

Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan

Fiscal Year 2024

**New York City
Department of Investigation**



Table of Contents

I. Commitment and Accountability Statement by the Agency Head	3
II. Recognition and Accomplishments	4
III. Workforce Review and Analysis	5
IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024.....	7
V. Recruitment.....	10
VI. Selection (Hiring and Promotion).....	12
VII. Training.....	15
VIII. Reasonable Accommodation	16
IX. Compliance and Implementation of Requirements under Local Laws and Executive Order 16 (2016).....	17
X. Audits and Corrective Measures	19
XI. Agency Head Signature	20
Appendix A: Contact Information for Agency EEO Personnel.....	21
Appendix B: Local Law 28 (2023) Reports.....	22

I. Commitment and Accountability Statement by the Agency Head

As a law enforcement agency, DOI's most important and valuable asset is its people. As such, DOI is committed to creating a diverse and inclusive workforce and providing opportunities for professional development and advancement to all employees. Our strength is in our diversity -- teams that include, and value, employees with different backgrounds and perspectives perform better. I will hold the EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers, and supervisors accountable for ensuring that the agency does not discriminate against employees or applicants for employment and supports our diversity and inclusion initiatives by observing EEO regulations and working toward attaining agency goals in this area. All agency staff are accountable for complying with the City's EEO Policy and implementing the FY 2024 Diversity and EEO Plan.

The EEO Policy and law also prohibit sexual harassment, a form of employment discrimination. All DOI employees should be familiar with the EEO Policy's protections against sexual harassment. The EEO Policy incorporates the protection provided by federal, state, and local laws and enforces these provisions by imposing disciplinary action on employees who engage in sexual harassment.

DOI employees have a responsibility to be respectful of all our co-workers and members of the public. The people of our agency are one of our greatest assets, and therefore we are committed to the recruitment, development, and retention of a diverse and inclusive workforce reflective of our City's population. We expect all managers and supervisors to promote a work environment that values equity, inclusion, and respect for all.

The Agency EEO Officer, Philip Hung, serves as a resource for agency managers and supervisors by providing us with best practices and providing direction in addressing any identified EEO issues. Phil reports directly to me on all matters, including EEO matters. Attached, you will find a list of the agency's EEO Officer, EEO Counselors, the Disability Rights Coordinator, Disability Services Coordinator and the Career Counselor, which is also posted in your kitchen pantry and on the agency's intranet at: <https://nycdoi365.sharepoint.com/sites/eoo1>.

Also attached is a copy of the EEO Policy. Our EEO staff is available to provide input on personnel matters in addressing EEO and diversity issues, and to investigate EEO complaints. Our EEO staff works closely with DCAS's Office of Citywide Equity and Inclusion.

- This statement is the same as last year.
- This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. Established a clear career path for Confidential Investigators and Special Investigators, by creating a 3-tiered progressive title and salary structure for staff in those titles.
2. Reached 95%+ completion rates for Sexual Harassment Prevention and Everybody Matters mandatory training.
3. Launched a mentorship program that paired newly hired investigators with experienced and seasoned investigators to promote professional growth and skills development.
4. Began to hold quarterly Town Hall meetings with all agency staff for the Commissioner and agency leadership to communicate new developments, recognize employee achievements, and promote teamwork and collective accomplishments.
5. Successfully held annual employee-focused events, such as an Employee Appreciation Softball Game and an Awards Ceremony, as well as new, periodic events, such as monthly agency-wide gatherings to provide and promote convenient opportunities for employees to meet and talk with their colleagues and unit-specific workgroups with agency leadership for more focused discussions between teams and agency leadership.
6. Conducted an Employee Engagement Survey to gauge employee morale, satisfaction, and engagement at DOI, delivered a summary of the results to staff, and initiated actions to address survey results.
7. Expanded recruitment efforts and methods to address underutilization.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2023

Total Headcount: 272

1. Local Law 27 (2023) Pay Parity Analysis:

The EEO Office examined the major functional job groups within the Agency and found no pay disparity among equivalent titles that cannot be attributed to non-discriminatory factors, such as length of service, special expertise, and retention. The EEO Office analyzed each job group and compared average salaries within each job group by race, ethnicity, and gender. Where potential disparities were found, the EEO Office reviewed the data further to determine whether the disparities are attributable to factors such as years of service, special expertise, special assignment, and/or retention. Among leadership roles, Commissioners, Directors, and Inspectors General all earn salaries in accordance with their functional titles, responsibilities, experience, and years of service. Inspectors General, in particular, are all paid the same or similar salaries. Among Investigative Supervisors, Deputy Inspectors General are paid the same or similar salaries, and while there were some identified pay disparities amongst Assistant Inspectors General, they were all immediately attributable by way of the data to years of service and/or specialized units or skills. DOI has a proposal that is pending budget approval to adjust Assistant Inspector General salaries on the basis of merit that will have the effect of closing observable pay gaps. Among Investigators, DOI's largest job group, the EEO Office found that Confidential Investigators and Special Investigators were all generally paid the same salary when compared to functional equivalents. Within the Investigative Specialist job group, the EEO Office found that Data Analysts, Investigative Attorneys, and Investigative Auditors are paid similar salaries when compared to functional equivalents. In conclusion, for the FY 2023 Local Law 27 Pay Parity Analysis, the EEO Office concluded that there is no pay disparity or occupational segregation at DOI.

1. In FY 2024, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.

In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

2. In addition to Quarterly Meetings with the Agency Head, the EEO Office meets with the Deputy Commissioner of Operations and the Executive Director of Human Resources on a monthly basis to discuss, among other things, the quarter's workforce composition and utilization data and how to address underutilization. The EEO Officer presents CEEDS data on a quarterly basis to the Agency Head and other members of the executive team. This quarterly meeting is attended by the Deputy Commissioner of Operations and the Executive Director of Human Resources, who assist by discussing recruitment efforts to address underutilization.

The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

Agency Head

Quarterly Semi-Annually Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other (Deputy Commissioner/Chief of Investigations, Deputy Commissioner of Operations, Deputy Commissioner for Strategic Initiatives and Special Investigations)

Quarterly Semi-Annually Annually Other _____

The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

iv. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024

1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

❖ **Workforce:**

- DOI values a strong and diverse workforce. DOI succeeded at creating and maintaining a diverse workforce in FY 2023 by ensuring regular communication between Human Resources, EEO, DEI, and Training, about underutilization and recruitment strategies, and through the continued commitment of the DOI Commissioner and agency leadership to diversity and inclusion initiatives. To build on this success, DOI strives to further promote diversity amongst its staff. Goals for FY 2024 include analysis of the workforce composition of DOI's units and functional titles to identify areas where DOI can further improve diversity.

❖ **Workplace:**

- DOI believes that a safe and inclusive workplace that fosters professional growth and ensures job satisfaction is key to the overall success of the agency. DOI met all of its workplace goals in FY 2023. For example, DOI enhanced its training program by offering new and interesting training opportunities to staff throughout the year. In addition, DOI's revamped its orientation program to ensure that new employees are informed of all workplace policies and practices and about DOI's EEO Policy and program. DOI will continue to build on these cornerstones in FY 2024.

❖ **Community:**

- As a law enforcement and oversight agency, DOI serves the public, in large part, by collecting and communicating information from and to the public. DOI believes that ensuring that all members of the community can successfully access DOI's complaint and communications channels is critical to DOI's success. In FY 2023, DOI expanded its social media use to new channels and by developing creative and substantive posts that communicated DOI's work to the public and advanced recruitment efforts. In addition, DOI strengthened its language services for complainants and is working toward making additional accessibility improvements.

❖ **Equity, Inclusion and Race Relations Initiatives:**

- DOI believes that developing and supporting diversity and inclusion initiatives in the workplace help to produce better outcomes in DOI's work. To that end, DOI began exploring the possibility of launching employee-led Employee Resource Groups (ERGs) to promote diversity and inclusion in FY 2023. DOI seeks to formally launch an ERG pilot program in FY 2024. In addition, DOI embarked on two initiatives in FY 2023 for greater inclusion of non-traditional minorities. First, DOI created a mentorship program that paired new – and often young –

investigators with more experienced investigators and supervisors to promote professional growth and skills development. Second, DOI purposefully sought to hire retired City employees from the City's Silver Stars program to bring the experience and perspectives of older individuals to DOI. DOI will continue these efforts in FY 2024.

2. Planned Programs, Initiatives, Actions

A. Workforce

1. DOI will continue to use underutilization data to inform its recruitment, selection, and promotion strategies.

As a whole, DOI has succeeded in FY 2023 at creating and maintaining a diverse workforce, achieving optimal race and ethnicity balances and exceeding its goals in gender balance by having more women than men in the workforce – this is a feat especially in the law enforcement landscape. Indeed, the only area in which DOI's workforce data showed statistically significant underutilization was of Black employees in the "Technicians" job group. The "Technicians" job group is comprised of DOI's Confidential Investigators and Special Investigators and is DOI's largest job group, making approximately half of DOI's overall headcount. Throughout FY 2023, DOI's EEO Office, Human Resources Unit, and the Deputy Commissioner of Operations met monthly to discuss underutilization data and strategize on how to address it. Efforts to recruit diverse applicants include posting DOI's open positions on diversity-focused websites, such as Professional Diversity Network, and increasing outreach at diverse colleges and graduate/law schools. DOI also created a new position for a Director of Special Initiatives for its Career Development Unit, in part, for the purpose of increasing outreach to diverse applicant pools. These efforts began in FY 2023 and DOI will continue to advance them into FY 2024 and beyond.

B. Workplace

Recognizing the value of diversity, equity and inclusion in the workplace, DOI began several initiatives to advance DEI in the workplace. First, in FY 2023, DOI laid the groundwork for a pilot ERG program, the first of its kind at our agency. We plan to launch the program in FY 2024. Second, to promote professional growth and skills development within its workforce, DOI launched a new Learning Management System (LMS) in late-FY 2023 that established a "one-stop-shop" for our employees' training needs. DOI will further promote the use of LMS in FY 2024 and provide new learning opportunities for all staff. Third, DOI began formally celebrating heritage months by posting celebratory messages on its intranet. Once the planned ERG pilot program launches, we anticipate that the ERGs will host agency-sponsored heritage celebration events. Finally, DOI's EEO Office recruited several new EEO Counselors in FY 2023. In FY 2024, the EEO Office will train the new counselors which will in turn provide additional touch points to the EEO Office for all staff.

- Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

- 1.
- 2.
- 3.
- 4.

- Agency will create a Diversity Council to leverage equity and inclusion programs
- Agency Diversity Council is in existence and active
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. Community

1. DOI will improve access to DOI's complaint mechanisms by further improving access to language services in the complaint process.
2. DOI will make additional accessibility improvements to its facilities and equipment that is accessible to the public, such as in its Complaint Unit.
3. DOI will continue to build on its use of social media to communicate DOI's work and recruitment needs to the public.

In FY 2024, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBES)
- Conduct a customer satisfaction survey
- Expand language services for the public

V. Recruitment

A. Recruitment Efforts

Summary of Recruitment Efforts – DOI has improved its recruitment strategies and practices in FY 2023, in part, to build and retain a diverse and inclusive workforce. Strategies include: posting DOI job on several external sites, including City & State and Professional Diversity Network; engaging with affinity groups at CUNY and SUNY schools and minority bar associations; promoting civil service list calls; emailing promotional opportunities internally; and enhancing DOI's internship program. DOI will continue building on these efforts in FY 2024.

B. Recruitment for Civil Service Exams

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations.

Event Date	Event Name	Borough
09/15/2023	NYU Fall 2023 Job & Internship Fair	Manhattan
09/19/2023	Rutgers-New Brunswick Fall Career & Internship Mega Fair	New Jersey
09/22/2023	Columbia University – Undergraduate Career Fair 2023	Manhattan
09/26/2023	Manhattan College Fall Career Fair	Manhattan
09/28/2023	John Jay College of Criminal Justice Fall Career & Internship Fair	Manhattan
09/28/2023	St. John's University Fall Career & Internship Expo 2023	Queens
10/03/2023	IONA University Fall 2023 Career & Internship Fair	Manhattan
10/12/2023	Brooklyn College Fall 2023 Career Fair	Brooklyn
10/26/2023	2023 Fordham University Government, Law and Public Service	Bronx

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	
Brooklyn	
Manhattan	900
Queens	
Staten Island	
Other	150

C. Recruitment Sources

1. External Job Sites – LinkedIn, lawjobs.com, Indeed, and Professional Diversity Network. Through external postings, DOI seeks to attract minority applicants – in particular Black applicants for investigator positions – and has successfully hired employees through external postings.

2. Job Fairs – at SUNY and CUNY schools, as well as private colleges and law schools. DOI’s Career Development Unit and Human Resources actively participates in job fairs at local colleges and universities. DOI seeks to attract minority and female applicants and has successfully hired employees through job fairs.

3. Affinity Groups – at schools and minority bar associations. DOI’s Career Development Unit and Human Resources engage with Affinity Groups at local colleges and universities as well as minority bar associations. DOI seeks minority applicants and has successfully hired employees through Affinity Group engagements.

D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2023:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	10	Black: 2; Hispanic: 1; Asian/Pacific Islander: 3; Native American: 1; White: 4; Two or more Races: 0.	M _4_ F_6_ Non-Binary _0_ Other _0_ Unknown _0_
4. Summer Graduate Interns	11	Black: 1; Hispanic: 0; Asian/Pacific Islander: 2; Native American: 0; White: 7; Two or more Races: 1.	M _5_ F_6_ Non-Binary _0_ Other _0_ Unknown _0_
5. Other (specify): Fall College Interns	12	Black: 2; Hispanic: 7; Asian/Pacific Islander: 2; Native American: 1; White: 7; Two or more Races: 0.	M _5_ F_7_ Non-Binary _0_ Other _0_ Unknown _0_
6. Other (specify): Fall Graduate Interns	6	Black: 1; Hispanic: 1; Asian/Pacific Islander: 1; Native American: 0; White: 2; Two or more Races: 2.	M _0_ F_6_ Non-Binary _0_ Other _0_ Unknown _0_

7. Other (specify): Spring College Interns	13	Black: 1; Hispanic: 5; Asian/Pacific Islander: 4; Native American: 1; White: 4; Two or more Races: 2.	M _6_ F_7_ Non-Binary _0_ Other _0_ Unknown _0_
8. Other (specify): Spring Graduate Interns	5	Black: 1; Hispanic: 1; Asian/Pacific Islander: 0; Native American: 0; White: 4; Two or more Races: 0.	M _4_ F_1_ Non-Binary _0_ Other _0_ Unknown _0_
9. Other (specify): Legal Fellows (CY2023 City Legal Fellows Program)	2	Black: 2; Hispanic: 1; Asian/Pacific Islander: 0; Native American: 0; White: 0; Two or more Races: 0.	M _0_ F_2_ Non-Binary 0__ Other _0_ Unknown 0__

E. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 0 [number] 55-a participants.
- There are 0 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

A. Career Counselors

DOI's Career Counselors actively promote advancement opportunities within the agency. For example, DOI's Career Development Unit collects all open job opportunities and makes available for both interns and staff. Human Resources sends agency-wide email notifications to communicate open job postings that are available to staff. As a matter of practice, DOI hiring managers interview all internal applicants who meet minimum qualifications. In FY 2024, DOI will explore the plausibility of displaying DOI's job openings on its internal intranet page and on television screens around DOI's office spaces.

B. New Hires and Promotions

In FY 2024, DOI's EEO Office plans to launch several initiatives to monitor fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, and other selection and promotion actions. These initiatives include: observing randomly selected hiring interviews for recruitments in job groups where underutilization exists; randomly auditing hiring packages; and routinely conducting pay parity analyses by race, ethnicity, and gender.

C. EEO Role in Hiring and Selection Process

In FY 2024, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	100%	02/01/2025 (launch) 02/28/2025 (deadline)
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	100%	N/A
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	100%	07/01/2024 (launch) 07/31/2024 (deadline)
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	100%	N/A
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	100%	02/01/2024 (launch) 02/29/2024 (deadline)
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	100%	N/A
7. Disability Awareness and Etiquette	Optional: All employees.	50%	TBD
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Optional: All hiring managers.	20%	TBD
9. Other (specify)			

VIII. Reasonable Accommodation

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹: Kaytlin Simmons, Deputy Commissioner of Operations
- The designee reports directly to the Agency Head.
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 6 – September 1, 2023 – August 31, 2024) as indicated in the Section VII Training above.

B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

C. Local Law 121 (2020): Age Discrimination Training

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

D. Local Law 27 (2023): Access to Workplace Facilities

- Employees have access to gender appropriate bathrooms and lactation rooms.
- Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

Select the types of accommodations that your agency has provided to your workforce in FY 2023.

- Reassignment
- Modification of Work Schedule

- Flexible leave
- Modification or Purchase of Furniture and Equipment
- Modification of Workplace Practice, Policy and/or Procedure
- Grooming/Attire

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2024

- List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

F. Executive Order 16: Training on Transgender Diversity and Inclusion

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 4 runs from April 1, 2022, to March 31, 2024.

- The agency plans to train all new employees within 30 days of start date.
- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

X. Audits and Corrective Measures

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency _____.
- Within the last two years the agency was involved in an audit conducted by the EEPC or _____ specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect
- The agency received a Certificate of Compliance from the auditing agency.

XI. Agency Head Signature

Jocelyn Strauber
Print Name of Agency Head


Signature of Agency Head

1/30/24
Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

New York City Department of Investigation
 EEO Office
 180 Maiden Lane, 24th Floor
 New York, NY 10038

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Philip Hung	phung@doi.nyc.gov	212-825-2848
2.	Agency Deputy EEO Officer	Patrick McGrath	pmcgrath@doi.nyc.gov	212-825-3722
3.	Agency (Chief) Diversity & Inclusion Officer	None designated		
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Kaytlin Simmons	ksimmons@doi.nyc.gov	212-825-2407
5.	ADA Coordinator	Shayvonne Nathaniel	snathaniel@doi.nyc.gov	212-825-5939
6.	Disability Rights Coordinator	Shayvonne Nathaniel	snathaniel@doi.nyc.gov	212-825-5939
7.	Disability Services Facilitator	Mark McGuigan	mmcguigan@doi.nyc.gov	212-825-5974
8.	55-a Coordinator	Shayvonne Nathaniel	snathaniel@doi.nyc.gov	212-825-5939
9.	EEO Investigator(s)	None		
10.	Career Counselor(s)	Shayvonne Nathaniel	snathaniel@doi.nyc.gov	212-825-5939
11.	EEO Training Liaison	Laura Bowman	lbowman@doi.nyc.gov	212-825-2469
12.	EEO Counselor(s)	Celeste Sharpe Gladys Cambi Gabriel Lipker Laura McCalla Shameika Nixon Katherine O'Toole	csharpe@doi.nyc.gov gcambi@doi.nyc.gov glipker@doi.nyc.gov lmccalla@doi.nyc.gov snixon@doi.nyc.gov kotoole@doi.nyc.gov	718-901-6675 212-825-3240 212-825-2802 212-825-2892 212-825-0812 212-825-3711
13.	Other (specify)			

Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

Agency Name: Department of Investigation

Local Law 28 of (2023) is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant's appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following: [N/A]

[Insert name of the Training Program]	Totals
# of applicants enrolled in such program	N/A
# of applicants who completed the program	N/A
# of applicants who passed and graduated from the program	N/A
# of applicants who passed but did not graduate from the program	N/A
# of applicants who did not pass or graduate from the program	N/A
# of applicants who accepted any appointment offered base on graduation from the program	N/A

List all expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations in FY 2023.

Borough	Approximate Dollar Amount Spent (\$)
Bronx	0.00
Brooklyn	0.00
Manhattan	1,100
Queens	0.00
Staten Island	0.00

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY2023.

Event Date	Event Name	Borough
10/01/2022	Pace University Job fair- Computer Competitive titles	Manhattan

01/12/2023	DOI Civil Service Hiring Pool – Computer Associate Tech Support	Manhattan
01/25/2023	New York Law School Job Fair	Manhattan
02/11/2023	DCAS NYC Government Fair	Manhattan
02/17/2023	Columbia University Job Fair	Manhattan
02/22/2023	DOI Civil Service Hiring Pool – Customer Service Info Rep	Manhattan
03/07/2023	Department of Investigation - Agency Spotlight	Virtual
03/09/2023	CUNY Job Fair	Manhattan
03/15/2023	John Jay Job Fair	Manhattan
03/30/2023	Brooklyn College Job Fair	Brooklyn
03/30/2023	St. John's University Job Fair	Queens
05/09/2023	DOI Civil Service Hiring Pool – Computer Associate Software	Manhattan
05/17/2023	DOI Civil Service Hiring Pool – Computer Associate Software	Manhattan

Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable.