

# EQUAL EMPLOYMENT PRACTICES COMMISSION

## CITY OF NEW YORK

**RESOLUTION #06/02-904:** Preliminary Determination Pursuant to the Audit of Queens County District Attorney's (BCDA) Equal Employment Opportunity Program from January 1, 2003 to December 31, 2004.

**Whereas**, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

**Whereas**, the Equal Employment Practices Commission audited the Queens County District Attorney's Equal Employment Opportunity Program; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a preliminary determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

### **Be It Resolved,**

that pursuant to the audit of the Queens County District Attorney's compliance with its Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. QCDA did not make its EEO policies available in formats accessible to applicants and employees with disabilities (e.g., large print, audio cassette or Braille). (Sect. VIII, EEOP)
2. QCDA did not establish a plan to conduct agency-wide refresher EEO training for all existing and new employees who have not already received training. (Sect. IV, EEOP)
3. QCDA did not update its EEO policy to include all the protected classes under the New York State and New York City Human Rights Laws.

### **Be It Finally Resolved,**

that the Commission authorizes the Chair, Ernest Hart, Esq., to forward a letter to the Queens County District Attorney, Richard A. Brown, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the Queens County District Attorney's Office will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on March 9, 2006.

**Chereé A. Buggs, Esq.**  
**Commissioner**

**Angela Cabrera**  
**Commissioner**

**Manuel A. Méndez**  
**Vice-Chair**

**Veronica Villanueva, Esq.**  
**Commissioner**



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**Ernest F. Hart, Esq.**  
**Chair**

**EQUAL EMPLOYMENT PRACTICES COMMISSION  
CITY OF NEW YORK**

**RESOLUTION #07/07-904C:** Determination of implementation by the Queens County District Attorney's Office of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Queens County District Attorney Office's Charter-mandated Equal Employment Opportunity Program from January 1, 2003 to December 31, 2004.

**Whereas**, pursuant to Chapter 36, Sections 831(d) (2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

**Whereas**, pursuant to its audit of the Queens County District Attorney Office's (QCDA), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter dated March 9, 2006 setting forth its findings and recommended corrective actions; and

**Whereas**, the QCDA submitted its response to EEPC's preliminary determination letter on July 5, 2006; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its response on July 19, 2006; and

**Whereas**, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the QCDA for a period not to exceed six months, from August 2006 through January 2007, to determine whether it implemented the aforementioned recommended corrective actions; and

**Whereas**, the Queens County District Attorney's Office submitted its Final Compliance Report on February 9, 2007; and

**Whereas**, the Queens County District Attorney's Office submitted additional information on April 24, 2007; and

**Whereas**, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City's Equal Employment Opportunity Policy; and

**Whereas**, the members of this Commission have reviewed a Compliance Summary Report, prepared by EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

**Be It Resolved,**

that the Queens County District Attorney's Office has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapter 35 and 36 of the City Charter.

**Be It Finally Resolved,**

that the Commission authorizes the Chair, Ernest F. Hart, Esq., to forward a letter to the Honorable Richard A. Brown, Queens County District Attorney, formally informing him that the QCDA has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on April 26, 2007.

**Chereé A. Buggs, Esq.**  
**Commissioner**

**Angela Cabrera**  
**Commissioner**



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**Ernest F. Hart, Esq.**  
**Chair**



Richard A. Brown  
District Attorney

## *Interoffice Memorandum*

**From:** Richard A. Brown  
**To:** All Personnel  
**Date:** April 12, 2007  
**Subject:** Successful Completion of Audit  
Equal Employment Practices Commission  
City of New York

The Equal Employment Practices Commission is empowered by the New York City Charter to monitor and evaluate the employment programs, practices, policies and procedures of all city agencies to ensure that they maintain an effective affirmative employment program of equal employment opportunity for protected groups who are employed by, or seek employment with, the New York City government. The Commission, as part of its mandate, conducts audits of every city agency every four years.

As many of you know, the Commission has been conducting an audit of our practices and procedures. I am pleased to inform you that our office has successfully concluded our audit. I thank all of you who participated in the audit process. I again reaffirm that this Office shall continue to adhere to the letter and the spirit of all anti-discrimination laws and our Equal Employment Opportunity and Sexual Harassment Policy and Program.

Should anyone have any questions, please contact our EEO Officer, Vincent J. Carroll, Jr., at x6314 or Deputy EEO Officer Jennifer L. Naiburg at x6523.