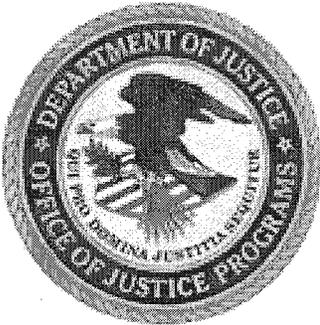


EEOP Short Form



Wed Sep 26 19:24:39 EDT 2012

Step 1: Introductory Information

Grant Title:	Second Chance Act: Re-entry Program for Adult Offenders with co-occurring substance abuse and mental health disorders	Grant Number:	GMS 201-RW-BX-0001
Grantee Name:	Hawaii Department of Public Safety	Award Amount:	\$597,576.00
Grantee Type:	State Government Agency		
Address:	919 Ala Moana Boulevard Honolulu, Hawaii 96814		
Contact Person:	Kelcie Makaike	Telephone #:	808-933-8830
Contact Address:	1420 Kilauea Avenue Hilo, Hawaii 96720		
DOJ Grant Manager:	Brendra Worthington	DOJ Telephone #:	202-305-7844

Policy Statement:

Please review attached policies.

Step 4b: Narrative Underutilization Analysis

1. White males were under-represented in the following job categories: Professionals (-7%), Technicians (-12%), Protective Services Sworn Officials (-18%), Protective Services: Non-Sworn (-15%), Skilled Craft (-16%), Service Maintenance (-9%).
2. White females were under-represented in the following categories: Professionals (-10%), Protective Services-Sworn Patrol Officers (-9%), Protective Services-Non-sworn (-20%).
3. Asian females were under-represented in the following categories: Protective Services-Sworn Patrol Officers (-15%), Service Maintenance (-13%).
4. Hispanic females were under-represented in the category of protective services-sworn patrol officers.

Step 5 & 6: Objectives and Steps

1. Encourage females to apply for Protective Services - Sworn and Non-Sworn positions

- a. Our department brings female adult corrections officers and deputy sheriffs to job fairs and high school career fairs to encourage females to consider applying for Protective Services Sworn and Non Sworn positions within our department.

We will review steps in our recruitment process to determine whether any step in the selection process had a significant impact on screening out female applicants. Based on the findings, we will consider modifying the selection process.

2. To encourage white males to apply for vacancies in the Professional, technician, Protective Services-Sworn Officials, Protective Services-Non-Sworn, Skilled Craft, and Service Maintenance categories

- a. We will review the applicant flow data to determine whether there were obstacles that had an adverse affect on white males in the application process.

To enhance outreach efforts to target White males in the Professional, Technical, and Protective Services categories, we will participate in career fairs at local high school and colleges, job fairs (e.g. military, local).

Step 7a: Internal Dissemination

1. The Department will provide each of our branch and staff offices with a copy of the EEOP short form.
2. The Department will post a PDF copy of the EEOP Short Form on our Departmental intra-net site.
3. The Department will maintain a copy of the EEOP Short Form in their office in PSD's administrative office.
4. The Department will inform employees how to individually obtain a copy of the EEOP short form.

Step 7b: External Dissemination

1. PSD will post on its public website, a PDF file of the EEOP Short Form that may be accessed and downloaded.
2. Copies will be distributed to the public library system for their patrons.

**Utilization Analysis Chart
Relevant Labor Market: Hawaii**

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	6/18%	0/0%	1/3%	0/0%	8/24%	5/15%	2/6%	4/12%	0/0%	0/0%	7/21%	1/3%	0/0%	0/0%
CLS #/%	15,790/23%	1,705/2%	500/1%	85/0%	19,080/28%	2,355/3%	1,005/1%	9,690/14%	65/0%	255/0%	13,520/20%	2,345/3%	840/1%	840/1%
Utilization #/%	-5%	-2%	2%	-0%	-4%	11%	4%	-2%	-0%	-0%	1%	-0%	-1%	-1%
Professionals														
Workforce #/%	41/13%	1/0%	8/3%	0/0%	79/25%	27/9%	11/3%	34/11%	0/0%	2/1%	69/22%	24/8%	19/6%	19/6%
CLS #/%	18,025/20%	1,495/2%	785/1%	80/0%	18,625/20%	1,910/2%	715/1%	18,680/20%	115/0%	605/1%	24,275/26%	3,155/3%	1,110/1%	1,110/1%
Utilization #/%	-7%	-1%	2%	-0%	5%	6%	3%	-10%	-0%	-0%	-5%	4%	5%	5%
Technicians														
Workforce #/%	1/2%	0/0%	1/2%	0/0%	11/23%	0/0%	0/0%	7/15%	0/0%	0/0%	18/38%	8/17%	1/2%	1/2%
CLS #/%	1,450/14%	380/4%	55/1%	4/0%	2,835/28%	395/4%	105/1%	1,370/14%	4/0%	80/1%	2,730/27%	270/3%	145/1%	145/1%
Utilization #/%	-12%	-4%	2%	-0%	-5%	-4%	-1%	1%	-0%	-1%	11%	14%	1%	1%
Protective Services: Sworn-Officials														
Workforce #/%	2/5%	1/2%	0/0%	0/0%	14/33%	18/43%	3/7%	0/0%	0/0%	0/0%	0/0%	3/7%	0/0%	0/0%
CLS #/%	2,500/23%	855/8%	310/3%	45/0%	3,390/31%	1,895/17%	440/4%	440/4%	10/0%	60/1%	480/4%	400/4%	80/1%	80/1%
Utilization #/%	-18%	-5%	-3%	-0%	3%	26%	3%	-4%	-0%	-1%	-4%	4%	-1%	-1%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	29/11%	1/0%	7/3%	0/0%	68/26%	104/39%	42/16%	0/0%	0/0%	0/0%	3/1%	8/3%	3/1%	3/1%
Civilian Labor Force #/%	4,855/12%	3,070/7%	510/1%	20/0%	9,210/22%	4,485/11%	1,690/4%	3,305/8%	35/0%	305/1%	6,485/16%	3,405/8%	1,085/3%	1,085/3%
Utilization #/%	-1%	-7%	1%	-0%	3%	28%	12%	-8%	-0%	-1%	-15%	-5%	-2%	-2%
Protective Services: Non-sworn														
Workforce #/%	109/9%	30/3%	25/2%	0/0%	221/19%	476/40%	139/12%	21/2%	0/0%	5/0%	11/1%	115/10%	20/2%	20/2%
CLS #/%	175/24%	40/6%	0/0%	0/0%	130/18%	100/14%	25/3%	160/22%	0/0%	0/0%	25/3%	25/3%	10/1%	10/1%
Utilization #/%	-15%	-3%	2%	0%	1%	27%	8%	-20%	0%	0%	-3%	6%	0%	0%

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Administrative Support														
Workforce #/%	5/2%	0/0%	1/0%	0/0%	13/6%	6/3%	1/0%	18/8%	1/0%	0/0%	0/0%	98/43%	64/28%	21/9%
CLS #/%	9,525/7%	2,615/2%	710/1%	85/0%	20,130/16%	3,100/2%	1,230/1%	20,405/16%	6,830/5%	935/1%	135/0%	49,405/39%	9,265/7%	3,115/2%
Utilization #/%	-5%	-2%	-0%	-0%	-10%	0%	-1%	-8%	-5%	-1%	-0%	4%	21%	7%
Skilled Craft														
Workforce #/%	5/10%	1/2%	2/4%	0/0%	22/43%	13/25%	2/4%	2/4%	0/0%	0/0%	0/0%	2/4%	1/2%	1/2%
CLS #/%	11,265/26%	3,045/7%	375/1%	60/0%	19,255/45%	4,415/10%	1,850/4%	610/1%	160/0%	65/0%	4/0%	1,390/3%	360/1%	100/0%
Utilization #/%	-16%	-5%	3%	-0%	-2%	15%	-0%	3%	-0%	-0%	-0%	1%	1%	2%
Service/Maintenance														
Workforce #/%	2/2%	2/2%	0/0%	0/0%	41/47%	9/10%	10/11%	5/6%	1/1%	0/0%	0/0%	10/11%	4/5%	4/5%
CLS #/%	15,940/12%	7,135/5%	1,110/1%	120/0%	40,235/29%	10,505/8%	3,420/2%	11,895/9%	5,175/4%	570/0%	160/0%	32,815/24%	5,835/4%	2,110/2%
Utilization #/%	-9%	-3%	-1%	-0%	17%	3%	9%	-3%	-3%	-0%	-0%	-13%	0%	3%

Significant Underutilization Chart

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Professionals	✓							✓	✓					
Technicians	✓													
Protective Services: Sworn-Officials	✓													
Protective Services: Sworn-Patrol Officers		✓						✓	✓			✓		
Protective Services: Non-sworn	✓	✓						✓	✓			✓		
Administrative Support	✓	✓						✓						
Skilled Craft	✓													
Service/Maintenance	✓											✓		

Law Enforcement Category Rank Chart

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
sheriff														
Workforce #/%	0/0%	0/0%	0/0%	0/100%	1/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
lieutenant														
Workforce #/%	1/10%	0/0%	0/0%	0/50%	5/50%	4/40%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
sergeant														
Workforce #/%	1/3%	1/3%	0/0%	0/26%	8/26%	14/45%	3/10%	0/0%	1/3%	0/0%	0/0%	0/0%	3/10%	0/0%
Protective Services: Sworn-Patrol Officers														
Workforce #/%	29/11%	1/0%	7/3%	0/26%	68/26%	104/39%	42/16%	0/0%	0/0%	0/0%	0/0%	3/1%	8/3%	3/1%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.



[signature]

DIRECTOR

[title]

Sep. 26, 2012

[date]

NEIL ABERCROMBIE
GOVERNOR



STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
919 Ala Moana Boulevard, 4th Floor
Honolulu, Hawaii 96814

TED SAKAI
DIRECTOR

Martha Torney
Deputy Director
Administration

Jodie Maesaka-Hirata
Deputy Director
Corrections

Keith Kamita
Deputy Director
Law Enforcement

2012-1121

No. _____

June 21, 2012

TO: All PSD Employees

FROM: Ted Sakai, Interim Director *Ted Sakai*

SUBJECT: EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of the Department of Public Safety (PSD) to assure equal opportunity for all department employees, applicants for employment, and participants in PSD programs without discrimination on the basis of age, race, color, ancestry, national origin, citizenship status, religion, sex, sexual orientation, marital status, disability, arrest/court record, credit history/credit report, income assignment for child support, breastfeeding, genetic information, uniformed status, national guard absence, gender identity or expression, victim of sexual or domestic violence and political beliefs.

The PSD is committed to ensuring equal employment opportunity with respect to personnel practices including: recruitment, selection, upgrading and promotion, conditions and privileges in employment, training, compensation, benefits, transfers, discipline and termination of employment.

Similarly, no persons will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any phase and level of PSD programs or activities.

Managers and supervisors of PSD shall ensure that these policies are carried out in accordance with applicable federal and state laws, state administrative policies, civil service rules, and collective bargaining agreements.

This amends and supercedes the Equal Opportunity Policy Statement signed March 29, 2011.

C: DEP-A
DEP-C
DEP-E

NEIL ABERCROMBIE
GOVERNOR



STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
919 Ala Moana Boulevard, 4th Floor
Honolulu, Hawaii 96814

TED SAKAI
DIRECTOR

Martha Torney
Deputy Director
Administration

Jodie Maesaka-Hirata
Deputy Director
Corrections

Keith Kamita
Deputy Director
Law Enforcement

No. 2012-1123

June 21, 2012

TO: All PSD Employees

FROM: Ted Sakai, Interim Director *ud Sak*

SUBJECT: EMPLOYMENT POLICY AGAINST HARASSMENT

PSD is committed to providing a work environment free of discrimination, including unlawful harassment. Harassment based on the following protected classes, as covered by federal and state non-discrimination laws, is strictly prohibited and will not be tolerated.

Age	Ancestry
Arrest and Court Record	Breast Feeding
Citizenship Status	Color
Disability	Income Assignment for Child Support
Marital Status	National Guard Participation
National Origin	Race
Religion	Sex
Sexual Orientation	Uniformed Service
Genetic Information	Credit History/Credit Report
Gender Identity or Expression	Victim of Sexual or Domestic Violence

Any act of discrimination, including unwelcome or offensive harassment on the basis of a protected class is prohibited under the State of Hawaii Revised Statutes 368 and 378, Part 1; Federal civil rights laws; Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990; and Departmental policies and procedures.

An incident of harassment by an employee or non-employee should be brought immediately to the attention of your supervisor, the Branch Administrator or to Lori Takao, the Department's Civil Rights Compliance Officer. We will ensure that the incident is thoroughly investigated and appropriate corrective action is taken to prevent future occurrence. Disciplinary action up to and including discharge will be taken against any employee who is found to have engaged in harassment.

From the time a complaint is filed, resolved, or any instance thereafter, no employee shall intimidate, coerce, retaliate, or further discriminate against the complainant or witnesses. Harassment may include many forms of offensive behavior. The following is only a partial list:

1. verbal harassment, such as offensive or derogatory remarks, jokes or slurs based on a protected category such as age, race, gender, disability, etc.;
2. physical harassment, such as unnecessary and unwanted touching, patting, pinching, or brushing the body;
3. visual forms of harassment, such as leering, displaying derogatory posters, computer downloads, facebook posts, or e-mails that are offensive;
4. unwelcome requests for sex, retaliating after receiving a negative response to sexual advances; discussing sexual activities, repeated requests for dates, or sexually offensive jokes and remarks.

Harassment is unlawful when submission to such conduct is made either explicitly or implicitly a term or condition of employment, or when used as the basis for employment decisions, or has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

I ask all administrators, managers, supervisors and employees for your active cooperation and support in the implementation, maintenance and success of this policy. Any questions concerning this policy or filing a discrimination complaint should be directed to Lori Takao, Civil Rights Compliance Officer (808) 587-1341. Employees may also contact the State and/or Federal enforcement agencies listed below:

Hawaii Civil Rights Commission
830 Punchbowl Street, Room 411
Honolulu, HI 96813
Phone: (808) 586-8636
State toll-free 1-800-486-4644, extension 68636
www.hawaii.gov/labor/hcrc

Equal Employment Opportunity Commission
300 Ala Moana Blvd., Room 7-127
Honolulu, HI 96850
Phone: (808) 541-3118
State toll-free 1-800-669-4000
www.eeoc.gov

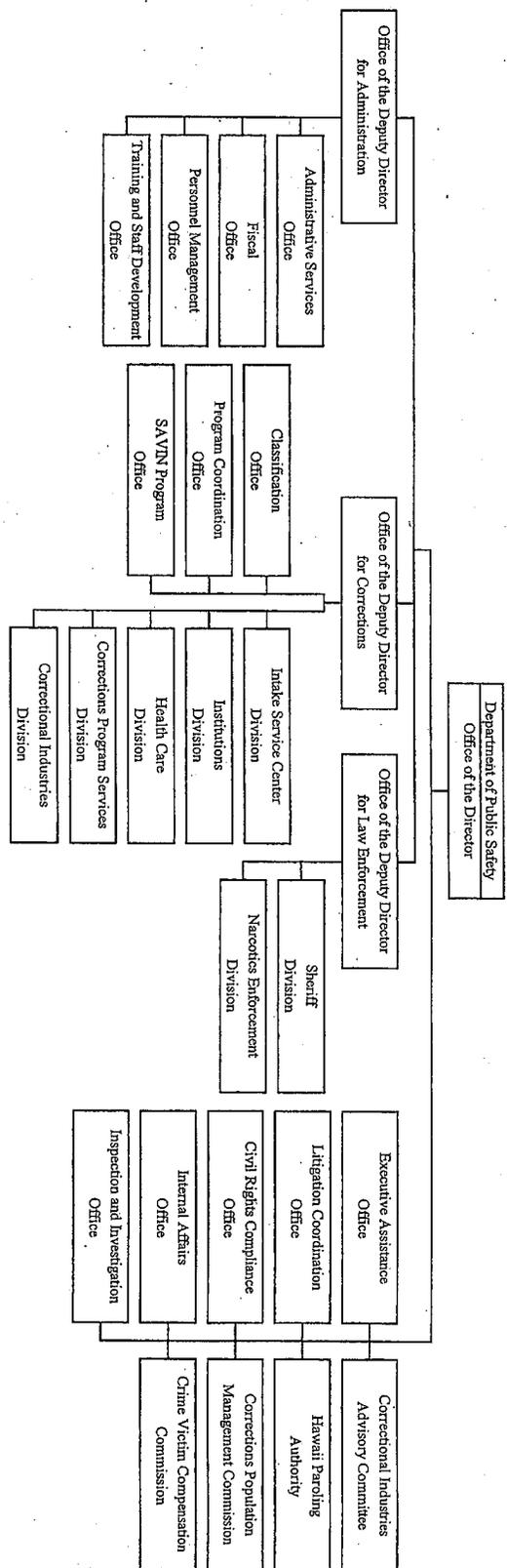
This amends and supercedes the Employment Policy Against Harassment signed March 29, 2011.

C: DEP-A
DEP-C
DEP-E

APPROVED OCT 21 2011

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
ORGANIZATION CHART

June 30, 2011

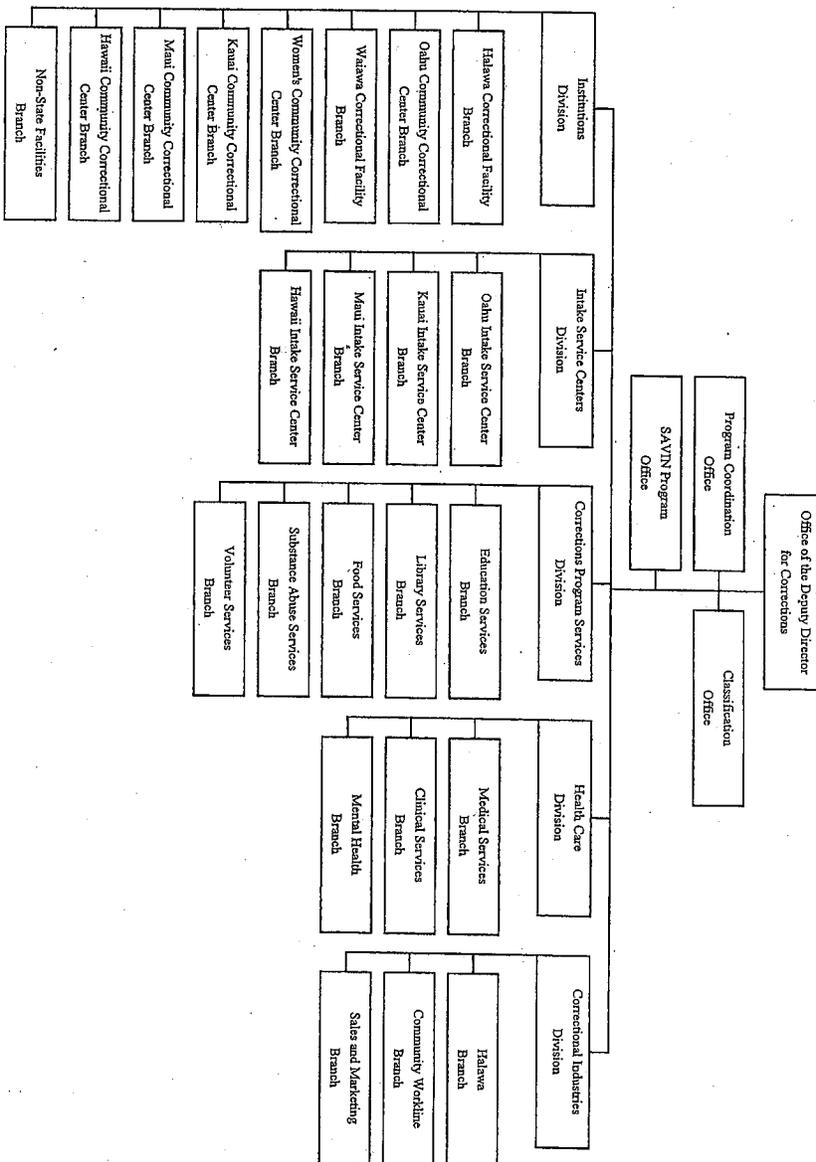


APPROVED OCT 21 2011

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR
FOR CORRECTIONS

ORGANIZATION CHART

June 30, 2011



APPROVED OCT 21 2011

STATE OF HAWAII
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DEPUTY DIRECTOR
FOR LAW ENFORCEMENT

ORGANIZATION CHART

JUNE 30, 2011

