

ASSIGNMENT OF RESPONSIBILITY

Please include the names, titles, and contact information for the persons who are responsible for implementing, monitoring, and ensuring compliance with your agency's Equal Employment Opportunity Program.

Secretary/Head of Independent Agency

Name	Title	Phone	Email
Gary D. Maynard	Secretary, DPSCS	410-339-5000	gmaynard@dpscs.state.md.us

Fair Practices Officer

Name	Title	Phone	Email
Karen K. Shipley	Director, EEO	410-585-3005	kshipley@dpscs.state.md.us

Equal Employment Opportunity Officer(s)

Name	Title	Phone	Email
Paula Green-Holt	Deputy Director	410-585-3005	pgreen-holt@dpscs.state.md.us
Genice Fowler	Management Associate	410-585-3005	gflower@dpscs.state.md.us
Gilda Felicia Jones	Administrative Specialist III	410-585-3005	gfgones2@dpscs.state.md.us
Lauren Robinson	EEO Investigator	410-585-3005	lrobinson4@dpscs.state.md.us

Americans with Disabilities Act Coordinator

Name	Title	Phone	Email
Paula Green-Holt	Deputy Director	410-585-3005	pgreen-holt@dpscs.state.md.us

EQUAL EMPLOYMENT OPPORTUNITY GOALS AND ACCOMPLISHMENTS - FISCAL YEAR 2012

Use this section to identify your agency's FY 2012 Equal Employment Opportunity (EEO) Program goals and accomplishments.

1) List your agency's FY 2013 EEO goals.

To fill two (2) staff vacancies within the Office with one (1) full time and one (1) contractual EEO Investigator

Complete the review process of the Fair Practices and Reasonable Accommodation policies

Increase EEO training opportunities Department-wide

2) List your agency's FY 2012 EEO accomplishments.

Revised Sexual Harassment policy ready for submission for Secretary's signature

Conducted numerous EEO training sessions

Filled one (1) full time permanent EEO Investigator position with exceptional candidate

3) List your agency's FY 2012 EEO goals that were not accomplished.

Policy revisions remain incomplete. Goal was not completed due to the departure of the Director and two (2) EEO Investigators

Website updates were not completed. This is ongoing as the Office continues to review and update internal policies and procedures.

4) Describe the obstacles which prevented your agency from meeting its FY 2012 EEO goals.

The lack of resources continues to be an issue within the Office.

5) Describe the agency's plans to decrease the obstacles that prevented your agency from meeting its EEO goals.

The Secretary recently combined the functions of the EO Office and MBE Office making a PIN available. This position will be reclassified to an EEO Investigator position.

AMERICANS WITH DISABILITIES ACT REASONABLE ACCOMMODATION REQUESTS — FISCAL YEAR 2012

Agency: Department of Public Safety and Correctional Services

No.	Applicants	Employees	Date of Request	Type of Accommodation Requested	STATUS			Date Request Implemented	DORS Yes/No	Other Referral	Number of Accommodations Provided
	Position Applied For	Job Class			Granted	Denied/Reason	Pending				
1	N/A	Correctional Officer II	7/5/2011	Modification of job duties - Light Duty Post	Yes	N/A	N/A	7/6/2011	No	No	1
2	N/A	Office Secretary II	7/20/2011	Temporary full-time receptionist duties following a surgical procedure	Yes	N/A	N/A	7/20/2011	No	No	1
3	N/A	Personnel Associate II	3/12/2012	Employee could not continue to work at the Metropolitan Transition Center (MTC) pursuant to the recommendation of the State Medical Director, due to a traumatic incident at MTC	Yes -Reassigned to MCI-J*	N/A	N/A	4/4/2012	No	No	1
4	N/A	Correctional Officer II	10/12/2011	A post without having to walk up and down stairs	Yes	N/A	N/A	10/13/2011	No	No	1
5	N/A	Correctional Officer II	11/16/2011	A post that does not require any bending or lifting heavy objects	Yes	N/A	N/A	11/16/2011	No	No	1
6	N/A	Correctional Officer II	11/18/2011	Must be able to use railing when using the stairs	Yes	N/A	N/A	11/18/2011	No	No	1
7	N/A	Correctional Officer II	2/14/2012	A post that does not require any bending or lifting heavy objects	Yes	N/A	N/A	2/17/2012	No	No	1
8	N/A	Correctional Officer II	5/4/2012	A post that does not require running or long periods of walking	Yes	N/A	N/A	5/8/2012	No	No	1
9	N/A	Agent Senior	8/13/2011	Temporary limited duty - No Stairs and no field work	Yes	N/A	N/A	9/28/2011	No	No	1
10	N/A	Agent Senior	12/1/2011	A chair ordered as a result of back problems	Yes	N/A	N/A	3/23/2012	No	No	1
11	N/A	Agent II	2/10/2012	Ergonomic chair with lumbar support	Yes	N/A	N/A	4/19/2012	No	No	1
12	N/A	Agent Senior	10/24/2011	Ergonomic chair with lumbar support, adjustable back, height, and arm rests	Yes	N/A	N/A	2/17/2012	No	No	1
13	N/A	Monitor I	5/29/2012	Ergonomic chair with lumbar support and height adjustment	Yes	N/A	N/A	6/1/2012	No	No	1
14	N/A	Personnel Associate I	4/30/2012	Desk Lamp	Yes	N/A	N/A	5/8/2012	No	No	1

15	N/A	Personnel Associate I	4/30/2012	Computer/Reading Glasses	No	N/A	Yes	N/A	No	No	N/A
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*MD Correctional Institution - Jessup

SUMMARY OF EXTERNAL DISCRIMINATION COMPLAINTS REPORTING INSTRUCTIONS

Please use the following instructions to complete the Summary of External Discrimination Complaints chart:

1) List only those cases filed with the Maryland Commission on Human Relations (MCHR), the Equal Employment Opportunity Commission (EEOC), the Department of Justice (DOJ), or the Courts in FY 2011 (July 1, 2011 - June 30, 2012).

2) Provide the complainant's race and sex.

3) Provide the basis of the complaint:

Age	Creed	National Origin	Sex	Genetic Information
Ancestry	Disability	Race	Sexual Orientation	Gender Identity & Expression
Color	Marital Status	Religious Affiliation, Belief or Opinion		

4) Provide the issue of the complaint:

Demotion	Hiring	Reclassification	Suspension
Equal Pay	Promotion	Retaliation	Termination
Harassment	Reassignment	Sexual Harassment	Termination on Probation

5) Provide the disposition of the complaint:

Administratively Closed	Open	Settled Before Investigation
Mediated	Probable Cause	Withdrawn
No Probable Cause	Right to Sue Letter Issued	

SUMMARY OF EXTERNAL DISCRIMINATION COMPLAINTS — FISCAL YEAR 2012

Agency: Department of Public Safety and Correctional Services

Enforcement Agency: MCHR/EEOC/DOJ/Court	Race	Sex	Basis	Issue	Disposition
MCHR	Black	Female	Disability	Harassment	Withdrawn
MCHR	Black	Female	Sex	Sexual Harassment	No Probable Cause
MCHR	Black	Female	Disability	Reasonable Accommodation	Withdrawn
MCHR	Black	Male	Religion	Harassment	Administratively Closed
MCHR	White	Male	Sex	Sexual Harassment	Administratively Closed
MCHR	Other	Male	Age	Retaliation	No Probable Cause
MCHR	Black	Female	Sex	Promotion	No Probable Cause
MCHR	White	Female	Sex	Retaliation	Withdrawn
EEOC	Black	Female	Race	Retaliation	Right to Sue Letter Issued
EEOC	Other	Female	Disability	Reasonable Accommodation	Active Investigation
EEOC	Other	Female	Disability	Failure to Hire	Right to Sue Letter Issued
EEOC	Other	Female	Retaliation	Discharge	Active Investigation
EEOC	White	Male	Race	Retaliation	Active Investigation
EEOC	Black	Female	Sex	Other	Right to Sue Letter Issued
EEOC	White	Female	Sex	Promotion	Active Investigation
EEOC	Other	Male	Age	Disability	Active Investigation
EEOC	Black	Female	Retaliation	Retaliation	Active Investigation
EEOC	Black	Male	National Origin	Retaliation	Active Investigation
EEOC	White	Female	Race	Retaliation	Active Investigation
EEOC	Black	Male	Race	Retaliation	Active Investigation
TOTAL EXTERNAL COMPLAINTS FILED					20

SUMMARY OF INTERNAL DISCRIMINATION COMPLAINTS REPORTING INSTRUCTIONS

Please use the following instructions to complete the Summary of Internal Discrimination Complaints chart:

1) List only those cases filed with your agency's Fair Practices Officer or Equal Employment Opportunity Officer in FY 2011 (July 1, 2011 - June 30, 2012).

2) Provide the complainant's race and sex.

3) Provide the basis of the complaint:

Age	Creed	National Origin	Sex	Genetic Information
Ancestry	Disability	Race	Sexual Orientation	Gender Identity & Expression
Color	Marital Status	Religious Affiliation, Belief or Opinion		

4) Provide the issue of the complaint:

Demotion	Hiring	Reclassification	Suspension
Equal Pay	Promotion	Retaliation	Termination
Harassment	Reassignment	Sexual Harassment	Termination on Probation

5) Provide the disposition of the complaint:

Administratively Closed	Open	Settled Before Investigation
Mediated	Probable Cause	Withdrawn
No Probable Cause		

SUMMARY OF INTERNAL DISCRIMINATION COMPLAINTS — FISCAL YEAR 2012

Agency: Department of Public Safety and Correctional Services

Division/Unit	Race	Sex	Basis	Issue	Disposition
Baltimore City Correctional Center	Black	Male	Other	Retaliation	No Probable Cause
	Black	Male	Other	Unfair Practices	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
Baltimore City Detention Center	Black	Female	Sex	Sexual Harassment	Administratively Closed
	Black	Female	Sex	Harassment	Probable Cause
	Black	Male	National Origin	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Probable Cause
	Black	Female	Retaliation	Retaliation	Probable Cause
	Black	Female	Sex	Harassment	Administratively Closed
	Black	Female	Retaliation	Hostile Work Environment	No Probable Cause
	Black	Female	Other	Harassment	Administratively Closed
	Other	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Unfair Practices	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Other	Female	Other	Reasonable Accommodation	Withdrawn
	Black	Female	Other	Harassment	Administratively Closed
	Black	Male	Other	Discipline	Administratively Closed

Division/Unit	Race	Sex	Basis	Issue	Disposition
Brockbridge Correctional Facility	White	Female	Race	Harassment	Probable Cause
	Black	Male	Race	Discipline	Probable Cause
	White	Female	Race	Harassment	No Probable Cause
	Black	Female	National Origin	Hostile Work Environment	Probable Cause
	Black	Male	Other	Reasonable Accommodation	Administratively Closed
Central Booking	Black	Female	Sex	Harassment	No Probable Cause
	Black	Female	Retaliation	Harassment	No Probable Cause
	Black	Female	Sex	Sexual Harassment	No Probable Cause
	Black	Female	National Origin	Harassment	Administratively Closed
	Black	Female	Disability	Retaliation	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Retaliation	Harassment	Administratively Closed
Central MD Correctional Facility	Black	Male	National Origin	Harassment	No Probable Cause
	Black	Male	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
Chesapeake Detention Facility	Black	Female	Other	Harassment	Administratively Closed
	Black	Male	National Origin	Unfair Practices	Administratively Closed
Division of Parole and Probation	Asian	Female	National Origin	Harassment	No Probable Cause
	White	Female	Race	Hostile Work Environment	No Probable Cause
	White	Female	Color	Sexual Harassment	No Probable Cause

Division/Unit	Race	Sex	Basis	Issue	Disposition
	Black	Female	Sex	Sexual Harassment	Probable Cause
	Black	Female	Sex	Harassment	Probable Cause
	White	Female	Race	Job Assignment	No Probable Cause
	Black	Female	Race	Harassment	No Probable Cause
	Black	Female	Other	Unfair Practices	Withdrawn
	Black	Female	Race	Discharge	No Probable Cause/Probable Cause
	Black	Male	Other	Unfair Practices	Resolved
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Retaliation	Harassment	Administratively Closed
	White	Female	Other	Sexual Harassment	Resolved
	Black	Female	National Origin	Harassment	Administratively Closed
	White	Male	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	White	Female	Other	Harassment	Administratively Closed
	White	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Retaliation	Administratively Closed
Division of Pre-Trial Detention Services - HQ	White	Female	Race	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Reasonable Accommodation	Administratively Closed
Eastern Correctional Institution	Black	Male	National Origin	Harassment	Mediated
	White	Male	Other	Harassment	Administratively Closed
	Black	Female	Race	Harassment	Administratively Closed

Division/Unit	Race	Sex	Basis	Issue	Disposition
	Hispanic	Female	Other	Harassment	Administratively Closed
	Hispanic	Female	Other	Harassment	Administratively Closed
	White	Male	Other	Harassment	Administratively Closed
	Black	Female	Sex	Harassment	Administratively Closed
	White	Male	Other	Retaliation	Administratively Closed
	Black	Female	Other	Hostile Work Environment	Administratively Closed
Information Technology and Communications Division	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Unfair Practices	Administratively Closed
Jessup Correctional Institution	Black	Female	Sex	Sexual Harassment	No Probable Cause
	Black	Male	National Origin	Harassment	No Probable Cause
	Black	Male	National Origin	Discharge	No Probable Cause
	Black	Male	National Origin	Discharge	No Probable Cause
	Black	Male	National Origin	Harassment	No Probable Cause
	Black	Male	National Origin	Harassment	No Probable Cause
	Black	Male	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Unfair Practices	Administratively Closed
	Black	Male	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Male	National Origin	Harassment	Administratively Closed
	Unknown	Unknown	Other	Harassment	Administratively Closed
	White	Female	Other	Harassment	Administratively Closed
	Black	Female	Other	Other	Administratively Closed
Jessup Pre-Release Unit	White	Female	Other	Other	Withdrawn

Division/Unit	Race	Sex	Basis	Issue	Disposition
	Black	Male	Other	Harassment	Administratively Closed
	Black	Female	Sex	Sexual Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
MD Correctional Adjustment Center	Black	Female	Sex	Sexual Harassment	Probable Cause
	Black	Female	Sexual Orientation	Harassment	Probable Cause
	Black	Female	Sex	Harassment	No Probable Cause
	Black	Male	Color	Discipline	Administratively Closed
	Black	Male	Other	Sexual Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Black	Male	Other	Harassment	Administratively Closed
MD Correctional Institution for Women	White	Female	Disability	ADA	Administratively Closed
	Other	Unknown	Other	Other	Administratively Closed
	Black	Female	Sex	Hostile Work Environment	Administratively Closed
	Black	Female	Other	Hostile Work Environment	Administratively Closed
	Black	Male	Other	Harassment	Administratively Closed
	Black	Female	Other	Other	Administratively Closed
	Black	Female	Other	Unfair Practices	Administratively Closed
	White	Female	Other	Unfair Practices	Administratively Closed
MD Correctional Institution - Hagerstown	Black	Female	Age	Harassment	No Probable Cause
	White	Male	Other	Unfair Practices	Administratively Closed
	White	Male	Other	Harassment	Administratively Closed
MD Correctional Institution - Jessup	Black	Male	Sex	Harassment	No Probable Cause
	Black	Female	Age	Harassment	Administratively Closed
MD Correctional Training Center	Black	Female	Age	Harassment	No Probable Cause

Division/Unit	Race	Sex	Basis	Issue	Disposition
	White	Female	Sex	Sexual Harassment	Probable Cause
	Black	Male	Race	Hostile Work Environment	Probable Cause
	White	Male	Other	Harassment	Administratively Closed
	Other	Female	Other	Harassment	Administratively Closed
MD Parole Commission	Black	Male	Other	Harassment	Probable Cause
	Black	Female	Other	Harassment	Administratively Closed
MD Police and Correctional Training Commission	Black	Female	Sex	Sexual Harassment	Probable Cause
	Black	Female	Race	Harassment	No Probable Cause
	Black	Female	Race	Harassment	No Probable Cause
	Black	Female	Race	Harassment	No Probable Cause
	Black	Female	Race	Harassment	Administratively Closed
	Black	Male	Other	Hostile Work Environment	Administratively Closed
	Other	Unknown	Other	Harassment	No Probable Cause
MD Reception, Diagnostic, and Classification Center	Black	Female	Sex	Harassment	No Probable Cause
	White	Male	Race	Harassment	No Probable Cause
	Black	Female	Race	Harassment	No Probable Cause
	Black	Female	Other	Harassment	Probable Cause
	Other	Unknown	Other	Other	Administratively Closed
	Black	Male	Other	Harassment	Administratively Closed
Metropolitan Transition Center	Black	Female	Sex	Harassment	No Probable Cause
	Black	Female	Sex	Harassment	No Probable Cause
	Black	Female	National Origin	Disparate Treatment	No Probable Cause
	Black	Male	Sex	Sexual Harassment	No Probable Cause
	Black	Male	Other	Harassment	Administratively Closed

Division/Unit	Race	Sex	Basis	Issue	Disposition
	Black	Female	Retaliation	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
	Other	Male	Other	Unfair Practices	Administratively Closed
	Black	Female	Retaliation	Retaliation	Administratively Closed
North Branch Correctional Institution	White	Male	Other	Harassment	Probable Cause
	White	Female	Disability	Harassment	No Probable Cause/Probable Cause
Office of the Secretary	White	Female	Religion	Harassment	Probable Cause
	White	Female	Other	Harassment	Administratively Closed
	Black	Female	Sex	Harassment	Withdrawn
Patuxent Institution	Black	Male	National Origin	Harassment	No Probable Cause
	Black	Male	National Origin	Other	No Probable Cause
	Black	Female	Sex	Harassment	No Probable Cause
	Black	Female	Other	Unfair Practices	Administratively Closed
	Other	Unknown	Other	Other	Administratively Closed
	Unknown	Female	Other	Other	Administratively Closed
	Black	Male	Other	Harassment	Administratively Closed
	Black	Male	Other	Harassment	Administratively Closed
	Black	Female	Other	Harassment	Administratively Closed
Roxbury Correctional Institution	White	Male	National Origin	Harassment	Probable Cause
	White	Female	Sex	Harassment	No Probable Cause
	Hispanic	Male	Other	Harassment	Administratively Closed
	White	Male	Other	Harassment	Administratively Closed
	White	Male	Other	Harassment	Administratively Closed
	Hispanic	Male	Other	Other	Administratively Closed

Division/Unit	Race	Sex	Basis	Issue	Disposition
	White	Male	Other	Other	Administratively Closed
	White	Male	Other	Other	Administratively Closed
Southern MD Pre-Release Unit	Black	Female	Other	Hostile Work Environment	Administratively Closed
	Other	Female	Other	Harassment	Administratively Closed
	Other	Female	Age	Unfair Practices	Administratively Closed
Western Correctional Institution	White	Female	Retaliation	Harassment	Administratively Closed
	White	Female	Sex	Sexual Harassment	No Probable Cause
TOTAL INTERNAL COMPLAINTS FILED					172

WORKFORCE UTILIZATION ANALYSIS REPORTING INSTRUCTIONS — FISCAL YEAR 2012

- 1) Enter the total number of full-time and part-time employees for the designated EEO group in each job category. If there are no filled positions in the category, enter "0".
- 2) In the Index column, use "X" to represent EEO categories that fall below the State Civilian Labor Force (CLF) percentage indicated.
- 3) Enter total permanent positions.

WORKFORCE UTILIZATION ANALYSIS — FISCAL YEAR 2012

Agency: Department of Public Safety and Correctional Services

EEO JOB CATEGORY		WHITE						AFRICAN-AMERICAN						OTHER MINORITIES AND THOSE WITH NO RACE CHECKED						TOTAL PERMANENT POSITIONS
		MALE	STATE CLF	INDEX Under	FEMALE	STATE CLF	INDEX Under	MALE	STATE CLF	INDEX Under	FEMALE	STATE CLF	INDEX Under	MALE	STATE CLF	INDEX Under	FEMALE	STATE CLF	INDEX Under	
Officials and Administrators	#	103	43.9%		53	29.2%		25	8.0%		51	10.9%		11	4.7%		8	3.4%		251
	%	41.0%		-3%	21.1%		-8.1%	10.0%		2.0%	20.3%		9.4%	4.38%		-0.3%	3.19%		-0.21%	
Professionals	#	420	34%		410	35.5%		270	7.2%		655	12.6%		50	5.6%		78	5.1%		1883
	%	22.3%		-12%	21.8%		-13.7%	14.3%		7.1%	34.8%		22.2%	2.66%		-2.9%	4.14%		-0.96%	
Technicians	#	20	29%		34	33.3%		21	9.7%		97	18.0%		3	4.4%		2	5.6%		177
	%	11.3%		-18%	19.2%		-14.1%	11.9%		2.2%	54.8%		36.8%	1.69%		-2.7%	1.13%		-4.47%	
Protective Service Workers (Sworn)	#	7	45.6%		2	7.8%		2	29.1%		2	13.3%		1	3.2%		0	0.9%		14
	%	50.0%		4%	14.3%		6.5%	14.3%		-14.8%	14.3%		1.0%	7.14%		3.9%	0.00%		-0.90%	
Protective Service Workers (Non-Sworn)	#	2643	25.4%		423	44.2%		1963	10.2%		2193	15.5%		216	2.3%		112	2.3%		7550
	%	35.0%		10%	5.6%		-38.6%	26.0%		15.8%	29.0%		13.5%	2.86%		0.6%	1.48%		-0.82%	
Administrative Support	#	16	19.1%		258	43.0%		24	8.3%		347	21.4%		6	2.8%		37	5.3%		688
	%	2.3%		-17%	37.5%		-5.5%	3.5%		-4.8%	50.4%		29.0%	0.87%		-1.9%	5.38%		0.08%	
Skilled Craft Workers	#	3	67.5%		0	3.7%		1	16.7%		0	1.9%		1	9.3%		0	0.9%		5
	%	60.0%		-8%	0.0%		-3.7%	20.0%		3.3%	0.0%		-1.9%	20.00%		10.7%	0.00%		-0.90%	
Service-Maintenance	#	0	30.5%		0	23.2%		0	18.7%		1	14.3%		0	7.0%		0	6.3%		1
	%	0.0%		-31%	0.0%		-23.2%	0.0%		-18.7%	100.0%		85.7%	0.00%		-7.0%	0.00%		-6.30%	
TOTALS	#	3212	34%		1180	30.2%		2306	11.6%		3346	14.2%		288	5.3%		237	4.7%		10569
	%	30.4%		-4%	11.2%		-19.0%	21.8%		10%	31.7%		17%	2.72%		-2.6%	2.24%		-2.46%	