

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: NYC DEPARTMENT OF CORRECTION

1st Quarter (July -September), due November 4, 2022

2nd Quarter (October – December), due February 3, 2023

3rd Quarter (January -March), due May 1, 2023

4th Quarter (April -June), due August 7, 2023

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FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as **"XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2023 DEI-EEO Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): **June 2, 2023** No
 By e-mail
 Posted on agency intranet
 Other _____

II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion and equal employment opportunity through the following:

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _____

*** Please describe DEI&EEO Awards and/or Appreciation Events below:**

- National Correctional Officers and Employees Week (May 7-13, 2023)- employees in all ranks were recognized for their contributions to the Department of Correction.

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III. Workforce Review and Analysis

I. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2022): **8,394** Q2 (12/31/2022): **7,932** 3 (3/31/2023): **7,864** Q4 (6/30/2023): **7,687**

II. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes On (Date): _____ Yes again on (Date): _____ No

NYCAPS Employee Self Service (by email; strongly recommended every year)

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

III. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes On (Dates):

Q1 Review Date: Q2 Review Date: **See below** Q3 Review date: **See below** Q4 Review date: **See below**

Agency Head: 7/27, 8/23, 9/26 Agency Head: 10/31, 11/23, 12/20 Agency Head: 01/31,03/08

Agency Head: 04/11, 05/10, 05/22, 06/25

Human Resources: 8/09, 9/15 Human Resources

Human Resources: 01/11

Human Resources 04/18,04/ 21,04/25

General Counsel: 8/16

General Counsel

General Counsel

General Counsel

Other: FDC

Other: FDC 10/13, 11/10, 12/8

Other FDC: 02/02,02/16,03/02

Other _____

Not conducted

Not conducted

Not conducted

Not conducted

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

- 1) The Department is currently working to recruit a new class of Correction Officers and improve staffing levels for the uniform staff as well as recruiting staff agency wide. **In Q4, a class of correction officers graduated the Corrections Academy. The Department continues to enroll new classes of officers.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

The Department is actively recruiting using multiple media platforms, career fairs, cultural fairs to bring in new staff. The Department is looking to solve the staffing crisis for uniform staff and reduce overtime numbers.

The Department's Academy and the Offices of Public Information and Human Resources meet to assess the effectiveness of recruitment efforts. Specifically, most official online media platforms allow verified accounts to view the reach and breadth of their engagement. Insight data is viewed to evaluate what is shared, saved, clicked on, or otherwise interacted with. This information is used to inform future recruitment efforts. Feedback obtained from interested job seekers at cultural and career fairs is also used for the same.

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Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2) The Department is creating incentives to retain staff such as participating in Flex Schedule Pilot Program for Attorneys. The Department continues to support staff in all aspects of professional development by offering on-site trainings and encouraging staff to participate in various training programs.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

The Department continues to participate in the Flex Schedule Pilot Program for Attorneys and continues to offer new training classes for staff through the Training and Development Division.

Various business units in the Department meet regularly to discuss employee satisfaction with the various professional development and employment incentives offered by the Department and City. We are in frequent communication with the unions as they may have insight, we are not privy to. This information is relayed to the Commissioner and senior leadership. Additionally, evaluations are collected after every program to gauge effectiveness and assess areas of improvement and what trainings employees would like to receive. These evaluations are reviewed by Training & Development and EEO routinely.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

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3) Continue to work with Human Resources and managers throughout the Department to ensure that the interview process for promotion and selection is consistent and best practices are used.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

The Office of EEO continues to review interview questions for promotional titles and applicant pools and make suggestions/edits to questions to ensure fairness. EEO also processes pre-promotional clearances for elevation to higher ranks of uniform staffs and for senior leadership. As of Q4, the Office of EEO also assists with processing all non-uniform promotions. Additionally, EEO handles post disputes to ensure posts are awarded fairly. To evaluate the effectiveness of these actions, EEO monitors complaints related to the hiring and selection process and identifies trends in facilities or business units. These facilities/business units are then counseled on best practices.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

1) The Department will continue to review the CEEDs underutilization report and take various measures to combat underutilization such as performing targeted outreach and working with fraternal and community organizations.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions? **The steps are outlined in the below sections (under recruitment)****

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Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
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Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

❖ **Please describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.**

Down from 12, DOC still has underutilization in the following six job groups:

1. Science Professionals
2. Social Services
3. Food Prep
4. Health Services
5. Craft
6. Laborers

DOC currently has a revamped Recruitment Unit that is working extensively to recruit for these groups and for correction officers as the Department attempts to increase staffing levels. The Department’s extensive recruitment efforts during Q4 are highlighted under the Recruitment Section of this report.

EEO and HR meet regularly to discuss underutilization. In underutilized titles where we have had success in recruitment, we look to see the path these employees took to DOC so that we replicate these recruitment efforts going forward. Additionally, NYCAPS records the recruitment source for applicants which is also reviewed and used to inform future efforts.

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B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

- 1) The Department has restarted in-person programming such as the HR Summer Series (informational sessions on NYCAPS use, retirement and the basics of civil service law), in person orientation sessions for new-hires and employee recognition events.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

The Department continues to host in person retirement seminars and training sessions for all staff including managers in the Headquarters Building. HR and Labor Relations monitor how many staff members attend these sessions and poll staff to see what types of sessions they would like to see in the future.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- 2) The Department will continue to recognize employee achievements and has restarted the Employee Recognition Program and has also restarted in-person events such as health fairs and picnics to boost staff morale.

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- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

The Department has worked with various fraternal organizations to do wellness walks, BBQs and staff appreciation events during this quarter and continues to celebrate diversity. The Department will continue to recognize employee achievements and has restarted the Employee Recognition Program and has also restarted in-person events such as health fairs and picnics to boost staff morale.

The Department solicits feedback from staff and managers to see if the Employee Recognition Programs and other events are effective and seeks recommendations on other ways to boost staff morale.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
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Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

- 3) The Department continues to support staff development and training by offering Management Training in partnership with the Dale Carnegie Institute and reinstated the LEAD Program for middle management (this is a comprehensive training program for supervisors which offers various management courses).

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

Our Training & Development Division monitors interest and subsequent enrollment in these courses. Evaluations are also collected and evaluated at the conclusion of the trainings to gauge effectiveness and value of the program to the participant.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
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Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

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4) The Department continues to promote diverse cultures by celebrating different heritages monthly and working with fraternal organizations.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

The Department continues to celebrate cultural heritage months and promote staff engagement in parades, and events (see items below).

The Offices of Public Information (DCPI) monitors attendance at external events and handles cultural events for the agency. DCPI solicits suggestions and recommendations from staff regarding events and heritage months that they would like the Department to observe or participate in.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- **Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred.**
 - 04/05/23: DOC celebrates Passover.
 - 04/09/23: DOC celebrates Easter.
 - 04/17/23: DOC celebrates and recognizes Sikh History Month.
 - 04/18/23: DOC recognizes Autism Awareness Month.
 - 04/20/23: DOC recognizes April Stress Awareness Month
 - 04/21/23: DOC recognizes Eid Mubarak.
 - 04/22/23: DOC recognizes Earth Day.
 - 05/01/23: DOC celebrates and acknowledges May as Haitian Heritage Month, Asian Pacific American Heritage Month, and Jewish Heritage Month.

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- 05/02/23: DOC reminds staff that it is Mental Health Awareness Month.
- 05/04/23; DOC recognizes Lupus Awareness Month.
- 05/06/23: DOC staff participated in the 31st Annual Wreath Laying Ceremony & Honor Guard Competition in celebration of National Correctional Employee Week.
- 05/09/23: Commissioner Molina and his staff began the Police Unity Tour Bike ride to Washington DC.
- 05/09/23: To kick off National Correction Officers Employee Week, the 9/11 Museum recognized DOC staff who worked diligently during and after the attack on the WTC.
- 05/14/23: DOC celebrates Mother's Day.
- 05/13/23: DOC staff marched in the Haitian Cultural Day Parade in Brooklyn NY.
- 05/17/23: Commissioner Molina will be the ambassador to the National Puerto Rican Day Parade (DOC staff and Commissioner Molina marched in the Puerto Rican Day Parade on June 13th).
- 06/13/23: In honor of Men's Health Awareness Month, our CARE Unit (Correction Assistance Response for Employees) held a Men's health fair. The fair provided information on health eating, awareness, blood pressure screening and more.
- 06/14/23: DOC celebrates and acknowledges Caribbean Heritage Month.
- 06/19/23: DOC recognizes Juneteenth.
- 06/21/23: DOC celebrates Pride Month.
- 06/29/23: DOC hosts a PRIDE Celebration for staff and people in custody at RMSC.

C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1) The Department continues to partner and support MWBE vendors to secure services and resources for the Department.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

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The Department's procurement unit which meets with the Chief Diversity Officer regularly and monitors which contracts are awarded to MWBE vendors/businesses. Procurement staff monitor to see which end users (business units/facilities) are contracting with diverse businesses, which is used to develop strategies to increase Department participation in the MWBE program. DOC's procurement unit has a Director of Compliance M/WBE who monitors all MWBE contracts and strategizes to increase the use of MWBE vendors.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2) The Department's HR Division continues to obtain feedback from Exit Interview Surveys and additionally has implemented a survey for potential employees who reject job offers with the Agency.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

HR regularly reviews feedback obtained from exit interviews to develop strategies on increasing employee satisfaction and potentially addressing any deficiencies in business units/facilities identified on the exit interview/surveys. Divisions that are identified as having a high attrition rate are examined to determine the cause of the attrition rate so that the Department can develop ways to retain staff.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
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3) The Department has restarted the *CEEDS* Program (Cadet Education, Empowerment & Development for Success)—a collaboration between John Jay College of Criminal Justice and the NYC Department of Correction is a one to two-year program for juniors and seniors that recruits students interested in Law Enforcement, Criminal Justice or Correction Studies and prepares them for future leadership opportunities at the NYC Department of Correction. Additionally, the Department has restarted the *DOC Youth Explorers - The Law Enforcement Exploring Program* is a community service, career-oriented program designed to educate young adults, ages 14-21, about law enforcement and life skills.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

Following the program, evaluations are collected to determine interest in corrections as a future career path. These evaluations also aim to pinpoint reasons young people would not or are reluctant to consider DOC as an employer. We are gauging the effectiveness of the program by how many eligible CEEDS program participants eventually seek employment with the Department.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4) The Department through its fraternal organizations will continue to support community organizations in organizing donation drives and participating in volunteer efforts.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

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These programs are interactive and community groups and local community leaders are heavily involved in our community service efforts. Through them, DOC can evaluate the community needs that we may be successful in addressing as well as determining the success of our current measures.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

❖ **Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe the activities, including the dates when the activities occurred.**

- 04/05/23- Archbishop Cardinal Dolan held mass at EMTC for staff and people in custody.
- 04/06/23: Bronx Borough President comes to visit individuals in custody at RMSC.
- 04/07/23: DOC kicked off the first day of the NY International Auto Show at the Jacob Javits Center.
- 04/16/23: DOC welcomed the Scottish delegation to Riker’s Island for NYC for Tartan Week.
- 04/17/23: Commissioner Molina conducted an interfaith briefing on Riker’s Island.
- 04/28/23: DOC recognized April as National Volunteer Month! Our volunteer services had a successful event celebrating the many volunteers who donated their time to help individuals in our custody.
- 06/23/23: DOC held a ribbon-cutting ceremony at the Robert N. Davoren Center (RNDC) to celebrate the opening of the “The Gallery.” A boutique-like store where detainees in our custody can earn DOC “bucks” to purchase gently worn items such as suits, shoes, and ties for court and/or gifts to send to their loved ones. The items in the gallery were donated from Department of Correction officers and staff.
- 06/29/23: DOC joins the Twinning Project where individuals in custody learn different sports skills in soccer and football.
- 06/26/23- DOC partnered with the Children’s Museum of Manhattan and the Robin Hood Foundation to allow detainees to visit with their children outside of the jail facilities.

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1) The Department will continue to train staff on all aspects of equity and inclusion.

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

The Department has rolled out the new Everybody Matters Training to all staff and is working to ensure all staff take the training. The Training and Development Unit is also encouraging staff to take different trainings such as unconscious bias, RA training and other diversity trainings. During Q4, the Department continued to promote sexual harassment, and Everybody Matters training to be completed by all staff.

Every quarter, EEO reviews data from complaints and inquiries to identify trends and determine where and how we should bolster our equity and inclusion training efforts. Additionally, the Training and Development monitors training completion numbers through the Department's LMS System and provides feedback to Unit/Division Heads to increase training numbers.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2) The Department will continue to celebrate diversity and partner with fraternal organizations on diversity programming.

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

The Department partners with fraternal organizations to recognize diversity and encourages staff participation in various events during each quarter.

The Offices of Public Information (DCPI) monitors attendance at external events and handles cultural events for the agency. DCPI solicits suggestions and recommendations from staff regarding events and heritage months that they would like the Department to observe or participate in.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

❖ **Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.**

Currently, the Department highlights cultural awareness months and holidays. The Department solicits staff participation in highlighting these months.

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1) The Department's continues its efforts of building a diverse and inclusive applicant pool of for uniform and non-uniform positions.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

The Department works to recruit diverse candidates by attending career fairs, cultural fairs, using all social media outlets and working with the Mayor's Office for People with Disabilities and DCAS to recruit a diverse pool of applicants. During Q4, the agency is recruiting for correction officers, attorneys, social workers, investigators, and clerical associates.

The Department's Academy and the Offices of Public Information and Human Resources meet to assess the effectiveness of recruitment efforts. Specifically, most official online media platforms allow verified accounts to view the reach and breadth of their engagement. Insight data is viewed to evaluate what is shared, saved, clicked on, or otherwise interacted with. This information is used to inform future recruitment efforts. Feedback obtained from interested job seekers at cultural and career fairs is also used for the same.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2) The Department also works with the John Jay CEEDs Program and the CUNY Externship program to bring in interns and potential full-time candidates.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

Following the program, evaluations are collected to determine interest in the Department as a future career path. These evaluations also aim to pinpoint reasons young people would not or are reluctant to consider DOC as an employer. We are gauging the effectiveness of the program by how many eligible CEEDS program participants eventually seek employment with the Department.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3) Partnering with DCAS to offer all staff the opportunity to learn about becoming a permanent civil servant and all the aspects of the journey through DCAS’s “Civil Service 101” lecture series.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

Evaluations are collected after every program to gauge overall satisfaction with the program and to determine what lecture series would be of value to DOC employees. These evaluations are reviewed by Training & Development and HR routinely.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

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Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

- ❖ Please specify any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

The Department attended a wide variety of recruitment events and tabled at various sites during this quarter to recruit for NON-UNIFORM POSITIONS and CORRECTION OFFICER EXAMS. The following recruitment efforts were made:

- **Non-Uniform Recruitment:**

The Department recruited for the following positions during Q4:

- Agency Attorneys
- Social Workers
- Clerical Associates
- Investigators

Recruitment Efforts include:

ONLINE Recruitment Sources Used:

- Law Jobs – August 19th
- New York Times – August 19th
- Symplicity – September 2nd
- NCJA – September 2nd
- SYSMICJ – September 2nd
- Social Media – September 8th

Recruitment Events Attended During Q4:

DCAS Job Fair – NYC Government Job Fair & Hiring Hall – Saturday, March 25, 2023
Recruitment for Investigators (ID and CIB) and Social Workers (Programs)
DCAS Job Fair – NYC Government Job Fair & Hiring Hall – Thursday, April 13, 2023
DCAS Job Fair – NYC Government Job Fair & Hiring Hall – Saturday, April 22, 2023

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DCAS Job Fair – NYC Government Job Fair & Hiring Hall – Friday, April 28, 2023

DCAS Hiring Hall – NYC Government Job Fair & Hiring Hall – Wednesday, May 24, 2023

DCAS Hiring Hall – NYC Citywide Hiring Pool (Computer Specialist (Software) – Friday, May 26, 2023

Uniform Officer Recruitment – NYC Uniform Job Fair – Friday, June 2nd, 2023

Promoted Summer Internship Program on DOC’s website and social media outlets

DCAS Job Fair – NYC Government Job Fair & Hiring Hall – Friday, June 16, 2023

Uniform Staff Recruitment Events

Roosevelt Field Mall – April 4th

South Huntington Career Fair – April 5th

New York International Auto Show – April 6th – 16th

Old Westbury College Career Fair – April 12th

Suffolk County Community College Fair – April 19th

Mayor Adams 1st Resource Event – April 20th

Astoria Street Festival – April 22nd

Boldest Football (Farmingdale) – April 22nd

Suffolk County Community College Tabling – April 25th

BILA’s Career Day – April 26th

Hostos Community College – April 26th

Peekskill Youth Bureau Job Fair – April 27th

Nassau Community College – April 27th

Brownsville Community Job Fair – May 2nd

NYPD CAB Annual Career Fair – May 4th

Boldest vs Finest Football – May 5th

BCC Run the Bronx – May 6th

Tabernacle of Deliverance Street Fair – May 6th

Alianza Dominican Culture Center – May 6th

NY Urban League Medgar Evers College – May 9th

DCASS Fleet Show/Flushing Meadows – May 11th

The Mall at Bay Plaza – May 12th

Military/Law Enforcement Career Fair – May 13th

Youth Leadership Conference – May 13th

NYC Kids Fest – May 15th through 19th

Elmhurst H+HPD Recruitment Event – May 16th

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Lincoln Spring 2023 Career Fair – May 17th

- Jamaican Community Partnership Career Fair – May 18th
- Community Board 8 Crown Heights Job Fair – May 19th
- Syracuse University’s NYC Career Fair – May 19th
- Muslim Youth Day @ NYPD Academy – May 20th
- Boldest Football – May 20th
- Diversity Law Enforcement Career Fair – May 20th
- Palisades Mall – May 23rd
- Pathway to Graduation – May 23rd
- Bay Plaza Mall – May 23rd 24th & 25th
- Hudson Community College Job Fair – May 23rd
- DCAS Queens Hiring Hall – May 24th
- Sky View Mall – May 25th
- Fleet Week Pop Up – May 25th
- Margaret S Douglas Career Day – May 26th
- Queens Center Mall -May 27th
- Sky View Mall – May 30th
- Palisades Mall – May 30th
- LWS Homecare Career Resource Fair – May 31st
- 23rd Diversity Career Fair – May 31st
- Chamber of Commerce Career Fair – June 1st
- DCAS Hiring Hall – June 2nd
- NYPD CAB Father’s Day Event BK – June 3rd
- F.A.C.E. Resource Fair – June 3rd
- 5th Avenue Fest – June 4th
- NYPD Traffic Safety Fair – June 6th
- Palisades Mall – June 6th & June 26th
- Bayside Queens Public Library – June 7th
- Roosevelt Field Mall – June 8th
- Congressman Espillat Job Fair – June 10th
- NYPD College Fair Mashup – June 10th
- Puerto Rican Day Parade – June 11th
- Queens Family Court 1st Annual Resource Fair – June 12th

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- PS 12 Career Day – June 13th
- Middle College Career Day – June 13th
- Port Authority Bus Terminal – June 14th & June 30th
- NYPD Father’s Day Event Queens – June 14th
- Department of Labor Career Fair – June 15th
- Spring Valley Community Job Fair – June 15th
- 161st Street Community Fair – June 16th
- Bangladeshi American Social and Cultural Event – June 18th
- Juneteenth Hempstead – June 19th
- Cross County Mall – June 20th
- BK Public Library Event – June 21
- NYPD Deten La Volencia – June 22nd
- Connection Career Fair – June 24th
- Asian American Law Enforcement Career Fair – June 24th
- Midwood Mardi Gras – June 25th
- Our Lady of Sorrows Community Resource Fair – June 25th
- Health and Wellness Fair, Queens – June 26th
- Blink Fitness – June 27th
- Senator Jamaal Bailey Career Fair – June 28th
- Main Chance Job Fair – June 28th
- Alive After Five – June 29th
- Alive On 25 – June 30th
- Bronx Health Fair – June 30th

B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. **[Note:** Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total: 0

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Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

3. Summer College Interns Total: 22

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___
(this information is not available)

Gender* [#s]: M- 5 F- 14 N-B ___ O ___ U ___

4. Summer Graduate Interns Total: 2

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___
(3 of the individuals did not report this information)

Gender* [#s]: M- 1 F- 2 N-B ___ O ___ U ___

5. Other (CUNY Interns) Total: 5

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___
(This information is not available)

Gender* [#s]: M- 1 F- 4 N-B ___ O ___ U ___

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6. Other (SYEP) Total: **14**

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___ **(this information is not available)**

Gender* [#s]: M- **6** F- **9** N-B ___ O ___ U ___

Additional comments:

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C. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. Yes No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2022): **22** Q2 (12/31/2022): **22** Q3 (3/31/2023): **20** Q4 (6/30/2023): **20**

During the 1st Quarter, a total of **0** [number] new applications for the program were received.

During the 1st Quarter **0** participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of **8** new applications for the program were received.

During the 2nd Quarter **0** participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of **1** [number] new applications for the program were received.

During the 3rd Quarter **4** participants left the program due to [state reasons]: **2 individuals are on leave, 1 individual resigned and another former employee retired.**

During the 4th Quarter, a total of **1** [number] new applications for the program were received.

During the 4th Quarter **0** participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: Yes No

in training sessions: Yes No

on the agency website: Yes No

through an agency newsletter: Yes No

Other: _____

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V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

- 1) Career Counseling: Advising employees of opportunities for promotion and career development. Notification of promotion/transfer opportunities.

**Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?
Promote employee awareness of opportunities for promotion and transfer within the agency.**

- Arrange for agency wide notification of promotional and transfer opportunities.
- Encourage the use of training and development programs to improve skills, performance, and career opportunities.
- Provide information to staff on both internal and external Professional Development training sources.
- Explain the civil service process to staff and what it means to become a permanent civil servant (Civil Service 101 given to employees in a Summer Series event by HR where DCAS presented the information via zoom)
- Provide technical assistance in applying for upcoming civil service exams.
- Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- Provide resources and support for:
 - Targeted job searches
 - Development job search strategies
 - Resume preparation.
 - Review of effective interview techniques
 - Review of techniques to promote career growth and deal with change.
 - Internship exploration

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Career Counseling housed in HR, monitors which employees are promoted and afforded different opportunities. They can identify promotional trends and see if career development efforts are successful in preparing staff for greater leadership.

2) Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

- The Agency developed a protocol for in-title promotions and salary increases.
- All vacancy notices are publicly announced including senior level positions.
- Actively reach out to networks of underrepresented groups as part of its outreach.
- Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- Compare the demographics of current employees to the placements.
- Review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
- Review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).
- In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question. Created a survey so that individuals who declined job offers can give feedback as to the reason why they declined.
- Use a diverse panel of interviewers to conduct the interview.
- EEO Officer is asked to review the interview questions.

The Office of EEO continues to review interview questions for promotional titles and applicant pools and make suggestions/edits to questions to ensure fairness. EEO also processes pre-promotional clearances for elevation to higher ranks of uniform staffs and for senior leadership. Additionally, EEO handles post disputes to ensure posts are awarded fairly. To evaluate the effectiveness of these actions, EEO monitors complaints

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related to the hiring and selection

3) Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

- 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.

4) Analyzing the impact of layoffs or terminations on racial, gender and age groups.

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 2023. 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)

During this Quarter the Agency activities included: # of Vacancies		# of New Hires	# of New Promotions
Q1	# 260	# 96	# 95
Q2	#77	#75	# 50
Q3	# 42	# 189	# 144
Q4	#441	#49	#79

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VI. Training

Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

VII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

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The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1 Q2 Q3 Q4

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

- 1. Increase employees’ familiarity with the EEO Policy.**

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Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?

- Continue to train staff in all aspects of the EEO policy including the complaint process.
- Encourage staff to take supplementary EEO trainings at DCAS.
- Update EEO posters throughout the Department.

EEO regularly monitors training numbers and visually inspects units/facilities with that all EEO related posters. EEO also collects feedback from the climate surveys to gauge employees' familiarity with the EEO policy and identify areas for improvement.

2. Improve the EEO Office's visibility to the workforce.

Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

- The Office of EEO conducts facility tours and speak with staff members
- Work to ensure EEO Counselors are trained and assist staff members in all of the facilities. EEO Counselors are the liaisons for the Office of EEO.
- Updated the Department's intranet page with all relevant EEO information.

EEO collects feedback from the climate surveys to gauge employees' familiarity with EEO staff and to determine if they are aware of where to go to seek assistance with EEO matters. We use this data to identify areas for improvement where visibility is concerned.

3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed?

The Department continues to train staff on the EEO policy and the EEO complaint process. Ensure that all staff members receive a copy of the EEO complaint process (At A glance guide provided by DCAS).

Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

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EEO collects feedback from the climate surveys employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed? We use this data to identify areas for improvement where this is concerned.

- 4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**

We are training staff on daily basis in the new Everybody Matters Training and continuing to train new staff in all aspects of EEO policy.

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

The complaining party to a complaint and RA requestors are routinely asked how they learned about the office and/or who directed them to us. We use this to determine the effectiveness of our trainings, outreach, and visibility throughout the Department. We also have EEO counselors in each jail facility who provide monthly feedback on our employee's knowledge base and how we can make sure all staff not only understands, but is compliant with all EEO mandates.

- 5. Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**

- Targeted training of managers and supervisors.
- Bi- annual meetings with managers and supervisors to discuss their obligations under the EEO policy.

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

Managers and supervisors are routinely counseled regarding their obligations under the EEO Policy. Business units and facilities that perform poorly in this area are given more intensive training and are monitored closely when repeated complaints come in from their units a

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EEO keeps track of data related to “failure to report” by managers and supervisors. The complaining party is always asked whether they reported their concerns to any manager or supervisor.

6. Improve managers’ and supervisors’ knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

- Targeted training of managers and supervisors.
- Bi- annual meetings with managers and supervisors to discuss their obligations under the EEO policy.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

- Managers and supervisors are routinely counseled regarding their obligations under the EEO Policy. Business units and facilities that perform poorly in this area are given more intensive training and are monitored closely when repeated complaints come in from their units.
- EEO keeps track of data related to “failure to report” by managers and supervisors. The complaining party is always asked whether they reported their concerns to any manager or supervisor.

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

The agency is involved in an audit; please specify who is conducting the audit: _____.

Attach the audit recommendations by EEPC or the other auditing agency.

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The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.

The agency received a Certificate of Compliance from the auditing agency.

Please attach a copy of the Certificate of Compliance from the auditing agency.

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Appendix A: EEO Personnel Details

EEO Personnel for Second Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions: 0	Number of Deletions: 0
Employee's Name & Title	1.	2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:			
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		

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EEO Function	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):			
Name & EEO Role	1. Elizabeth Lundi, EEO Officer	2. Florina Getman, Deputy Director	
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last two years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role						
Completed EEO Trainings:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office: 75-20 Astoria Blvd, Suite 390, East Elmhurst, NY 11370

Diversity and EEO Staffing as of Second Quarter FY 2023*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>
EEO Officer/Director	Elizabeth Lundi	Exec. Agency Counsel IV	100%	Elizabeth.lundi@doc.nyc.gov
Deputy EEO Officer OR Co-EEO Officer	Florina Getman	Agency Attorney IV	100%	Florina.getman@doc.nyc.gov
Chief Diversity & Inclusion Officer	Lynelle Maginley-Liddie	Exec. Agency Counsel VI	50%	Lynelle.Maginley-Liddie@doc.nyc.gov
Diversity & Inclusion Officer				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59				
ADA Coordinator and Disability Service Facilitator	Nancy (Liu) Bleakley	Agency Attorney III	100%	Nancy.bleakley@doc.nyc.gov
Reasonable Accommodation Legal Coordinator	Graciela Triana	Agency Attorney II	100%	Graciela.triana@doc.nyc.gov

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EEO intake Specialist	Willard Hunt	Admin Staff Analyst	100%	Willard.hunt@doc.nyc.gov		
EEO RA Specialist	Ron Als	Correction Officer	100%	Ron.Als@doc.nyc.gov		
55-a Coordinator	Darline Oxendine	Program Specialist	Not in EEO-Housed in HR	Darline.oxendine@doc.nyc.gov		
Career Counselor	*AC Armando Chabran has left Department in April 2023 and this role is currently vacant.		Not in EEO-Housed in HR			
EEO Investigator	Greg Cheung	Agency Attorney II	100%	Greg.cheung@doc.nyc.gov		
EEO Investigator	Anastasia Chin	Agency Attorney III	100%	Anastasia.chin@doc.nyc.gov		
EEO Investigator	Charisse Bourne	Agency Attorney II	100%	Charisse.Bourne@doc.nyc.gov		
EEO Intake Specialist	Melanie Barnes	Admin Staff Analyst	100%	Melanie.barnes@doc.nyc.gov		
EEO Intake Coordinator	Virginia Rodriguez	Confidential Agency Investigator	100%	Virginia.Rodriguez@doc.nyc.gov		
EEO Counselors	<table border="1"> <tr> <td>Cherelle Butler</td> </tr> <tr> <td>Crystal Coston</td> </tr> </table>	Cherelle Butler	Crystal Coston	Correction Officers	15%	
Cherelle Butler						
Crystal Coston						

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	<table border="1"> <tr><td>Henry Cui</td></tr> <tr><td>Kaaba Dowe</td></tr> <tr><td>Jacqueline Franklin</td></tr> <tr><td>Kay Fraser</td></tr> <tr><td>Philip Greene</td></tr> <tr><td>Karen Smith</td></tr> </table>	Henry Cui	Kaaba Dowe	Jacqueline Franklin	Kay Fraser	Philip Greene	Karen Smith			
Henry Cui										
Kaaba Dowe										
Jacqueline Franklin										
Kay Fraser										
Philip Greene										
Karen Smith										
EEO Training Liaison	Allan Straker	Manager, Training Compliance	30%	Allan.Straker@doc.nyc.gov						

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.