

Illinois Criminal Justice **Information Authority**

300 W Adams Suite 200
Chicago, IL 60606

www.icjia.state.il.us

Affirmative Action Plan **FY2021**

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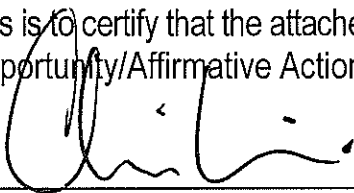
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
PROGRAM CERTIFICATION

AGENCY — Illinois Criminal Justice Information Authority
ADDRESS- 300 W Adams, Suite 200, Chicago, IL, 60606
TELEPHONE NUMBER- (312) 793-8550

CHIEF EXECUTIVE OFFICER- Charise Williams

EEO/AA OFFICER- Zina Smith, Associate Human Resources Director

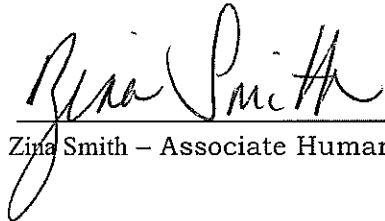
This is to certify that the attached document represents the Equal Employment
Opportunity/Affirmative Action Program of this agency.



Charise Williams - Executive Director

9/30/2020

Date



Zina Smith - Associate Human Resources Director

9/30/20

Date

Equal Employment Opportunity Policy


Revised 9/2014

Under Title VII of the 1964 Civil Rights Act, and the 1980 Illinois Human Rights Act, all employees and applicants are entitled to equal opportunity for all staff positions within the Illinois Criminal Justice Information Authority (Authority).

It is the policy of the Authority that it will not discriminate against any employee or applicant for employment included but not limited to race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability unrelated to ability, arrest record, citizenship status, military status, or an unfavorable discharge from the military service. It is also the policy of the Authority that it will not discriminate against any employee or applicant for employment because of sexual orientation, parental status, or source of income, or any other non-merit factor except where such may be a bona fide job qualification.

The Authority is committed to equal opportunity; it is an important issue that will not be overlooked. Therefore, the Authority will:

1. Make decisions regarding recruitment, hiring, training, promotion, layoff and awarding of benefits without regard to the following bases; including but not limited to race, color, religion, sex, sexual orientation, national origin/ancestry, citizenship status, disability, age, marital status, arrest record, military status, and unfavorable discharge from military service.
2. Be committed to undertaking affirmative action to correct the underutilization of minorities, females, and disabled individuals (unrelated to ability) in all levels of employment.
3. Be committed to implementing anti-sexual harassment and other anti-harassment policies and programs.
4. Provide reasonable accommodation to qualified disabled individuals.
5. Post and distribute the Authority's official complaint process, so that in the event any employee feels discriminated against, he or she will be aware of the established complaint procedure. In addition, the Authority will inform any such employee of his or her rights to seek relief against employment discrimination under federal and state laws.
6. Prepare, update, and disseminate an Annual Affirmative Action Plan in compliance with the rules and regulations of the Department of Human Rights.
7. Provide the full support of all executive and supervisory staff in implementing the agency's Affirmative Action plan.



9/30/2020

Charise Williams, Executive Director

A n t i - S e x u a l H a r a s s m e n t P o l i c y

Revised 9/2014

It is the responsibility of each employee to refrain from sexual harassment, and, it is the right of each individual employee to work in an environment free from sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct by an individual is used as *the* basis for employment decisions affecting such individual; or
- 3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that the sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

Other conduct, which may constitute sexual harassment, includes:

- **Verbal:** Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside their presence, of a sexual nature.

Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature.

Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws when that conduct is directed at the victim because of his or her gender (for example, a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

For this reason, every supervisor and employee must remember that seemingly "harmless" and subtle actions may lead to sexual harassment complaints. The use of terms such as "honey", "darling", and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level. And while use of these terms by an individual with authority over a female employee will rarely constitute an adverse employment action, it may lead to the creation of a hostile work environment.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress; it really looks good on you."

"That's an attractive dress; you really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on the individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

Sexual harassment is unacceptable misconduct, which affects both genders. Sexual harassment will often involve a man's conduct directed at a woman. However, it can also involve a woman harassing a man or harassment between members of the same *gender*.

RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct. The harassing employee will be subject to disciplinary action up to and including discharge in accordance with the Authority's policy or a collective bargaining agreement, as appropriate.

RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as you would deal with other forms of employee misconduct. It must be remembered that supervisors are the first line of defense against sexual harassment. By setting the right example, a supervisor may discourage his or her employees from acting inappropriately. In addition, supervisors will often be the first to spot objectionable conduct or the first to receive a complaint about conduct, which he or she did not observe.

The courts and the Illinois Human Rights Commission have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline among employees, or on the supervisor, acting as an agent of the organization. It should be noted that recent United States Supreme Court cases involving sexual harassment claims against supervisors have made the employer's liability for supervisors' actions even stricter. Therefore, supervisors must understand that their adherence to this policy is vitally important, with regard to their own individual conduct. The law continues to require employers to remain vigilant and effectively remedy sexually harassing conduct perpetuated by individual(s) on their co-workers. Supervisors must act quickly and responsibly not only to minimize their own liability but also that of the agency.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with equal seriousness, report it, take prompt action to investigate it, implement appropriate disciplinary action, take all necessary steps to eliminate the harassment and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not **want to make a formal complaint**.

The Authority's EEO Officer is available to consult with supervisors on the proper procedures to follow.

Supervisors must report any incidents or complaints of sexual harassment to the Authority's EEO Officer on the date of the alleged occurrence, or the very next business day.

PROCEDURES FOR FILING A COMPLAINT

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, her/his supervisor and the agency EEO Officer. It is not necessary for sexual harassment to be directed at the person making the complaint.

The following steps may also be taken: document or record each incident. Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the agency. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

No one making a complaint will be retaliated against even if the complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Proper responses to conduct, which is believed to be sexual harassment may include the following:

Direct Communication. If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objections that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

Contact with Supervisory Personnel. At the same time directed communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or the EEO Officer. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision or the EEO Officer. However, the employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, it is likely the employer will be presumed not to have knowledge of the harassment.

Formal Written Complaint. An employee may also report incidents of sexual harassment directly to the EEO Officer. The EEO Officer will counsel the reporting employee and be available to assist with filing a formal complaint. The EEO Officer will fully investigate the complaint, and advise the complainant and the alleged harasser of the results of the investigation.

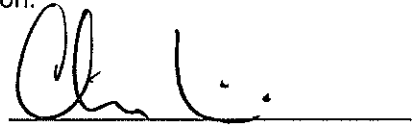
Resolution Outside Department. Every department, agency, board and commission has adopted a comprehensive anti-harassment policy. The purpose of this policy is to establish prompt, thorough, and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois

Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) or any other appropriate government agency and file a complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer the opportunity to address the problem, such an employee may, in certain case, lose the right to further pursue the claim against the employer.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith, which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

A handwritten signature in black ink, appearing to read 'Charise Williams', is written over a solid horizontal line.

Charise Williams, Executive Director

ADMINISTRATION CONTACTS

Illinois Department of Human Rights
(312) 814-6200 – Chicago
(866) 740-3953 – TTY – Chicago

Equal Employment Opportunity Commission
(800) 669-4000
(312) 869-8001 – TTY

AGENCY PROFILE

The Illinois Criminal Justice Information Authority comprises a 25-member board representing different components of Illinois' criminal justice system and private sector, as well as professional staff trained in criminal justice, information technology, and grants administration. A Director appointed by the governor and confirmed by the Senate administers the Authority. Although its roots go back to 1973, when it was a division of the former Illinois Law Enforcement Commission, the Authority began operations in January 1983.

The Authority is dedicated to improving the administration of criminal justice in Illinois. The Authority develops new information technology for law enforcement, manages millions in federal and state grants, and oversees the research and policy development within the criminal justice system. The Authority also serves as the only statewide forum for long-range planning and problem solving among state and local criminal justice agencies. A principle focus of the Authority's activities in both systems development and research programs has been to put in place systems at both State and local levels to improve the ability of law enforcement personnel, prosecutors and judges to accurately identify violent and chronic offenders at critical points in the criminal process, especially at arraignment and sentencing.

Special Problems

The Authority has several positions that are highly technical in nature requiring experience and training in the areas of information systems and the criminal justice field.

The Authority has diligently worked to meet its affirmative action goals. It had been especially difficult to find women and minorities for officials and managers, but the Authority was able to meet that goal.

By the end of FY2020, the overall make-up of the Authority was 64.29% female and 48.57% minority.

THE IDENTIFICATION AND DUTIES OF EEO/AA OFFICER

Zina Smith, Associate Human Resources Director, is assigned the responsibility of discharging the EEO/AA functions for Charise Williams, Executive Director.

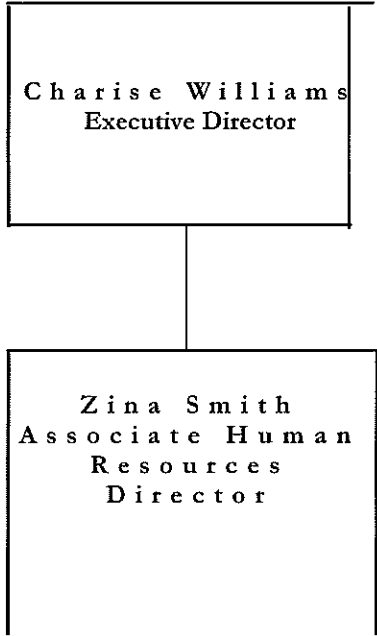
Her address is:

Illinois Criminal Justice Information Authority
300 W. Adams Suite 200
Chicago, IL, 60606

Her duties include, but are not limited to:

1. Developing the agency's affirmative action plan, goals and objectives;
2. Recommending to the Director changes in program and procedures designed to eliminate discriminatory practices and implementing those changes upon the Director's authorization;
3. Providing advice for any employee or applicant for employment who believes he or she has been discriminated against because of race, color, religion, sex, national origin or disability, etc.;
4. Advising the Director and executive staff with respect to the preparation EEO programs, procedures, regulations, reports and the agency's Affirmative Action Plan;
5. Serving as liaison between the agency, minorities, women, and disability organizations;
6. Instituting and analyzing hiring and promotion monitors and exit interviews to ensure that personnel procedures do not have an adverse impact on women and minorities with respect to employment and promotions;
7. Regularly conferring with managers, supervisors, and employees to assure that the agency's EEO policies are observed;
8. Advising managers and supervisors if employment practices comply with the Act;
9. Reporting to the Department all internal and external complaints of discrimination against the agency;
10. Reviewing any lay-off plans for adverse impact.

Illinois Criminal Justice
Information Authority
EEO Network



METHODS OF DISSEMINATING THE AGENCY'S AA POLICY AND PLAN

The Illinois Criminal Justice Information Authority will accomplish dissemination of its EEO/AA Policy and Plan by the following methods:

Internal:

- Posting the Authority's EEO Policy on bulletin boards and intranet used to display important agency notices;
- Advising all staff that copies of the full Authority's EEO/AA Plan may readily be obtained from the EEO Officer upon request;
- Advising staff of any updates, revisions, or special EEO/AA actions;
- Inclusion in new employee orientation and intake interviews.
- Training all employees regarding the Authority's EEO Policy and legal obligations.

External

- Making EEO/AA Plan available to all recruitment sources;
- Making EEO/AA Plan available to State and Federal regulatory agencies.
- Submit Plan to the State Library

Section II

EXTERNAL WORKFORCE ANALYSIS

An external analysis of the Authority workforce follows with calculations of Final Availability Numbers. As stated previously, the unique specifications for positions at this agency required a demographic study be conducted, and the subsequent external analysis is based on this data. Please note the following points regarding the value weights used and how the Authority arrives at this analysis.

1. Where budget allows, the Authority encourages schooling for employees to gain the requisite skills necessary to further their career. However, since the inception of the plan, out of approximately 35 professional vacancies, the majority of which were posted, almost all were filled through outside colleges and technical schools and other various recruitment sources. This analysis definitely illustrates that Authority professional vacancies must be frequently filled with individuals having different skills than existing staff possess. In addition, because of the agency's size, several positions have no career path and most have a promotional path within the same category. The Authority has two promotable categories, Officials/Administrators and Professionals.

INTERNAL WORKFORCE ANALYSIS

The summary of workforce analysis show that 35.71% of staff are male, and 64.29% female, 51.43% white, 32.86% African American, 7.14% Hispanic, and 8.57% Asian.

In assessing the Authority's past and current EEO programs and their effectiveness, the following significant factors must be considered:

1. All written personnel policies have been compiled for inclusion in the Authority "Employee Handbook". EEO policies were carefully considered in conjunction with compilation of the personnel section of the handbook.
2. Hiring and Promotion Monitors were used to thoroughly assess personnel practices at all levels. These monitors have supplied relevant information concerning hiring and promotion patterns at the Authority.
3. The Authority has several technical positions requiring experience and training in the areas of criminal justice, information technology, research, and specialized legal work. ICJIA has successfully recruited a diverse staff including females and minorities. As the need arises, the EEO Officer will continue to contact key individuals at specific special interest groups and colleges. These efforts will continue throughout FY2021.
4. Union contract bidding rights also play a role in limiting availability of diverse applicants when vacancies occur. Depending on the position, the agency must first follow contractual bidding procedures prior to reaching outside applicants.

POSITION TITLES BY EEO CATEGORY

The Department of Central Management Services determines which titles are placed in EEOC Job Categories. The following is a list of the titles used at the Illinois Criminal Justice Information Authority by Job Category:

Officials/ Administrators

- Senior Public Service Administrators
- Public Service Administrators

Professional

- Accountant
- Accountant Advanced
- Accountant Supervisor
- Administrative Assistant I
- Business Manager
- Criminal Justice Specialist I, II
- Human Resources Specialist
- Information Systems Analyst I, II Intern
- Information Systems Analyst I, II, III
- Information Services Specialist II
- Public Administration Intern
- Public Information Officer II, III
- Public Service Administrator, Opt. 3
- Public Service Administrator, Opt. 2
- Technical Adviser II, III

Technicians

- Data Processing Specialist

Para-Professionals

- Private Secretary II

Administrative Support

- Office Associate

FACTOR 6- PROMOTABLE CATEGORIES

Officials/Managers

- Professionals

Professionals

- Para-Professionals
- Technicians
- Administrative Support

Technicians

- Administrative Support

Para-Professionals

- Administrative Support

Workforce Transactions Report by EEO Category

Agency: Criminal Justice Information Authority

Reporting Period: July 1, 2019 - June 30, 2020

EEO Category: OFFICIALS / ADMINISTRATORS

Transaction	MALES										FEMALES										PERCENTAGES										
	Grand Total	Total	W	BAA	H/L	A	AI	NH	OPI	PWD	Total	W	BAA	H/L	A	AI	NH	OPI	PWD	M	F	W	BAA	H/L	A	AI	NH	OPI	PWD		
New Hires	2	0									2		2							0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	1	1	1							0										100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	1	1				1				0										100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	1	1	1							0										100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White BAA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency: Criminal Justice Information Authority

Reporting Period: July 1, 2019 - June 30, 2020

EEO Category: PROFESSIONALS

Transaction	MALES										FEMALES										PERCENTAGES									
	Grand Total	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI	NH	OPI	PWD	
New Hires	12	5	5								7	2	5							41.67%	58.33%	58.33%	41.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	5	3	2								2	1	1							60.00%	40.00%	60.00%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0			1						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	1	0									1		1							0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	11	5	3		1		1			6	3	3								45.45%	54.55%	54.55%	27.27%	9.09%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency: Criminal Justice Information Authority

Reporting Period: July 1, 2019 - June 30, 2020

EEO Category: PARAPROFESSIONALS

Transaction	Grand Total		MALES							FEMALES							PERCENTAGES														
	Total	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI	NH	OPI	PWD		
New Hires	1	0								1		1								0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Intra-Agency Transfers	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Suspensions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Separations	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Discharges	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Lay Off	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Demotions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reductions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reinstatements	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reemployment	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Upward Reallocations	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Downward Reallocations	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Transactions Report by EEO Category

Agency: Criminal Justice Information Authority

Reporting Period: July 1, 2019 - June 30, 2020

EEO Category: ADMINISTRATIVE SUPPORT

Transaction	MALES										FEMALES										PERCENTAGES									
	Grand Total	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI	NH	OPI	PWD	
New Hires	1	0								1										0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Promotions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Intra-Agency Transfers	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Suspensions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Separations	1	0								1		1								0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Discharges	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Lay Off	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Demotions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reductions	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reinstatements	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Reemployment	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Upward Reallocations	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Downward Reallocations	0	0								0										0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Summary of Workforce Transactions Report by EEO Category

Criminal Justice Information Authority

Reporting Period: July 1, 2019 - June 30, 2020

EEO Category: **GRAND TOTAL**

Transaction	Grand Total		MALES							FEMALES							PERCENTAGES														
	Total	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	Total	W	B/AA	H/L	A	AI	NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI	NH	OPI	PWD		
New Hires	16	5	5							11	2	8		1					31.25%	68.75%	43.75%	50.00%			6.25%						
Promotions	6	4	3		1					2	1	1							66.67%	33.33%	66.67%	16.67%		16.67%							
Intra-Agency Transfers																															
Suspensions	1									1		1								100.00%			100.00%								
Separations	13	6	3		1	2				7	3	4							46.15%	53.85%	46.15%	30.77%		7.69%	15.38%						
Discharges																															
Lay Off																															
Demotions																															
Reductions	1	1	1																100.00%			100.00%									
Reinstatements																															
Reemployment																															
Upward Reallocations																															
Downward Reallocations																															

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

Workforce Analysis by Region

Agency: CRIMINAL JUSTICE INFORMATION AUTHORITY

Reporting Period: July 1, 2019 - June 30, 2020

Region: 1

EEO Category	Grand Total	MALES						FEMALES						PERCENTAGES														
		Total	W	B/AA	H/L	A	AI/ AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI/ AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD		
Officials / Administrators	8	3	3	0	0				5	2	3	0	0					37.50%	62.50%	62.50%	37.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	57	21	15	2	2	2			36	14	16	3	3					36.84%	63.16%	50.88%	31.58%	8.77%	8.77%	0.00%	0.00%	0.00%	0.00%	
Technicians	1	1		1					0									100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	1	0							1		1							0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Administrative Support	1	0							1			1						0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0							0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	68	25	18	3	2	2	0	0	43	16	20	3	4	0	0	0	36.76%	63.24%	50.00%	33.82%	7.35%	8.82%	0.00%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 1:	Males:	25	Females:	43	Total Minorities:	34
White: 34	Black/African American: 23	Hispanic/Latino: 5	Asian: 6	AI/AN: 0	NHOPI: 0	PWD: 0
50.00%	33.82%	7.35%	8.82%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
 DHR-9 (Rev. Feb. 2016)

Workforce Analysis by Region

Agency: CRIMINAL JUSTICE INFORMATION AUTHORITY

Reporting Period: July 1, 2019 - June 30, 2020

Region: 7

EEO Category	Grand Total	MALES										FEMALES										PERCENTAGES									
		Total	W	B/AA	H/L	A	AI/ NH	OPI	PWD	Total	W	B/AA	H/L	A	AI/ NH	OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH/PI	PWD					
																											M	F	W	B/AA	H/L
Officials / Administrators	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%				
Professionals	2	0						2	2								0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Technicians	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Protective Service	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Para-professionals	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Administrative Support	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Skilled Craft	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
Service / Maintenance	0	0						0									0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					
TOTAL	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%					

Grand Total Employees for Region 7:										Males:	0	Females:	2	Total Minorities:									
											0.00%		100.00%										
Write:	2	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	AI/AN:	0	NH/PI:	0	PWD:	0										
	100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%										

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/PI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
 DFR-9 (Rev. Feb. 2016)

Summary of Workforce Analysis by Region

Agency: CRIMINAL JUSTICE INFORMATION AUTHORITY

Reporting Period: July 1, 2019 -June 30, 2020

Grand Total

EEO Category	Grand Total	MALES							FEMALES							PERCENTAGES										
		Total	W	B/AA	H/L	A	AI/ NH	PWD	Total	W	B/AA	H/L	A	AI/ NH	PWD	M	F	W	B/AA	H/L	A	AI/AN	NH/PI	PWD		
Officials / Administrators	8	3	3					5	2	3									37.50%	62.50%	62.50%	37.50%				
Professionals	59	21	15	2	2	2		38	16	16	3	3							35.59%	64.41%	52.54%	30.51%	8.47%	8.47%		
Technicians	1	1																	100.00%			100.00%				
Protective Services																										
Para-professionals	1							1		1										100.00%		100.00%				
Administrative Support	1							1				1								100.00%		100.00%				
Skilled Craft																										
Service / Maintenance																										
TOTAL	70	25	18	3	2	2		45	18	20	3	4							35.71%	64.29%	51.43%	32.86%	7.14%	8.57%		

Grand Total Employees:	Males:	25	Females:	45	Total Minorities:	34
White: 36	Black/African American: 23	Hispanic/Latino: 5	Asian: 6	AI/AN: 7.14%	NH/PI: 8.57%	PWD: 48.57%
51.43%	32.86%	7.14%	8.57%			

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/PI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities
 DHR-9 (Rev. Feb. 2016)

Availability Percent Worksheet

AGENCY: Criminal Justice Information Authority
 Category: Professionals

Affirmative Action Group:
WOMEN
 Region: 1
 Facility:

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	454,510	54.91%	90	49.41	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	2	66.67%	10	6.67	Agency Workforce.
				<u>100</u>	<u>44.87</u>	Availability Percent.

AGENCY: Criminal Justice Information Authority
 Category: Professionals

Affirmative Action Group:
BLACK or AFRICAN AMERICAN
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	87,754	10.60%	90	9.54	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	2	66.67%	10	6.67	Agency Workforce.
				<u>100</u>	<u>12.97</u>	Availability Percent.

AGENCY: Criminal Justice Information Authority
 Category: Professionals

Affirmative Action Group:
HISPANIC or LATINO
 Region: 1
 Facility: 0

FACTORS	A	B	C	D	E	Source of Statistics
	Grand Total #	Aff. Action Group #	Percentage Total %	Value Weight %	Weighted Factor %	
1. Those having requisite skills in the region.	827,810	55,200	6.67%	100	6.67	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>5.33</u>	Availability Percent.

Availability Percent Worksheet

AGENCY: Criminal Justice Information Authority
 Category: Professionals

Affirmative Action Group:
ASIAN
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	87,895	10.62%	90	9.56	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	1	33.33%	10	3.33	Agency Workforce.
				<u>100</u>	<u>10.31</u>	Availability Percent.

AGENCY: Criminal Justice Information Authority
 Category: Professionals

Affirmative Action Group:
AMERICAN INDIAN or ALASKAN NATIVE
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	470	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.05</u>	Availability Percent.

AGENCY: Criminal Justice Information Authority
 Category: Professionals

Affirmative Action Group:
NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
 Region: 1
 Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	159	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	3	0	0.00%	0	0.00	Agency Workforce.
				<u>100</u>	<u>0.02</u>	Availability Percent.

Utilization Analysis

Agency: Criminal Justice Information Authority
 Affirmative Action Group: **WOMEN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	8	57	1	0	1	1	0	0
Availability Percent	0.00	44.87	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	25	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	5	36	0	0	1	1	0	0

Underutilization

Agency: Criminal Justice Information Authority
 Affirmative Action Group: **BLACK or AFRICAN AMERICAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	8	57	1	0	1	1	0	0
Availability Percent	0.00	12.97	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	7	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	3	18	1	0	1	0	0	0

Underutilization

Utilization Analysis

Agency: Criminal Justice Information Authority
 Affirmative Action Group: **HISPANIC or LATINO** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	8	57	1	0	1	1	0	0
Availability Percent	0.00	5.33	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	3	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	5	0	0	0	0	0	0

Underutilization

Agency: Criminal Justice Information Authority
 Affirmative Action Group: **ASIAN** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	8	57	1	0	1	1	0	0
Availability Percent	0.00	10.31	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	5	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	5	0	0	0	1	0	0

Underutilization

Utilization Analysis

Agency: Criminal Justice Information Authority
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	8	57	1	0	1	1	0	0
Availability Percent	0.00	0.05	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Criminal Justice Information Authority
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER** Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	8	57	1	0	1	1	0	0
Availability Percent	0.00	0.02	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Underutilization Summary by Region

Name of Agency: Criminal Justice Information Authority

Fiscal Year: 2021

Region	Officials and Administrators					Professionals					Technicians					Protective Service Workers								
	Women	B/AA	H/L	A	AI/AN	Women	B/AA	H/L	A	AI/AN	NHOP	Women	B/AA	H/L	A	AI/AN	NHOP	Women	B/AA	H/L	A	AI/AN	NHOP	
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Region	Paraprofessionals					Administrative Support					Skilled Craft Workers					Service-Maintenance								
	Women	B/AA	H/L	A	AI/AN	Women	B/AA	H/L	A	AI/AN	NHOP	Women	B/AA	H/L	A	AI/AN	NHOP	Women	B/AA	H/L	A	AI/AN	NHOP	
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for Women: 0

Total underutilization for Black or African American: 0

Total underutilization for Hispanic or Latino: 0

Total underutilization for Asian: 0

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian or Alaskan Native NHOP= Native Hawaiian or Other Pacific Islander
 DHR 11-AAP (Rev. Feb. 2016)

Section III

PROGRAM GOAL

GOAL:

Make management aware of the EEO/AA responsibilities of the agency.

OBJECTIVE:

Provide training and awareness to all supervisors of their responsibilities to the agency.

Action Item	Assignment of Responsibility	Completion/Target Date
1. Provide new supervisors with training regarding EEO laws, regulations and the Agency's Affirmative Action Plan.	EEO Officer & Associate Directors	Ongoing
2. Use the hiring and promotion monitoring system to observe trends. Advise supervisory staff on the purpose of the monitoring system and the agency's Affirmation Action Plan as well as the "Illinois Employment First Act" and Successful Disability Opportunities Program.	EEO Officer & Associate Directors	Ongoing
3. Use exit interview forms to observe trends having disparate impact on women and Minorities.	EEO Officer	Ongoing
4. Keep lines of communication open in working with executive staff and division Managers. Plan meeting with both for affirmative action update upon Plan Certification.	EEO Officer	Within 30 days of Plan Certification
5. Disseminate the EEO Plan to executive staff and division managers. Inform other employees of the availability of copies of the Plan.	EEO Officer	Within 30 days of Plan Certification

6. Provide anti-sexual harassment training to all employees.	EEO Officer	Ongoing
7. Attend seminars and conferences that will broaden knowledge of current affirmative action trends.	EEO Officer	Ongoing
8. Develop and implement a Diversity, Equity and Inclusion (DEI).	Diversity, Equity and Inclusion Committee.	Initial DEI plan submission 10/1/2020. Revisions and updates will be ongoing as plan is implemented.
9. Continue to provide staff development opportunities to employees through communication, employee involvement, educational events, and encourage/facilitate organizational culture change by: helping create a comfortable and effective work environment; building rapport between people who are culturally, racially, and gender different; utilizing the diverse ideas and experiences of all people in the workplace; supporting the right of every individual to be treated with fairness, consideration, and respect; and enhancing our organizational culture and continuously improve human resources practices toward these goals.	EEO Officer & Associate Directors	Ongoing

Section IV

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT INVESTIGATION PROCEDURE

A. Policy

The purpose of the Illinois Criminal Justice Information Authority's discrimination complaint procedure is to establish a formalized method whereby problems having a basis in discrimination under federal or state laws can be detected at the beginning stages, investigated, and hopefully, resolved.

To that end, Illinois Criminal Justice Information Authority supervisors and managers are responsible for the resolution of valid complaints of discrimination within their organizational level. The Authority's EEO Officer shall be responsible for the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute.

The use of this internal EEO complaint investigation procedure does not preclude the rights of an employee to file a charge directly with the state (DHR), the federal government (EEOC), or any other appropriate government agency. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

B. Procedures

The Authority shall, upon being informed of an individual's desire to file a formal discrimination complaint, instruct the individual how to obtain a copy of this procedure and a "Discrimination Complaint Form" (attached), and shall, upon request, assist the individual in the completion of the form.

1. Scope and Timeliness

- i. Unless of a continuing nature, all complaints must be received by the EEO Officer in writing, within ten (10) working days of the alleged discrimination. Time limits established in this procedure may be extended by mutual agreement in writing, signed by the complainant and the Executive director of the Authority.

2. Screening

- i. Immediately upon receipt of the discrimination complaint form, the EEO Officer shall review the form to determine the initial timeliness, validity, and **thoroughness of the information submitted in the** complaint.

- ii. The EEO Officer will proceed to investigate the alleged discrimination, with the result and recommendation of findings due within ten (10) working days.
- b. When applicable, the complainant's immediate supervisor will be contacted for relevant information.
- c. All concerned parties may be contacted and requested to avail themselves to a fact-finding interview. The complainant shall be afforded an opportunity to appear before the Authority's EEO Officer and shall have a right to appoint a representative to appear on the complainant's behalf.

3. Investigation

At the conclusion of the investigation, if there exists reasonable cause to believe that discrimination may have occurred, the Authority's EEO Officer shall submit a written notice to the complainant and, when applicable, to the complainant's immediate supervisor, with the findings and recommendations to resolve the complaint. If the complaint cannot be satisfactorily resolved at this level within five (5) working days, the Authority's EEO Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint was not able to be resolved.

The findings, conciliation efforts, and proposed settlement shall be forwarded to the Executive Director of the Authority (or appointee) for final review, approval, or other determination. The Executive Director (or appointee) may conduct interviews and seek relevant advice and information with respect to the complaint.

The Executive Director (or appointee) shall make known to the complainant and the Authority's EEO Officer the official position of the agency within five (5) working days of the receipt of the EEO Officer's written report. The Executive Director's (or appointee's) decision shall be the final decision of the Authority.

4. Withdrawal of the Complaint

The complaint, or any part of the allegation, may be withdrawn during the investigation upon a written request for withdrawal by the complainant.

5. Settlement During Investigation

If a settlement is reached an agreement shall be obtained in writing with the approval of management before the complaint shall be considered closed.

6. Dismissal of the Complaint

After an analysis of the complaint, if there is a lack of substantial evidence to indicate that discrimination has occurred, the complainant shall be notified of the findings in writing and informed of the right to appeal.

7. Accessibility

All stages of this Procedure shall be readily accessible to and usable by individuals with disabilities consistent with federal and state laws and regulations.



ILLINOIS
CRIMINAL JUSTICE
INFORMATION BOARD

300 W. Adams Street • 2nd Floor • Chicago, Illinois 60606 • (312) 793-8550

DISCRIMINATION COMPLAINT FORM

Date: _____

_____, believe I was discriminated against on the basis of:

Race _____ Sex _____ Age _____ National Origin _____

Religion _____ Ancestry _____ Sexual Orientation _____ Color _____

Marital Status _____ Parental status _____ Source of Income _____

Unfavorable discharge from military services _____

Physical or mental disability (unrelated to ability and within ADA regulations) _____

By:

(Name of Person and Title)

(Work Location)

(Work relationship to you-i.e., supervisor, co-worker, etc.)

on _____

(date of occurrence)

at _____

(location alleged act occurred)

Please explain in detail what actions violated ICJIA policy. Explain as fully as possible, and attach any supporting information. Please list names of witnesses, if any, who can support your view. Please attach additional sheets as needed.

Joint Committee on Administrative Rules

ADMINISTRATIVE CODE

TITLE 4: DISCRIMINATION PROCEDURES
CHAPTER III: ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY
PART 150 AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE
SECTION 150.10 PURPOSE

Section 150.10 Purpose

- a) The purpose of the Illinois Criminal Justice Information Authority's grievance procedure for discrimination complaints is to establish a formalized method whereby discrimination complaints by qualified individuals with disabilities can be detected at the beginning stages, investigated, and, hopefully, resolved.
- b) To that end, the Illinois Criminal Justice Information Authority (Authority) shall respond to complaints of discrimination by qualified individuals with disabilities. The Authority's Equal Employment Opportunity (EEO) Officer shall be responsible for the investigation of complaints, documentation of facts, and presentation of findings, and for advising management regarding recommendations to resolve the dispute.
- c) It is the intention of the Authority to foster open communication with all individuals requesting readily accessible programs, services, and activities. The Authority requires that each program, service, and activity offered, when viewed in its entirety, be readily accessible to and usable by qualified individuals with disabilities and encourages Authority supervisors of agency programs, services and activities to respond to requests for reasonable accommodations before they become discrimination complaints.
- d) The use of this grievance procedure for discrimination complaints does not preclude the right of a member of the public to file a charge directly with the Illinois Department of Human Rights or the United States Equal Employment Opportunity Commission (EEOC). The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any member of the public.

Joint Committee on Administrative Rules

ADMINISTRATIVE CODE

TITLE 4: DISCRIMINATION PROCEDURES
CHAPTER III: ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY
PART 150 AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE
SECTION 150.20 PROCEDURES

Section 150.20 Procedures

a) General.

- 1) The Authority shall, upon being informed of an individual's desire to file a formal discrimination complaint, instruct the individual how to obtain a copy of this Procedure and a form prescribed by the Authority and shall, upon request, assist the individual in the completion of the form.
- 2) Discrimination complaints shall be made on the discrimination complaint form and shall be used to clearly record the date, nature, and other information pertinent to the complaint of alleged discrimination. The discrimination complaint form shall be submitted, in a timely manner, to:

Authority EEO Officer

Illinois Criminal Justice Information Authority

300 W. Adams — Suite 200

Chicago, Illinois 60606.

- 3) The discrimination complaint form must be completed in full to receive proper consideration by the Authority's EEO Officer.

b) Timeliness.

Unless there are extenuating circumstances, all complaints must be received by the Authority's EEO Officer in writing within 180 days after the date of the last incident of alleged discrimination. Time limits established in this procedure may be extended by mutual agreement in writing, signed by the complainant and the Executive Director of the Authority.

- c) **Screening.** When a completed discrimination complaint form is received in a timely fashion, the Authority's EEO Officer will proceed to investigate the alleged discrimination, with the result and recommendation of finding due within ten (10) working days. When applicable, the complainant's immediate supervisor will be contacted for relevant information. All concerned parties will be contacted and requested to avail themselves to a fact-finding conference.

- d) **Withdrawal of the Complaint.**
The complaint, or part of the complaint allegation, may be withdrawn by the complainant during the investigation of the complaint upon receipt by the Authority's EEO Officer of a written request for withdrawal.

- e) **Dismissal of the Complaint.**
If, after an analysis of the merits of the complaint by the Authority's EEO Officer, there is a lack of substantial evidence to believe that discrimination has occurred, the Authority's EEO Officer shall document the efforts to investigate the complaint and forward the documentation to the Executive Director for final review pursuant to Section 150.40.

Joint Committee on Administrative Rules

ADMINISTRATIVE CODE

TITLE 4: DISCRIMINATION PROCEDURES
CHAPTER III: ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY
PART 150 AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE
SECTION 150.30 INVESTIGATION FINDINGS

Section 150.30 Investigation Findings

At the conclusion of the investigation, if there exists reasonable cause to believe that discrimination may have occurred, the Authority's EEO Officer shall submit a written notice to the complainant with the findings and recommendations to resolve the complaint. If the complaint cannot be satisfactorily resolved at this level within five (5) working days, the Authority's EEO Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of the reasons why the complaint was not able to be resolved.

Joint Committee on Administrative Rules

ADMINISTRATIVE CODE

TITLE 4: DISCRIMINATION PROCEDURES
CHAPTER III: ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY
PART 150 AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE
SECTION 150.40 FINAL LEVEL

Section 150.40 Final Level

- a) The investigation findings, conciliation efforts, and proposed settlement shall be forwarded by the EEO Officer to the Executive Director of the Authority (or in case the Executive Director is unavailable, to the Associate Director, as designated by the Executive Director) for final review, approval or other determination. The Executive Director (or Associate Director) may conduct interviews and seek relevant advice and information with respect to the complaint. The complainant shall be afforded an opportunity to appear before the Executive Director (or Associate Director) and shall have a right to appoint a representative to appear on the complainant's behalf.
- b) The Executive Director (or Associate Director) shall provide in writing to the complainant and the Authority's EEO Officer the official position of the agency and the reasons for that position within five (5) working days after the receipt of the EEO Officer's written report. The Executive Director's (or Associate Director's) decision shall be the final decision of the Authority.

Joint Committee on Administrative Rules

ADMINISTRATIVE CODE

TITLE 4: DISCRIMINATION PROCEDURES
CHAPTER III: ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY
PART 150 AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE
SECTION 150.50 ACCESSIBILITY

Section 150.50 Accessibility

All stages of this Procedure shall be readily accessible to and usable by individuals with disabilities consistent with federal and State laws and regulations.

Joint Committee on Administrative Rules

ADMINISTRATIVE CODE

TITLE 4: DISCRIMINATION PROCEDURES
CHAPTER III: ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY
PART 150 AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE
SECTION 150.60 CASE-BY-CASE RESOLUTION

Section 150.60 Case-by-Case Resolution

Each grievance involves a unique set of factors that includes, but is not limited to: the specific nature of the disability, the essential eligibility requirements, the benefits to be derived, the nature of the service, program or activity at issue, the health and safety of others, and whether an accommodation would constitute a fundamental alteration to the program, service or activity or undue hardship on the Department. Accordingly, termination of a grievance at any level, whether through the granting of relief or otherwise, shall not constitute a precedent on which any other complainants should rely.

Section V

AFFIRMATIVE ACTION FOR PERSONS WITH DISABILITIES

It is the policy of the Illinois Criminal Justice Information Authority that it will not discriminate against any employee or applicant because of physical or mental disability when unrelated to ability. This policy will be implemented in accordance with the following:

A. ADA COORDINATOR-

Scott Riolute, Acting Deputy General Counsel
300 W. Adams, Suite 200
Chicago, IL 60606
Telephone: (312) 793-8550
Fax: (312) 793-8422

B. INTERNAL/EXTERNAL WORKFORCE ANALYSIS FOR PERSONS WITH DISABILITIES

Internal:

Number of employees with disabilities	7
Total number of employees	70
Percentage of employees with disabilities	10%

External:

See completed form DHR-34-AAP at end of Part V.

C. PHYSICAL ACCESS AUDIT

The Authority operates from two facilities. The general priorities in developing our Transition Plan include accessibility from streets and accessibility of entry and egress, accessibility through public areas, hallways, and elevators to information desks and reception areas, meeting and conference rooms, rest rooms, and vending areas. Evaluations of these public areas include doorways, ramps and rails, drinking fountains, telephones, alarm systems, and building signage.

D. REASONABLE ACCOMMODATION POLICY, REQUEST FORM AND PROCEDURES

See end of Part V.

E. PRE-EMPLOYMENT SCREENING COMPLIANCE

In compliance with the ADA, the Authority will not ask applicants disability-related questions. Nor will there be any questions concerning past workers' compensation claims. Interviewing officers have been instructed to refrain from posing questions about disabilities.

F. EMPLOYMENT CRITERIA AND JOB DESCRIPTION REVIEW

The Authority will continue to review job descriptions to determine that employment criteria do not screen out applicants with disabilities. If such language exists, it is being examined to determine that it is strictly job-related. If it is not job-related, it will be eliminated from the job description entirely.

G. IDENTIFICATION OF EMPLOYEES WITH DISABILITIES

The CMS Disability Survey will *be* used for the purposes of identifying people with disabilities.

H. RECRUITMENT

1. Recruit individuals with disabilities through the Successful Disabilities Program administered by the Department of Central Management Services.
2. Work with specific agencies, such as the Department of CMS, and the Veterans Administration for the establishment of contacts and employee recruitment where possible.
3. Send job vacancy notices to rehabilitation centers and advocacy groups.

I. EVACUATION PROCEDURES

Under the supervision of the Tenant Captain, the Business Manager for the Office of Administrative Services is responsible for making sure all employees with disabilities are evacuated from the tenant offices. The building management will create and maintain an up-to-date list of persons with disabilities working within the building. If possible, a "buddy system" will be implemented in which one or two aides will be responsible for evacuating persons with disabilities.

Persons who are unable to walk down stairs will be assisted by staff with *the* use of an Evac-chair, and will then be assisted *by* Chicago Fire Department personnel. On the back of each exit stairwell door is a tag containing information which is to be taken to the Emergency Coordinator or the Chicago Fire Department Coordinator, located in the lobby, to advise them of disabled person waiting in a stairwell.

J. EMPLOYMENT TESTING

No testing is done at this agency.

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

Equal Employment Opportunity

Reasonable Accommodation

IMPLEMENTATION

It will be the responsibility of the EEO Officer and selected agency executive staff to implement this policy effectively.

Duties of the EEO Officer will include:

1. Provide technical assistance to Authority employees on technology, the Americans with Disabilities Act (ADA), accessibility standards and employee relations as it relates to requests or potential requests.
2. Maintaining documentation regarding requests in order to:
 - a. Provide appropriated budget information and project cost analysis for future budget cycles;
 - b. Show proof of consistency to the system provision of accommodations and ensure nondiscrimination in the treatment of employees;
 - c. Ensure that requests are processed and approved accommodations provided in a timely manner; and
 - d. Provide reports on employee accommodations and costs to regulatory agencies.

REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and the Illinois Human Rights Act, it is the policy of the Illinois Criminal Justice Information Authority to reasonably accommodate the known physical or mental conditions of otherwise qualified applicants and employees with disabilities. The Illinois Criminal Justice Information Authority recognizes the right of a qualified applicant or employee with a disability to request a reasonable accommodation to ensure equal opportunity in the application process; to enable him or her to perform essential functions of a job; and/or to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of the Illinois Criminal Justice Information Authority to provide a reasonable accommodation to qualified applicants and employees with disabilities, when such reasonable accommodation does not pose an undue hardship to the operation of the agency's business.

The agency Equal Employment Opportunity Officer and/or the Americans with Disabilities Act Coordinator can provide further information about the agency's policy in this area.



Chief Executive Officer

9/30/2020

Date

UNDUE HARDSHIP

Undue hardship means significant difficulty or expense in, or resulting from, the provision of the accommodation. It refers to any accommodation that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of the business of the agency.

Whether an accommodation will impose an undue hardship must be analyzed on a case-by-case basis.

PROCESSING REQUESTS FOR REASONABLE ACCOMMODATIONS

The determination of reasonable accommodation for qualified employees who require such to overcome a physical or mental impairment in performance of job duties must be conducted at the request and with the consultation of the employee.

1. The employee must request any and all reasonable accommodations on the Accommodation request form. The employee is responsible for adequately responding to all questions applicable on the form. Once completed, the form should be transmitted to the EEO Officer with a copy to the employee's immediate supervisor.
2. The EEO Officer will request a written recommendation from the immediate supervisor within five (5) working days of receipt of the request. The EEO Officer will then have five (5) working days in which to investigate the request and make a recommendation to the Executive Director. Within ten (10) working days the Director will make a final decision. The EEO Officer will inform all interested parties of the final decision.



State of Illinois Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the immediate supervisor, with a copy to the agency's EEO/AA Officer and/or the ADA Coordinator. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC

- Purchase or modification of equipment or devices _____
- Job restructuring or task modification _____
- Provision of reader, sign language interpreter or personal assistant _____
- Structural modification to work site or facility _____
- Modification of work schedule or leave policy _____
- Modification of examinations, training materials or personal assistant _____
- Reassignment to vacant position _____
- Other _____

Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)

Employee's Signature	Date
----------------------	------

RAC Recommendation Grant Deny Date _____
 (RAC's initials _____) Return for _____

Chief Executive Officer's Final Action Grant Deny Date _____
 (CEO's initials _____) Return for _____

Remarks _____

Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. The Division manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 300 calendar days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.
11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.



**State of Illinois
Reasonable Accommodation Request for Applicants**

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustments to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

Type of Accommodation Needed

- Sign Language Interpreter for the Employment Interview
- Reader Service
- Accessible Interviewing Site
- Re-formatting of Examinations
- Examination Markers for Applicants with Limited Manual Dexterity
- Other (indicate type of accommodation needed) _____

Narrative Explanation

Describe how your functional limitation interferes with a portion of the pre-employment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

Applicant's Signature:	Date:
------------------------	-------

Agency Action

Interviewing Officer's Determination Grant Deny

Remarks (If denied, provide explanation) _____

Final Agency Approval

Signature:	Date:
------------	-------

Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five (5) days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 300 calendar days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days or any other appropriate government agency pursuant to their time frame.

Labor Force Analysis for People with Disabilities

Agency: Criminal Justice Information Authority

Fiscal Year: 2021

Total Employees: 70

Percent of People with
Disabilities in Illinois Labor
Force: 4.78%

Labor Force Number: 3

Number of Employees with
Disabilities in Agency: 7

Underutilization or Parity: P

Section VI

APPLICABLE EEO LAWS

This part should set forth the relevant text of any federal law that mandates the agency to adhere to additional EEO/AA requirements.

CIVIL RIGHTS ACT OF 1964, as amended

Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and state or political subdivisions thereof.

EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972

This is an amendment to the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

PREGNANCY DISCRIMINATION ACT

This law amended title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment

discrimination investigation or lawsuit.

CIVIL RIGHTS ACT OF 1991

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of "business necessity" and "job related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

This Act prohibits arbitrary discrimination against persons 40 years of age or older.

REHABILITATION ACT OF 1973

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial

assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

EQUAL PAY ACT OF 1963

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces this Act.

AMERICANS WITH DISABILITIES ACT OF 1990, ASN AMENDED BY THE AMERICANS WITH DISABILITIES AMENDMENTS ACT OF 2008

Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments.

The ADA Amendments Act of 2008 broadens the coverage of "disability and thereby brings more individuals under the protection of the law. EEOC will issue new regulations under this Act.

FAMILY MEDICAL LEAVE ACT of 1993

This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of *the* National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

GENETIC INFORMATION NONDISCRIMINATION ACT OR 2008

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family member s (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Section VII

HIRING MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County: _____ Position Number: _____
 IDHR Region / (Facility): _____
 EEO Job Category: _____ Bid Number: _____
 Title of Job to be filled: _____ Date of Hire: _____

1. Is the EEO category underutilized? If yes, indicate number for each group:
 Women: _____ Black or African American: _____ Hispanic or Latino: _____
 Asian: _____ American Indian or Alaskan Native: _____
 Native Hawaiian or Other Pacific Islander: _____ People with Disabilities: _____

2. Indicate: Race of person selected:
 Sex: Veteran: Disability:

3. Number of individuals who applied or were on the list of eligible(s) _____

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
People with Disabilities	_____	_____	_____
Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: with this hire. Remarks on reverse side.

 EEO/AA Officer Date

I approve of this hire

 Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

PROMOTION MONITOR

Name of Agency: _____ Candidate's Name: _____
 City / County _____ Position Number: _____
 IDHR Region / (Facility) _____
 EEO Job Category: _____ Bid Number: _____
 Title of Job to be filled: _____ Date of Promotion: _____

1. Is the EEO category underutilized? If yes, indicate number for each group:
 Women: _____ Black or African American: _____ Hispanic or Latino: _____
 Asian: _____ American Indian or Alaskan Native: _____
 Native Hawaiian or Other Pacific Islander: _____ People with Disabilities* _____

2. Indicate the race and sex of person promoted:

3. Number of individuals who applied or were on the list of promotable(s): _____

Total by Category	# Invited	# Interviewed	# Selected
_____ Women	_____	_____	_____
_____ Black or African American	_____	_____	_____
_____ Hispanic or Latino	_____	_____	_____
_____ Asian	_____	_____	_____
_____ American Indian or Alaskan Native	_____	_____	_____
_____ Native Hawaiian or Other Pacific Islander	_____	_____	_____
_____ People with Disabilities	_____	_____	_____
_____ Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category?
 If yes, from what EEO job Category?

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted?

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: with this promotion. Remarks on reverse side.

 EEO/AA Officer Date

I approve of this hire

 Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

*For EEO Monitoring purposes.

**ILLINOIS CRIMINAL JUSTICE
INFORMATION AUTHORITY
EXIT EVALUATION**

Name: _____

Date: _____

Please circle the number which best expresses how you feel about:

Very Satisfied **Very Dissatisfied**

THE JOB

- | | | | | |
|---|---|---|---|---|
| 4 | 3 | 2 | 1 | 1 Opportunity to use your abilities and skills. |
| 4 | 3 | 2 | 1 | 2 Recognition for the work you did. |
| 4 | 3 | 2 | 1 | 3 Amount of responsibility you were given. |
| 4 | 3 | 2 | 1 | 4 Your work load. |
| 4 | 3 | 2 | 1 | 5 Your sense of accomplishment. |
| 4 | 3 | 2 | 1 | 6 Opportunity to do challenging/interesting work. |
| 4 | 3 | 2 | 1 | 7 Your pay/pay increases. |
| 4 | 3 | 2 | 1 | 8 Your pay compared with the pay for similar jobs in other companies. |
| 4 | 3 | 2 | 1 | 9 Training you received. |
| 4 | 3 | 2 | 1 | 10 Opportunities for promotion. |
| 4 | 3 | 2 | 1 | 11 Opportunities to participate in decision making. |

Very Satisfied **Very Dissatisfied**

YOUR SUPERVISOR AND CO-WORKERS

- | | | | | |
|---|---|---|---|--|
| 4 | 3 | 2 | 1 | 1 Opportunity to use your abilities and skills. |
| 4 | 3 | 2 | 1 | 2 Your supervisor's technical competence. |
| 4 | 3 | 2 | 1 | 3 Your supervisor's awareness/understanding of your problems and/or needs. |
| 4 | 3 | 2 | 1 | 4 Your supervisor's interest in your career. |
| 4 | 3 | 2 | 1 | 5 Your supervisor's review of your performance. |
| 4 | 3 | 2 | 1 | 6 cooperation of co-workers. |
| 4 | 3 | 2 | 1 | 7 Opportunity to talk with your supervisor. |
| 4 | 3 | 2 | 1 | 8 Reception of new/original ideas suggested by you. |

Very Satisfied **Very Dissatisfied**

COMMUNICATIONS, POLICIES AND

4	3	2	1	1 Information received on company policies, programs.
4	3	2	1	2 Information received on departmental policies and organizational structure.
4	3	2	1	3 Promotion policies & practices within the organization.
4	3	2	1	4 Career opportunity transfer policies and practices.
4	3	2	1	5 Overtime policies.
4	3	2	1	6 Salary review policies & practices within the organization.
4	3	2	1	7 Performance review policies & practices within the organization.
4	3	2	1	8 Information you received on promotional possibilities.

Very Satisfied **Very Dissatisfied**

WORKING CONDITIONS AND BENEFITS

4	3	2	1	1 Hours worked.
4	3	2	1	2 Physical working conditions.
4	3	2	1	3 Supplies/equipment provided to accomplish your job tasks.
4	3	2	1	4 Opportunities for career development & training.
4	3	2	1	5 Sick time.
4	3	2	1	6 Vacation time.
4	3	2	1	7 Medical/dental coverage for self.
4	3	2	1	8 Medical/dental coverage for dependents.
4	3	2	1	9 Life Insurance.
4	3	2	1	10 Deferred Compensation Plan.
4	3	2	1	11 Authority, overall as a place to work.

Employee - Exit Survey

Page 3

1. Please indicate the principle reason(s) why you decided to leave the Authority.

2. If you are leaving the Authority to work for another company, how did you learn on the new job, and what does this company offer that the Authority does not?

3. If you feel your new position offers you more potential, please explain.

4. If there is anything you could change about the Authority, what would it be?

5. What was the most favorable aspect of working at the Authority?

6. Do you have any additional comments or suggestions for changes or improvements regarding the Authority. (Please feel free to use additional pages if needed).

EXIT INTERVIEW FORM /EEO

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

This form is given to you upon your separation from employment with the Illinois Criminal Justice Information Authority (Authority). It is not mandatory that you complete and return this form, however, the Authority strongly believes your input will benefit the Equal Employment Opportunity/Affirmative Action policy the Authority operates under.

This form will be maintained in a separate file *by* the EEO Officer for possible review *by* the Department of Human Rights, the Chief Executive Officer, or upon occasion, federal authorities. Your answers will be kept in confidence and will not be used against you by the Authority.

NAME

TITLE

IMMEDIATE SUPERVISOR

DATE

AGE

RACE

SEX

DISABILITY

Reason for Termination:

(Circle one)

Resignation

Transfer

Promotion

Discharge

Layoff

Other

- 1. Do you believe this Agency has discriminated against employees or applicants that are minorities, women or persons with disabilities?

Yes

No

If yes, give specific details:

- 2. Do you believe you were ever discriminated against by this agency because of your race, sex, color national origin, religion, age, marital status, disability or a less than honorable discharge from the military service?

Yes

No

If yes, give specific details:

Comments, other than stated above.