

Office of Special Narcotics Prosecutor

- **Summary Compliance Report** **October 23, 2008**
- **Letter of Compliance Satisfaction** **October 23, 2008**



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Office of the Special Narcotics Prosecutor

Agency Head: Bridget G. Brennan, Special Narcotics Prosecutor

EEO Officer: Thomas G. Van Noy

Audit Period: January 1, 2005 - June 30, 2006

Date of Preliminary Determination Letter:

July 12, 2007

Date of Response Letter:

September 5, 2007

Date of Final Determinations Letter:

September 17, 2007

Compliance Initiated:

January 2008

Compliance Completed:

June 2008

Covering Months:

December 2007 - May 2008

Date: October 23, 2008

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Audit of Compliance by the Office of the Special Narcotics Prosecutor (OSNP) with the City's Equal Employment Opportunity Policy (EEOP), the EEOC initiated Audit Compliance with the OSNP in January 2008. The OSNP's final Monthly Compliance Report was submitted on June 18, 2008. Additional information was submitted on October 6, 2008.

All seventeen required actions were completed or accepted. The following is a summary of the compliance reports:

1. **The OSNP should distribute all of its EEO Policies to employees at least annually.**

The OSNP said that it will distribute all of its EEO Policies to employees on an annual basis. It submitted to the EEOC copies of all Policies distributed in 2008.

The required action was completed in June 2008.

2. The OSNP should follow-up on its pledge and issue a Discrimination Complaint Procedure.

The OSNP submitted to the EEPC a copy of its Discrimination Complaint Procedure, which was distributed on June 18, 2008.

The required action was completed in June 2008.

3. The OSNP should amend its "Reasonable Accommodation Procedure" to indicate who to contact regarding a reasonable accommodation and how to make such a request.

The OSNP submitted to the EEPC a copy of its amended "Reasonable Accommodation Procedure," which was distributed on February 15, 2008.

The required action was completed in February 2008.

4. The OSNP should distribute the EEO Policy Handbook, "About EEO: What You May Not Know," to all current and new employees.

The OSNP said that on October 8, 2007 it distributed the EEO Policy Handbook: "About EEO: What You May Not Know" to staff. It submitted a copy to the EEPC.

The required action was completed in October 2007.

5. The OSNP should follow section VB of the Citywide EEO Policy and ensure that its EEO policies are available in formats accessible to applicants and employees with disabilities (e.g., large print, audio cassette or Braille).

The OSNP said that it has made available its EEO Policies in large print format for applicants and employees with disabilities. It submitted sample pages to the EEPC.

The required action was completed in February 2008.

6. The OSNP should officially appoint a Disability Rights Coordinator and notify staff about that individual.

The OSNP appointed the EEO officer as the Disability Rights Coordinator. It informed staff through the EEO policy distribution on October 8, 2007.

The required action was completed in October 2007.

7. The agency should participate in the Section 55-A Program. At a minimum, the agency should obtain and distribute Program brochures issued by the DCAS.

The OSNP said that on August 9, 2007 it distributed the Section 55-A Program brochures to staff.

The required action was completed in August 2007.

8. **To ensure that there are EEO professionals not of the same gender available to investigate discrimination complaints, the agency should appoint a person of a different gender than the EEO officer and provide that individual with appropriate EEO training.**

The OSNP stated that it has EEO professionals not of the same gender available to investigate discrimination complaints: Mr. Thomas G. Van Noy, recently appointed EEO Officer and Ms. Beatrice Miller (former EEO Officer), recently appointed EEO Counselor. Mr. Van Noy completed the DCAS training for EEO professionals on September 23, 2008. He submitted to the EEPC a copy of his certificate of completion.

The required action was completed in September 2008.

9. **The EEO officer should maintain and update a monthly EEO complaint log to indicate the monthly status of internal and external complaints.**

The OSNP said that there have not been any complaints during the compliance period. It submitted a copy of a blank complaint log.

The required action was accepted in February 2008.

10. **The OSNP should develop a plan, which includes a timeframe, to train all existing and new employees (supervisors and non-supervisors) on EEO.**

The OSNP stated that all employees received EEO training in October 2007 and March 11 and 18, 2008. It submitted to the EEPC copies of the sign-in sheets.

The required action was completed in March 2008.

11. **It is the Commission's position that appropriate documentation of meetings and other communications between the EEO officer and the agency head or direct report to the agency head regarding EEO decisions should be maintained.**

The OSNP stated that the EEO officer has created a folder on his local hard drive and a hard copy in a file cabinet, in which he keeps a record of any communications with the agency head with regard to EEO decisions. It submitted to the EEPC a copy of minutes of a meeting.

The required action was completed in April 2008.

12. **In order to show the reporting arrangement of the EEO officer and other staff within the various levels of the organization, the OSNP should develop an organization chart to delineate its organizational structure.**

The OSNP submitted to the EEPC a copy of its updated organizational chart.

The required action was completed in September 2007.

- 13. The OSNP should develop a plan, which includes a timeframe, to provide structured interview training to personnel involved in the recruitment and hiring process.**

The OSNP provided structured interview training to personnel involved in the recruitment and hiring process on March 18, 2008. It submitted to the EEPC copies of the sign-in sheets.

The required action was completed in March 2008.

- 14. All staff, managerial and non-managerial, should receive an annual performance evaluation.**

The OSNP stated that it currently evaluates the non-managerial and all legal staff. It has developed a non-legal managerial staff evaluation form and will perform evaluations before the end of the current calendar year. It submitted to the EEPC a copy of the form.

The response to the required action was accepted in June 2008.

- 15. Evaluations for managerial staff should include their EEO performance.**

The OSNP said that the non-legal managerial form includes a section for EEO performance/compliance. It submitted to the EEPC a copy of the form.

The response to the required action was accepted in June 2008.

- 16. The OSNP should appoint an EEO officer who is not involved in setting or implementing human resources policies.**

The OSNP appointed Mr. Thomas Van Noy as the EEO Officer. His other title is Deputy Administrative A.D.A.; he is not involved in setting or implementing human resources policies.

The required action was completed in December 2007.

- 17. The OSNP's District Attorney should disseminate an agency-wide memorandum to discuss audit findings.**

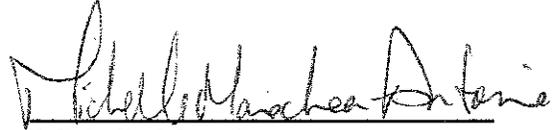
The attached memorandum from Special Narcotics Prosecutor Bridget G. Brennan was distributed on February 15, 2008.

The required action was completed in February 2008.

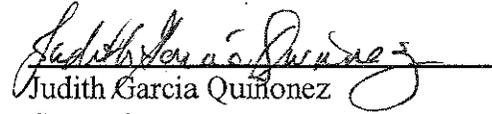
Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Special Narcotics Prosecutor Bridget G. Brennan, informing her that the OSNP has implemented the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,



Michelle Marecheau-Antoine
Senior Auditor/ Compliance Officer



Judith Garcia Quinonez
Counsel



Abraham May, Jr.
Executive Director

Attachment



**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

February 15, 2008

TO: ALL STAFF

FROM: BRIDGET G. BRENNAN
SPECIAL NARCOTICS PROSECUTOR

RE: EQUAL EMPLOYMENT OPPORTUNITY POLICIES AND PROCEDURES

The Equal Employment Practices Commission (EEOC) is empowered to audit and evaluate the Equal Employment Opportunity Programs of all New York City agencies. The EEOC recently completed an audit of the Office of Special Narcotics (OSN) covering the period of January 1, 2005 through June 30, 2006 and has recommended changes to our programs. Some of the recommendations include:

- Mandatory EEO training for all staff, followed by EEO training for all newly hired staff;
- Appointment of a new EEO Officer and Counselors;
- Annual distribution of all EEO policies and procedures

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 is currently in the process of complying with all the recommendations of the EEOC. OSN expects to have compliance with all the recommendation on or before May 31, 2008.



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor, New York, New York 10006

Telephone: (212) 788-8646 Fax: (212) 788-8652

Ernest F. Hart, Esq.
Chair

Manuel A. Méndez
Vice-Chair

Angela Cabrera
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Judith Garcia Quiñonez, Esq.
Counsel

October 23, 2008

Bridget G. Brennan
Special Narcotics Prosecutor
Office of Special Narcotics Prosecutor
80 Centre Street, 6th Floor
New York, New York 10013

Re: Resolution #08/04-906C: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Office of the Special Narcotics Prosecutor's (OSNP) Equal Employment Opportunity Program (EEOP) from January 1, 2005 to June 30, 2006.

Dear Ms. Brennan:

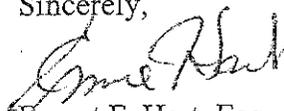
Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Office of the Special Narcotics Prosecutor (OSNP) for a period not to exceed six months. The compliance period was December 2007 through May 2008. The OSNP's Final Compliance Report was submitted on June 18, 2008. Additional information was received on October 6, 2008.

The goal of monitoring was to determine if the OSNP implemented all recommended corrective actions pursuant to our audit of compliance by your agency with the City's Equal Employment Opportunity Policy from January 1, 2005 to June 30, 2006.

After completing its review of the Compliance Reports submitted by your agency, EEPC staff submitted a Compliance Summary Report for Commission review. After reviewing the Report this Commission has determined that the OSNP has implemented the recommended corrective actions as required by Chapter 35 and 36 of the New York City Charter to the Commission's satisfaction. The Office of the Special Narcotics Prosecutor is now in compliance with the requirements of the City's Equal Employment Opportunity Policy.

On behalf of this Commission, I want to thank you and EEO Officer Thomas G. Van Noy for the cooperation extended to the EEPC Compliance Unit during the compliance-monitoring period.

Sincerely,



Ernest F. Hart, Esq.
Chair

C: Thomas G. Van Noy, EEO Officer