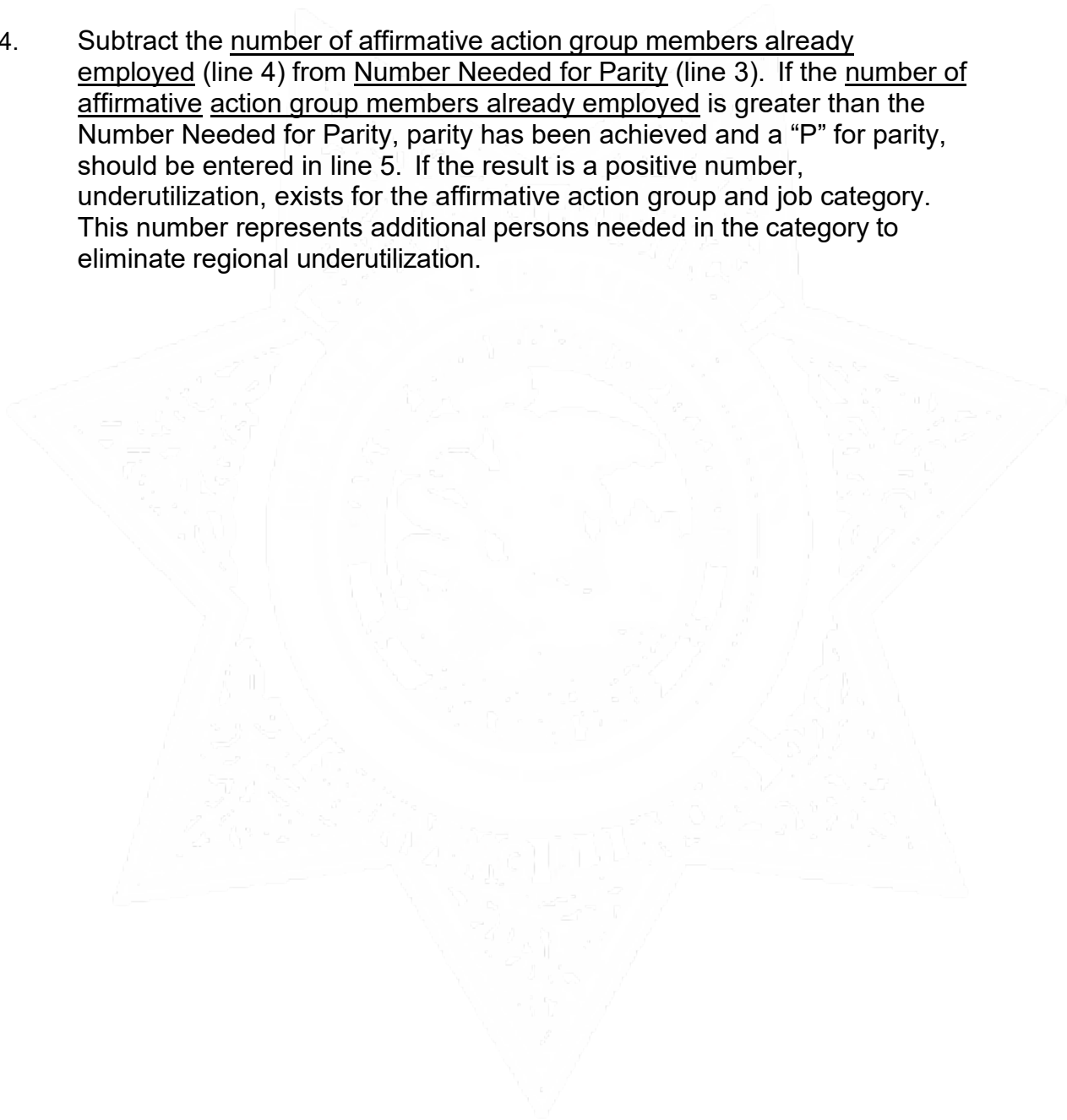
The internal work force analysis combined with the external work force analysis will be used to determine if minorities or females are being underutilized in any EEO category at each facility.

Calculating Agency Underutilization

The determination of whether an agency is underutilized in any affirmative action group is made by performing the following steps on the availability summary sheet:

1. Using the figures from the workforce analysis form DHR-9:
 - a. Indicate present number of employees. However, do not calculate utilization for categories that have less than ten (10) total employees because the numbers are too small to yield statistical reliability.
 - b. Number of affirmative action group members already employed.

2. Enter the availability percentage (AP) in line 2, which comes from the AP worksheet (DHR-5) for the appropriate affirmative action group.
3. Multiply the present number of employees by the AP and enter the result in the Number Needed for Parity (line 3). If the result includes a fraction, round down to the closest whole number.
4. Subtract the number of affirmative action group members already employed (line 4) from Number Needed for Parity (line 3). If the number of affirmative action group members already employed is greater than the Number Needed for Parity, parity has been achieved and a "P" for parity, should be entered in line 5. If the result is a positive number, underutilization, exists for the affirmative action group and job category. This number represents additional persons needed in the category to eliminate regional underutilization.



GOALS AND TIMETABLES

The eradication of those staffing underutilizations identified in the Underutilization Summary is an ideal to which the IDOC is committed for Fiscal Year 2025.

NUMERICAL GOALS AND TIMETABLES TO REMEDY UNDERUTILIZATION

The Department of Corrections' objective is:

By June 30, 2025, to achieve at least minimal numerical compliance by reaching numerical goals in each job category for minorities and females considering the number of opportunities to hire new employees.

A regional breakdown of numerical objectives is reported on the Underutilization Summary by Region form on page 52.

SPECIAL PROBLEMS

- IDOC recruiters continued to make efforts to recruit. Recruiters attended both in-person and virtual job fairs and sent notices of recruitment events via email through IDOC employees. The structural barriers to increased recruiting facing the Agency include shifting attitudes and changing needs among the target population and population groups. The barriers include: COVID-19 vaccination and testing mandates, working shifts (nights and weekends), limited ability for cell phones usage at correctional facilities, current retirement options, limited opportunities for part-time and remote work. Anecdotal information suggests a current stigma toward law enforcement entities in some communities affecting recruitment.
- Many of the Department's facilities are located in areas with small minority populations. Affirmative recruitment is needed in these areas to attract minority applicants.
- Illinois law provides for an absolute Veterans Preference, virtually eliminating the ability of state agencies to hire anyone other than a veteran if a veteran appears on the CMS eligibility list.
- Most promotional decisions are governed by the terms of collective bargaining agreements.
- Under the consent decree in *Lippert vs Hughes*, the Department is mandated to rapidly increase medical staffing levels. As a result of this court mandate, there is the potential for an adverse impact on the Department's underutilization goals. Additionally, medical and mental health positions are not open for application regularly. Salaries for nurses currently fall below the industry standard, especially when compared to competitors who offer bonuses and student loan repayment options.

PERFORMANCE MEASURE BACKGROUND INFORMATION

Based on its availability analysis, the Department of Corrections has underutilization for women and minorities. The Department will work toward better education of managers on affirmative action goals in an effort to address underutilization. Enhanced recruitment efforts will be used to reduce the underutilization of African Americans, Hispanics, Women, Asians, American Indian/Alaskan Native Americans, and persons with disabilities. Education of managers and employees on equal opportunity and sexual harassment will be reviewed and enhanced to address the turnover rate of minority and female employees.

PERFORMANCE MEASURE I

Goal:

The goal is to address underutilization of women in the workforce in the following **five** EEO categories through development of on-going recruitment relationships and organizations representing women.

Outcome:

Reducing underutilization of females by **(2)** Professionals; **(303)** Protective Service Workers; **(5)** Paraprofessionals **(11)** Skilled Craft Workers; and **(49)** Service/Maintenance Workers.

Output:

1. The Office of Affirmative Action will identify appropriate entities to be contacted.
2. The identified entities will be contacted and provided with materials on State positions and the hiring process.
3. The Office of Affirmative Action will provide supporting documentation to the Department of Human Rights.

--COMPLETION DATE: *Ongoing*

PERFORMANCE MEASURE II

Goal:

To reduce underutilization of Black/African Americans in the following **five** EEO categories through education of hiring managers on their Affirmative Action Goals and through recruitment efforts.

Outcome:

Reducing underutilization of Black/ African Americans by **(1)** Professionals; **(2)** Technicians **(16)** Protective Service Workers; **(10)** Paraprofessionals; **(5)** Administrative Support; **(1)** Skilled Craft Workers and **(8)** Service/Maintenance Workers.

Output:

1. The Affirmative Action Office will distribute the Affirmative Action Plan and Affirmative Action Goals to all hiring managers.
2. Hiring managers will be provided with education on their Affirmative Action goals and on the use of the Hiring and Promotion Monitor form so that underutilized candidates appearing on eligibility lists are considered when underutilization exists.
3. Recruitment teams will attend job fairs, conduct on-site recruitments with partner agencies IDES, WIOA, ESGR, FBO/CBO and Higher Learning Institutions. Continue attending virtual presentations and workshops, unemployment events, speaking engagements and incorporating career fairs offer job titles in the areas of nursing, social work and business.
4. Compliance will be monitored by reviewing the eligibility lists and the interview lists.
5. The Department will provide supporting documentation to the Department of Human Rights.

--COMPLETION DATE: *Ongoing*

PERFORMANCE MEASURE III

Goal:

The goal is to address underutilization of Hispanics/Latinos in the following **five** EEO categories through the development of ongoing recruitment efforts and maintaining relationships with organizations representing Hispanics.

Outcome:

Reducing underutilization of the Hispanic/Latino workforce by **(5)** Professionals; **(2)** Technicians; **(8)** Skilled Craft Workers; and **(13)** Service/Maintenance Workers.

Output:

1. The Office of Affirmative Action will identify appropriate entities to be contacted.
2. The identified entities will be contacted and provided with materials on state positions and the state hiring process.
3. The Office of Affirmative Action will evaluate referrals to determine the number of applicants recruited through the organizations.
4. Recruitment teams will attend job fairs, conduct on-site recruitments with partner agencies IDES, WIOA, ESGR, FBO/CBO and Higher Learning Institutions. Continue attending virtual presentations and workshops, unemployment events, speaking engagements and incorporating career fairs offer job titles in the areas of nursing, social work and business.
5. The Department will provide supporting documentation to the Department of Human Rights.

--COMPLETION DATE: *Ongoing*

PERFORMANCE MEASURE IV

Goal:

The goal is to address underutilization of Asian population groups in the following **six** EEO categories through development of ongoing recruitment relationships with organizations representing Asians.

Outcome:

Reducing underutilization of Asian population groups in the work force by **(1)** Official/Administrators; **(25)** Professionals; **(1)** Technician; **(19)** Protective Service Workers; **(1)** Administrative Support and **(1)** Service/Maintenance Worker.

Output:

1. The Office of Affirmative Action will identify and contact appropriate entities to improve outreach into several Asian Communities.
2. The identified entities will be contacted and provided with materials on state positions and the state hiring process.
3. The Office of Affirmative Action will evaluate referrals to determine the number of applicants recruited through the outreach effort to Asian community organizations.
4. Recruitment teams will attend job fairs, conduct on-site recruitments with partner agencies IDES, WIOA, ESGR, FBO/CBO and Higher Learning Institutions. Continue attending virtual presentations and workshops, unemployment events, speaking engagements and incorporating career fairs offer job titles in the areas of nursing, social work and business.
5. The Department will provide supporting documentation to the Department of Human Rights.

--COMPLETION DATE: *Ongoing*

PERFORMANCE MEASURE V

Goal:

The goal is to address underutilization of American Indians/Alaskan Natives by **eight** in the EEO category of Protective Service Workers.

Output:

1. The Office of Affirmative Action will distribute information about positions to organizations serving Native Americans.
2. The identified entities will be contacted and provided with materials on state positions and the hiring process.
3. The Office of Affirmative Action will provide supporting documentation to the Department of Human Rights.

--COMPLETION DATE: *Ongoing*

PERFORMANCE MEASURE VI

Goal:

The goal is to address underutilization of Native Hawaiians and Other Pacific Islanders by **two** in the EEO category of Protective Service Workers.

Output:

1. The agency has met parity in this category; but the Office of Affirmative Action will continue to distribute information about positions to organizations serving Native Hawaiians and Other Pacific Islanders. Additionally, the Office of Affirmative Action will work with recruitment teams to contact and provide materials on state positions and the hiring process to the identified entities.

PERFORMANCE MEASURE VII

Goal:

To provide equitable opportunity to persons with disabilities.

Outcome:

To provide equitable opportunity to applicants and employees with disabilities and ensure that supervisors are aware of responsibilities. In addition to, hiring **408** persons with disabilities.

Output:

1. Distribute materials on the agency reasonable accommodation program.
2. Provide notices of non-discrimination based on disability to grantees and contractors.
3. Provide supporting documentation to the Department of Human Rights.

--COMPLETION DATE: *Ongoing*

PERFORMANCE MEASURE VIII

Goal:

Provide information to all managers and supervisors on EEO laws, regulations, and the Affirmative Action Plan.

Outcome:

Reduce complaints of employees by ensuring all employees, officials and managers are aware of what discrimination entails and the possible consequences of discriminatory practices. Encourage use of the internal complaint process.

Output:

1. Review Training Academy training programs.
2. Distribute to each facility the information on posting of the EEO Policy.
3. The Department will provide supporting documentation to the Department of Human Rights.

--COMPLETION DATE: *Ongoing*

PERFORMANCE MEASURE IX

Goal:

Provide training and education on sexual harassment.

Outcome:

To reduce the number of complaints by ensuring all employees and managers are aware of what sexual harassment is and the consequences of engaging in sexual harassment.

Output:

1. Ensure that sexual harassment training is provided in annual cycle training and OneNet on-line training.
2. Monitor that the Sexual Harassment Policy is posted in all facilities and Department units.
3. Provide supporting documentation to the Department of Human Rights.

--COMPLETION DATE: Ongoing.



SECTION IV



INTERNAL COMPLAINT PROCEDURE

The office of Affirmative Action has jurisdiction over complaints by employees and applicants for employment alleging discrimination based on the following protected activities: **age, race, color, sex, national origin, ancestry, language, religion, arrest record, disability, sexual harassment, citizenship status, military status, unfavorable military status, marital status, pregnancy, order of protection status, sexual orientation, and/or violations of the Human Rights Act, Title VII and the Illinois Department of Corrections Affirmative Action Policy Statement.**

The Department of Corrections has established an internal complaint process to resolve complaints in a prompt and effective manner. An employee or applicant who feels that he, she, or they have been sexually harassed or discriminated against should report the incident to their supervisor verbally or in writing utilizing a DOC 434 (incident report). If the employee's supervisor is alleged to have engaged in the conduct, then report the incident to a supervisor higher in the chain of command. A Chief Administrative Officer may also refer employee complaints of sexual harassment or discrimination to the Office of Affirmative Action for investigation.

An employee or applicant may also report complaints of sexual harassment or discrimination to the Office of Affirmative Action directly, by completing an Equal Employment Opportunity and Affirmative Action Complaint (EEO/AA) form (DOC 0279) detailing the specific charges of discrimination.

The internal EEO/AA Complaint form (DOC 0279) is available from the Office of Affirmative Action, from the Department personnel offices or can be accessed from the Department's internal website. The form is also contained in the Administrative Directive "Forms" book.

The person completing the form needs to include the following information:

- a. The full name, address, and telephone number of complainant.
- b. A statement of facts alleged to constitute the unfair employment practice.
- c. The date, time, place, and person(s) alleged to be discriminating.
- a. Basis of complaint (Age, Race, Color, Sex, National Origin, Ancestry, Religion, Arrest Record, Disability, Sexual Harassment, Citizenship Status, Military Status, Pregnancy Sexual Orientation and/or violations of the Illinois Human Rights Act, Title VII or IDOC's Affirmative Action Policy Statement.)
- b. Issue of complaint (Failure to hire, Failure to promote, Termination, Discipline, Assignments, Harassment, Retaliation or other terms or conditions of employment.)
- d. A statement describing any other action initiated by the complainant to address the issues in the complaint.
- e. The signature of the complainant.

NOTE: If a complaint does not contain sufficient information to proceed with an investigation, the complainant will be asked to provide the necessary information.

Questions regarding how to file a complaint can be directed to:

Howard Moore, Chief
555 West Monroe – 6th Floor
Chicago, IL, 60661
(312) 814-6302
Howard.Moore@illinois.gov

Tamara Brown, Affirmative Action Officer
IDOC- Office of Affirmative Action
555 West Monroe – 6th Floor
Chicago, IL, 60661
(312) 814-6304
Tamara.Brown@illinois.gov

Shaina Hanson, Affirmative Action Officer
IDOC- Office of Affirmative Action
1301 Concordia Court
Cushman Building, Lower-Level
Springfield, IL, 62702
(217) 558-2200 ext.4427
Shaina.K.Hanson@illinois.gov

Martha Fragozo, Affirmative Action Officer
IDOC- Office of Affirmative Action
555 West Monroe – 6th Floor
Chicago, IL, 60661
(312) 814-0082
Martha.Fragozo@illinois.gov

Shannon Edwards, Affirmative Action Officer
IDOC- Office of Affirmative Action
2309 West Main Street
Marion, IL, 62959
(618) 944-6507
Shannon.Edwards@illinois.gov

Jocelyn Delgado, Office Coordinator
IDOC- Office of Affirmative Action
555 West Monroe – 6th Floor
Chicago, IL, 60661
(312) 814-3543
Jocelyn.Delgado@illinois.gov

Complaints can also be directed to email: DOC.AffirmativeAction@illinois.gov

INVESTIGATION PROCEDURE

I. Receipt of Complaint

The appropriate manager will be notified that a complaint alleging sexual harassment, discrimination or harassment has been received.

II. Investigation

- A. The Affirmative Action Officer assigned to the complaint will interview the complainant, the person accused and pertinent witnesses.
- B. The Affirmative Action Officer shall compile all relevant documents.
- C. At the completion of the investigation, the Affirmative Action Officer will prepare a narrative report of the facts, supporting documents and a recommendation of evidence or lack of evidence of sexual harassment, harassment, or discrimination.

NOTE: The Department's Administrative Directives mandate employee participation in all investigations related to harassment, discrimination, and sexual harassment. Employees who fail to participate are subject to discipline, up to and including discharge. If the issues are continual, the complaint should be filed within 300 days of the alleged unfair employment practice or awareness by the Complainant of the unfair practice.

III. Assessment and Disposition of Complaint

A. Analysis

- 1. The Affirmative Action Administrator will review the investigative report. If further investigation is warranted, it will be requested.
- 2. The Investigator will discuss or submit an assessment of the case to the Affirmative Action Administrator. The assessment shall include:
 - a. the Complainant's allegation(s);
 - b. evidence compiled and;
 - c. disposition of the complaint

B. Notice of Outcome

- 1. Lack of Evidence - When there is lack of evidence to substantiate the allegations made by the complainant, the Office of Affirmative Action shall notify the complainant, in writing of the finding in the case that the investigation determined the matters to be Unfounded or Unsubstantiated.
- 2. Sufficient Evidence - When the investigation finds and corroborates sufficient evidence, the Office of Affirmative Action shall notify the complainant and the accused of a determination of Substantiated or Founded.

3. The Office of Affirmative Action shall also notify the appropriate manager of the final disposition of the complaint.

C. Sexual Harassment Complaints

In addition to the processes described above, the Office of Affirmative Action shall report allegations of Sexual Harassment to the Office of the Inspector General (OEIG), the State of Illinois Ethics Officer, and to such other entities and forms as may be required by law and regulation.

D. Regulatory Filing

The internal complaint process shall continue regardless of whether a complainant also files a charge with the Illinois Department of Human Rights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) or any other appropriate governing agency. The statute of limitations for filing a charge of discrimination with IDHR and/or EEOC is 300 days.

Contact information for both regulatory agencies:

IDHR (IL Department of Human Rights) www.dhr.illinois.gov

Chicago – 555 W. Monroe, 7th floor, Chicago, IL 60661
PH: 312-814-6200 /TTY: 1-866-740-3953

Springfield – 524 South 2nd Street, Suite 300, Springfield, IL 62701
PH: 217-785-5100 /TTY: 1-866-740-3953

IDHR administers the State of Illinois Sexual Harassment and Discrimination Helpline: Helpline No.:
1-877-236-7703 (Monday – Friday 8:30am to 5:00pm)
Website: www.illinois.gov/sexualharassment

EEOC (Equal Employment Opportunity Commission) www.eeoc.gov

Chicago- JCK Federal Building 230 S Dearborn Street, Suite 1866, Chicago, IL 60604
Tel: 312-872-9777 / Fax: 312-588-1260 / TTY: 1-800-669-6820 / ASL Video Phone: 844-234-5122

St. Louis- Robert A. Young Federal Building 1222 Spruce Street, Room 8-100, St. Louis, MO 63103
Tel: 314-798-1960 / Fax: 314-539-7894 / TTY: 1-800-669-6820 / ASL Video Phone: 844-234-5122



Illinois Department of Corrections

Administrative Directive

Number: 03:01.307

Title: Discrimination and Harassment

Effective: 9/1/2022

Authorized by:

[Original Authorized Copy on File]

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:

Creating an intimidating, hostile or offensive working environment;

	Illinois Department of Corrections Administrative Directive	Page 2 of 5
Number: 03.01.307	Title: Discrimination and Harassment	Effective: 9/1/2022

1. Unreasonably interfering with an individual's work performance; or
2. 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".

	Illinois Department of Corrections Administrative Directive	Page 3 of 5
Number: 03.01.307	Title: Discrimination and Harassment	Effective: 9/1/2022

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

	Illinois Department of Corrections Administrative Directive	Page 4 of 5
Number: 03.01.307	Title: Discrimination and Harassment	Effective: 9/1/2022

- a. 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.

	Illinois Department of Corrections Administrative Directive	Page 5 of 5
Number: 03.01.307	Title: Discrimination and Harassment	Effective: 9/1/2022

A. Investigations

9. 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.
10. 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.
11. Employees are required to cooperate in any investigation into a complaint of discrimination or harassment. Failure to do so may result in disciplinary action.

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

12. Volunteers, interns, contractual personnel and employees of contractors shall refrain from discrimination and harassment.
13. 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.
14. 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.
15. 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.
16. 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.
17. Volunteers, interns, contractual personnel and employees of contractors are required to cooperate in any discrimination or harassment investigation conducted by the Department.

C. 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.

D. 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.



Illinois Department of Corrections

Administrative Directive

Number: 03.01.310	Title: Sexual Harassment	Effective: 9/1/2022
-----------------------------	------------------------------------	-------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	03.01.310 effective 10/1/2021	

Authority: 5 ILCS 430/50-5 730 ILCS 5/3-2-2 740 ILCS 174 775 ILCS 5/1-101 et seq.	Related ACA Standards: 5-ACI-1C-01 and 09, 5-ACI-1D-10, 11, 13 and 17, 5-ACI-1G-05
Referenced Policies: 01.12.101	Referenced Forms: DOC 0279 – Equal Employment Opportunity and Affirmative Action Complaint Form DOC 0434 – Incident Report

I. POLICY

All employees are entitled to a work environment free from sexual harassment. The Department prohibits any form of sexual harassment.

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 sexual 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 center or program site; or for all other offices, the respective Deputy Director or Chief of the appropriate division or the Assistant Director of the Department.

Sexual Harassment – unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;

	Illinois Department of Corrections Administrative Directive	Page 2 of 5
Number: 03.01.310	Title: Sexual Harassment	Effective: 9/1/2022

1. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or
2. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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.

F. General Provisions

1. Sexual harassment is also a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.
2. For purposes of this directive, examples of sexual harassment include but may not be limited to:
 - a. Unwelcome sexual conduct in order to receive an employment opportunity.
 - b. Denial of employment opportunities when an individual does not submit to unwelcome sexual advances.
 - c. Threats with adverse employment consequences if the individual does not submit to unwelcome sexual advances.
 - d. Verbal conduct such as sexual innuendos, suggestive comments, insults, humor or jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates or statements about other employees, even outside of their presence, of a sexual nature.
 - e. Non-Verbal conduct such as suggestive or insulting sounds, such as catcalls, smacking, kissing noises, whistling, leering, obscene gestures or sexually suggestive bodily gestures.
 - f. Visual displays such as posters, signs, pin-ups, electronic mail, internet material, cartoons, graffiti, slogans or other material of a sexual nature.
 - g. Physical conduct such as unwelcome hugging, touching, kissing, pinching, brushing the body, coerced sexual acts or actual assaults.
 - h. Non-sexual conduct because of gender which unreasonably interferes with the employee's ability to perform his or her job.
 - i. Digital harassment including threats of physical assault of a sexual nature, intimidation, offensive jokes, epithets or name calling, ridicule or mockery, request for sexual favors, or lewd, obscene or offensive messages or pictures sent via state electronic devices.
3. This directive shall be posted at each facility and at each staffed building in the general office in prominent and accessible locations and in other locations where notices to employees are customarily posted.
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

	Illinois Department of Corrections Administrative Directive	Page 3 of 5
Number: 03.01.310	Title: Sexual Harassment	Effective: 9/1/2022

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 sexual harassment prevention and the agency's sexual harassment policy shall be included in pre-service training for new employees and as a component of ongoing training programs.
6. All employees with supervisory responsibilities shall complete training, including prevention of sexual harassment and handling of sexual harassment 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 sexual harassment.
8. Employees are urged to use the Department's internal complaint process to obtain a prompt, effective resolution to sexual harassment complaints. However, an employee may contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (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. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

G. Requirements

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

H. Internal Complaint Process

1. Any employee who witnesses, is subjected to, or becomes aware of such conduct should:
 - a. Immediately document the incident on an Incident Report, DOC 0434, or on an Equal Employment Opportunity and Affirmative Action Complaint Form, 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.
 - b. Report the incident to his or her supervisor, Ethics Officer or Department's Affirmative Action Administrator or notify the next person in the chain of command if the employee's immediate supervisor is the person alleged to have engaged in harassment.
 - c. Directly and clearly express objection to the offending person and request that the offensive behavior stop.
2. A supervisor receiving an oral or written report of sexual 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 sexual

	Illinois Department of Corrections Administrative Directive	Page 4 of 5
Number: 03.01.310	Title: Sexual Harassment	Effective: 9/1/2022

harassment 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.

3. The Chief Administrator shall consider ways to minimize the possibility of continued sexual 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.
4. 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.
5. Failure to report allegations of misconduct shall be cause for discipline, up to and including discharge.
6. Allegations of conduct which may constitute criminal activity shall be reported in accordance with Administrative Directive 01.12.101.
7. 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 sexual 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 employed.
 - d. Submit to the Office of Affirmative Action a copy of all employee disciplinary decisions involving sexual harassment within 60 days of the investigative outcome.

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 sexual harassment issues were brought forth during the course of an investigation to the Office of Affirmative Action. All complaints of sexual harassment shall be investigated thoroughly, and appropriate action shall be taken when warranted.
2. The Office of Affirmative Action shall ensure that the Chief Administrator, the alleged victim and the employee alleged to have engaged in sexual harassment are informed of the outcome of any formal investigation.

	Illinois Department of Corrections Administrative Directive	Page 5 of 5
Number: 03.01.310	Title: Sexual Harassment	Effective: 9/1/2022

1. Employees are required to cooperate in any investigation into a complaint of sexual 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 sexual harassment.
2. Training on the Department's sexual 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 sexual 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 sexual 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 sexual 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 sexual harassment investigation conducted by the Department.

K. Retaliation

1. Retaliatory action against anyone alleging sexual harassment in good faith is prohibited even if the complaint is not substantiated. 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. If a sexual harassment violation or intentional false reporting occurs, the consequences may be found in the State Officials and Employees Ethics Act, 5 ILCS 430/50-5. In the occasion this section conflicts with the Whistleblower Act (740 ILCS 174) or Section 15-5 of the Ethics Act, the applicable statute will take precedence.
2. An employee may not intentionally interfere with another employee's exercise of, or retaliate against an employee or witness for exercising, the right to grieve or file a complaint through established procedures; or retaliate against an employee or witness for filing a complaint, providing information to an investigatory official or testifying in an official proceeding.

L. Confidentiality

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

Equal Employment Opportunity and Affirmative Action Complaint

Complainant:

Address: City: Zip Code:

Home Telephone: Work Site Telephone:

Name of Employer: Address:

Specific basis of discrimination:

Race Religion Age National Origin Gender Sexual Harassment Disability
Pregnancy Order of Protection Status Other:

Specific area of discriminatory practice:

Interview Promotion Selection Training Lay Off Discharge Discipline
Other:

Name and title of person(s) who discriminated against you:

Name	Title
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Describe exactly what occurred and when:

Have you filed a grievance via other procedures? No Yes

Complainant's Signature: Date Filed:

EEO/AA Officer's Signature: Date Received:

RETURN FORM TO: Office of Affirmative Action, 555 West Monroe, 6th Floor, Suite 600-S, Chicago, IL 60661.

[Email](#)

APPLICABLE EQUAL EMPLOYMENT OPPORTUNITY LAWS

The Illinois Department of Corrections is mandated to adhere to numerous federal laws and the Illinois Human Rights Act.

FEDERAL

1. Title VII of the Civil Rights Act of 1964 (Title VII), prohibiting discrimination in employment on the basis of race, color, religion, sex, or national origin (42 U.S.C. Section 20003-5).
2. The Equal Pay Act of 1963 (EPA), prohibiting differences in pay between men and women when performing substantially equivalent jobs (29 U.S.C. Sections 206(d)(1)).
3. The Age Discrimination in Employment Act (ADEA), as amended, prohibiting discrimination against individuals who are 40 and over (29 U.S.C. Section 626, et. seq.).
4. Section 1981 of the Civil Rights Act of 1866 (Section 1981), prohibiting discrimination on the basis of race and national origin (42 U.S.C. Section 1981).
5. Section 1983 of the Civil Rights Act of 1871 (Section 1983), prohibiting discrimination on the basis of race, sex, and national origin by public employers (42 U.S.C., Section 1983).
6. The Rehabilitation Act of 1973, prohibiting discrimination against persons with physical or mental disabilities (29 U.S.C. Section 701, et. seq.).
7. The Vietnam Era Veterans Readjustment Act of 1974, requiring employers with federal contracts or federal assistance to take affirmative action to employ veterans (38 U.S.C. Section 101, et. seq.).
8. Title VII of the Civil Rights Act of 1964, prohibiting discrimination on the basis of race, color or national origin in any program or activity receiving financial assistance from the U.S. Department of Education.
9. The Americans with Disabilities Act, prohibiting discrimination against persons with disabilities and requiring that government programs, services and activities are accessible to persons with disabilities (42 U.S.C. 12101, et. seq.).
10. The Civil Rights Act of 1991, providing for damages for intentional discrimination and unlawful harassment in the workplace and codifying the concepts of “business necessity” and “job related” and providing guidelines on “disparate impact” (P.L. 102-166).
11. The Family Medical Leave Act (FMLA), requires employers to provide up to 12 weeks of unpaid job protected leave to eligible employees for certain family and medical reasons (29 U.S.C. Section 2601, et seq.).

12. The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past or present members of the uniformed services, and applicants to the uniformed services. The U.S. Department of Labor, Veterans Employment and Training Services (VETS) are authorized to investigate and resolve complaints of USERRA violations.
13. The Pregnant Workers Fairness Act (PWFA) requires covered employers to provide “reasonable accommodations” to a qualified worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. Additionally, the PUMP Act provides nursing mothers a time a private place to pump at work (U.S. Department of Labor).
14. Title IX of the Civil Rights Act of 1964(Education Act Amendments of 1972). Prohibits discrimination on the basis of sex in programs or activities receiving federal financial assistance.

STATE

1. The Illinois Human Rights Act prohibits discrimination because of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, military status, physical or mental disability, citizenship status or unfavorable discharge from military service. Harassment and retaliation are also prohibited.
2. The Equal Pay Act of 2003, prohibits employers from paying unequal wages to men and women for doing the same or substantially similar work. (P.A. 93-0006).
3. Victims Economic Safety and Security Act (VESSA), provides that employers may not discharge or discriminate against an employee who is the victim of domestic violence or who has a family or household member who is a victim of domestic violence and allows for leave to address domestic violence issues. (P.A. 93-0591).



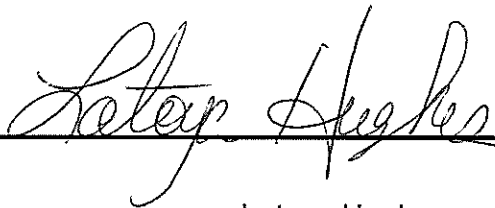
SECTION V

STATEMENT ON REASONABLE ACCOMMODATION

It is the policy of the Illinois Department of Corrections to provide equal employment opportunity to persons with disabilities and to reasonably accommodate the physical or mental limitations of qualified applicants and employees with disabilities. The Department recognizes the right of any applicant or employee with a disability to request accommodation in connection with his or her application or employment. Once an accommodation has been requested, it is the responsibility of the Department under state and federal law to provide accommodation to qualified disabled applicants and employees unless so would impose an undue hardship on the operations of the agency.

To implement this policy, the procedures outlined in Administrative Directive 03.01.305 Accommodation Requests or Grievances Based on Disability shall be followed. Employees or applicants who request an accommodation shall be provided an accommodation if the need is apparent, the appropriate accommodation is readily identifiable, and it is not an undue hardship to provide the accommodation. Where the need is not apparent, the appropriate accommodation is not readily identifiable or it may be an undue hardship to provide the accommodation, the employee or applicant shall be given an *Applicant or Employee Request for Reasonable Accommodation* form (DOC 0238). Any request that is denied shall be submitted to the Office of Affirmative Action for review.

Questions or complaints regarding this policy should be referred to the Office of Affirmative Action.



Latoya Hughes
Agency Acting Director

AFFIRMATIVE ACTION POLICY FOR PERSONS WITH DISABILITIES

General Provisions

The Illinois Department of Corrections prohibits discrimination against persons with disabilities and provides reasonable accommodations to individuals with disabilities. Except for the purposes of Affirmative Action, IDOC cannot make a pre-employment inquiry as to whether the applicant has a disability or as to the nature or severity of a disability. Personnel conducting interviews are informed of the standards for pre-employment inquiries as part of an in-service training program. The Office of Affirmative Action staff is available to answer questions regarding pre-employment interviews as they arise. Actions will be taken to ensure that tests do not have a disparate impact on people with disabilities and that employment criteria are job related. Job descriptions are reviewed before interviews to identify essential job duties. Pre-employment physical examinations are prohibited unless such an examination is job-related and required of all applicants for the position and is conducted only after a conditional offer of employment has been made. IDOC will also participate in the Alternative Employment Program established by the Personnel Code.

The Illinois Department of Human Rights has implemented an annual Disability Survey to determine the number of state employees with disabilities.

Each IDOC work site will comply with agency Administrative Directives relating to the safety and evacuation of employees with disabilities. Provisions are made through the ADA Coordinator for the evacuation of employees who indicate a need for assistance in the event of an emergency evacuation. In FY24 , thirty-five (35) employees indicated a need for assistance during an evacuation. Local policy and procedure shall be audited.

Any employee or applicant who believes that he/she has been discriminated against due to his/her disability may file a grievance in accordance with the procedures outlined in Administrative Directive 03.01.305 Accommodation Requests or Grievances Based on Disability.

Department's ADA Coordinator:

Michael Hershey
Illinois Dept. of Corrections
1301 Concordia Court
Springfield, IL 62794
PH: (217) 558-2200
Email: michael.hershey@illinois.gov

PHYSICAL ACCESS FOR PERSONS WITH DISABILITIES

The Department offers programs, activities, or services to the public and program beneficiaries at adult correctional centers, adult transition centers, treatment centers, reentry life skill centers and parole offices throughout the State of Illinois. General offices are located in Chicago and Springfield.

The Department factors in accessibility in the developing, designing, maintenance and construction of its facilities. These facilities have been evaluated and a compliance plan has been developed identifying barriers and/or deficiencies and recommending corrective action, such as a Transition Plan. The focus of the Transition Plan is to provide accessibility under the ADA, state and local government, public entities or agencies and ensure the facilities are meeting the requirements of the ADA. The Department is required to develop a Transition Plan to address any deficiencies.

The Department's general priorities in developing its Transition Plan for its facilities were:

1. Accessibility from streets or designated parking areas;
2. Accessibility of areas of entry and egress;
3. Accessibility of circulation through public areas, hallways and elevators to information desks and reception areas, meeting and conference rooms, restrooms, cafeterias, concession stands and vending areas.
4. Evaluation of these public areas included doorways, ramps and rails, drinking fountains, telephones, alarm systems and building signage.

The Department provides accessible programs, services and activities by removing architectural barriers by modifying current facilities, or by relocating services, programs and activities to accessible areas or buildings within a facility or, where appropriate, to alternate facilities at a different location.

The Department's Transition Plan is available for public inspection at 555 West Monroe, 6th floor, Suite 600-S, Chicago, Illinois 60661 and 1301 Concordia Court, Springfield, Illinois 62794-9277.

RECRUITMENT OF APPLICANTS WITH DISABILITIES

The agency Affirmative Action program includes efforts to recruit applicants with disabilities for employment. The Office of Affirmative Action sends position postings and information on the application process to agencies and organizations representing the interests of persons with disabilities such as the Job Accommodation Network, the Department Human Services, Office of Rehabilitation Services and placement services at colleges and universities. Affirmative Action Officers will also attend job fairs for persons with disabilities.

NOTE: Public Act 101-0533 was signed by the Governor effective 8/23/19. House Amendments 1 and 2 were adopted regarding **SB 726 internships for individuals with disabilities**. The Amendments set forth the following changes: (1) provides that the employment position for persons with a disability shall be offered through an established trainee program (in the engrossed bill, an internship); (2) removes provisions from the bill providing that the position shall be unpaid; (3) provides that the program shall be administered by the Department of Central Management Services, but removes language providing that the position shall be part of the Disabled Workers Program; and (4) provides that the hiring officer or agency shall issue a certificate of completion. Moreover, it amends the Personnel Code. This provides that each State agency with 1,500 employees or more and each executive branch constitutional officer is required to offer at least (1) one internship position per year to be filled by a person with a disability. It provides that the program shall be administered by the Department of Central Management Services as part of its Disabled Workers Program.

AVAILABILITY ANALYSIS FOR PERSONS WITH DISABILITIES

Agency: Illinois Department of Corrections

Fiscal Year: 2025

Total Employees	<u>11,401</u>
% of persons with Disabilities in Illinois Labor Force	<u>6.24%</u>
Labor Force	<u>711</u>
# of Employees with Disabilities in Agency	<u>303</u>
Underutilization/Parity	<u>408</u>

Numerical Goals for People with Disabilities

Area to be addressed:

To reduce the underutilization of 408 people with disabilities.

Goal:

Eliminate underutilization of 408 people with disabilities.

Objectives:

As vacancies occur, hire 408 people with disabilities.

(1) Action Item:

Identify recruitment sources for people with disabilities.

Responsible official: EEO/AA Officer

COMPLETION DATE: *Ongoing*

Monitoring procedure: Provide copy of list at quarterly

(2) Action item:

Send information on state positions to sources.

Responsible official: EEO/AA Officer

COMPLETION DATE: *Ongoing*

Monitoring procedure: Review number of applicants

REASONABLE ACCOMMODATIONS

Employers must make reasonable accommodations of the known physical and mental limitations of otherwise qualified applicants or employees with disabilities, unless the employer can demonstrate that such accommodation would be an undue hardship.

Reasonable accommodation means that the employer tries, within reason, to remove on the job physical barriers which interfere with an employee's ability to perform jobs for which they have the necessary mental capacity and talent. A "person with a disability" is an individual who has a physical or mental impairment that substantially limits one or more major activities or has a record of such impairment or is regarded as having such impairment.

There is no all-inclusive list of possible accommodations. Each situation requires an individual assessment. Examples of reasonable accommodations include wider internal office lanes, entrance ramps, raised desks, job restructuring, audio amplifiers, changes to work schedules, and special chair coasters.

Requests for Reasonable Accommodations

Requests for reasonable accommodations must be initiated by the employee or person applying for employment. The procedure for reasonable accommodation requests is contained in Administrative Directive 03.01.305. Supervisors or interviewing officers shall take prompt action to accommodate an applicant or employee if the need for accommodation is obvious and the appropriate accommodation is readily identifiable and would not constitute an undue hardship or direct threat. In all other instances, the supervisor or interviewing officer shall provide the employee or applicant with a Request for Reasonable Accommodation form, DOC 0238. Request forms shall be forwarded to the Chief Administrative Officer who shall grant the request or forward it to the Office of Affirmative Action for determination. On an annual basis, each Administrator or Manager must report the accommodation requests received during the fiscal year to the Office of Affirmative Action.

Reasonable Accommodation Request Contact:

Delcine Thompson
Legal Counsel
Illinois Dept. of Corrections
555 W. Monroe, 6th floor
Chicago, Illinois 60661
Email: Delcine.Thompson@illinois.gov

ADA appeals contact:

Michael Hershey
ADA Administrator
Illinois Dept. of Corrections
1301 Concordia Court
Springfield, IL 62794
PH: (217) 558-2200
Email: Michael.Hershey@illinois.gov



Illinois Department of Corrections

Administrative Directive

Number: 03.01.305	Title: Accommodation Requests or Grievance Based on Disability	Effective: 9/1/2022
-----------------------------	--	-------------------------------

Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	03.01.305 effective 7/1/2020	

Authority: 42 U.S.C. 12101 et seq. 29 CFR Part 1630 730 ILCS 5/3-2-2 and 775 ILCS 5/ 775 ILCS 5/1 et seq. 820 ILCS 260/10 Departmental Rule 475	Related ACA Standards: 5-ACI-1C-01 and 07
Referenced Policies:	Referenced Forms: DOC 0237 – Annual Disability Accommodation Report DOC 0238 – Applicant or Employee Request for Reasonable Accommodation DOC 0430 – Appeal/Grievance - Discrimination Based On Disability or the Denial of a Request for Reasonable Accommodation

I. POLICY

The Department shall evaluate requests for reasonable accommodations to known physical or mental limitations of an otherwise qualified job applicant or employee with a disability or affected by medical or common conditions related to pregnancy and investigate grievances based on disability.

II. PROCEDURE

A. Purpose

The purpose of this directive is to provide instructions to staff for processing applicant or employee requests for reasonable accommodation based on a disability or a medical or common condition of pregnancy and grievance procedures for denial of request.

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

	Illinois Department of Corrections Administrative Directive	Page 2 of 7
Number: 03.01.305	Title: Accommodation Requests or Grievance Based on Disability	Effective: 9/1/2022

For the purpose of this Administrative Directive, the following definitions shall apply:

ADA – The Americans with Disabilities Act of 1990 and as amended in 2008 (42 U.S.C. 12101 et seq.).

ADA Coordinator – for purposes of this directive, refers to the person or persons designated by the Director to coordinate efforts of the Department in carrying out its responsibilities under Title I and II of the Americans with Disabilities Act of 1990 and as amended in 2008 and ensure employees, contractors and volunteers have access to reasonable accommodations as determined appropriate on a case-by-case basis. This term also includes the CMS title of ADA Administrator.

Appeal – an application to the ADA Coordinator for review of the decision of Affirmative Action.

Chief Administrator – the highest ranking official of a correctional facility or program site; the Assistant to the Director for the Central Screening Office or for all other offices, the Deputy Director of the appropriate division or the Chief Deputy Director of the Department.

Direct threat – a significant risk of substantial harm to the health or safety of any individual that cannot be eliminated or reduced by reasonable accommodation.

Disability – a physical or mental impairment that substantially limits one or more major life activities of an individual, a record of such an impairment or being regarded as having such impairment.

Grievant – an applicant or employee with a disability who files an appeal or grievance.

Interviewing officer – An individual, who has been designated to conduct an interview for purpose of hiring and/or promotion, in cooperation with Human Resources, the Hiring Unit Supervisor and/or Central Screening Supervisor, has the authority to grant and/or deny an applicant's request for reasonable accommodation in the application process.

Pregnancy – for the purpose of this directive shall mean a condition of pregnancy, childbirth or a medical or common condition related to pregnancy or childbirth.

Reasonable accommodation – modifications or adjustments to the job application process and the work environment that enable qualified applicants or employees to be considered for a position, to perform the essential functions of a position and to enjoy equal benefits and privileges of employment.

Undue hardship – significant difficulty or expense in, or resulting from, the provision of the accommodation such as an accommodation that would be unduly costly, extensive, substantial or disruptive.

Working days – Monday through Friday, excluding State holidays.

F. General Provisions

1. Nothing in this directive shall preclude an applicant or employee from filing a complaint with the Illinois Department of Human Rights or pursuing grievance and/or appeal in accordance with applicable Personnel Rules, collective bargaining agreements or rules of other regulatory agencies.
2. Applicants and employees shall have access to this directive and shall, upon request, be provided with a copy. Copies of this directive and applicable forms shall be available at all Department facilities and offices, locations where applicants are tested or interviewed and from the ADA Coordinator.

	Illinois Department of Corrections Administrative Directive	Page 3 of 7
Number: 03.01.305	Title: Accommodation Requests or Grievance Based on Disability	Effective: 9/1/2022

3. Upon request, applicants and employees shall be provided assistance as determined necessary by the Department in complying with the procedures set forth in this directive.
4. Reasonable accommodations may include, but are not limited to:
 - a. Making existing facilities readily accessible to and usable by individuals with disabilities.
 - b. Job restructuring or part-time or modified work schedules.
 - c. Reassignment to a vacant position.
 - d. Acquisition or modification of equipment or devices.
 - e. Appropriate adjustment or modification to examinations, training materials or policies.
 - f. The provision of qualified readers or interpreters.
 - g. Other similar accommodations for applicants or employees with disabilities.
5. Additional reasonable accommodations for pregnancy may include, but shall not be limited to:
 - a. More frequent or longer bathroom breaks;
 - b. Breaks for increased water intake;
 - c. Breaks for periodic rest;
 - d. Reasonable breaks for expressing breast milk, regardless of length or frequency;
 - e. Private, non-bathroom space for expressing milk or breastfeeding;
 - f. Alternative seating;
 - g. Assistance with manual labor;
 - h. Light duty assignment;
 - i. Temporary transfer to a less strenuous or hazardous position;
 - j. Provision of an accessible worksite;
 - k. Training materials or policies;
 - l. Time off to recover from conditions related to pregnancy; and
 - m. Leave necessitated by pregnancy.

NOTE: All employees reporting a pregnancy shall be informed of the option to request a reasonable accommodation. Illinois Department of Human Rights' notice, "PREGNANCY and your RIGHTS in the WORKPLACE" shall be posted where notices to employees are customarily posted. Employees shall be provided a physical copy of notice upon request.

6. The Department is not required to provide an accommodation which would cause an undue hardship; create a direct threat to the safety, security or health of any person; or which would

	Illinois Department of Corrections Administrative Directive	Page 4 of 7
Number: 03.01.305	Title: Accommodation Requests or Grievance Based on Disability	Effective: 9/1/2022

fundamentally alter the nature or operation of business. The terms of collective bargaining agreements may be relevant to a determination of what accommodation, if any, may be made.

7. The determination of what accommodation, if any, is appropriate shall be made on a case-by-case basis.
8. Action taken to reasonably accommodate an applicant or employee shall not

necessarily constitute a precedent for another applicant or employee.

1. When the need for an accommodation is not obvious, the Department, before providing a reasonable accommodation, may require that the individual with a disability provide medical documentation of the need for accommodation. Medical documentation pertaining to the need for pregnancy related reasonable accommodations may be requested to the same extent documentation is requested for a disability if the request is job-related and consistent with the performance of the position and shall only provide:
 - a. The medical justification for the requested accommodation;
 - b. A description of the reasonable accommodation(s) medically advisable;
 - c. The date the reasonable accommodation(s) became medically advisable; and
 - d. The duration of the reasonable accommodation(s).

G. Procedures for Requesting Reasonable Accommodation

1. The applicant or employee is responsible for initiating a verbal or written request for reasonable accommodation to the interviewing officer or supervisor. The request shall include, among other matters:
 - a. Medical documentation of the need for accommodation unless the need is obvious;
 - b. The precise job-related limitations imposed by the individual's disability; and
 - c. Potential reasonable accommodations that could overcome those limitations.
2. The interviewing officer shall:
 - a. Take prompt action to accommodate an applicant with a disability to ensure equal opportunity in the application process, including appropriate adjustment or modifications of examinations, if:
 - (1) The need for accommodation is obvious; and
 - (2) The appropriate accommodation is readily identifiable and would not impose an undue hardship; or
 - b. Provide the applicant with an Applicant or Employee Request for Reasonable Accommodation, DOC 0238, if:
 - (1) The need for accommodation in the job application process is not obvious;
 - (2) The appropriate reasonable accommodation in the job application is not readily identifiable or appears to impose an undue burden; or
 - (3) The applicant has requested a reasonable accommodation to the work environment if hired.

	Illinois Department of Corrections Administrative Directive	Page 5 of 7
Number: 03.01.305	Title: Accommodation Requests or Grievance Based on Disability	Effective: 9/1/2022

3. The supervisor shall:
 - a. Take prompt action to accommodate the employee if:
 - (1) The need for accommodation is obvious;
 - (2) The appropriate reasonable accommodation is readily identifiable and would not impose an undue hardship; and
 - (3) The employee does not pose a direct threat; or
 - b. Provide the employee with a DOC 0238 if:
 - (1) The need for accommodation is not obvious;
 - (2) The appropriate reasonable accommodation is not readily identifiable or appears to impose an undue hardship; or
 - (3) The employee appears to pose a direct threat.
4. The applicant or employee shall complete the DOC 0238 and submit the form to the interviewing officer or supervisor who shall promptly forward the form to the Chief Administrator.
5. The Chief Administrator shall:
 - a. Grant the request or take other appropriate action to accommodate the employee or applicant; or
 - b. Complete comments or recommendations on the DOC 0238; and
 - c. Forward the original request and completed DOC 0238 to the Office of Affirmative Action.
6. The Office of Affirmative Action shall:
 - a. Review the action already completed by the Chief Administrator. If no action was taken by the CAO, the Office of Affirmative Action shall investigate the request.
 - b. Analyze the particular job involved and determine its purpose and essential functions.
 - c. Ascertain the precise job-related limitations imposed by the individual's pregnancy or disability and how those limitations could be overcome with a reasonable accommodation.
 - d. Identify potential accommodations and assess their effectiveness in enabling the individual to perform the essential function of the position.
 - e. Consider the preference of the applicant or employee to be accommodated.
 - f. Make appropriate recommendations to the Chief Administrator within 30 working days after receipt whenever possible.
 - g. Consult with the appropriate Deputy Director if the Chief Administrator does not concur in the recommendations. The Deputy Director shall assist in the determination of what accommodation, if any, may be made.

	Illinois Department of Corrections Administrative Directive	Page 6 of 7
Number: 03.01.305	Title: Accommodation Requests or Grievance Based on Disability	Effective: 9/1/2022

- h. Notify the applicant or employee and the Chief Administrator of the decision. The notification shall include:
 - (1) For accommodation requests based on disability, appropriate instructions for filing an appeal/grievance if the applicant or employee is not satisfied with the decision. Applicants and employees shall be advised of the appeal/grievance procedures set forth in this directive.
 - (2) For accommodation requests based on pregnancy, the contact information for the Illinois Department of Human Rights if the applicant or employee believes the decision to be a violation of civil rights.
- 7. The Chief Administrator shall take reasonable steps to ensure that:
 - a. Any accommodations recommended by the Office of Affirmative Action or directed by the Deputy Director are made.
 - b. All verbal and written requests for accommodation and the resulting facility action are documented.
 - c. An Annual Disability Accommodation Report, DOC 0237, is prepared and submitted to the Office of Affirmative Action at the end of each fiscal year.

H. Appeal/Grievance Procedures for Denied Requests for Accommodation Based on Disability

- 1. Appeals/grievances shall be in writing and on the Appeal/Grievance - Discrimination Based on Disability or the Denial of a Request for Reasonable Accommodation, DOC 0430. The DOC 0430 must be completed, to the extent known, in order to be given proper consideration. The appeal/grievance shall include, among other matters:
 - a. The employment position the applicant or employee with a disability desires or holds;
 - b. Date and nature of the alleged discrimination;
 - c. If applicable, the reasonable accommodation denied and the estimated cost of such accommodation; and
 - d. Alternative accommodations which may provide accessibility and the estimated cost of such alternatives.
- 2. Applicants or employees should file appeal/grievances promptly, but no later than 180 days after the alleged discrimination occurred or the alleged denial of the request for reasonable accommodation. The appeal/grievance shall be submitted to:

ADA Coordinator
Illinois Department of Corrections
1301 Concordia Court
P. O. Box 19277 Springfield, IL 62794-9277
Attention: ADA Appeal
- 3. An ADA Coordinator shall ensure the appeal/grievance is investigated and reasonable efforts are made to resolve it. The investigation may include an interview with the grievant where determined necessary by the ADA Coordinator. The ADA Coordinator shall submit a written response to the grievant within 45 working days after receipt of the appeal/grievance whenever possible.

	Illinois Department of Corrections Administrative Directive	Page 7 of 7
Number: 03.01.305	Title: Accommodation Requests or Grievance Based on Disability	Effective: 9/1/2022

4. If the grievance is not resolved to the satisfaction of the grievant, the grievant may appeal the ADA Coordinator's decision to:
 - Director
Illinois Department of Corrections
1301 Concordia Court
P. O. Box 19277
Springfield, IL 62794-9277
 - Attention: ADA Appeal
5. Appeals must be submitted in writing within 15 working days of the date of the ADA Coordinator's response. Written appeals should include:
 - a. A brief statement explaining the reasons for dissatisfaction with the ADA Coordinator's response;
 - b. A statement indicating whether or not the grievant wishes to appear before the person or persons appointed by the Director;
 - c. A copy of the DOC 0430 and the ADA Coordinator's response; and
 - d. Any other supporting materials.
6. The Director shall appoint a person or persons to review the appeal.
7. The grievant may be afforded the opportunity to appear before the appointed person or persons if so requested in the written appeal.
8. The appointed person or persons shall:
 - a. Review the DOC 0430 and the ADA Coordinator's written response;
 - b. Consider any additional evidence submitted by the grievant;
 - c. Conduct interviews and seek advice as deemed appropriate; and
 - d. Make recommendations to the Director in writing.
9. The Director shall approve, disapprove or modify the recommendations. The written decision shall be sent to the grievant and to the ADA Coordinator. The Director's decision shall be final.

I. Filing a Complaint for Denied Requests for Accommodation Based on Pregnancy

1. Complaints regarding denied requests for accommodation based on pregnancy or other violations of the Human Rights Act should be directed to the Illinois Department of Human Rights website at www.illinois.gov/dhr/.
2. To file a complaint, the applicant or employee must complete the Employment Complaint Information Sheet, CIS-E, which must be postmarked or received by the Illinois Department of Human Rights no later than 300 days after the date of alleged discrimination.

ILLINOIS DEPARTMENT OF CORRECTIONS
Applicant or Employee Request for Reasonable Accommodation

To be completed by the requestor: Applicant Employee

Name: _____ Position Title: _____

Work/Interview Location: _____

Address (where you can be contacted): _____

Street Address, City, State Zip Code

Telephone: _____ TDD: _____

Best means and time for contacting: _____

What is the condition which requires accommodation: _____

For what functions of the job requirements do you need an accommodation: _____

Reasonable accommodation Requested: _____

Describe why the accommodation is necessary: _____

List items of equipment, physical modifications of existing work tools or procedural changes to operations needed to implement the requested accommodation (such as TDD or optical reader, commodity or service):

Describe any alternate accommodations: _____

Any other information you believe will aid in a fair determination of this request: _____

(If additional space is needed, use additional paper and attach)

I authorize and permit the release of information about me and my medical/health care condition(s) and history, and of my medical/health care records, to the extent necessary to fully and accurately respond to the inquiries contained on this form.

Applicant/Employee Signature

Date

This form is to be forwarded to your supervisor/interviewing officer. The Department's ADA Grievance Procedure is set forth in DR 475 (20 Illinois Admin. Code 475).

Distribution: Supervisor
Chief Administrator
Office of Affirmative Action

DOC 0238 (Rev. 9/2022)

Page 1 of 4

Applicant or Employee Request for Reasonable Accommodation

If you require assistance in completing this form, please contact your supervisor/interviewing officer or the Office of Affirmative Action.

To Be Completed by Chief Administrator:

Date Received:

Comments/Recommendation:

Chief Administrator Signature

Date

Forward original form to: Office of Affirmative Action
555 West Monroe, 6th Floor
Suite 600-S
Chicago, IL 60661

To be completed by Affirmative Action Administrator:

Date Received:

Comments/Recommendation:

Affirmative Action Administrator Signature

Date

Applicants or employees should file appeal/grievances promptly, but no later than 180 days after the alleged discrimination occurred or the alleged denial of the request for reasonable accommodation. The appeal/grievance shall be submitted to: ADA Coordinator, Illinois Department of Corrections, 1301 Concordia Court, P.O. Box 19277, Springfield, IL 62794-9277, Attention: ADA Appeal.

Distribution: Supervisor
Chief Administrator
Office of Affirmative Action

DOC 0238 (Rev. 9/2022)

ILLINOIS DEPARTMENT OF CORRECTIONS
Applicant or Employee Request for Reasonable Accommodation

Physician's Medical Review

A. Disability evaluation for:

[Redacted]

(Name)

Diagnosis (if employee has multiple impairments, please submit a completed form for each)

Does the employee have a physical or mental impairment? Yes No

What is the impairment?

[Redacted]

Is the impairment permanent?

Yes No

If *not*, how long will the impairment likely last?

[Redacted]

Does the impairment affect a major life activity?

Yes No

If yes, what major life activity(s) is/are affected?

[Redacted]

- | | | | |
|--|------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Caring for self | <input type="checkbox"/> Walking | <input type="checkbox"/> Hearing | <input type="checkbox"/> Lifting |
| <input type="checkbox"/> Interacting with others | <input type="checkbox"/> Standing | <input type="checkbox"/> Seeing | <input type="checkbox"/> Sleeping |
| <input type="checkbox"/> Performing manual tasks | <input type="checkbox"/> Reaching | <input type="checkbox"/> Speaking | <input type="checkbox"/> Concentrating |
| <input type="checkbox"/> Breathing | <input type="checkbox"/> Thinking | <input type="checkbox"/> Learning | <input type="checkbox"/> Reproduction |
| <input type="checkbox"/> Working | <input type="checkbox"/> Toileting | <input type="checkbox"/> Sitting | |
| <input type="checkbox"/> Other: (describe) | [Redacted] | | |

B. Accommodation Evaluation

What job function(s) is the employee unable to perform due to his/her disability without accommodation(s)?
(Please refer to job description attached to this form)

[Redacted]

C. Prognosis

Please provide any suggestions regarding accommodation of the employee's impairment that will enable the employee to perform the essential functions of his/her job.

[Redacted]

What specific accommodations do you recommend?

[Redacted]

ILLINOIS DEPARTMENT OF CORRECTIONS
Applicant or Employee Request for Reasonable Accommodation

D. Additional Comments

[Redacted text area]

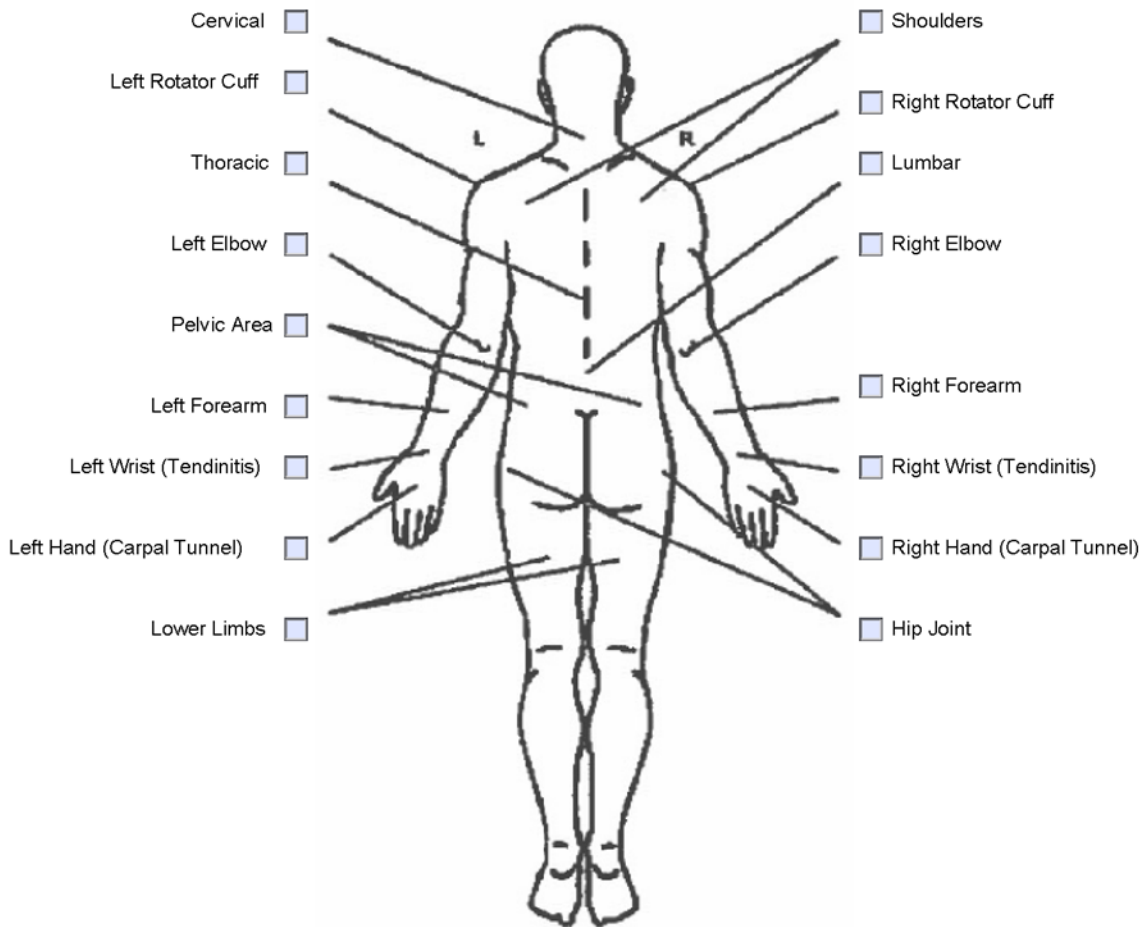
Attending Physician's Signature: [Redacted] Date: [Redacted]

Attending Physician's Name (print) [Redacted]

Address: [Redacted]

City: [Redacted] State [Redacted] Zip: [Redacted] Phone: [Redacted]

Injuries or Areas of Concern



Distribution: Supervisor
Chief Administrator
Office of Affirmative Action

DOC 0238 (Rev. 9/2022)

Appeal/Grievance - Discrimination Based on Disability or the Denial of a Request for Reasonable Modification

Please fill out this part of the form if this appeal/grievance is based on the denial of a requested reasonable modification. If it is determined to be appropriate, a reasonable modification may be made to make locations or activities accessible. Reasonable modifications could include such things as providing auxiliary aides and devices and changing some policies and requirements to allow a qualified individual with a disability to participate. The Department is not required; however, to take any action that would result in a fundamental alteration in the nature of a service, program or activity or in undue financial and administrative burdens. This form should be filled in to the extent you know the answers.

Reasonable modification requested:

Date and time the reasonable modification was requested:

The person to whom the request was made:

The reason for the denial:

Estimated cost of modification (If an assistive device, such as a TTD or optical reader, or commodity or service to which a cost is readily known):

Why is the requested modification necessary?

Alternative modifications which may provide accessibility?

Any other information you believe will aid in a fair resolution of appeal/grievance:

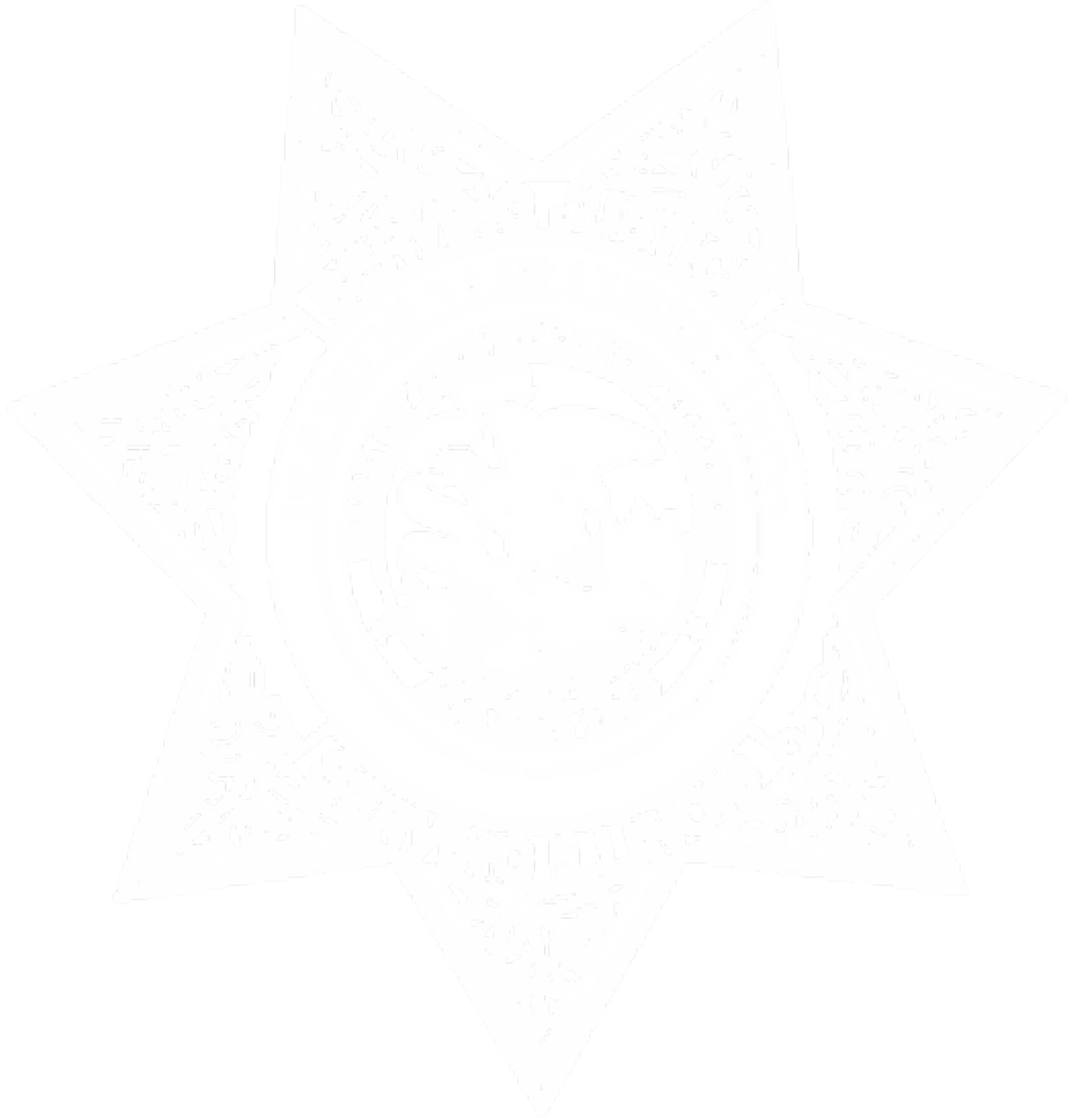


SECTION VI



HIRING AND PROMOTION MONITOR

New hires and promotions shall be monitored by the Office of Affirmative Action. The Hiring and Promotion Monitor Forms are used by the Office of Affirmative Action for the purpose of reviewing information relating to new hires and promotions. The forms are reviewed by the Department of Human Rights.



HIRING MONITOR

Name of Agency: _____	Candidate's Name: _____
City / County: _____	Position Number: _____
IDHR Region / (Facility): _____	
EEO Job Category: _____	Bid Number: _____
Title of Job to be filled: _____	Date of Hire: _____

1. Is the EEO category underutilized? No Yes If yes, indicate number for each group:

Women: _____	Black or African American: _____	Hispanic or Latino: _____
Asian: _____	American Indian or Alaskan Native: _____	
Native Hawaiian or Other Pacific Islander: _____	People with Disabilities: _____	

2. Indicate: Race of person selected: (Choose One)

Sex: (Choose One) Veteran: Yes Disability: Yes

3. Number of individuals who applied or were on the list of eligible(s)

Total by Category	# Invited	# Interviewed	# Selected
Women			
Black or African American			
Hispanic or Latino			
Asian			
American Indian or Alaskan Native			
Native Hawaiian or Other Pacific Islander			
People with Disabilities			
Veterans			

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted? Yes

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: (Choose One) with this hire. Remarks on reverse side.

EEO/AA Officer	Date
----------------	------

I approve of this hire

Chief Executive Officer	Date
-------------------------	------

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

PROMOTION MONITOR

Name of Agency:	Candidate's Name:
City / County	Position Number:
IDHR Region / (Facility)	
EEO Job Category:	Bid Number:
Title of Job to be filled:	Date of Promotion:

1. Is the EEO category underutilized? If yes, indicate number for each group:

Women:	Black or African American:	Hispanic or Latino:
Asian:	American Indian or Alaskan Native:	
Native Hawaiian or Other Pacific Islander:	People with Disabilities*	

2. Indicate the race and sex of person promoted: (Choose One) (Choose One)

3. Number of individuals who applied or were on the list of promotable(s):

Total by Category	# Invited	# Interviewed	# Selected
Women			
Black or African American			
Hispanic or Latino			
Asian			
American Indian or Alaskan Native			
Native Hawaiian or Other Pacific Islander			
People with Disabilities			
Veterans			

4. Did it change the employee's EEO Job Category? If yes, from what EEO job Category? (Choose One)

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: (Choose One) with this promotion. Remarks on reverse side.

EEO/AA Officer	Date
----------------	------

I approve of this hire

Chief Executive Officer	Date
-------------------------	------

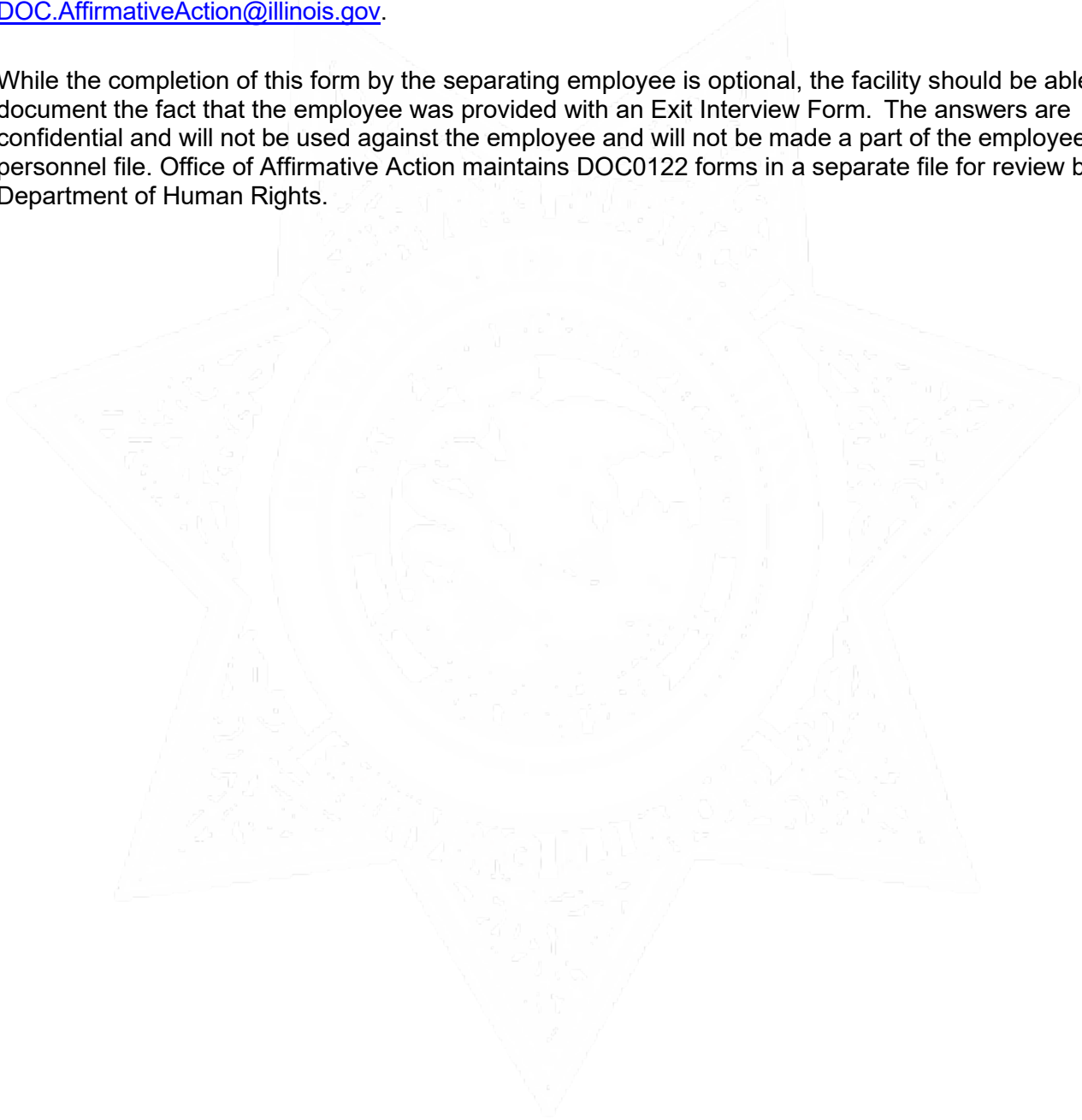
No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

EXIT INTERVIEW

The Exit Interview Form (DOC 0122) is an internal monitoring device used by the Office of Affirmative Action for the purpose of identifying potential problem areas. Upon separation from employment with the Department of Corrections, the employee should be given an *Exit Interview Form* along with a stamped envelope addressed to the Office of Affirmative Action in Chicago. This form can also be accessed on IDOC's internal website and can be submitted electronically to:

DOC.AffirmativeAction@illinois.gov.

While the completion of this form by the separating employee is optional, the facility should be able to document the fact that the employee was provided with an Exit Interview Form. The answers are confidential and will not be used against the employee and will not be made a part of the employee's personnel file. Office of Affirmative Action maintains DOC0122 forms in a separate file for review by the Department of Human Rights.



ILLINOIS DEPARTMENT OF CORRECTIONS
Office of Affirmative Action Employee Exit Interview

This form is to be completed by the employee only when leaving Department employment. The information provided in this document is voluntary and confidential and cannot be used against the employee.

If you wish to be contacted and discuss your issues in further detail, please provide your name and contact information:	Employee's Name	Date of Birth
	E-mail Address	Phone Number

Work Location	Job Title	Work Hours
---------------	-----------	------------

Race: White African American or Black Hispanic or Latino Asian American Indian or Alaskan Native
 Native Hawaiian or Other Pacific Islander Two or More Races Other

Gender: Male Female Non-binary/third gender Prefer not to disclose
 Prefer to self-describe:

Check this box if choosing to skip the Beginning and Ending Salary questions.

Beginning Salary

Ending Salary

<p>1. Would you work here again? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes:</p> <p>a. Same position? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Same supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Same hours? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NOTE: Individuals certified as Correctional Officers who leave the Department in good standing may seek reinstatement by applying directly to any facility within the Department.</p>	<p>3. Were you satisfied with:</p> <p>a. Salary? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Working conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Supervisory personnel? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Supervision by immediate supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e. Interaction with supervisory personnel? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>f. Interaction with peers? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>g. Staff development and training? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>h. Promotional opportunity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>i. Disciplinary process? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>j. Communication of information? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>k. Performance evaluation process? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
--	--

2. Do you have a new job? Yes No
- If yes:
- a. Did your salary increase? Yes No
- b. Type of work:
-
4. Did mandated overtime contribute to your decision to leave the Department? Yes No
5. Did you take advantage of opportunities to advance within the Department? Yes No

Briefly explain your answer below:

6. Did you utilize the tools offered by SWRT, EAP, PSP, etc., during your tenure with the Department? Yes No
- a. If yes, which ones? SWRT EAP PSP Other: _____
- b. Did the tools help? Yes No

Briefly explain your answer below:

ILLINOIS DEPARTMENT OF CORRECTIONS
Office of Affirmative Action Employee Exit Interview

7. Did you personally experience any discrimination while working in your position? Yes No

If yes:

a. Who discriminated against you (check any that apply)?

Peers Immediate Supervisor Administrative Managers

b. Discrimination was based on (check any that apply)

Race Color Gender National Origin or Ancestry Sexual Orientation Religion
 Age Disability Marital Status Military Status Citizenship Status Pregnancy
 Order of Protection Status Arrest Record Other

Briefly describe:

8. Were you a witness to acts of discrimination against other employees? Yes No

If yes:

a. Who was discriminating (check any that apply)?

Peers Immediate Supervisory Personnel Administrative Managers

b. Discrimination was based on (check any that apply)

Race Color Gender National Origin or Ancestry Sexual Orientation Religion
 Age Disability Marital Status Military Status Citizenship Status Pregnancy
 Order of Protection Status Arrest Record Other

Briefly describe:

Is there anything the Department could have done to persuade you to stay? Yes No

If yes, briefly explain below:

If you resigned, briefly explain your reason for leaving:

If you were discharged, briefly explain the reason given to you:

Recommendation for improving the Department:

Employee Signature

Date

The employee is to mail the completed form to the: Office of Affirmative Action
555 West Monroe, 6th Floor, Suite 600-S
Chicago, IL 60661

[Submit by Email](#)