



Office of  
**Diversity, Equity and Inclusion**  
CITY OF PHILADELPHIA

## Diversity, Equity, and Inclusion Plan

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# FY 2023

Department Name:



**MANAGING DIRECTOR'S OFFICE**

Unit Name:



**DEPARTMENT OF PRISONS**

## DOCUMENT IDENTIFICATION

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## DEPARTMENT FUNCTIONAL DETAILS

Name of Department:

 **MANAGING DIRECTOR'S OFFICE**

Name of Business Unit:

 **DEPARTMENT OF PRISONS**

Point of Contact Name:



Point of Contact Title:



# GOAL 1

## SUSTAINABLE DEPARTMENT INFRASTRUCTURE

### 1. CITYWIDE DEI OBJECTIVES

Adopt a departmental policy and practice infrastructure that centers and accelerates diversity, equity, and inclusion.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Identify the role of inclusion in the mission of your department.
- Integrate DEI principles into all decision-making processes.

#### METRICS AND PERFORMANCE INDICATORS

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- Completed Vision and Mission Statement
  - » Yes
  - » The Philadelphia Department of Prisons (PDP) announces job and promotional opportunities to its workforce via internal emails and external social media platforms, radio and print for perspective applicants and eligible employees to apply for positions. PDP engaged with perspective applicants at two (2) career fairs which were attended by a diverse pool of people for employment opportunities.
- Number of staff communications related to DEI objectives
  - » 3
- Budget and resource allocation for DEI objectives
  - » PDP allocates its Recruitment and Community Justice and Outreach staff to support DEI objectives.

#### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- The PDP has partnered with the Office of Human Resources, PhilaWorks, PA Career Link, and academic colleges and universities to announce employment opportunities.

## 2. CITYWIDE DEI OBJECTIVES

Transform the executive leadership capacity to shift DEI practices, processes, and power dynamics that influence impact.

### KEY STRATEGIES

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- DEI coaching for executive or senior departmental leadership to develop leadership behaviors that promote inclusiveness, every three years, at a minimum.

### METRICS AND PERFORMANCE INDICATORS

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- Number and types of coaching provided to leadership
  - » 4
  - » Pre-pandemic, PDP provided onsite training to executive level staff regarding DEI, initiated mentoring opportunities to staff interested in promotion to the next rank/respective position; and focus groups. Implementation was tabled. PDP plans to resume offering mentoring opportunities for promotional opportunities.
- Frequency of meetings with Mayor's Office of DEI and identification of issues resolved through collaboration
  - » Quarterly

### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » PDP will continue to share DEI information via internal communication with its workforce to advance the citywide objective.

# GOAL 2

## WORKFORCE EQUITY & WORKPLACE INCLUSION

### 1. CITYWIDE DEI OBJECTIVES

Build and retain a workforce that better reflects and serves the residents of Philadelphia - across all functions and leadership levels - inclusive of race, ethnicity, religion, disability, age, gender, gender identify and sexual orientation.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Ensure advertising reaches diverse communities where a wide variety of candidates are more likely to look for job postings.

#### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- List of recruitment efforts and recruitment opportunities
  - » Yes
  - » PDP has worked with Central Office of Human Resources (OHR) to ensure that City Wide Job Announcement for Correctional Officer is offered throughout the year to fill vacancies and civilian positions. The support of OHR resulted in job announcements February 21 through March 4, 2022, (298 respondents); May 16 through May 27, 2022 (245 respondents). The job announcements provide the PDP with diverse applicants for uniform and civil positions.
- Diverse hiring panel attestations
  - » Not applicable for entry level positions because eligible applicants apply through the OHR portal for employment opportunities.
- Exempt workforce metrics
  - » Yes
  - » PDP tracks exempt workforce metrics using the City's demographic template which is reported as part of its annual budget submission.
- Diversity of executive leadership team
  - » Yes
  - » PDP tracks its diversity of executive leadership team using the City's demographic template which is reported as part of its annual budget submission.

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » PDP began a partnership with PhilaWorks and Pa Career Link in June of 2021 to collaborate its recruitment efforts. Philaworks supported three job announcements for radio advertisements which reach a diverse listening audience. PDP partnered with PA Career Link for posting employment opportunities within their various locations throughout the city. PDP procured digital billboards in December of 2022 to announce hiring opportunity to elevate visibility for potential applicants residing in Philadelphians and to attract people from the surrounding counties.

## 2. CITYWIDE DEI OBJECTIVES

Require and sustain a workplace culture of inclusion that values and promotes respect, belonging and opportunity for all.

### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Track the number of formal complaints or informal concerns related to Equal Employment Opportunity ("EEO") or DEI matters, including contacts with the Employee Relations Unit.

### METRICS AND PERFORMANCE INDICATORS

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- Compliance with DEI workforce plan and progress toward goals identified in plan
  - » Yes
  - » The PDP disseminates mass communication to its workforce ensuring all staff have access to the employment announcements containing pertinent information and response deadlines.
  - » PDP utilizes eContractPhilly to announce contract opportunities to perspective vendors which affords minority owned businesses to compete.
- Progress toward identification and elimination of barriers to retaining and promoting diverse staff
  - » PDP utilizes internal mass communication to announce promotional opportunities to our workforce. PDP also utilizes a diverse interview panel made up of staff to interview qualified candidates.

- Identification of efforts done to create an inclusive environment
  - » PDP continues to utilize internal mass communication to announce employment opportunities to our employees. Mass communication ensures that all employees receive the employment announcement at the same time which support equity and inclusion of its workforce.

### **ADDITIONAL STRATEGIES**

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » PDP will disseminate information from the City's DEI Office to further support its efforts to educate our workforce about diversity, equity and inclusion in support of a diverse workforce and encourage representation for all employment opportunities

## **3. CITYWIDE DEI OBJECTIVES**

Improve the retention of diverse employees.

### **KEY STRATEGIES**

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Assess opportunities to develop strategies to retain qualified, diverse talent.

### **METRICS AND PERFORMANCE INDICATORS**

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- Number of stay interviews
  - » One interview conducted to retain staff in current position.
- Number of exit interviews
  - » PDP HR engages employees leaving the department as part of the exit interview mainly comprised of uniform staff which began in January 2022. The process is voluntary and those who chose to participate are reflected below.
  - » 98 employees resigned of which 60 participated in an exit interview. Of the 98, 16 employees were reinstated.
  - » 73 employees retired of which 47 participated in an exit interview.
- Results of the 60 exit interviews for people who resigned by race, ethnicity, gender, etc.
  - » Age ranged was 22 to 51 years of age

- » Gender was comprised of 31 females and 29 males
- » Race was comprised of Black or African American (48); Asian (4) ; Caucasian (6); and Latinx (2)
- Results of the 73 retirees, only 47 participated and are identified by race, ethnicity, gender, etc.
  - » Age ranged from 52 to 65 years of age
  - » Gender was comprised of 16 females and 31 males
  - » Race was comprised of Black or African American (31) ; Asian (1) ; Caucasian (8); Latinx (7)
- Onboarding policy
  - » Yes
  - » PDP's Personnel Unit follows the City's onboarding policy for new hired employees.
- Employee satisfaction survey results
  - » None offered at this time.

### **ADDITIONAL STRATEGIES**

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » No additional strategies at this time.

## **4. CITYWIDE DEI OBJECTIVES**

Improve the promotion of diverse employees.

### **KEY STRATEGIES**

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Assess existing promotion strategies to increase opportunities for diverse persons.
- In collaboration with the Office of Human Resources, evaluate job design and classification for bias within the exempt workforce.
- In partnership with the Office of Human Resources, ensure that managers and supervisors identify strategies to assist diverse employees to become qualified for progression into mid-management positions.

### **METRICS AND PERFORMANCE INDICATORS**

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective.



# GOAL 2

Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Number and types of initiatives and reforms generated in response to assessment of existing policies
  - » 3
  - » PDP created a diversity plan in 2018 which informed its strategy to engage diverse applicants through various platforms and partnerships with city, private and academic institutions. PDP began sharing job announcements with various Chambers and Alliances to solicit interest from diverse candidate pool. The engagements align with job announcement postings.
- Number and types of advancement opportunities
  - » 18 Civil Service Positions for Prisons as follows:
    - Correctional Officer, Sergeant, Lieutenant, Captain, Deputy Warden, and Warden
    - Social Work Services Manager I and II
    - Psychologists I and II and Prison Psychologist Supervisor
    - Management Trainee career path via HR Professional, Senior HR Associate 2, HR Manager 3
    - Management Trainee career path to Administrative Specialist 1 & 2
    - Office Clerk, Clerk 2, Clerk 3, and Trades Worker 1 & 2
  - » Since calendar year 2019 to date, PDP posted 18 job announcements for new and internal positions using its internal communication system to notify the entire workforce of such opportunities. By providing internal mass communication, PDP is able to ensure that staff have access to job opportunities at the same time and may apply if eligible.
- Mid-management strategy
  - » PDP created a management development training inclusive of the Performance Excellence Training for mid-level and executive managers represented by all disciplines. The training was created to improve retention outcomes. However, the Training was suspended due to COVID-19 and PDP is working to reinstate the Training for supervisors.

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

# GOAL 3

## IMPACTFUL LEARNING & DEVELOPMENT

### 1. CITYWIDE DEI OBJECTIVES

Deepen staff capacity and develop a culture of learning to embed diversity, equity, and inclusion strategies in everyday work.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Periodic training for managers and supervisors on how to manage diverse, inclusive teams.
- Provide all employees with access to professional development or mentorship opportunities.
- Provide professional development opportunities that are directly related to building leaders from diverse underrepresented talent.
- Train employees on implicit bias, every three years, at a minimum.

#### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Number and types of trainings
  - » 2
  - » PDP began offering Implicit Bias training in 2018 for its workforce. To date, 285 staff have received Implicit Bias training. The training was reduced from offering it to the entire workforce to offering it to correctional cadet and promotional classes as part of their curricula due to the COVID-19 pandemic. PDP will resume offering the training to all staff in calendar year 2023.
- Number of staff participating in training and DEI initiatives
  - » 285
  - » PDP staff have received the Implicit Bias training which includes 80 cadets and 12 promotional security staff.
- Number and types of DEI specific staff communications
  - » Since September 2018, Implicit Bias training has been offered to the entire PDP staff 14 times in 12 monthly calendars (Sept 2018, April 2019, May 2019, June 2019, August

2019, September 2019, January 2020, August 2022, September 2022, October 2022, November 2022, December 2022) that are sent PDP all.

- Employee inclusion surveys
  - » Yes
  - » PDP's Training Academy Director created(s) pre- and post-surveys for staff to provide feedback about their attitudes which inform decision-making for new training opportunities and/or scalability for existing training topics.
- Number and types of initiatives and reforms generated in response to trainings, surveys

### **ADDITIONAL STRATEGIES**

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

### 1. CITYWIDE DEI OBJECTIVES

Develop a departmental budget that centers and accelerates racially equitable impact, diversity, and inclusion.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Thoroughly participate in annual racial equity budget process.
- Advance racial equity as part of the core work the department performs.
- Administer critical programs or policies with the department's existing budget to improve racial equity.
- Involve internal and/or external stakeholders, including marginalized communities of color and other underrepresented community groups, in the department's budget process and program/policy design.
- Allocate existing resources to the recruitment of diverse, qualified candidates.
- Evaluate performance measures reported in the City's Five Year Financial and Strategic Plan to identify where data is currently or could possibly be disaggregated by race and develop a path to achieve disaggregation to uncover disparities in performance outputs and outcomes.

#### METRICS AND PERFORMANCE INDICATORS

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- Allocation of resources to equity, recruitment, and training initiatives
  - » Yes
  - » The Department worked with Philadelphia Works to help with messaging on platforms for job announcements.
- Number and types of inclusion and anti-racist workplace initiatives
  - » 1
- Number and types of community engagement events used to inform budget priorities
  - » 10

# GOAL 4

- » PDP's participation in community engagements for 2019 included several in-person engagements with academic partners for their job fairs as well as PDP's neighborhood pop-ups recruitment events held in the City's south, center city, northeast and northwest neighborhood. There were no in-person community engagement events for calendar years 2020 and most of 2021 due to COVID-19. PDP resumed in-person engagement towards the latter of 2021 and continues to date. PDP has a dedicated budget for job fairs and community engagements for its messaging, give-aways and personnel cost to facilitate engagements.
- Records of attendance/outreach at events used to inform budget priorities
  - » PDP began tracking attendance for events in Fall of 2022 which resulted in the PDP receiving contact information from 74 interested people who inquired about job opportunities at the PDP
- Disaggregated data and metrics relevant to the department's Five Year Financial and Strategic Plan performance measures
  - » Yes

## **ADDITIONAL STRATEGIES**

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

# GOAL 5

## INCLUSIVE CONTRACTING

### 1. CITYWIDE DEI OBJECTIVES

Advance economic opportunities for diverse business enterprises.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Pursuant to EO 1-21, submit an annual Compliance Plan that includes Benchmarks and an overall strategy for providing maximum opportunities for M/W/DSBE participation.
- Maximize the utilization of M/W/DSBE firms for contracting.
- Meet or exceed department's annual M/W/DSBE benchmark for inclusive contracting.
- Allot time (quarterly) to meet with OEO staff to monitor progress toward achieving the Department's annual Benchmark, discuss challenges to inclusive contracting, and identify solutions to ensure inclusive contracting.

#### METRICS AND PERFORMANCE INDICATORS

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- Submission of completed, approved Compliance Plan
  - » Yes
  - » PDP has been working with OEO to provide an approved FY23 compliance plan.
- Annual participation levels of Minority, Women, Disabled Owned Business Enterprises
  - » Above goal
  - » PDP has exceeded the OEO goals annually with minor exceptions in FY20 & FY21 due to COVID-19 pandemic. PDP expects to exceed OEO goals in FY22 and moving forward in FY23.

#### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » The PDP is dedicated to the City's contracting processes to ensure fairness and competition in issuing contracts. The goal of the PDP is to include MWDSBE participation in every contracting opportunity. PDP will work with vendors during the four (4) year contract term to exceed each vendor's goals. This will include working with vendors of non-advertised and non-profit contracts to help the vendor achieve the participation goals.

# GOAL 6

## EQUITABLE CITY SERVICES & COMMUNITY ENGAGEMENT

### 1. CITYWIDE DEI OBJECTIVES

Ensure fairness and equitable services, resources, and opportunities so that all Philadelphia residents reach their full potential.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Evaluate resources and capacity to consult with non-profit organizations that are actively engaged in identifying critical diversity issues and committed to making the City more inclusive.
- Evaluate resources and capacity to survey community needs and responses to Department initiatives.
- Review community survey data or survey reports to determine the needs of the community.

#### METRICS AND PERFORMANCE INDICATORS

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- Number and types of engagement with community organizations
  - » 15
  - » PDP assists the U.S. Census Bureau with the random selection of 10-15 incarcerated people to participate in the completion of the American Community Survey.
- Community survey results
  - » Yes
  - » The American Community Surveys are forwarded to the U. S. Census Bureau to help communities make informed decisions concerning their future.

#### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » PDP's Office of Community Justice and Outreach (CJO) continues to assist the U.S. Census Bureau in the random selection and completion of the American Community Survey.

## 2. CITYWIDE DEI OBJECTIVES

Enhance City customer service being provided by the department.

### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Evaluate quality of customer service being provided by department.

### METRICS AND PERFORMANCE INDICATORS

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- Community/customer satisfaction survey results
  - » Yes
  - » PDP's Office of Community Justice and Outreach (CJO) records data from each call to ensure that quality customer service is provided in response to the concerns of the community (family, friends, other jurisdictions, local authorities). Also, the CJO office has provided a Citizen/Inquiry Complaint Form to assist with assuring customer satisfaction for the families of incarcerated persons.
- Number, types, and location of outreach events
  - » None.
  - » However, the CJO has a dedicated location on PDP grounds for visitors to report concerns or acknowledgments regarding incarcerated people.

### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » PDP's Office of Community Justice and Outreach (CJO) continues to provide quality customer service to the community in assisting with calls and inquiries concerning incarcerated people. The Office of Community Justice and Outreach will continue to review and assess the CJO Citizen/Inquiry Complaint Form yearly for revision, if warranted.



### 3. CITYWIDE DEI OBJECTIVES

Produce more racially equitable outcomes for all Philadelphians.

#### KEY STRATEGIES

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#### METRICS AND PERFORMANCE INDICATORS

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- Identification and progress of department strategies identified to create more racially equitable outcomes
  - » N/A

#### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

### 4. CITYWIDE DEI OBJECTIVES

Full integration of people with disabilities in all aspects of community life.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Increase accessibility to meetings, events, opportunities for people with disabilities to engage with the City.

#### METRICS AND PERFORMANCE INDICATORS

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# GOAL 6

- Track how people engage with the department: how many times American Sign Language interpretation provided; utilization of closed captioning; call in options
  - » PDP provides the Purple Communications VRS videophones for incarcerated persons with speech and hearing disabilities to maintain communication with their family and friends. The Video phones are located at the Alternative and Special Detention Central Unit, Curran- Fromhold Correctional Facility, Detention Center, Philadelphia Industrial Correctional Center, and Riverside Correctional Facility.
- Department compliance with Mayor's Office for People with Disabilities guidance
  - » PDP continues to strive and operate in compliance with the Mayor's Office of Disabilities.
- Number and types of inquiries and grievances handled by ADA liaison
  - » 0
  - » PDP has not received any inquiries or grievances to be handled by the ADA liaison for the fiscal year 2021-2022
- Number and types of resolutions of inquiries and grievances handled by ADA liaison
  - » 0
  - » There were no reported inquiries or grievances handled by the ADA liaison.

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » The Office of Community Justice and Outreach will continue to ensure signage is posted prominently in the visiting lobbies for people visiting our facilities.

## 5. CITYWIDE DEI OBJECTIVES

Ensure meaningful language access for Limited English Proficient residents in Philadelphia.

### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Update department's Language access plan annually and as needed.
- Track performance of language access policies and procedures.
- Work with the Office of Immigrant Affairs to improve language access policies and procedures.

### METRICS AND PERFORMANCE INDICATORS

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- Maintenance of Language Access Plan
  - » Yes
  - » The Office of Community Justice and Outreach reviews the Philadelphia Department of Prisons Language Access Plan, annually and makes revisions as needed. The plan covers the Alternative & Special Detention Central Unit, Curran-Fromhold Correctional Facility, Detention Center, Philadelphia Industrial Correctional Center, and Riverside Correctional Facility
- Number and types of requests for language access assistance
  - » 13
  - » Statistics for Language Line Interpretation Services are monitored by the Office of Immigrant Affairs. A total of 19 incarcerated persons received telephonic interpretation services in the following languages: Arabic (1), Portuguese (3), Russian (1), Spanish (13), and Uzbek (1). A total of 1,474 employees were trained were received language access training from July 1, 2020 - June 30, 2021.
- Outcome of requests for language access assistance
  - » Incarcerated people were able to communicate in their native language
  - » Request for Telephonic Interpretation Services continued without interruption at the Alternative & Special Detention Central Unit, Curran-Fromhold Correctional Facility, Detention Center, Philadelphia Industrial Correctional Facility, and Riverside Correctional Facility.

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » In addition to the Telephonic Interpretation Services , PDP continues to utilize 133 bilingual staff in the following languages to assist incarcerated people when English is not their first language such as Albanian, Arabic, Fanta, Bengali, Cambodian, French, Haitian Creole, Spanish, Vietnamese, Hindi, Igbo, Laos, Malayalam, Philippine, Romanian, Urdu, and Yorbu.

# GOAL 7

## RACIAL EQUITY ACTION PLAN PROGRESS

### 1. CITYWIDE DEI OBJECTIVES

Implement and strengthen the department's Racial Equity Action Plan

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Complete Racial Equity Action Plan cohort process.
- Identify racial equity priorities for department.
- Identify and advance strategies to address each racial equity priority area.

#### METRICS AND PERFORMANCE INDICATORS

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- Racial Equity Action Plan implementation progress
  - » In progress
  - » The PDP continues its process of ensuring a diverse panel of individuals for interviews and promotional opportunities for all qualified persons.
- List of new priority strategies or areas of concern identified since conclusion of racial equity cohort process
  - » N/A

#### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

### 2. CITYWIDE DEI OBJECTIVES

Adopt a departmental policy and practice infrastructure that centers and accelerates sustained redress of racial disparities internally

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Assess and identify internal racial disparities on an annual basis and as need
- Identify where departmental policies, practices, attitudes, and cultural messages are resulting in differential outcomes by race on an annual basis and as needed.

## METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Reduction and/or elimination of disparities and differential outcomes by race
  - » Yes
  - » PDP continues to review its diversity of employees across positions and rank. PDP ensures that promotional opportunities are shared using our internal mass communication system to post announcements/opportunities made available to its workforce at the same time. This process is impartial and affords eligible employees representing various racial and ethnic groups to have access to the opportunities. PDP benefits from selecting from its diverse employee candidate pool for the best qualified person for the position, based on knowledge and experience.

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A