



TENNESSEE DEPARTMENT OF CORRECTION

AFFIRMATIVE ACTION PLAN

FY 2024-2025

Equal Opportunity is Everybody's Business



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Department of Correction
Affirmative Action Plan

I. Introduction

The Affirmative Action Program is designed to increase the percentage of veterans, and persons with disabilities employed by the Department of Correction. The Affirmative Action program is a positive management tool designed to improve hiring and upward mobility; opportunities for veterans, and persons with disabilities employed by the Department of Correction, as well as developing horizontal hiring practices necessary to obtain our equal employment opportunity objectives.

II. Policy Statement

The Department of Correction reaffirms its policy to provide equal employment opportunities to all applicants for state employment to provide training, compensation, promotion, and all other aspects of employment to current employees without regard to race/color, religion/creed, age, national origin, sex, age, veteran's status, disability, pregnancy, or genetic information (except when any of these factors are existing bona fide occupation qualifications) in its policies or in the admission or access to or treatment or employment in its programs, services, or activities.

Therefore, this department established a program of affirmative action in order to ensure that all human resources policies relevant to the recruitment and hiring of employees will guarantee equal opportunities for all. Likewise, veterans and individuals with disabilities will receive equal consideration for all appointment in terms of salaries, promotions, and other general conditions of employment.

All Correction divisions WILL and MUST adhere to the Rules of the Tennessee Department of Human Resources, which considers all applicants based on eligibility according to merit standards. To be totally effective and to become a reality in our department, Equal Opportunity and Affirmative Action must be viewed as important by every segment of the work force from the higher levels of management to the first-line employee. All departmental employees will be strictly accountable for adhering to this policy and will use affirmative action to ensure equality of opportunity in the internal affairs of the department.

Each organizational element will set realistic goals taking into consideration geographical areas, labor force, and legal restrictions for hiring and promoting veterans and individuals with disabilities. Goal accomplishments shall have priority when hiring employees or promoting from within the department when applicants are equally qualified for the position under consideration.

The Affirmative Action Policy will remain in effect until such goals are achieved, and I EXPECT and MANDATE the full cooperation of all managers, supervisors, and other employees to carry out this policy.

III. Assignment of Responsibility

The Department of Correction's Director of Human Resources is designated as the Affirmative Action Coordinator (AAC) and has the overall responsibility for matters pertaining to affirmative action. The Director of Human Resources/Employee Relations at TDOC oversees the Affirmative Action Program. The Director of Human Resources supervises all Affirmative Action Officers (AA/EEO Officers), which implement the Affirmative Action Program throughout the Department of Correction.

A. Affirmative Action Officers will:

1. Review and implement employment practices as designated by the Equal Employment Opportunity Commission and Executive Order Number 4 in all divisions of the Department of Correction.
2. Investigate complaints and claims of discriminatory practices arising in the Department of Correction.
3. Make a periodic review of the program and implement recommendations of expansion and improvement where applicable.
4. Review all proposed contracts in which the Department of Correction funds are expended to ensure that non-discriminatory employment practices are being performed.
5. Design, implement, and monitor programs which will increase minority participation in the distribution of Capital Outlay Projects.
6. Develop and implement audit and reporting systems designed for:
 - a. Continually measure the effectiveness of the program and its parts.
 - b. Point out deficiencies and need for remedial action.
 - c. Determine degree to which goals and objectives have been achieved.
7. Conduct periodic audits of hiring and promotion patterns and techniques to ensure that provisions of the program are being met.

B. Assistant Commissioners will:

1. Monitor the progress of their respective division in reaching the affirmative action objectives.
2. Provide leadership and support to the Affirmative Action Program by their commitment to Executive Order Number 4.
3. Exercise the necessary authority to implement change and resolve complaints within their division.

C. Wardens, Directors, and Superintendents will:

1. Designate a managerial level employee to coordinate and supervise the Affirmative Action Program in their facility, and any other individual deemed necessary to administer the policy.
2. Become familiar with the affirmative action objectives and promotional opportunities in their organization and devise plans for implementing the departmental objectives.
3. Provide leadership in support of the Affirmative Action Program by demonstrating positive action to accomplish departmental objectives.
4. Ensure that each employee in the organization understands his/her responsibility in the implementation of the Department of Correction's Affirmative Action Program.
5. Submit a written response to the Affirmative Action Coordinator stating his/her position when notified that a charge is filed against the organization.
6. Ensure that the employee with designated responsibilities for the Affirmative Action Program at local level is allowed sufficient time in his/her work schedule to fulfill the responsibilities required by the department.
7. Establish a special recruitment and orientation program for minorities and females; disseminate communication regarding available job openings to minority neighborhoods and female organizations.
8. Schedule all Affirmative Action Program administrators for training, Respectful Workplace Training.
9. Review the annual Affirmative Action Plan to ensure that realistic goals have been established for minorities and females prior to submitting to Central Office for consolidation and publication.
10. Assign recruitment coordinators to work directly with organizations and individuals to aid them in understanding the application process and requirements. The recruitment coordinator must direct efforts towards seeking applicants in areas where minorities, veterans, individuals with disabilities, and females have been underutilized.
11. Give priority to goal accomplishment when hiring new employees or promoting from within the department when applicants are equally qualified for the position under consideration.
12. Ensure that each employee reviews the Affirmative Action Plan (AAP) annually and that new employees review the AAP during orientation.

D. The Director of Human Resources for the Department of Correction will:

1. Analyze all procedures of the recruitment and hiring process to ensure that artificial barriers for hiring and promoting minorities and females are eliminated.
2. Assist in providing career counseling to identify employee potential and to establish short range and long-range objectives for advancement.

E. The Superintendent of the Tennessee Correction Academy (TCA) will:

1. Provide training opportunities on a non-discriminatory basis to develop skills needed to improve current performance and for upward mobility.
2. Establish or adhere to a written policy, which ensures objectivity as the basis for selecting employees for training.

F. The local Affirmative Action Officer will:

1. Serve as a resource person to provide information concerning the Department of Correction's Affirmative Action Program.
2. Provide a forum for other employees to ask questions concerning the Affirmative Action Program and to suggest improvements from their perspectives.
3. Assist in the review of the Affirmative Action Plan for evaluation and monitoring purposes.
4. Keep abreast of changes in fair employment practices, rules, laws, procedures and/or policies.
5. Serve as liaison between all employees and the Affirmative Action Coordinator /Officer, TDOC.
6. Prepare the annual Affirmative Action Plan for respective institution or region.
7. Serve as a voting member on Hiring or Promotion Review Boards and ensure that consideration is given to meet established goals.

G. All employees will:

1. Be sensitive to the importance of their actions and behaviors in the implementation of this Affirmative Action Program.

2. Assume the responsibility of reviewing the AAP during orientation and annually thereafter.

IV. Internal Communication of the Plan

The Department of Correction's commitment to equal employment opportunity will be communicated internally as follows:

- A. A copy of Executive Order Number 4 will be circulated by the Affirmative Action Officer to all divisions of the Department of Correction.
- B. Directors, Wardens, and Superintendents will display the Executive Order Number 4 conspicuously on the employee bulletin boards.
- C. The Affirmative Action Officer, TDOC, will meet with all Wardens, Directors, and Superintendents to reassure understanding of the intent of the Commissioner's policy statement and to discuss the necessity of affirmative action to fulfill that intent.
- D. Affirmative Action Officer will publish status reports concerning affirmative action activities and progress.
- E. The Department of Correction will feature employees in publications, which represent the composition of the department's workforce.
- F. The Affirmative Action Officer will provide special counseling sessions with employees to discuss the policy and explain the individual responsibilities.
- G. The Affirmative Action Officer will discuss the affirmative action policy with all new employees during orientation.
- H. A copy of the Affirmative Action Policy Statement for the Department and the Institution will be available to all employees and posted on employee bulletin boards.

V. Recruitment

- A. Affirmative Action Officer will analyze and review all recruitment procedure to identify and eliminate discriminatory practices.
- B. Data will be collected on the recruitment and hiring processes of the department to monitor percentages of female and minorities applying for positions. The data will be utilized to identify areas that may require specialized recruitment efforts. The follow are four identified problem areas:

1. The preliminary study has identified the following categories as problem areas:

EEOC Category

Officials/Administrators
Professionals
Technicians
Protective Services
Skilled Crafts

Shortage of Staff

Minority, Female, Individuals with Disabilities
Minority, Female, Individuals with Disabilities
Minority, Female, Individuals with Disabilities
Minority, Female, Individuals with Disabilities
Female, Individuals with Disabilities

2. Retention of minorities and females in entry level positions.
 3. Acceptance by Individuals with Disabilities of promotion in remote areas of the state.
- C. The following are suggested methods to be utilized in recruiting minorities and females:

1. Feature pictures of individuals with disabilities, minority and female employees in publications.
2. Use diverse employees in the recruitment and selection process.
3. Develop and maintain contact with counselor and placement officers at high schools, colleges, and training institutions.
4. Develop and maintain contact with the following organizations:

State and Local Government Organizations

Chamber of Commerce
Tennessee Department of Labor and Workforce Development
Tennessee Department of Human Services/Rehabilitative Services
State Universities and Colleges
State Community Colleges
State Technical and Vocational Schools
Mayor's Employment and Training Resources Agency
Mayor's Office of Community Services
Military Branches for discharging veterans

Minority and Women's Organizations

Business and Professional Women's (BPW) Clubs
Federation of Women's Clubs
NAACP Affiliates
National Organization for Women
Religious Organizations
Urban League Affiliates

Other Organizations and Schools

Community Action Agency

Goodwill Home Community Services Inc.

Private Colleges/Universities with high percentages of minority and female students

Private Technical Schools

Public Library for Listing

Senior Citizens Employment Services

United Way

Veteran's Centers

YMCA

YWCA

Youth Corps

VI. Selection and Appointments

- A. It is the policy of the Department of Correction to promote from within those qualified and dedicated employees who have demonstrated the potential to assume greater responsibility. In this regard, a departmental, Institutional, or Unit Promotion Requisition should be initially requested for certification. When there are employees without the requisite skills to fill a vacancy, an Appointment Requisition should be requested for certification.

- B. All selection and appointment procedures will align with the State of Tennessee T.E.A.M. Act. These procedures are standardized in that appointments are made from requisitions certified by the Tennessee Department of Human Resources concerning preferred service positions. The selection of employees by the appointing authority is from a list of names certified in accordance with preferred service rule interviewing at least three (3) individuals from the certified eligible list, provided there are three (3) individuals on the eligible list.

- C. The Affirmative Action Employment Report (Appendix B) must be completed, signed by the Personnel Officer, Affirmative Action Officer, Warden, Director, or Superintendent for each requisition proceeded, each transfer in or out, and each demotion. Goal accomplishment shall have priority when hiring new employees or promoting from within the department when applicants are equally qualified for the position under consideration.

VII. Training

A review of past practices revealed the following areas must be addressed:

- A. Ensure that all training programs are publicized and made available equally to all eligible employees by routing through work units and posting to employee bulletin boards.

- B. Develop training programs for employees to enable them to improve their chances of passing promotional or other job entrance employee tests, i.e., pre-service, in-service, and on-the-job training.

- C. Develop on-the-job training classes within the department to improve opportunities for minorities and females. Some examples of these current training programs are as followed:
 - 1. Commanding Success Institute - TDOC Program
 - 2. Management Institute - TDOC Program
 - 3. Commissioner's Leadership Academy- TDOC Program
 - 4. Professional Management Academy - TDOC Program
 - 5. Command College - TDOC Program
 - 6. Executive Development Academy - TDOC Program
 - 7. iLead - TDOC Program
 - 8. LEAD TN - DOHR Program
 - 9. Tennessee Government Management Institute - DOHR program
 - 10. Accelerated Leadership Institute - DOHR Program
 - 11. Tennessee Government Executive Institute - DOHR Program
 - 12. Tennessee Professionals Management Institute - DOHR Program
 - 13. Leadership Academy for Excellence and Disabilities Services - DOHR Program

- D. Provide the training at an institutional level in the subject matter areas of ADA and Workplace Discrimination/Harassment.

This training shall be coordinated through training channels to the Director of Affirmative Action, Tennessee Department of Human Resources.

VIII. Promotion

Upwards mobility appears to be a critical need of the Department of Correction according to the lack of minorities and females in the Officials/Administrators and the ranks of the Protective Services and Technicians EEO Categories (i.e.; Director, Associate Warden, Major, Captain, Lieutenant, and Sergeant.) Each year Assistant Commissioners, Wardens, Superintendents, and Directors will review the promotional policies, practices, and procedures by addressing the following questions:

- A. Are promotional opportunities given equally to all employees?

- B. Are training opportunities for promotion equally available to all employees?

- C. Do requirements for eligibility for promotion (i.e., Captains, Lieutenants, and Sergeants) have a disparate impact on female and/or minority candidates?

- D. Does the oral interview process have a disparate effect on female and/or minority candidates?
- E. Are female and minorities represented in the administration of the promotional selection process?
- F. What is the nature of the promotional appointment process (i.e., selection by interviewing at least 3 candidates) and, what, if any, identifiable effect does this have on the promotion of female and minorities?

Once these questions are addressed, career ladders and counseling services will be developed for various job classifications to assist employees in upgrading their employment skills and education.

IX. Layoff

The specific criteria, procedures, and conditions for the reduction in the labor force are outlined in Policy 302.07.

X. Dismissal, Separation, Suspension, and Layoff/Reduction-in-Force

The Department of Correction's termination procedures are in accordance with the rules set forth in Chapter 1120-2-.14 in the Rules of the Tennessee Department of Human Resources.

XI. Policy of Non-Discrimination

- A. Pursuant to the State of Tennessee policy on non-discrimination, the Department of Correction does not discriminate on the basis of race, color, sex, religion/creed, national origin, age, disability, veteran's status, pregnancy, or genetic information in its policies, or in the admission or access to, or treatment of, or employment in its programs, services, or activities.
- 8. Equal Employment Opportunity/ Affirmative Action Inquiries or workplace and/or discrimination/harassment complaints should be directed to the following:

Tennessee Department of Correction
Rachel Jackson Building, 3rd Floor
Attn: Director of Employee Relations / HR
320 Sixth Avenue North
Nashville, TN 37243
Phone: (615) 253-8192
Fax: (615) 532-8821

Also, it should be noted that all ADA inquiries and/or complaints should also be sent to the name and address listed above.

- C. The Department of Correction will attempt to provide reasonable accommodations for persons with disabilities whenever possible. Modification of work locations and job assignments shall be made whenever possible in order to guarantee equal employment opportunities for qualified persons with disabilities.

XII. Workplace Discrimination/Harassment Complaint Process

A. Procedures for filing complaints

Employees are strongly encouraged to report any incidents of perceived sexual misconduct, sexual harassment, or workplace discrimination/harassment of a protected class as soon as possible after the events occur. All complaints will be handled in timely manner, and to the extent permitted by law, the confidentiality of each party involved will be observed, provided it does not interfere with the Department's ability to investigate the allegations or to take corrective action.

Employees may file a complaint with the department's Human Resources Director, the department head, their supervisor(s), or any individual designated by the Department to receive such reports. The TDOC staff person receiving the complaint shall document all information on the Intake and Referral form. All complaints received should be forwarded to the Employee Relations Division within one (1) business day.

The Department's Director of Human Resources for the Employee Relations in Central Office is the central repository of all workplace harassment complaints. Under no circumstances is the individual alleging workplace harassment required to file a complaint with the alleged harasser. If an employee believes he/she cannot file a complaint within his/her agency, that person should contact the Tennessee Department of Human Resources, Equal Employment Opportunity Commission, or the Employee Relations Division.

B. Investigative Process

All reported complaints of sexual misconduct, sexual harassment, workplace discrimination/harassment (involving a protected class), and claims of retaliation will be promptly, fairly, and thoroughly investigated. These complaints shall be investigated by the Department of Correction Affirmative Action Officers, as well as the Office of Investigation and Conduct, on an as needed basis.

Upon completion of the investigation, the complainant and the accused shall be informed by the Warden, Superintendent, District Director, Director, Assistant Commissioner, Deputy Commissioner, Correctional Administrator, or Director of OIC of the results of the investigation via a formal letter. When a violation of policy is found to have occurred, appropriate corrective action will be taken promptly by the applicable manager.

C. Complaints Not Related to Discrimination/Harassment Issues

If it is determined that the allegations made in the complaint do not come within the range of the conduct that constitutes discrimination and/or harassment of a protected class; however, does allege conduct which would violate Department of Human Resources Policy 17-001, "*Abusive Conduct in the Workplace*," a formal investigation will occur, and the complainant and alleged party will be notified of the results of this investigation via memorandum.

If it is determined that the allegation does not allege workplace discrimination/harassment or abusive conduct, a formal investigation will not be conducted and the complainant will be informed via memorandum. These complaints shall be reviewed by the Affirmative Action Officers for review and response, as determined appropriate. These responses will also be given in conjunction with Wardens, Superintendents, District Directors, Correctional Administrators, Assistant Commissioners, and Directors.

XIII. Internal Monitoring

Internal monitoring of the Affirmative Action Program will be an on-going process for each Budget Code/Division submitting and Affirmative Action Plan with established hiring goals to determine specific plans of action necessary to achieve those goals.

Specific attention should be given to the number of minorities and females separated from each EEOC category for any reason when assessing actual goal achievement.

XIV. Affirmative Action Plan Review

The Affirmative Action Program of each Budget Code/Division will be reviewed periodically by the Affirmative Action Officer, TDOC. The Affirmative Action Program Review Checklist, (Appendix C), will be used as a guide in determining the effectiveness of each program.

When indicated, recommendations will be made in effort to improve effectiveness of each Affirmative Action Program.

XV. Goals and Timetables

Goal:	Description:	Timetable:
Goal# 1	Achieve goals for hiring or promoting minorities, females, persons with disabilities and veterans.	On-going
Goal# 2	Maintain already established formal and informal complaint procedure system to assure that all employees have an opportunity to resolve complaints.	On-going
Goal# 3	Establish procedures for recruiting minorities, females, and persons with disabilities and veterans.	On-going
Goal# 4	Establish methods for identification of promotable and/or high potential employees in keeping with T.E.A.M. Act procedures and DOHR policies.	On-going

Goal# 5	Review communications, training materials, manuals, etc., to eliminate sexist language; to include photographs of and/or references to minorities and/or females in non-traditional positions.	On-going
Goal# 6	Disseminate information about successful minorities and/or females within the department, state government, and other correction agencies who may serve as role models.	On-going
Goal# 7	Improving hiring persons with disabilities by utilizing State of Tennessee Preferred Service Requisitions which produces the eligible list for each position.	On-going

XVI. Problem Areas and Corrective Action

Problem:	Corrective Action:
Lack of minorities and females with requisite skills on requisitions in the reasonable recruiting areas is a continuing problem.	On-going recruitment efforts began several years ago to attract interested minorities and females in getting on requisitions for classifications in the Department of Correction. Recruitment Officers are using the local radio, newspapers, internet, television, and Department of Labor and Workforce Development to announce vacancies and special efforts to attract minorities and females. Also, Rapid Hiring events have been explored in order to fill positions in the most efficient manner possible. These efforts will continue.
There continues to be a lack of qualified minorities in close proximity to work sites in several areas of the state.	Recruitment is occurring outside of the area in order to gather qualified minority applicants for these positions. Also, radio and television ads are being pursued in order to attract targeted candidates. A career help line has been established in order for applicants to call and gather information about vacant positions. Sign-on bonuses have been established and implemented for applicants concerning the positions of Correctional Officers, as these are high turnover positions within the Department of Correction. Retention bonuses have been established and implemented for those in the security series as an incentive to seek and remain employed with the Department of Correction, as these are high turnover positions. Additionally, Correctional Officer positions and the Probation/Parole series of positions have recently established and implemented increased salary ranges in order to attract more talent to these positions, as they are known to be high turnover positions.
Upward mobility and/or the hiring of minorities and females in the EEOC categories officials/administrators are critical areas throughout the Department.	Supervisors and managers who have final promoting and hiring authority take positive steps to identify, promote an/or hire those minorities and females who are qualified to perform the duties of positions in the EEOC categories officials/ administrators and professionals in an effort to achieve goals.

APPENDIX A
EXECUTIVE ORDER
AFFIRMATIVE ACTION POLICY STATEMENT



2019 JAN 29 AM 10:22
SECRETARY OF STATE
JAN 30 2019

STATE OF TENNESSEE
EXECUTIVE ORDER
BY THE GOVERNOR

No. 4

**AN ORDER MANDATING NONDISCRIMINATION IN EMPLOYMENT PRACTICES
OF THE EXECUTIVE BRANCH**

WHEREAS, this Administration is committed to fair and equal opportunity under the law;
and

WHEREAS, this Administration intends to set an example illustrating the highest standards of employment practices, policies, and procedures to attract, train, promote, and retain qualified employees who are performing at the highest level; and

WHEREAS, a policy that the Executive Branch does not discriminate on the bases of race, color, national origin, age, sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws in employment matters is not only mandated by law, but also is critical to maintaining the integrity and trust in state government and setting the standard for all employers in the State of Tennessee, both present and future; and

WHEREAS, one of the principal initiatives of this Administration is the recruitment of additional jobs and the development of a workforce with the education, training, and skills necessary (i) to attract new employers and induce existing employers to increase their workforces, and (ii) to perform and carry out those responsibilities in an exemplary manner; and

WHEREAS, this Executive Order No. 4 underscores the commitment of this Administration to the highest standards of nondiscriminatory employment practices in the Executive Branch.

NOW THEREFORE, I, Bill Lee, Governor of the State of Tennessee, by virtue of the power vested in me by the Tennessee Constitution and the laws of the Tennessee, do hereby declare that it is the resolute and steadfast policy of the State of Tennessee to afford equal employment opportunity in all aspects of State government.

This policy specifically prohibits discrimination on the bases of race, color, national origin, age, sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.

The Commissioner of Human Resources is hereby directed to review current employment practices and procedures to ensure compliance with this policy of nondiscrimination. In particular, the Commissioner of Human Resources and the Commissioner of Labor and Workforce Development are directed to take appropriate measures to emphasize the recruitment, training, employment, promotion, recognition, and retention of qualified minorities, veterans, women, disabled individuals, and older Tennesseans to serve at all levels of state government. Those responsible in the Executive Branch for employing and appointing persons to positions with boards, commissions, agencies, and divisions of the Executive Branch shall take comparable steps to comply with this overriding policy of nondiscrimination.

In furtherance of this policy of nondiscrimination, the Commissioner of Human Resources and the Commissioner of Labor and Workforce Development are directed to take appropriate measures to train those in the Executive Branch responsible for hiring, firing, promoting, demoting, or otherwise managing employees regarding nondiscrimination practices. Such training is directed to occur within 120 days of this Order and to recur with reasonable frequency to promote this overriding policy of nondiscrimination.

The Commissioner of Economic and Community Development is hereby directed to inform and instruct all companies considering Tennessee as a business location that this prevailing policy of nondiscrimination must be reflected in their employment practices and workforces in Tennessee.

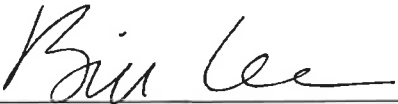
It is imperative that the workforce filling Executive Branch positions accurately reflect the citizens they serve. The Commissioner of Labor and Workforce Development and the Commissioner of Human Resources shall report periodically to the Deputy Governor and Chief of Staff on the steps taken to comply with and carry out the policy and directives of this Order. Any employee of the Executive Branch found in violation of the policy shall be subject to appropriate disciplinary action.

This Executive Order is intended only to improve the internal management of the Executive Branch of the State of Tennessee and does not create any right to administrative or judicial review, or any other right or benefit, substantive or procedural, enforceable at law or equity by a party against the State of Tennessee, its agencies or instrumentalities, its officers or employees, or any other person. Nor does it permit or in any way require the lowering of any job requirements, performance standards, or qualifications for positions.

A copy of this Order shall be placed in conspicuous locations in all state facilities.

This Executive Order No. 4 supersedes and rescinds Governor Haslam's Executive Order No. 3, dated January 15, 2011, and all other directives and memoranda concerning the same subject. All previous executive orders, the terms of which are inconsistent with the terms of this Executive Order No. 4, are hereby repealed.

IN WITNESS WHEREOF, I have subscribed my signature and caused the Great Seal of the State of Tennessee to be affixed this 24th day of January, 2019.


GOVERNOR

ATTEST:


SECRETARY OF STATE



BILL LEE
GOVERNOR



FRANK STRADA
COMMISSIONER

STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
SIXTH FLOOR RACHEL JACKSON BUILDING
320 SIXTH AVENUE NORTH
NASHVILLE, TENNESSEE 37243-0465
OFFICE (615) 253-8139 • FAX (615) 532-8281

MEMORANDUM

TO: Department of Correction Employees
From: Frank Strada, Commissioner
Date: August 12, 2024
Subject: Affirmative Action Policy Statement

The Department of Correction reaffirms its policy to provide equal employment opportunities to all applicants for state employment to provide training, compensation, promotion, and all other aspects of employment to current employees without regard to race/color, religion/creed, age, national origin, sex, age, veteran's status, disability, pregnancy, or genetic information (except when any of these factors are existing bona fide occupation qualifications) in its policies or in the admission or access to or treatment or employment in its programs, services, or activities.

Therefore, this department established a program of affirmative action in order to ensure that all human resources policies relevant to the recruitment and hiring of employees will guarantee equal opportunities for all minority groups and women. Likewise, all minorities, veterans, individuals with disabilities, and women will receive equal consideration for all appointment in terms of salaries, promotions, and other general conditions of employment.

All Correction divisions **WILL** and **MUST** adhere to the *Rules* of the Tennessee Department of Human Resources, which considers all applicants based on eligibility according to merit standards. To be totally effective and to become a reality in our department, Equal Opportunity and Affirmative Action must be viewed as important by every segment of the work force from the higher levels of management to the first-line employee. All departmental employees will be strictly accountable for adhering to this policy and will use affirmative action to ensure equality of opportunity in the internal affairs of the department.

Each organizational element will set realistic goals taking into consideration geographical areas, labor force, and legal restrictions for hiring and promoting minority groups, veterans, individuals with disabilities and women. Goal accomplishments shall have priority when hiring employees or promoting from within the department when applicants are equally qualified for the position under consideration.

The Affirmative Action Policy will remain in effect until such goals are achieved, and I **EXPECT** and **MANDATE** the full cooperation of all managers, supervisors, and other employees to carry out this policy.

FS:YM

APPENDIX B
AFFIRMATIVE ACTION
PROGRAM REVIEW CHECKLIST

AFFIRMATIVE ACTION PROGRAM REVIEW
CHECK LIST

Budget Code/Facility

Date:
Total Employees:
Total Black:
Total Other:
Total Females:

1. Is the Institutional Affirmative Action Policy Statement on hand and available to all employees? Yes No
2. Has a managerial level employee been designated to coordinate and supervise the AA program? (Recommend Personnel Officer be designated.)
 Yes No
3. Has the AAO allowed sufficient time in his/her work schedule to fulfill the responsibilities of the Office? Yes No
4. Has a special recruitment and orientation program for minorities and females been established? Yes No
5. Have Recruitment Coordinators been assigned to aid individuals in the application process and requirements? Yes No
6. Does the local AAO provide a Forum for other employees to ask questions concerning the AAP and to suggest improvements from their perspectives?
 Yes No
7. Does the Affirmative Action Officer serve as a voting member of Promotional and Hiring Review Boards? Yes No
8. Do employees assume responsibility for reviewing the AAP? Yes No
9. Is a copy of Executive Order #3 posted on Employee Bulletin Boards?
 Yes No
10. Have on-the-job training classes been developed to improve opportunities for minorities and females? Yes No
11. Has training been scheduled at institutional level in Respectful Workplace.
 Yes No
12. Does the Affirmative Action Officer analyze and review recruitment procedures to identify and eliminate all discriminatory practices? Yes No

13. Are employees made aware of vacant positions at the Institutions/Divisions?
 Yes No
14. Are training programs publicized and made available equally to all eligible employees? Yes No
15. Are promotional opportunities made fully and equally known to all employees? Yes No
16. Are females and minorities represented in the administration of promotional selection process? Yes No
17. Are individual Hiring and Promotion packets maintained indicating the decision of the board and reasons for non-selection? Yes No
18. Does the AAO review the records of transfers between shifts during past twelve months? (The following will be considered: race, frequency of moves, seniority, experience, requested vs. involuntarily moves.) Yes No
19. Are promotional registers requested initially to fill vacant positions?
 Yes No
20. Interview at least two employees to determine effectiveness of institutional/divisional AA Program from their perspective. (selected at random from institutional roster). Yes No
21. Is an Equal Opportunity Employer poster posted on the Employee Bulletin Board? Yes No
22. Are employees aware of whom the Affirmative Action Officer is for their institution/division? Yes No

APPENDIX C
GOALS – AFFIRMATIVE ACTION PLAN
FY 2023-2024

Budget Code	Job Group Code	EEO4 category	Utilized Female	Utilized Black	Utilized Hispanic	Utilized Asian	Utilized Native	Utilized Hawaiian	Utilized Other Races	Vacant Positions	Goal Female	Goal Black	Goal Hispanic	Goal Asian	Goal Native	Goal Hawaiian	Goal Other Races	Actualized Female	Actualized Black	Actualized Hispanic	Actualized Asian	Actualized Native	Actualized Hawaiian	Actualized Other Races	
32922	1591	Officials and Administrators	N	Y	Y	Y	Y	Y	Y		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32922	10101	Officials and Administrators	Y	Y	Y	Y	Y	Y	Y		1	1	0	0	0	0	0	1	1	0	0	0	0	0	0

Budget Code	Job Group Code	EEO4 Category	Utilized										Vacant Positions	Goal										Actual									
			Female	Black	Hispanic	Asian	Native	Hawaiian	Other Races	Female	Black	Hispanic		Asian	Native	Hawaiian	Other Races	Female	Black	Hispanic	Asian	Native	Hawaiian	Other Races	Female	Black	Hispanic	Asian	Native	Hawaiian	Other Races		
32942	14201	Officials and Administrators	Y	Y	Y	Y	Y	Y	Y	Y	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32942	14501	Officials and Administrators	N	Y	Y	Y	Y	Y	Y	Y	Y	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		
32942	21701	Professionals	Y	N	Y	Y	Y	Y	Y	Y	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32942	24201	Professionals	N	Y	Y	Y	Y	Y	Y	Y	Y	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32942	24202	Professionals	Y	Y	Y	Y	Y	Y	Y	Y	Y	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		
32942	34201	Technicians	Y	N	Y	Y	Y	Y	Y	Y	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32942	41701	Protective Service Workers	Y	Y	Y	Y	Y	Y	Y	Y	Y	2	2	2	1	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32942	41702	Protective Service Workers	Y	Y	Y	Y	Y	Y	Y	Y	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32942	44201	Protective Service Workers	Y	Y	Y	Y	Y	Y	Y	Y	Y	5	4	3	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32942	54201	Paraprofessionals	Y	Y	Y	Y	Y	Y	Y	Y	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32942	61701	Administrative Support	N	Y	Y	Y	Y	Y	Y	Y	Y	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32942	64201	Administrative Support	N	Y	Y	Y	Y	Y	Y	Y	Y	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
32942	84202	Service-Maintenance	Y	N	N	Y	Y	Y	Y	Y	Y	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Budget Code	Job Group Code	EEO4 Category	Utilized Female	Utilized Black	Utilized Hispanic	Utilized Asian	Utilized Native	Utilized Hawaiian	Utilized Other Races	Vacant Positions	Goal Female	Goal Black	Goal Hispanic	Goal Asian	Goal Native	Goal Hawaiian	Goal Other Races	Actual Hired Female	Actual Hired Black	Actual Hired Hispanic	Actual Hired Asian	Actual Hired Native	Actual Hired Hawaiian	Actual Hired Other Races
32945	14501	Officials and Administrators	N	*Y	Y	Y	Y	Y	Y	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32945	21302	Professionals	N	N	Y	Y	Y	Y	Y	1	1	0	0	0	0	0	2	1	0	0	0	0	0	0
32945	24501	Professionals	N	Y	Y	Y	Y	Y	Y	15	1	2	1	0	0	0	0	0	0	0	0	0	0	0
32945	24502	Professionals	N	Y	Y	Y	Y	Y	Y	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32945	3000	Technicians	N	Y	Y	Y	Y	Y	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32945	30000	Technicians	Y	Y	Y	Y	Y	Y	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32945	34501	Technicians	N	Y	Y	Y	Y	Y	Y	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32945	44501	Protective Service Workers	N	N	Y	Y	Y	Y	Y	1	6	6	5	2	1	1	4	26	11	3	0	0	0	0
32945	44501	Protective Service Workers	N	N	Y	Y	Y	Y	Y	205	10	6	5	2	1	1	4	26	11	3	0	0	0	
32945	54501	Paraprofessionals	N	Y	Y	Y	Y	Y	Y	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32945	64501	Administrative Support	Y	Y	Y	Y	Y	Y	Y	1	2	2	1	0	0	0	1	1	0	0	0	0	0	0
32945	64501	Administrative Support	Y	Y	Y	Y	Y	Y	Y	4	2	2	1	0	0	0	1	1	0	0	0	0	0	0
32945	74501	Shield Call Workers	N	Y	Y	Y	Y	Y	Y	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32945	80000	Service Maintenance	N	Y	Y	Y	Y	Y	Y	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32945	84502	Service Maintenance	Y	Y	Y	Y	Y	Y	N	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0

