



State of Delaware

Criminal Justice Council

**Policy for the development of an Equal Employment Opportunity and Civil Rights Plan**

**Policy EEO CR-1 Effective 11/1/12**

## **INTRODUCTION**

The purpose of an Equal Employment Opportunity and Civil Rights Plan (EEOP) is to ensure full and equal participation of men and women in the workplace of the recipient agency, regardless of race, color or national origin. A recipient agency is defined as any State or local unit of government or agency thereof, and any private entity, institution, or organization, to which Office of Justice Programs (OJP) financial assistance is extended directly or through a government entity such as the Delaware Criminal Justice Council.

## **CRITERIA**

Recipient agencies that meet all the following criteria are required to maintain an EEOP on file for review by OJP, if requested (see 28 CFR §42.301 et seq.) and complete Section B of the attached EEOP Certification Form:

- a. have 50 or more employees, and
- b. received a total of \$25,000 or more in grants or sub-grants; and
- c. have 3 percent or more minorities in service population (however, if less than 3 percent minorities in service population, and EEOP must be prepared, but must focus on employment practices affecting women only).

Agencies that meet criteria (a) and (c), and that receive over \$500,000 (or \$1 million during an 18 month period) are required to submit an EEOP to the **Office of Justice Programs (OJP), U.S. Department of Justice, Office for Civil Rights, 810 7th Street N.W., Washington D.C. 20531** for review.

## **PLAN ACCEPTABILITY**

Comprehensive guidelines for developing an EEOP can be found at 28 CFR § 42.301 et seq. For more information and a guide to the design and development of an Equal Employment Opportunity Plan consult the Office for Civil Rights (OCR) website at [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr)

Submissions of the EEOP vary depending on the entity type, number of employees and funding level of a grantee agency. The following guidelines should be used to determine what information, if any, must be submitted to Office for Civil Rights (OCR).

An EEOP must be developed by each grantee with 50 or more employees that receives an award of \$25,000 or more either directly from the Office of Justice Programs (OJP) or as a sub-grant from a state planning agency such as the Commission. An agency must submit a copy of its EEOP or EEOP Short Form to OCR if it is receiving a single grant award of \$500,000 or more or an aggregate of grant awards for \$1,000,000 or more during an 18 month period and has 50 or more employees. If an agency has 50 or more employees and is receiving a single award for at least \$25,000, but less than \$500,000, the agency is not required to submit the EEOP to the OCR but required to complete Section B of the attached EEOP Certification Form and submit it to the OCR.

If the agency is receiving a single award for at least \$25,000, is a non-profit organization, educational institution, Indian tribe, or medical institution it is exempt from the EEOP requirement. The agency must, however, complete Section A of the EEOP Certification Form and submit it to the OCR.

All agencies must forward to the OCR a copy of any finding for discrimination made against their agency after a due process hearing (within the past five years) within 30 days of such finding.

## **EEOP CERTIFICATION FORM**

Please see attached approved EEOP Certification Form provided by the US Department of Justice, Office of Justice Programs, Office of Civil Rights. OMB Approval Number 1121-0140