

# Arizona Department of Corrections Rehabilitation & Reentry



KATIE HOBBS  
GOVERNOR

701 E. Jefferson St.  
PHOENIX, ARIZONA 85034  
(602) 542-5497  
[corrections.az.gov](http://corrections.az.gov)



RYAN THORNELL  
DIRECTOR

## NON-DISCRIMINATION POLICY 2024

The Arizona Department of Corrections Rehabilitation & Reentry is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes Equal Employment Opportunity and prohibits discriminatory practices, including harassment. The agency goal is to create a culture that fully supports an inclusive and diverse workplace to increase representation at all department levels. By acknowledging the impact of conscious or implicit bias in the workplace, staff at all levels and ranks can play an active role as change agents, leading to eliminating discrimination. Therefore, the Arizona Department of Corrections Rehabilitation & Reentry commits itself to the attached Non-Discrimination policy.

- The Arizona Department of Corrections Rehabilitation & Reentry has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination, and retaliation.
- The Arizona Department of Corrections Rehabilitation & Reentry will make every reasonable effort to ensure that all concerned are familiar with this policy and aware that any complaint of a violation of such policies will be investigated and resolved appropriately.
- The Arizona Department of Corrections Rehabilitation & Reentry will post our Equal Opportunity Policy Statement on the Department's employee internal intranet site and the internet at [corrections.az.gov](http://corrections.az.gov) and on the bulletin board in the main lobby in the Central Office building located at 701 East Jefferson St., Phoenix, AZ 85034, and in conspicuous and easily accessible places throughout the Arizona Department of Corrections Rehabilitation & Reentry facilities.
- All employment announcements shall include the phrase:

"Arizona State Government is an EOE / ADA Reasonable Accommodation Employer"

As Director of the Arizona Department of Corrections Rehabilitation & Reentry, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Policy throughout all levels of the Department, Edward Richard, Chief Human Resource Officer, is serving as the Equal Opportunity Administrator for the Arizona Department of Corrections Rehabilitation & Reentry. Mr. Richard may be contacted at (602) 542-4987 or [erichard1@azadc.gov](mailto:erichard1@azadc.gov).



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Ryan Thornell, Director

2/22/2024

Date

Any employee who has any questions or concerns about this policy should speak with the Department's Equal Opportunity Coordinators:

- Coral Martinez, (602) 364-4984, [cmartine@azadc.gov](mailto:cmartine@azadc.gov) or
- Christine Natale, (602) 255-2498, [cnatale@azadc.gov](mailto:cnatale@azadc.gov) or
- Nicole Turner, (602) 364-1895, [lturner1@azadc.gov](mailto:lturner1@azadc.gov) or,
- Matthew Waddell, (602) 542-3800, [mwaddell2@azadc.gov](mailto:mwaddell2@azadc.gov) or,
- Chad DeVerna, (602) 542-3733, [cdeverna@azadc.gov](mailto:cdeverna@azadc.gov) or
- The Governor's Office of Equal Opportunity (GOEO), (602) 542-3711, <http://azgovernor.gov/eop/index.asp>.

## **ARIZONA DEPARTMENT OF CORRECTIONS**

### **REHABILITATION & REENTRY**

### **NON-DISCRIMINATION POLICY**

**2024**

#### **Equal Opportunity**

It is the policy of the Arizona Department of Corrections Rehabilitation & Reentry to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law. The Arizona Department of Corrections Rehabilitation & Reentry prohibits any such discrimination or harassment.

#### **Retaliation is Prohibited**

The Arizona Department of Corrections Rehabilitation & Reentry requires reporting of all perceived incidents of discrimination or harassment. It is the policy of the Arizona Department of Corrections Rehabilitation & Reentry to investigate such reports. The Arizona Department of Corrections Rehabilitation & Reentry prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

#### **Harassment**

Harassment based on any protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or,
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that

denigrates or shows hostility or aversion toward an individual or group, and that is placed on walls or elsewhere on the employer's premises or is otherwise circulated in the workplace.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined in accordance with the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

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

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender.

Sexually harassing conduct includes, but is not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; leering; whistling or touching; insulting or obscene comments or gestures; displays in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

### **Individuals and Conduct Covered**

This policy applies to all applicants and employees, whether the related conduct is engaged in by fellow employees or someone not directly connected to the Arizona Department of Corrections Rehabilitation & Reentry, such as an outside vendor, consultant, contractor, volunteer, or customer.

Conduct prohibited by these policies is unacceptable in the workplace and any work-related setting such as outside business trips, business meetings, and business-related social events.

### **Reporting an Incident of Harassment, Discrimination or Retaliation**

The Arizona Department of Corrections Rehabilitation & Reentry encourages reporting all perceived incidents of discrimination, harassment, or retaliation, regardless of the alleged harasser's identity or position. Individuals who believe that they have been a victim of such conduct should discuss their concerns with their immediate supervisor, manager, Equal Opportunity Liaison, Equal Opportunity Coordinator, and/or Warden or Bureau Administrator.

In addition, the Arizona Department of Corrections Rehabilitation & Reentry encourages individuals who believe they are being subjected to such conduct to promptly advise the alleged harasser that his/her behavior is unwelcome and request that it be discontinued. The Arizona

Department of Corrections Rehabilitation & Reentry recognizes; however, that an individual may prefer to pursue the matter through the complaint process.

### **Complaint Procedures**

If for any reason an individual does not wish to address the alleged harasser directly, the employee should promptly notify any of the following: his/her immediate supervisor, manager, Equal Opportunity Liaison, Equal Opportunity Coordinator, Warden, or Bureau Administrator. An individual reporting harassment, discrimination, or retaliation should be aware that the Arizona Department of Corrections Rehabilitation & Reentry may decide it is necessary to take immediate corrective action to address the complaint.

Employees who wish to file a complaint may do so orally or in writing by using one of the following: Allegation of Discrimination/Title VII Complaint, Form 527-2; Information Report, Form 105-2 or memo and submit it to his/her Warden, Bureau Administrator, Equal Opportunity Liaison, the Equal Opportunity Coordinator or Governor's Office of Equal Opportunity. Recipients of employment discrimination complaints shall:

- Immediately forward the complaint to the Warden or Bureau Administrator and the Equal Opportunity Coordinator.

The Warden or Bureau Administrator, in consultation with the Equal Opportunity Coordinator, shall determine if the facts stated in the complaint warrant immediate intervention and further investigation. Should the complaint not be an Equal Opportunity matter, it shall be addressed using appropriate administrative measures.

The Warden or Bureau Administrator shall notify the complainant in writing advising him or her of the determination to conduct a fact-finding or that a fact-finding is not required and the complaint will be addressed using appropriate administrative measures.

If a fact-finding is required, the Warden or Bureau Administrator shall appoint an Equal Opportunity Liaison to conduct the fact-finding. The fact-finding shall be:

- Overseen by the Equal Opportunity Coordinator.
- Completed within 60 business days after the determination is made to conduct the fact-finding.

If additional time is needed, the approval shall be obtained through the Warden, Bureau Administrator, or the Equal Opportunity Coordinator.

All staff shall respond truthfully when they are interviewed during the fact-finding.

Upon completion of the fact-finding, the Equal Opportunity Liaison shall forward all documentation to the Warden or Bureau Administrator and the Equal Opportunity Coordinator.

The Equal Opportunity Coordinator shall determine if the fact-finding provided sufficient information for making an accurate assessment of the facts to determine whether the complaint constitutes a violation of Title VII of the Civil Rights Act of 1964, as amended; and make recommendations to the Warden or Bureau Administrator to address the complaint using appropriate administrative measures or recommend the use of Department Order 601, Administrative Investigations and Employee Discipline. The Warden or Bureau Administrator shall:

- Within ten workdays of the completion of the fact-finding, notify the complainant to advise him/her of the results of the fact-finding and forward a copy to the Equal Opportunity Coordinator.
- Provide written notification to the Equal Opportunity Coordinator of the administrative actions taken to address the complaint.

Confidentiality will be maintained throughout the investigatory process to the extent possible, consistent with appropriate investigation and corrective action. Depending on the nature of the complaint, it may not be possible to preserve complete confidentiality.

Retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination, is a serious violation of this policy and, like harassment or discrimination itself, will be subject to investigation and disciplinary action if warranted.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately and include but be not limited to reassignment or transfer, additional training, and disciplinary action such as a reprimand, suspension without pay, or termination

Employees may also contact the Governor's Office of Equal Opportunity, the Arizona Attorney General's Civil Rights Division, and the Federal Equal Employment Opportunity Commission.

False complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

## **Conclusion**

The Arizona Department of Corrections Rehabilitation & Reentry has developed this policy to ensure that all of its employees can work in an environment free from harassment, discrimination, and retaliation.

The Arizona Department of Corrections Rehabilitation & Reentry will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint of a violation of such policies will be investigated and resolved appropriately.

The Arizona Department of Corrections Rehabilitation & Reentry will post this Non-Discrimination Policy Statement in conspicuous and easily accessible places including but not limited to bulletin boards, briefing rooms, conference rooms, meeting rooms, and briefing books and throughout the following Arizona Department of Corrections Rehabilitation & Reentry facilities:

**Central Offices in Phoenix**

701 East Jefferson Street  
Phoenix, AZ 85034  
(602) 542-5497

Human Resource and Recruitment  
Office  
1831 West Jefferson Street  
Phoenix, AZ 85007  
(602) 771-2100

**Arizona Correctional Industries (ACI)**

4441 E. McDowell Rd  
Phoenix, AZ 85008  
(602) 272-7600

**ADCRR Training Academy**

Correctional Officers Training Academy  
5601 West Trails End Rd.  
Tucson, AZ 85745  
(520) 623-5832

**ADCRR Prison Complexes**

Douglas  
6911 North BDI Blvd.  
Douglas, AZ 85607  
(520) 364-7521

Eyman  
4374 East Butte Avenue  
Florence, AZ 85132  
(520) 868-0201

Lewis  
26700 South Highway 85  
Buckeye, AZ 85326  
(623) 386-6160

Perryville  
2105 North Citrus Road  
Goodyear, AZ 85395  
(623) 853-0304

Phoenix  
2500 East Van Buren St.  
Phoenix, AZ 85008  
(602) 685-3100

Safford  
896 South Cook Rd.  
Safford, AZ 85546  
(928) 428-4698

Tucson  
10,000 South Wilmot Rd.  
Tucson, AZ 85734  
(520) 574-0024

Winslow  
2100 South Highway 87  
Winslow, AZ 86047  
(928) 289-2951

Yuma  
7125 East Juan Sanchez Blvd.  
San Luis, AZ 85349  
(928) 627-8871

## **Community Reentry Offices**

**Main Office**  
801 South 16<sup>th</sup> Street, Suite 1  
Phoenix, AZ 85034  
(602) 771-5505

**Mesa Regional Office**  
460 North Mesa Drive, #211  
Mesa, AZ 85201  
(480) 387-5300

**Tucson Regional Office SRCCC**  
1275 West Starr Pass Blvd  
Tucson, AZ 85714  
(520) 664-2893

**Tucson East Office**  
316 W. Fort Lowell Rd.  
Tucson, AZ 85705  
(520) 664-2872

**Safford Office**  
ASPC-Safford  
896 Cook Road  
Safford, AZ 85546  
(928) 428-4698

**Yuma Office**  
ASPC-Yuma  
7125 E. Cesar Sanchez Blvd.  
San Luis, AZ 85349  
(928) 627-6826

## **Community Reentry Centers**

**Maricopa Reentry Center**  
24601 N. 29<sup>th</sup> Ave.  
Phoenix, AZ 85027  
(623) 474-1500

**Cochise Regional Office**  
ASPC-Douglas  
6911 N. BDI Blvd.  
Douglas, AZ 85607  
(520) 805-5993

**Snowflake Office**  
227 S. Main St.  
Snowflake, AZ 85937  
(928) 536-7858

**Prescott Office**  
3001 North Main St., Ste 2C  
Prescott Valley, AZ 86314  
(928) 277-2785

**Flagstaff Office**  
323 San Francisco St., Ste 101  
Flagstaff, AZ 86001  
(928) 214-3461

**Kingman Office**  
1865 Airfield Avenue  
Kingman, AZ 86401  
(928) 718-2030

**Pima Reentry Center**  
1275 W. Starr Pass Blvd  
Tucson, AZ 85713  
(520) 884-8541

It shall be posted on the Department's internal intranet site and the internet at [corrections.az.gov](http://corrections.az.gov).

- All employment announcements shall include the phrase:

“Arizona State Government is an EOE / ADA Reasonable Accommodation Employer”

As Director of the Arizona Department of Corrections Rehabilitation & Reentry, I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of this Non-Discrimination Policy throughout all levels of the Department,



Edward Richard, Chief Human Resources Officer (CHRO), is currently serving as the Equal Opportunity Administrator for the Arizona Department of Corrections. Mr. Richard can be contacted at (602) 542-4987 or [erichard1@azadc.gov](mailto:erichard1@azadc.gov).



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Director's Signature

2-22-2024

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Date