

EEO Utilization Report

Organization Information

Name: Tennessee Department Of Correction

City: Nashville

State: TN

Zip: 37243

Type: State Correctional Department and/or Institution

Step 1: Introductory Information

Policy Statement:

"No person shall on the grounds of race, color, national origin, sex, age, disability, religion, creed, veterans status, pregnancy, or genetic information (except when any of these factors are existing bona fide occupation qualifications) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity operated by the Tennessee Department of Correction, it being the intention of the department to bind all agencies, disbursing units, or organizations operating under its jurisdiction and control to fully comply with and abide by the spirit and intent of the Civil Rights Act of 1964, the Americans with Disabilities Act, and other statutory requirements.

Step 4b: Narrative of Interpretation

The Department of Correction is underutilized in the following areas concerning minority representation in the workforce:

Administrative Support, Technicians, and Skilled Craft: White males

Skilled Craft and Service Maintenance: Hispanics

Service Maintenance: African Americans

Protective Services (non-sworn): White females, African American Females, and Asian Females

Officials, Administrative: White Females

Professionals: Asian and White Females

Professionals and Protective Services (non-sworn): Two or more races

It should be noted that the Department of Correction is heavily populated by males, as this agency is considered a safety/law enforcement agency. Historically, this is a male-driven profession, and although that does appear to be changing, there still remains a larger pool of applicants that are male as opposed to female. It should also be noted that many of our institutional (prison) facilities are located in rural geographical areas, which does not possess a large employment pool that is diverse in nature.

The Department of Correction is committed to having and maintaining a diverse workforce, and is working to ensure that diversity in each program area is established and maintained throughout the agency. Positions are advertised on a weekly basis, and the Department of Correction does attend local job fairs in order to actively recruit for positions. The Department of Correction has, and continues to advertise on the radio in order to reach a larger applicant base. When individuals of minority decent apply for positions, they are given the same opportunities for possible interviews as other individuals. It should also be noted that Human Resources does sit on the hiring boards, and advises the board on goals that have been set in order to create a more diverse workforce.

Step 5: Objectives and Steps

1. To ensure equal employment opportunities for African Americans, Asians, Hispanics, and individuals with two or more races when our department fills vacancies in any of the underutilized job categories.

- a. The Department of Correction utilizes employment posting boards with the Department of Human Resources radio ads, targeted recruitment, referral programs, and sign-on incentives in order to recruit individuals for employment with the Department of Correction. The Department of Correction also has a Career Line that is answered on a Monday Friday basis in order to speak with potential applicants about careers with the Department of Correction, and offers assistance with applying for positions within the agency.
- b. Our recruitment team visits local career centers, local (4-year and community) colleges, military bases, community fairs, and Goodwill locations in an attempt to attract applicants of a diverse population. Many career institutes invite TDOC to participate in job fairs at their locations in order to assist placing students with employment. These opportunities for recruitment occur multiple times each week, and a variety of staff assist with this effort in order to attract individuals for employment. It should also be noted that the Department of Correction also holds a Citizens Correction Academy for members of the community to participate and learn more about the agency. This has been a fruitful recruitment tool, as several individuals that have attended this academy have applied and been accepted for employment at the Department of Correction.
- c. The hiring boards are comprised of multiple individuals throughout the agency for each position in order to ensure a fair process for all applicants. Human Resources also sits on these hiring boards in order to advise boards of the needs and goals of the agency as it relates to equal employment.
- d. The TDOC continues to review its outreach and training efforts to determine whether current employment practices may affect the retention and recruitment of our workforce population in which we are underutilized.
- e. Our department will continue to review our recruitment and retention practices without any barriers.

2. To ensure to continue our recruitment and retention practices promote employment opportunities that will attract a diverse population of applicants without bias.

- a. TDOC has designated staff member(s) from our human resources division to serve as our recruitment coordinator/team who will assist with outreach to potential applicants by visiting local career centers, local colleges and/or institutions (i.e., Tennessee State University, Middle Tennessee State University, University of Tennessee at Martin, LeMoyne-Owen Career and Graduate School Expo, Southwest Community College, Daymar Institute) and professional organizations in an attempt to attract more applicants and target a more diverse population. When recruitment occurs, multiple, diverse individuals from the Department of Correction attend these events in order to present information regarding this agency.
- b. TDOC has also increased workforce engagement by providing personal, professional development opportunities to TDOC employees. TDOC coordinates such programs as Command College, Professional Management Academy, and Commissioners Leadership Academy, Management Institute, and Sergeants Academy just to name a few. These programs have been designed to manage career development and/or progression.
- c. TDOC will continue to post promotional openings and new hire employment opportunities on our departments public website and social media outlets.
- d. Implementation of TDOCs sign-on and referral bonuses has increased the number of interested and qualified individuals seeking employment with our department.

Step 6: Internal Dissemination

All employees will be notified via email that a copy of our department's EEO Utilization Report will be made available in our Human Resources division upon request. Also, a copy of our department's EEO Utilization Report will be accessible for all employees on our internal and public websites. In addition, TDOC will also distribute an electronic copy of our EEO Utilization Report to our Executive Leadership team. The Executive Leadership Team will review, and ensure all Departmental Heads are aware of the needs concerning a diverse workforce, and the goals that have been set regarding hiring and retaining employees.

Step 7: External Dissemination

A copy of our EEO Utilization Report will be made available upon request by the department's contractors, vendors, and/or subrecipients in our Human Resources division. We will also notify all contractors, vendors, and/or subrecipients that they may obtain a copy of our EEO Utilization Report from our Human Resources division. Also, a copy of EEO Utilization Report will be placed on our department's public website.

Utilization Analysis Chart
Relevant Labor Market: Tennessee

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 #/%	29/62%	0/0%	8/17%	0/0%	0/0%	0/0%	0/0%	0/0%	5/11%	0/0%	5/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	166,985/54%	3,445/1%	13,100/4%	345/0%	3,610/1%	110/0%	1,165/0%	515/0%	99,890/32%	2,105/1%	17,085/5%	200/0%	1,760/1%	30/0%	635/0%	170/0%
Utilization #/%	8%	-1%	13%	-0%	-1%	-0%	-0%	-0%	-21%	-1%	5%	-0%	-1%	-0%	-0%	-0%
Professionals																
Workforce #/%	438/38%	9/1%	103/9%	0/0%	4/0%	0/0%	0/0%	3/0%	361/31%	6/1%	204/18%	3/0%	4/0%	0/0%	0/0%	13/1%
CLS #/%	168,740/36%	4,390/1%	16,550/4%	245/0%	7,705/2%	45/0%	1,085/0%	505/0%	221,050/47%	4,325/1%	35,330/8%	395/0%	5,545/1%	45/0%	1,945/0%	280/0%
Utilization #/%	2%	-0%	5%	-0%	-1%	-0%	-0%	0%	-16%	-0%	10%	0%	-1%	-0%	-0%	1%
Technicians																
Workforce #/%	11/15%	0/0%	8/11%	0/0%	0/0%	0/0%	0/0%	0/0%	37/51%	1/1%	13/18%	0/0%	0/0%	0/0%	0/0%	3/4%
CLS #/%	29,960/32%	525/1%	3,560/4%	20/0%	915/1%	0/0%	310/0%	60/0%	47,435/50%	515/1%	9,695/10%	125/0%	975/1%	0/0%	465/0%	260/0%
Utilization #/%	-17%	-1%	7%	-0%	-1%	0%	-0%	-0%	1%	1%	8%	-0%	-1%	0%	-0%	4%
Protective Services: Sworn-Officials																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	33,600/62%	455/1%	8,635/16%	140/0%	80/0%	4/0%	415/1%	90/0%	6,270/12%	185/0%	3,850/7%	20/0%	30/0%	0/0%	89/0%	45/0%
Utilization #/%	-29%	-1%	-16%	-0%	-0%	-0%	-1%	-0%	55%	-0%	-7%	-0%	-0%	0%	-0%	-0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	6/86%	0/0%	1/14%	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%
Civilian Labor Force #/%	64,130/37%	1,700/1%	8,455/5%	175/0%	2,470/1%	54/0%	565/0%	255/0%	76,120/44%	1,750/1%	13,395/8%	250/0%	2,190/1%	120/0%	854/0%	340/0%
Utilization #/%	49%	-1%	9%	-0%	-1%	-0%	-0%	-0%	-44%	-1%	-8%	-0%	-1%	-0%	-0%	-0%
Protective Services: Non-sworn																

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
Workforce #/%	2107/52%	40/1%	435/11%	11/0%	6/0%	0/0%	0/0%	21/1%	764/19%	19/0%	586/15%	3/0%	4/0%	0/0%	0/0%	19/0%
CLS #/%	1,165/37%	0/0%	165/5%	0/0%	10/0%	0/0%	10/0%	0/0%	1,190/38%	4/0%	530/17%	0/0%	40/1%	0/0%	0/0%	15/0%
Utilization #/%	15%	1%	6%	0%	-0%	0%	-0%	1%	-19%	0%	-2%	0%	-1%	0%	0%	-0%
Administrative Support																
Workforce #/%	17/7%	0/0%	6/2%	0/0%	0/0%	0/0%	0/0%	0/0%	165/65%	4/2%	57/23%	1/0%	1/0%	0/0%	0/0%	1/0%
CLS #/%	220,870/29%	5,460/1%	33,185/4%	480/0%	3,925/1%	140/0%	1,900/0%	310/0%	391,750/52%	9,490/1%	78,585/10%	1,020/0%	4,680/1%	195/0%	3,535/0%	740/0%
Utilization #/%	-22%	-1%	-2%	-0%	-1%	-0%	-0%	-0%	14%	0%	12%	0%	-0%	-0%	-0%	0%
Skilled Craft																
Workforce #/%	32/36%	0/0%	7/8%	0/0%	1/1%	0/0%	0/0%	1/1%	21/24%	0/0%	25/28%	0/0%	1/1%	0/0%	0/0%	0/0%
CLS #/%	209,365/78%	21,435/8%	19,055/7%	625/0%	1,665/1%	195/0%	1,695/1%	385/0%	10,995/4%	560/0%	3,045/1%	55/0%	470/0%	0/0%	95/0%	45/0%
Utilization #/%	-41%	-8%	1%	-0%	1%	-0%	-1%	1%	20%	-0%	27%	-0%	1%	0%	-0%	-0%
Service/Maintenance																
Workforce #/%	173/51%	2/1%	23/7%	2/1%	0/0%	0/0%	0/0%	2/1%	107/32%	1/0%	27/8%	0/0%	1/0%	0/0%	0/0%	1/0%
CLS #/%	342,375/41%	39,360/5%	88,010/11%	1,105/0%	6,125/1%	235/0%	3,380/0%	1,345/0%	240,925/29%	18,745/2%	76,255/9%	795/0%	6,140/1%	130/0%	2,900/0%	720/0%
Utilization #/%	10%	-4%	-4%	0%	-1%	-0%	-0%	0%	2%	-2%	-1%	-0%	-0%	-0%	-0%	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					✓				✓				✓		✓	
Technicians	✓															
Protective Services: Non-sworn							✓		✓		✓		✓			
Administrative Support	✓															
Skilled Craft	✓	✓														
Service/Maintenance		✓	✓							✓						

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
TDOD Special Agent in Charge																
Workforce #/%	1/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	2/67%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Protective Services: Sworn-Patrol Officers																
Workforce #/%	6/86%	0/0%	1/14%	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%

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: Tony Parker

Commissioner

04-14-2017

[signature]

[title]

[date]