

EEO Utilization Report

Organization Information

Name: Rhode Island Department Of Corrections

City: Cranston

State: RI

Zip: 02902

Type: State Correctional Department and/or Institution

Step 1: Introductory Information

Policy Statement:

The Rhode Island Department of Corrections (RIDOC), in accordance with Rhode Island General Law §28-5.1-1 et seq. has established an Equal Employment Opportunity/Affirmative Action policy. This policy [3.03-7] applies in all areas where the Department dollar is spent.

RIDOC does hereby reaffirm its policy of equal employment opportunity for all qualified applicants and employees regardless of race, color, creed, religion, age, sex, ethnicity, national origin, military service, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, the presence of a sensory, mental, or physical disability, or other status protected by law. All programs, training, activities, management practices, all phases of employment including recruitment, selection, retention, placement, salary/wage, leave, lay-offs, transfers, recall from lay-offs, promotions, and discipline and all other personnel actions by RIDOC are administered in a manner consistent with the intent of this policy.

RIDOC, in accordance with Executive Order 05-01 (Promotion of Equal Opportunity and the Prevention of Sexual Harassment in State Government), reaffirms its commitment to demonstrating positive results in the employment, appointment, and delivery of services to racial/ethnic minorities, women, and the disabled. In addition, RIDOC continues to strive to prevent and eliminate harassment, sexual harassment, or discrimination by supervisors or co-workers on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, military service, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, the presence of a sensory, mental, or physical disability or other status protected by law.

All managers and supervisors, and ultimately the RIDOC Director (Director), are directly responsible for the implementation of this policy.

Step 4b: Narrative of Interpretation

The Rhode Island Department of Corrections (RIDOC) understands certain race or ethnic groups may be underutilized in specific job categories, which is outlined in the 'Significant Underutilization Chart'. White males are underutilized in officials/administrators, as well as in administrative support and professionals. Hispanic or Latino males are underutilized in protective services: sworn-patrol officers. White females are underutilized in protective services: sworn-patrol officers & non-sworn. Hispanic or Latino Females are underutilized in protective services: sworn-patrol officers. Asian females are underutilized in protective services: sworn-patrol & non-sworn.

Step 5: Objectives and Steps

1. 1. Our objective is to provide equal employment opportunities for Hispanic or Latino males when our organization fills vacancies that become available in the Protective Services: Sworn-Patrol Officer job category.

- a. a. Our organization will designate a person on our human resources team to serve as a liaison and outreach coordinator to educational institutions and professional organizations with significant Hispanic or Latino males members.
- b. b. Our organization will review all employment organizational data related to the Protective Services: Sworn-Patrol Officer job category to identify any issues that may pose barriers for Hispanic or Latino males (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).

2. 2. Our objective is to provide equal employment opportunities for white males when our organization fills vacancies that become available in officials/administrators, professionals, or administrative support job categories.

- a. a. Our organization will designate a person on our human resources team to serve as a liaison and outreach coordinator to educational institutions and professional organizations with significant White male members.
- b. b. Our organization will review all employment organizational data related to the Officials/Administrators, Professionals, & Administrative Support job categories to identify any issues that may pose barriers for White males (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).

3. 3. Our objective is to provide equal employment opportunities for white females when our organization fills vacancies that become available in the Protective Services Sworn-Patrol Officer and Non-sworn job categories.

- a. a. Our organization will designate a person on our human resources team to serve as a liaison and outreach coordinator to educational institutions and professional organizations with significant white female members.
- b. b. Our organization will review all employment organizational data related to the Protective Services: Sworn-Patrol Officer and Non-sworn job categories to identify any issues that may pose barriers for white females (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).

4. 4. Our objective is to provide equal employment opportunities for Hispanic or Latino females when our organization fills vacancies that become available in the Protective Services: Sworn-Patrol Officer job category.

- a. a. Our organization will designate a person on our human resources team to serve as a liaison and outreach coordinator to educational institutions and professional organizations with significant Hispanic or Latino female members.
- b. b. Our organization will review all employment organizational data related to the Protective Services: Sworn-Patrol Officer job category to identify any issues that may pose barriers for Hispanic or Latino women (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).

5. 5. Our objective is to provide equal employment opportunities for Asian females when our organization fills vacancies that become available in the Protective Services: Sworn-Patrol Officer & Non-sworn job categories.

- a. a. Our organization will designate a person on our human resources team to serve as a liaison and outreach coordinator to educational institutions and professional organizations with significant Asian female members.
- b. b. Our organization will review all employment organizational data related to the Protective Services: Sworn-Patrol Officer & Non-sworn job categories to identify any issues that may pose barriers for Asian females (e.g., review the records of exit interviews of former employees; examine applicant flow data for recent vacancies; review job posting and advertising practices; determine whether there are in-house career paths; evaluate the hiring, retention, and attrition rates for particular positions or for particular offices or regions).

Step 6: Internal Dissemination

Initiative: Post report on RIDOC intranet, the Departments internal website accessible to most Department employees.

Responsible party/parties: Director Patricia Coyne-Fague and Agency IT Manager

Michelle Lanciaux

Timeline for completion: COMPLETED.

Initiative: Post information about the report and where to obtain a copy of it on bulletin boards located in staff break-rooms (this is important because not all RIDOC staff have computer access and may not see it on the Departments intranet site)

Responsible party/parties: Director Patricia Coyne-Fague, Assistant Director for Institutions and Operations Matthew Kettle and the facility supervisors within the High Security, Maximum Security, Medium Security, Minimum Security and Womens prison facilities, as well as unit heads in the Dix building (an office building).

Timeline for completion: COMPLETED.

Initiative: Distribute electronic copy of utilization report to all RIDOC Division unit heads and managers

Responsible party/parties: Assistant Director for Administration Patricia Coyne-Fague

Timeline for completion: COMPLETED.

Initiative: Notify uniformed staff via roll call as to how to obtain a copy of the report (this is important because not all RIDOC staff have computer access and may not see it on the Departments intranet site).

Responsible party/parties: Acting Assistant Director for Institutions and Operations Matthew Kettle will direct all facility Wardens to ensure that the notice is read at roll call (start of officers shift) for five consecutive days, all shifts.

Timeline for completion: COMPLETED.

Step 7: External Dissemination

Initiative: Post new EEO Utilization Report report on RIDOCs public website (www.doc.ri.gov) in a conspicuous location on the home page. Responsible party/parties: Senior Planner Leann Anderson working in conjunction with Economic & Policy Analyst I, Keith Ivone.

Timeline for completion: this will be accomplished by August 17, 2020.

Initiative: Ensure physical copies of report are available to the public at the Administration building of the Department of Corrections as well as the Human Resources office which services the Department of Corrections, as these are the main RIDOC buildings the public accesses.

Responsible party/parties: Director Patricia Coyne-Fague, Human Resources Coordinator Paul Gutowski

Time for completion: COMPLETED.

Initiative: Recommend placement of report on RIs state purchasing website, as well as website that advertises RI

state job vacancies

Responsible party/parties: Director Patricia Coyne-Fague will make recommendation to RI Department of Administration
Deputy Director Mark Dingley.

Timeline for completion: Completed.

Utilization Analysis Chart
Relevant Labor Market: Cranston city, Rhode Island

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators																
Workforce #/%	21/34%	3/5%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%	30/49%	3/5%	2/3%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	2,240/53%	45/1%	145/3%	4/0%	45/1%	0/0%	20/0%	0/0%	1,505/36%	90/2%	25/1%	0/0%	30/1%	0/0%	0/0%	65/2%
Utilization #/%	-19%	4%	-0%	-0%	-1%	0%	-0%	0%	13%	3%	3%	0%	-1%	0%	0%	-2%
Professionals																
Workforce #/%	38/18%	3/1%	5/2%	0/0%	2/1%	0/0%	0/0%	0/0%	132/63%	10/5%	18/9%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,695/36%	135/3%	50/1%	0/0%	120/3%	0/0%	0/0%	55/1%	2,345/49%	160/3%	95/2%	0/0%	70/1%	0/0%	20/0%	15/0%
Utilization #/%	-17%	-1%	1%	0%	-2%	0%	0%	-1%	14%	1%	7%	0%	-1%	0%	-0%	-0%
Technicians																
Workforce #/%	3/60%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	250/27%	15/2%	0/0%	0/0%	10/1%	0/0%	0/0%	4/0%	585/63%	25/3%	0/0%	0/0%	35/4%	0/0%	0/0%	0/0%
Utilization #/%	33%	-2%	0%	0%	-1%	0%	0%	-0%	-23%	-3%	0%	0%	-4%	0%	0%	0%
Protective Services: Sworn-Officials																
Workforce #/%	107/86%	2/2%	3/2%	0/0%	2/2%	0/0%	0/0%	0/0%	8/6%	2/2%	1/1%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,065/81%	60/5%	25/2%	0/0%	20/2%	0/0%	25/2%	0/0%	100/8%	0/0%	25/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Utilization #/%	5%	-3%	1%	0%	0%	0%	-2%	0%	-1%	2%	-1%	0%	0%	0%	0%	0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	568/72%	47/6%	82/10%	2/0%	10/1%	0/0%	0/0%	0/0%	61/8%	10/1%	11/1%	1/0%	2/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	1,430/53%	230/8%	20/1%	20/1%	45/2%	0/0%	0/0%	15/1%	695/26%	140/5%	25/1%	0/0%	100/4%	0/0%	0/0%	0/0%
Utilization #/%	19%	-3%	10%	-0%	-0%	0%	0%	-1%	-18%	-4%	0%	0%	-3%	0%	0%	0%
Protective Services: Non-sworn																
Workforce #/%	14/30%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	20/43%	2/4%	10/21%	0/0%	0/0%	0/0%	0/0%	0/0%

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
CLS #/%	20/24%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	55/65%	0/0%	0/0%	0/0%	10/12%	0/0%	0/0%	0/0%
Utilization #/%	6%	0%	2%	0%	0%	0%	0%	0%	-22%	4%	21%	0%	-12%	0%	0%	0%
Administrative Support																
Workforce #/%	4/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	39/75%	2/4%	5/10%	0/0%	2/4%	0/0%	0/0%	0/0%
CLS #/%	3,105/31%	360/4%	220/2%	0/0%	130/1%	0/0%	25/0%	45/0%	5,175/52%	535/5%	130/1%	10/0%	140/1%	0/0%	0/0%	100/1%
Utilization #/%	-23%	-4%	-2%	0%	-1%	0%	-0%	-0%	23%	-2%	8%	-0%	2%	0%	0%	-1%
Skilled Craft																
Workforce #/%	10/91%	1/9%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,915/79%	205/9%	25/1%	0/0%	0/0%	0/0%	105/4%	0/0%	50/2%	85/4%	0/0%	0/0%	25/1%	0/0%	0/0%	0/0%
Utilization #/%	11%	1%	-1%	0%	0%	0%	-4%	0%	-2%	-4%	0%	0%	-1%	0%	0%	0%
Service/Maintenance																
Workforce #/%	21/95%	0/0%	1/5%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	3,465/39%	790/9%	415/5%	0/0%	270/3%	0/0%	30/0%	35/0%	2,695/30%	725/8%	155/2%	30/0%	175/2%	0/0%	74/1%	35/0%
Utilization #/%	56%	-9%	-0%	0%	-3%	0%	-0%	-0%	-30%	-8%	-2%	-0%	-2%	0%	-1%	-0%

Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Officials/Administrators	✓															
Professionals	✓															
Protective Services: Sworn-Patrol Officers		✓						✓	✓	✓			✓			
Protective Services: Non-sworn									✓				✓			
Administrative Support	✓															

Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Correctional Officer Captain																
Workforce #/%	12/92%	0/0%	0/0%	0/8%	1/8%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Records and ID Captain																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Correctional Officer Security Specialist																
Workforce #/%	5/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Correctional Officer Training Supervisor																
Workforce #/%	2/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Correctional Officer Lieutenant																
Workforce #/%	47/89%	1/2%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%	3/6%	0/0%	1/2%	0/0%	0/0%	0/0%	0/0%	0/0%
Records and ID Lieutenant																
Workforce #/%	5/71%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/29%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Correctional Officer Training Instructor																
Workforce #/%	6/67%	0/0%	0/0%	0/11%	1/11%	0/0%	0/0%	0/0%	1/11%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Correctional Officer Steward																
Workforce #/%	16/76%	1/5%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	2/10%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Correctional Officer Armorer																
Workforce #/%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Correctional Officer Investigator I																
Workforce #/%	8/89%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Correctional Officer																

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Canine																
Workforce #/%	3/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	568/72%	47/6%	82/10%	2/1%	10/1%	0/0%	0/0%	0/0%	61/8%	10/1%	11/1%	1/0%	2/0%	0/0%	0/0%	0/0%

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

I have reviewed the foregoing EEO Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Keith Ivone

Economic & Policy Analyst I

08-13-2020

[signature]

[title]

[date]