



U.S. Department of Justice

Office of Justice Programs

Office for Civil Rights

Washington, D.C. 20531

November 5, 2008

Christine Fortunato
Grants and Contracts Manager
CT Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109

Re: EEOP for the Connecticut Department of Correction

Dear Ms. Fortunato:

The Office for Civil Rights, Office of Justice Programs, has reviewed and approved the EEOP Short Form that you submitted in accordance with the provisions of your current grant award. The plan that you submitted conforms to the on-line Seven-Step Guide to the Design and Development of an Equal Employment Opportunity Plan, which provides the essential information that the Department of Justice requires for our initial screening of your EEOP. The Department of Justice regulations for developing a comprehensive EEOP may be found at 28 CFR § 42.301 *et seq.* Your approved plan is effective for two years from the date of this letter, and satisfies the EEOP requirement for any subsequent grants received during the two-year period.

If you have any questions regarding this matter, please contact the Office for Civil Rights at (202) 307-0690.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael L. Alston".

Michael L. Alston, Director
Office for Civil Rights

MLA:deb

EEOP Short Form



Tue Oct 07 15:05:00 EDT 2008

Step 1: Introductory Information

Grant Title:	Prisoner Reentry Initiative (PRI)	Grant Number:	2008-RE-CX-0007
Grantee Name:	CT Department of Correction	Award Amount:	\$540,000.00
Grantee Type:	State Government Agency		
Address:	24 Wolcott Hill Road Wethersfield, Connecticut 06109		
Contact Person:	Christine Fortunato	Telephone #:	860-692-6292
Contact Address:	24 Wolcott Hill Road Wethersfield, Connecticut 06109		
DOJ Grant Manager:	Melanie Davis	DOJ Telephone #:	202-305-7944

Policy Statement:

AFFIRMATIVE ACTION POLICY STATEMENT

CHAPTER I
SECTION 46a-68-33

"See Attachment"

CHAPTER I
SECTION 46a-68-33

AFFIRMATIVE ACTION POLICY STATEMENT

As the Commissioner of the Department of Correction, I pledge my full support to the principles of Equal Employment Opportunity and Affirmative Action. I assume full responsibility for insuring that all programs, employment and promotion opportunities within the Department of Correction will be conducted in a non-discriminatory manner and consistent with the program goals and timetables established in our affirmative action plan. I expect the full cooperation of every member of the Department of Correction in implementing this policy and in sharing in the responsibility of meeting our immediate and necessary agency objectives of Affirmative Action and Equal Employment Opportunity.

Discrimination is embedded in our nation's history. Unless consciously addressed, the present effects of past discriminatory practices will continue to exist. We recognize that to overcome past discrimination and achieve equal employment opportunity for everyone, there must be a specific program and action plan that addresses and measures our efforts and success. Federal and State equal employment opportunity and affirmative action laws have been enacted in response to this history of discrimination. In accordance with these applicable laws and regulations and as an essential part of our fundamental operating policy we have developed an affirmative action plan.

Affirmative action is a plan of action and effort to undo the present effects of past discrimination. It identifies and eliminates policies or barriers to equal employment opportunity and the achievement of full and fair utilization of all protected class persons we find to be underutilized in the workforce or to be adversely affected by any department policy or practice. The plan identifies imbalances and establishes programs, hiring and promotion goals and good faith actions to eliminate discrimination and attain full and non-discriminatory participation in all our programs and hiring and promotion activity.

Equal employment opportunity is the employment of individuals without any consideration of race, color, religious creed, age, marital status, national origin or ancestry, sex (including pregnancy and sexual harassment), sexual orientation, learning or physical disability, (including but not limited to blindness), mental retardation, mental disability (present or past history thereof) and genetic information, unless the provisions of Sections 46a-60(b), 46a-80(b), or 46a-81c of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups, such as the exemption granted by the Commission on Human Rights and Opportunities to this agency as a law enforcement entity.

We also recognize the hiring difficulties experienced by the physically disabled and by many older persons. In order to ensure the full and fair utilization of these persons in our workforce, we will set program goals for action as necessary.


The Department of Correction Affirmative Action Office will continue to use viable affirmative action measures in all stages of the employment process in accordance with Chapter XI (46a-68-43) of its Affirmative Action Plan.

As Commissioner of the Department of Correction, I pledge that services and programs of this agency will be provided in a fair and impartial manner consistent with Affirmative Action. All education and

training programs conducted by this agency will be open to qualified persons. Each contractor, supplier, union, or other cooperative agency with which we do business shall support this policy by complying with applicable State and Federal Equal Opportunity laws, regulations, guidelines and executive orders prohibiting discrimination. The Department of Correction shall not be a party to any agreement or contract which has the effect of sanctioning discriminatory practices. I expect all supervisory personnel to adhere to this mandate by carrying out their affirmative action responsibilities, as set forth in this plan, with the same effort as their other responsibilities.

A list of federal and state constitutional provisions, laws, regulations, guidelines and executive orders that prohibit or outlaw discrimination are attached to this policy statement.

Our policy is posted and distributed annually to all employees of the Department. Each employee has the right to review and comment upon the Affirmative Action Plan. Robert Jackson, Director of Equal Opportunity Assurance has been assigned Affirmative Action duties. He may be reached at the Department's Central Office, 24 Wolcott Hill Road, Wethersfield, Connecticut. The telephone number is (860) 692-7640.



Theresa C. Lantz
Commissioner
Department of Correction

1.3.07
Date



Step 2 of 7

FAQ

<< Go Back

Next Step >>

The Total Number of Employees of Known Race, National Origin, and Sex

In the next screens we will be asking you to create a Workforce Analysis Chart that shows the number of employees in your organization, cross-classified by race, national origin, and sex, in each of eight major job categories: (1) Officials and Managers, (2) Professionals, (3) Technicians, (4) Protective Services: Sworn, (5) Protective Services: Non-sworn; (6) Administrative Support, (7) Skilled Craft, and (8) Service Maintenance.

A preliminary step in creating a Workforce Analysis Chart is distinguishing between your organization's total number of employees and the total number of employees of known race, national origin and sex. The Workforce Analysis Chart relies only on this latter number.

For help on collecting and reporting the race, national origin, or sex of employees, click here

For help on determining who is an employee, click here

Total number of employees: 6975

Number of employees of unknown race, national origin, or sex: 66

Total number of employees of known race, national origin, or sex that will appear in the Workforce Analysis Chart: 6909

Job Categories	Male										Female					
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races		
Utilization #/%	-21%	-2%	-0%	-0%	-1%	-0%	-0%	14%	3%	10%	-0%	-1%	-0%	-1%		
Skilled Craft																
Workforce #/%	183,84%	8,4%	18,8%	0,0%	0,0%	0,0%	0,0%	6,3%	0,0%	2,1%	0,0%	0,0%	0,0%	0,0%		
CLS #/%	126,105/79%	11,200/7%	7,665/5%	395/0%	1,405/1%	30/0%	1,665/1%	7,105/4%	1,385/1%	1,120/1%	30/0%	560/0%	0/0%	215/0%		
Utilization #/%	5%	-3%	3%	-0%	-1%	-0%	-1%	-2%	-1%	0%	-0%	-0%	0%	-0%		
Service/Maintenance																
Workforce #/%	216/74%	10/3%	30/10%	0/0%	0/0%	0/0%	0/0%	34/12%	0/0%	2/1%	0/0%	0/0%	0/0%	0/0%		
CLS #/%	158,175/38%	35,380/9%	24,300/6%	660/0%	5,430/1%	75/0%	4,150/1%	126,475/30%	27,240/7%	24,000/6%	435/0%	4,735/1%	105/0%	3,660/1%		
Utilization #/%	36%	-5%	4%	-0%	-1%	-0%	-1%	-19%	-7%	-5%	-0%	-1%	-0%	-1%		

**Utilization Analysis Chart
Relevant Labor Market: Connecticut**

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	78/53%	4/3%	13/9%	0/0%	0/0%	0/0%	0/0%	39/26%	3/2%	11/7%	0/0%	0/0%	0/0%	0/0%
CLS #/%	154,855/56%	5,310/2%	5,055/2%	220/0%	4,650/2%	45/0%	830/0%	93,455/34%	3,925/1%	6,025/2%	195/0%	2,265/1%	4/0%	670/0%
Utilization #/%	-3%	1%	7%	-0%	-2%	-0%	-0%	-7%	1%	5%	-0%	-1%	-0%	-0%
Professionals														
Workforce #/%	657/44%	75/5%	139/9%	0/0%	0/0%	0/0%	0/0%	439/30%	42/3%	133/9%	0/0%	0/0%	0/0%	0/0%
CLS #/%	152,330/40%	5,480/1%	7,120/2%	200/0%	8,890/2%	35/0%	1,205/0%	173,995/46%	7,815/2%	11,960/3%	400/0%	6,290/2%	75/0%	1,165/0%
Utilization #/%	4%	4%	7%	-0%	-2%	-0%	-0%	-17%	1%	6%	-0%	-2%	-0%	-0%
Technicians														
Workforce #/%	42/48%	1/1%	8/9%	0/0%	0/0%	0/0%	0/0%	25/29%	1/1%	10/11%	0/0%	0/0%	0/0%	0/0%
CLS #/%	13,980/36%	780/2%	880/2%	55/0%	485/1%	0/0%	210/1%	18,310/47%	985/3%	2,330/6%	65/0%	510/1%	15/0%	170/0%
Utilization #/%	12%	-1%	7%	-0%	-1%	0%	-1%	-18%	-1%	5%	-0%	-1%	-0%	-0%
Protective Services: Sworn														
Workforce #/%	2367/55%	488/11%	756/18%	0/0%	0/0%	0/0%	0/0%	326/8%	96/2%	279/6%	0/0%	0/0%	0/0%	0/0%
CLS #/%	19,815/66%	2,115/7%	3,295/11%	40/0%	215/1%	4/0%	190/1%	2,915/10%	350/1%	840/3%	25/0%	40/0%	0/0%	80/0%
Utilization #/%	-11%	4%	7%	-0%	-1%	-0%	-1%	-2%	1%	4%	-0%	-0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	1,430/48%	130/4%	125/4%	15/1%	40/1%	0/0%	10/0%	995/33%	95/3%	120/4%	4/0%	15/1%	0/0%	20/1%
Utilization #/%														
Administrative Support														
Workforce #/%	19/5%	1/0%	9/2%	0/0%	0/0%	0/0%	0/0%	252/68%	28/8%	59/16%	0/0%	0/0%	0/0%	0/0%
CLS #/%	115,070/26%	9,510/2%	11,605/3%	210/0%	3,055/1%	80/0%	1,480/0%	239,100/55%	20,630/5%	27,735/6%	580/0%	4,440/1%	125/0%	2,385/1%

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

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Robert Jordan Jr. Director of Equal Employment Opportunity 10/7/08
[signature] [title] [date]

Step 4b: Narrative Underutilization Analysis

OFFICIALS AND ADMINISTRATORS:

It is our goal to increase minority representation in this category by placing an emphasis on the recruitment of Hispanic males and Black males.

PROFESSIONALS:

It is our goal to increase representation statewide in this category by placing an emphasis on the recruitment of Hispanic males, Black males, Other males, White females, Black females, and Hispanic females.

TECHNICIANS:

It is our goal to increase representation statewide in this category by placing an emphasis on recruitment of Hispanic males, Black males, White females, Hispanic females and Black females.

PROTECTIVE SERVICE SWORN:

It is our goal to increase representation statewide in this category by placing an emphasis on recruitment of Hispanic males, Black males, Other males, White females, Hispanic females, Black females, and Other females.

PROTECTIVE SERVICE NON-SWORN:

The Department of Correction has no classification, which meet the criteria of this category.

ADMINISTRATIVE SUPPORT:

It is our goal to increase representation in this category by placing an emphasis on recruitment of Black males, White female, Hispanic female, and Other female in the counties of Hartford, Tolland, New London, New Haven and Fairfield.

SKILLED CRAFT:

It is our goal to increase representation in this category by placing an emphasis on recruitment of White females in the counties of Hartford and Tolland.

SERVICE MAINTENANCE:

It is our goal to increase representation in this category by placing an emphasis on recruitment of Hispanic males, White females and Black females in the counties of Hartford, Tolland, and Fairfield.

The Department of Correction collects data on racial and ethnic groups of males and females White, Black, Hispanic, and Other. At the time the EEOP Short Form was prepared the Other category represented 66 employees whose race or national origin was unknown. As a result certifiable data for males and females that are Asian, American Indian, Pacific Islander, or two or more races is unavailable.

Step 5 & 6: Objectives and Steps

OFFICIALS AND ADMINISTRATORS:

The Connecticut Department of Correction shall continue to intensify its recruitment efforts to attract more individuals for the officials/administrators category as set forth in the Goals on the preceding page.

- a) This recruitment effort will include advertising in minority and women's publications along with all major newspapers in the state.
- b) The Department will continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.
- c) The Department will continue to post promotional announcements at every facility and present them at roll call.
- d) Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.state.ct.us/das and DOC Website and Intranet.
- e) The Equal Employment Opportunity Director, along with the Human Resource Director will review the specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f) The Affirmative Action Unit in coordination with the Recruitment Unit will develop a better recruitment relationship with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.
- g) As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

PROFESSIONALS:

The Connecticut Department of Correction shall continue to intensify its recruitment efforts to attract more individuals for the professional category as set forth in the Goals on the preceding page.

- a) This recruitment effort will include advertising in minority and women's publications along with all major newspapers in the state.
- b) The Department will continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.

- c) The Department will continue to post promotional announcements at every facility and present them at roll call.
- d) Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.state.ct.us/das and DOC Website and Intranet.
- e) The Equal Employment Opportunity Director, along with the Human Resource Director will review the specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f) The Affirmative Action Unit in coordination with the Recruitment Unit will develop a better recruitment relationship with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.
- g) As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

TECHNICIANS:

The Connecticut Department of Correction shall continue to intensify its recruitment efforts to attract more individuals for the technician category as set forth in the Goals on the preceding page.

- a) This recruitment effort will include advertising in minority and women's publications along with all major newspapers in the state.
- b) The Department will continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.
- c) The Department will continue to post promotional announcements at every facility and present them at roll call.
- d) Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.state.ct.us/das and DOC Website and Intranet.
- e) The Equal Employment Opportunity Director, along with the Human Resource Director will review the specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f) The Affirmative Action Unit in coordination with the Recruitment Unit will develop a better recruitment relationship with various state agencies and community

organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.

- g) As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

PROTECTIVE SERVICE – SWORN:

The Connecticut Department of Correction shall continue to intensify its recruitment efforts to attract more individuals for the protective service-sworn category as set forth in the Goals on the preceding page.

- a) This recruitment effort will include advertising in minority and women's publications along with all major newspapers in the state.
- b) The Department will continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.
- c) The Department will continue to post promotional announcements at every facility and present them at roll call.
- d) Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.state.ct.us/das and DOC Website and Intranet.
- e) The Equal Employment Opportunity Director, along with the Human Resource Director will review the specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f) The Affirmative Action Unit in coordination with the Recruitment Unit will develop a better recruitment relationship with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.
- g) As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

ADMINISTRATIVE SUPPORT:

The Connecticut Department of Correction shall continue to intensify its recruitment efforts to attract more individuals for the administrative support category as set forth in the Goals on the preceding page.

- a) This recruitment effort will include advertising in minority and women's publications along with all major newspapers in the state.
- b) The Department will continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.
- c) The Department will continue to post promotional announcements at every facility and present them at roll call.
- d) Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.state.ct.us/das and DOC Website and Intranet.
- e) The Equal Employment Opportunity Director, along with the Human Resource Director will review the specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f) The Affirmative Action Unit in coordination with the Recruitment Unit will develop a better recruitment relationship with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.
- g) As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

SKILLED CRAFT WORKERS:

The Connecticut Department of Correction shall continue to intensify its recruitment efforts to attract more individuals for the skilled craft category as set forth in the Goals on the preceding page.

- a) This recruitment effort will include advertising in minority and women's publications along with all major newspapers in the state.
- b) The Department will continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.

- c) The Department will continue to post promotional announcements at every facility and present them at roll call.
- d) Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.state.ct.us/das and DOC Website and Intranet.
- e) The Equal Employment Opportunity Director, along with the Human Resource Director will review the specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f) The Affirmative Action Unit in coordination with the Recruitment Unit will develop a better recruitment relationship with various state agencies and community organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.
- g) As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

SERVICE MAINTENANCE:

The Connecticut Department of Correction shall continue to intensify its recruitment efforts to attract more individuals for the service maintenance category as set forth in the Goals on the preceding page.

- a) This recruitment effort will include advertising in minority and women's publications along with all major newspapers in the state.
- b) The Department will continue recruitment efforts at college job fairs and those organized by private businesses and the Connecticut Department of Labor.
- c) The Department will continue to post promotional announcements at every facility and present them at roll call.
- d) Job and promotional opportunities will be posted on the State of Connecticut Internet Website www.state.ct.us/das and DOC Website and Intranet.
- e) The Equal Employment Opportunity Director, along with the Human Resource Director will review the specifications for position classifications to assure that they accurately reflect the duties and responsibilities of the job.
- f) The Affirmative Action Unit in coordination with the Recruitment Unit will develop a better recruitment relationship with various state agencies and community

organizations to target specific positions and job categories. This will include reviewing present recruitment strategies and updating and enhancing community contacts, including religious, social services, fraternal, educational and organizations targeted at those specific positions and job categories.

- g) As vacancies or new positions arise the Directors of Equal Employment Opportunity and Human Resources shall instruct the appropriate Human Resource Specialists and Equal Employment Opportunity Specialists to contact organizations on the minority recruitment resource list, so that applicants from the affected group(s) will have an opportunity to apply.

Step 7a: Internal Dissemination

- Place a copy of the EEOP Short Form in the Grant Award file.
- Post information on bulletin boards in the Department's Affirmative Action Division, Human Resources and Organizational Development Grants Unit about how to obtain a copy of the EEOP Short Form.
- Distribute a copy of the EEOP Short Form to all department heads.
- Send electronic memorandum to employee stating that a copy of the EEOP Short Form is available on request in the Department's Affirmative Action Division.
- Post information on bulletin boards at each DOC facility with instructions for obtaining a copy of the EEOP Short Form.
- Post the EEOP Short Form on the DOC Website and Intranet communication system.

Step 7b: External Dissemination

- The Department's Divisions of Affirmative Action and Human Resources will include a written statement in all job announcements and other communications with prospective employees to notify them that they may obtain a copy of the EEOP Short Form on request.
- Notify applicants, vendors, and contractors in writing that the Department has developed an EEOP Short Form and that it is available on request to review.
- Written notice of available employment opportunities to recruiting sources and organizations that are capable of referring qualified applicants for employment.