

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 3-JTS-1C-07 3-JDF-1C-05 3-JCRF-1C-03 1-JDTP-1C-07 1-JBC-1C-06
CHAPTER: Administration		AUTHORITY: KRS 15A.065
SUBJECT: Equal Employment Opportunity		
POLICY NUMBER: DJJ 106.6		
TOTAL PAGES: 3		
EFFECTIVE DATE: March 11, 2019		
APPROVAL: Raymond F. DeBolt		, COMMISSIONER

I. POLICY

The Department is committed to affirmative action to assure equal employment opportunity for all citizens. The Department shall comply with the Commonwealth of Kentucky Executive Branch Affirmative Action Plan and develop an agency Affirmative Action Plan. The Department shall comply with the Justice and Public Safety Cabinet Equal Employment Opportunity (EEO) policy and procedures.

II. APPLICABILITY

This policy shall apply to all staff and applicants of the Department of Juvenile Justice.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. The Commonwealth of Kentucky Equal Employment Opportunity Policy Statements and the Justice and Public Safety Cabinet Policy Statements and EEO policy shall be posted conspicuously at each Department of Juvenile Justice office and facility.
- B. Equal Employment Opportunity (EEO) shall be available to all applicants and employees regardless of race, color, national origin, sex, age, religion, veteran status, genetic information, disability, political affiliation, sexual orientation, gender identity, or ancestry.
- C. In accordance with Commonwealth of Kentucky Executive Branch Affirmative Action Plan, all administrative managers and supervisors shall:

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1. Communicate the plan to all appropriate persons;
 2. Ensure compliance with the plan;
 3. Support the objectives and initiatives of the Commonwealth of Kentucky Executive Branch Affirmative Action Plan;
 4. Attend EEO Training and ensure staff EEO Training requirements are met;
 5. Comply with EEO investigations; and
 6. Comply with the Justice and Public Safety Cabinet's EEO policy, including use of the Cabinet's EEO Complaint Form (addendum to this policy).
- D. In accordance with the Commonwealth of Kentucky Executive Branch Affirmative Action Plan, staff shall follow and support the guidelines for EEO in the work place and participate with any EEO investigations. Staff shall comply with the Justice and Public Safety Cabinet's EEO policy, including use of the Cabinet's EEO Complaint Form (addendum to this policy).
- E. The Department shall appoint an EEO and ADA Coordinator. The EEO and ADA Coordinator shall manage the Department's compliance with the Commonwealth of Kentucky Executive Branch Affirmative Action Plan.
- F. Each office or facility shall have a designated EEO Counselor.
1. EEO Counselors shall complete EEO related trainings annually conducted through the Office of Diversity, Equality, and Training and the Department.
 2. The EEO Counselor shall provide assistance to the Department's EEO Coordinator in complaint resolution.
- G. All Department staff shall be advised of the name of the Department EEO Coordinator and the respective office or facility EEO Counselor.
- H. A staff who suspects or believes that they have been subject to EEO violation shall consult with the appropriate EEO Counselor or the Department EEO Coordinator. Staff are encouraged to complete the Justice and Public Safety Cabinet's EEO Complaint Form (addendum to this policy) to report any EEO violation.
- I. Employee Grievance Procedures, as detailed in 101 KAR 1:375, may be used for the purpose of seeking resolution to an EEO complaint. Copies of any grievance filed alleging discrimination shall be immediately forwarded by the recipient to the DJJ EEO Coordinator for tracking. If the grievance relates to alleged discrimination, the EEO Complaint Form (addendum to this policy) shall be completed in accordance with the Justice and Public Safety Cabinet's EEO policy.
- J. Staff shall be notified of the right to pursue resolution of their EEO complaints with agencies outside of DJJ, irrespective of whether they have made use of internal procedures.

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- K. Individuals filing an EEO complaint or assisting in an EEO investigation shall not be subject to retaliation in any manner.
- L. If a false complaint is filed or if any person provided false information during the course of the investigation, this may be grounds for disciplinary action.

V. MONITORING MECHANISM

The EEO Coordinator shall review the agency's plan annually for changes within the state and federal guidelines. Supervisors shall ensure compliance on an on-going basis.

**JUSTICE AND PUBLIC SAFETY CABINET
EEO Complaint Form**

Instructions: The *EEO Complaint* form shall be emailed to JusticeCabinetEEO@ky.gov, faxed to (502)564-0250, (502)564-6686 or mailed to the following:

**Justice and Public Safety Cabinet
Internal Investigations Branch
Or
Cabinet Human Resources Director
125 Holmes Street, 2nd Floor
Frankfort, Kentucky 40601**

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1. Complainant's Name _____
 2. Address _____
 3. City, State and Zip Code _____
 4. Telephone Number _____
 5. Person discriminated against (if someone other than complainant)
 - a. Name _____
 - b. Address _____
 - c. City, State and Zip Code _____
 - d. Current Position: _____
 6. What was the discrimination based on? (check all that apply)
 - Race (*Specify*) _____
 - Color (*Specify*) _____
 - National Origin (*Specify*) _____
 - Sex (*Specify*) _____
 - Age (*Date of Birth*) _____
 - Religion (*Specify*) _____
 - Veteran Status (*Specify*) _____
 - Genetic Information (*Specify*) _____
 - Disability (*Specify*) _____
 - Political Affiliation (*Specify*) _____
 - Sexual Orientation (*Specify*) _____
 - Gender Identity (*Specify*) _____
 - Ancestry (*Specify*) _____

**JUSTICE AND PUBLIC SAFETY CABINET
EEO Complaint Form**

7. Name/Title of individual(s) responsible for alleged discrimination: _____

8. Date of alleged discrimination: _____

9. Allegation of Discrimination -Describe your claim in specific detail. (For additional space, attach sheets of paper or use back of the form.) _____

10. Have you filed: *check all that apply*
- EEO/civil rights complaint;
 - Grievance; or
 - Appeal to the State Personnel Board.

Please sign below.

Signature

Date