



OFFICE OF THE DISTRICT ATTORNEY, KINGS COUNTY
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CHARLES J. HYNES
District Attorney

MEMORANDUM

To: All Staff

From: Charles J. Hynes, District Attorney

Date: August 22, 2012

Re: Equal Employment Practices Commission Audit

In November 2011, the Equal Employment Practices Commission (EEPC) completed an audit of the Office's compliance with the City's Equal Employment Policy for the period of July 1, 2007 to June 30, 2010. At the conclusion of the audit, the Commission issued recommendations for strengthening this Office's EEO program.

I am pleased to report that we are now in full compliance with the EEPC audit recommendations. Among their recommendations I adopted have been to: a) personally endorse each internal EEO Investigative Report to indicate that it has been reviewed and decided by me; b) require that complainants and respondents be advised in writing of my final decision on each internal EEO investigation; c) require that the Human Resources Department develop a plan to evaluate administrative managers annually; d) provide employees with easier access to contact information for staff responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state and local laws, as well as City and agency policies pertaining to persons with disabilities, by posting that information on the Office's Intranet; and, e) strengthen the skill set of my EEO staff by having them attend the DCAS Training School for EEO Professionals.

The implementation of these recommendations reaffirms my dedication to maintaining in my Office a work environment that recognizes and appreciates the diversity of its workforce. The Kings County District Attorney's Office (KCDA) is an equal employment opportunity employer and I am committed to maintaining its compliance with federal, state, and local laws that prohibit employment discrimination. Employment decision in my Office will continue to be made on the basis of merit and fitness, with equality of opportunity for all without discrimination based on age, alienage, color, creed, disability, gender (including gender identity), sexual orientation, genetic predisposition or carrier status, marital status, military status, national origin, prior record of arrest or conviction, race, religion, or status as a victim of domestic violence, sex offenses or stalking. Additionally, I am personally committed to providing a workplace that is free of discrimination, sexual harassment and intimidation, and I fully expect that all my staff with adhere to this same standard.

Employees with EEO concerns can speak with Jossie Gilliam (Rm 1931/Ext. 2994), Marc Fleidner (Rm 1704/Ext.2963), or Dianne Malone (Rm 1918/Ext 2235). Detailed information regarding the Office's EEO program, its policies, and procedures may be found on the Office Intranet.