

#07/07-904C

**QUEENS COUNTY DISTRICT ATTORNEY'S  
OFFICE**

- Summary Compliance Report November 14, 2007
- Letter of Compliance Satisfaction November 14, 2007



# EQUAL EMPLOYMENT PRACTICES COMMISSION

## SUMMARY COMPLIANCE REPORT

**Agency:** Queens County District Attorney's Office

**Agency Head:** Honorable Richard A. Brown, District Attorney

**EEO Officer:** Vincent J. Carroll, Jr.

**Audit Period:** **January 1, 2003 – December 31, 2004**

Date of Preliminary Determination Letter:	<i>March 9, 2006</i>
Date of Response Letter:	<i>July 5, 2006</i>
Date of EEPC Response Letter:	<i>July 19, 2006</i>
Compliance Initiated:	<i>September 2006</i>
Compliance Completed:	<i>April 2007</i>
Covering Months:	<i>August 2006 - March 2007</i>

**Date:** **April 26, 2007**

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Queens County District Attorney's Office (QCDA) with the City's Equal Employment Opportunity Policy (EEOP), EEPC initiated Audit Compliance with the QCDA in September 2006. The QCDA's final Monthly Compliance Report was submitted on February 9, 2007. Additional information was received on April 24, 2007.

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

1. **QCDA should follow section VIII 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 QCDA submitted large print versions of its EEO policies.

The required action was completed in February 2007.

2. **The EEO Officer should establish a plan to conduct agency-wide refresher EEO training in calendar year 2006.**

The QCDA submitted a copy of a draft plan, including a timeframe, to train staff on EEO. It

indicated that Ms. Jyll Townes, Assistant Commissioner of DCAS/OCEEEO is working with them to finalize all aspects of the plan.

The response to the required action was accepted in April 2007.

3. **QCDA should update its EEO policy to include all the protected classes under the New York State and New York City Human Rights Laws.**

The QCDA said that it has updated its EEO policy to include all the protected classes under the New York State and New York City Human Rights Laws. It submitted a copy of the policy.

The required action was completed in November 2006.

4. **QCDA's District Attorney should disseminate an agency-wide memorandum to discuss audit findings.**

The attached memorandum from District Attorney Richard A. Brown was distributed on April 12, 2007.

The required action was completed in April 2007.

### **Recommendation**

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to District Attorney Richard A. Brown informing him that the QCDA has implemented the recommended corrective actions to the Commission's satisfaction.

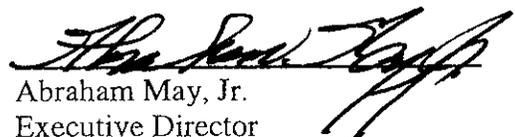
Respectfully Submitted,



Lisa Badner, Esq.  
Counsel



Eric Matusewitch  
Deputy Director



Abraham May, Jr.  
Executive Director

Attachment



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.



## EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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*Deputy Director*

April 26, 2007

Honorable Richard A. Brown  
District Attorney, Queens County  
125-01 Queens Boulevard  
Kew Gardens, New York 11415

Re: Resolution #07/07-904C: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Queens County District Attorney's Office (QCDA) Equal Employment Opportunity Program (EEOP) from January 1, 2003 to December 31, 2004.

Dear Mr. Brown:

Pursuant to Section 832 of Chapter 36 of the New York City Charter, staff of the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Queens County District Attorney's Office (QCDA) for a period not to exceed six months. The compliance period was August 2006 through January 2007. The QCDA's Final Compliance Report was submitted on February 9, 2007. Additional information was received on April 24, 2007.

The goal of monitoring was to determine if the QCDA 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, 2003 to December 31, 2004.

After completing its review of the Compliance Reports submitted by your agency, EEPC staff submitted a Compliance Summary Report for Commission review. The Commission has determined that the QCDA 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 Queens County District Attorney's Office 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 Vincent J. Carroll, Jr., Esq. for the cooperation extended to the EEPC Compliance Unit during the compliance-monitoring period.

Sincerely,



Ernest F. Hart, Esq.  
Chair

C: Vincent J. Carroll, Jr., Esq., EEO Officer