

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #12/05-906: Preliminary Determination Pursuant to the Office of the Special Narcotics Prosecutor's (OSNP) Equal Employment Opportunity Program from July 1, 2008 through June 30, 2011.

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, pursuant to Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy (EEOP), a set of uniform standards and procedures designed to ensure the equality of opportunity for municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

Whereas, the Equal Employment Practices Commission audited the Office of the Special Narcotics Prosecutor'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 Office of the Special Narcotics Prosecutor compliance with its Equal Employment Opportunity Policy (EEOP), as well as Commission policies and EEO standards expressed in the City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. Although the EEO Officer reports to the agency head on EEO matters, the agency's organization chart was not updated to reflect this reporting relationship.
2. Although the agency received reasonable accommodation requests and provided accommodations during the audit period, documentation of these requests was not maintained.
3. Although the agency participated in the Section 55-A Program, the agency did not appoint or identify a Section 55-a Program Coordinator. In addition, information about the program was not included in the agency's EEO Policy or New Hire packet.
4. Although non-legal managers received on-going informal feedback on job performance, the agency did not conduct formal performance evaluations for non-legal managerial staff annually. In addition, 63% of respondents to the *EEPC's Supervisor/Manager Survey* indicated they received a performance evaluation over a year ago or they never received a performance evaluation.

Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Special Narcotics Prosecutor Bridget Brennan, formally informing her 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 Office of the Special Narcotics Prosecutor will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on May 24, 2012.

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

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

RESOLUTION ##13/01-906C: Determination of implementation by the Office of Special Narcotics Prosecutor of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Office of Special Narcotics Prosecutor's compliance with its Equal Employment Opportunity Program from July 1, 2008 to June 30, 2011.

Whereas, pursuant to Chapter 36, Section 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 ensure 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 the Administrative Code of the City of New York, Title 8, as amended, the City established the New York City Human Rights Law, which identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Office of the Special Narcotics Prosecutor's (OSN) Equal Employment Opportunity Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated May 24, 2012, setting forth its findings and recommended corrective actions; and

Whereas, the OSN submitted its response to the EEPC's preliminary determination letter, on June 20, 2012; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the OSN for a period not to exceed six months, from July, 2012 to December, 2012, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Office of the Special Narcotics Prosecutor submitted its Final Compliance Report on January 14, 2013; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the Office of the Special Narcotics Prosecutor'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 Office of the Special Narcotics Prosecutor has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Special Narcotics Prosecutor, Bridgett Brennan, formally informing her that the OSN has implemented the recommended corrective actions to the Commission's satisfaction.

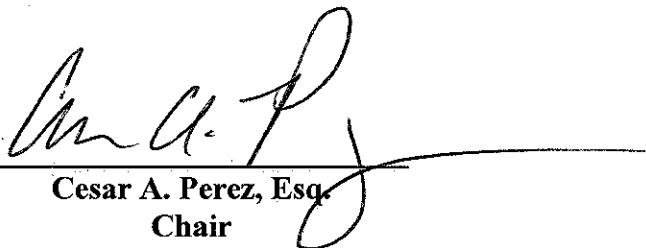
Approved unanimously on January 24, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair



**Office of the
Special Narcotics Prosecutor
for the City of New York**

Bridget G. Brennan, Special Narcotics Prosecutor

80 CENTRE STREET, SIXTH FLOOR
NEW YORK, NY 10013
212-815-0400, GEN.
212-815-0440, FAX

January 10, 2013

TO: ALL STAFF

FROM: BRIDGET G. BRENNAN
SPECIAL NARCOTICS PROSECUTOR

RE: EQUAL EMPLOYMENT OPPORTUNITY POLICIES AND PROCEDURES

The Equal Employment Practices Commission (EEPC) is empowered to audit and evaluate the Equal Employment Opportunity Programs of all New York City agencies. The EEPC recently completed an audit of the Office of Special Narcotics (OSN) covering the period of July 1, 2008 through June 30, 2011 and has recommended changes to our programs. Some of the recommendations include:

- Documenting all requests for reasonable accommodations in the future and their outcomes;
- Appointment of a Section 55-a Program Coordinator;
- Development of a plan to evaluate managerial employees;
- Updating OSN's organizational chart to reflect the reporting relationship of the EEO Officer to the agency head.

It is the policy of this office to comply with the letter and spirit of city, state, and federal anti-discrimination laws as they relate to employment. OSN has complied with all the recommendations of the EEPC.