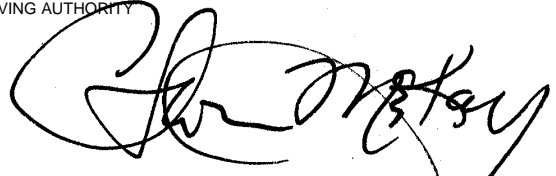
 <p><b>NEW YORK STATE</b> <b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	TITLE		NO. 2601
	<b>Equal Employment Opportunity &amp; Affirmative Action Program</b>		DATE 07/27/2017
SUPERSEDES DIR# 2601 Dtd. 04/29/16	DISTRIBUTION A	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) Executive Order No. 6; NYS Human Rights Law; Federal Civil Rights Act; Americans with Disabilities Act; Federal Rehabilitation Act; Age Discrimination in Employment Act; Equal Employment Opportunity in New York State Rights and Responsibilities; Directive #2602; ACA Standard 4-4053	APPROVING AUTHORITY 		

- I. **POLICY:** The policy of the Department of Corrections and Community Supervision (DOCCS) is to promote diversity and inclusion by ensuring equal employment opportunity without discrimination on the basis of age, race, religion, creed, color, national origin, sex (including sexual harassment and gender identity), pregnancy, disability, marital status, sexual orientation, military status, arrest and conviction record, veteran's status, domestic violence victim status, or predisposing genetic characteristics in all of its programs and services to achieve full and fair participation. The Department shall strive to promote equal employment opportunities during every phase of our personnel program, including but not limited to, recruitment, hiring, promotion, demotion, transfer, and termination.
- II. **BASIS:** This policy is based upon Executive Order No. 6 which ensures equal employment opportunity for minorities, women, persons with disabilities, and Vietnam era veterans in State government and establishes the Governor's Executive Committee for Affirmative Action. Additionally, this policy is in accordance with the requirements of the New York State's Human Rights Law, the mandates of Title VI and VII of the Federal Civil Rights Act, as amended, and Equal Employment Opportunity in New York State Rights and Responsibilities, A Handbook for Employees of New York State Agencies.
- III. **HISTORY:** While the passage of Civil Rights Laws in past years was to assure equality and equity for the protected classes, the pattern of denial, employment barriers, and injustice continues. This denial of equal access to opportunities afforded within our society has allowed the continuation of discrimination in a variety of forms.  
DOCCS acknowledges and accepts its obligation to investigate and, where necessary, to pursue all contractual and legal processes available to correct such inequities.
- IV. **PROGRAM RESPONSIBILITY:** The Office of Diversity Management (ODM), under the direction of the Director of Diversity Management, is responsible for the implementation of programs and actions necessary to establish an effective Equal Employment Opportunity and Affirmative Action Program (EEO/AAP) throughout the Department.  
The Director of Diversity Management reports directly to the Deputy Commissioner for Correctional Industries, Compliance Standards and Diversity who oversees the Office of Diversity Management.

## V. SCOPE

- A. The EEO/AAP will include, but not be limited to:
1. The development of programmatic resolutions toward the elimination of all effects and practices of unjust and unlawful exclusionary employment practices and policies;
  2. The development of educational and training programs for all employees, with due emphasis toward the goal of advancing minorities, women, persons with disabilities, and Vietnam era veterans;
  3. The development of personnel practices, policies, and career ladders to assist and encourage upward mobility for employees restricted to lower levels;
  4. The development of appropriate outreach and recruitment activities for examinations and other appointments;
  5. Periodic audits of hiring and promotion patterns, and training programs to remove impediments to achieving goals and objectives;
  6. Providing technical assistance to supervisors in meeting the goals and objectives of the Department's EEO/AAP, and identifying any need for remedial action;
  7. Ensuring that all Department staff and qualified applicants are receiving an equal opportunity for recruitment, hiring, promotion, demotion, transfer, training, development, and other terms or conditions of employment;
  8. Ensuring that all qualified inmate applicants are receiving an equal opportunity for access to work assignments, promotions, and programs;
  9. Investigating complaints of a discriminatory nature in accordance with Directive #2602, "Diversity Management Complaints;" and
  10. Developing policies and procedures to ensure Agency compliance with Title VI and VII of the Federal Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, as amended, the NYS Human Rights Law, and the Equal Employment Opportunity in New York State Rights and Responsibilities, as they relate to employees, qualified applicants for employment, and inmates.
- B. The development of overall policies and program procedures that will enhance Departmental awareness of and responsiveness to:
1. Title VI and VII of the Civil Rights Act of 1964 as amended, Human Rights Laws, Americans with Disabilities Act, and Section 504 of the Federal Rehabilitation Act of 1973 pertaining to complaints of discrimination on the basis of physical or mental disability and the appropriate grievance mechanisms for the Department;
  2. Governor's Office of Employee Relations (GOER) procedures for implementation of reasonable accommodations in programs and services for individuals with disabilities, and religious observance or practices for applicants and employees. The Department will make good faith efforts to provide an accommodation of religious observance or practices for applicants or employees unless the Department believes such an accommodation would create an undue hardship or is contrary to the Department's commitment to diversity and inclusion;

3. The Department's commitment to supporting equal employment opportunity for persons who engage in religious observances or practices;
4. The Department's ability to employ and accommodate individuals with disabilities;
5. The review of program services to include inmates with disabilities;
6. The equal and impartial delivery of the Department's various programs and services;
7. Conducting equal employment training and outreach; and
8. Initiating and participating in projects aimed at advancing equal employment within the Department. Such activities may include job fairs, career awareness events, etc.

**VI. REDRESS:** Individuals seeking further information or who wish to file a complaint regarding alleged violations should contact ODM as follows:

Director, Office of Diversity Management  
New York State Department of Corrections and Community Supervision  
Harriman State Campus  
1220 Washington Avenue  
Albany, NY 12226-2050

Telephone: (518) 485-5806  
Fax: (518) 485-5772  
DiversityManagement@doccs.ny.gov