



## EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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April 21, 2006

Richard T. Wolf

Executive Director

Board of Correction

51 Chambers Street, Room 923

New York, NY 10007

Re: Final Determination Pursuant to the Desk Audit of the Board of Correction and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Non-Mayoral Agencies with Less than 15 Employees from July 1, 2003 to December 31, 2004

Dear Mr. Wolf:

Thank you for your March 29, 2006 response to our March 9, 2006 Letter of Preliminary Determination pursuant to the desk audit of the Board of Corrections and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Non-Mayoral agencies with Less than 15 Employees from July 1, 2003 to December 31, 2004.

After reviewing your response, our Final Determination is as follows:

### **Agree**

The EEPC agrees with your responses to the following recommendations, pending documentation, which can be provided during the compliance period.

### Recommendation #1

BOC should adopt the Citywide EEO Policy and Discrimination Complaint Procedure or issue an EEO Policy and Discrimination Complaint Procedure that are consistent with the Citywide EEO Policy.

Recommendation #2

BOC should distribute the Citywide EEO Policy and Discrimination Complaint Procedure or its own EEO Policy and Discrimination Complaint Procedure to all current and new employees.

Recommendation #3

BOC should post the Citywide EEO Policy and Discrimination Complaint Procedure on agency bulletin boards.

Recommendation #4

The agency's EEO Officer should receive EEO training from either DCAS or another appropriate organization or school (such as the EEO Studies Program of Cornell University's School of Industrial and Labor Relations).

Recommendation #5

BOC should provide EEO training to all current and new employees. This training may be provided by DCAS or another reputable organization or individual.

Recommendation #6

BOC should conduct an underutilization analysis to determine if minorities and/or women are underrepresented in the agency's job categories. BOC may seek the assistance of DCAS or another reputable organization or individual in conducting such an analysis.

*Note:* Given the small size of BOC, the Commission will waive this requirement.

Recommendation #7

If the agency's review reveals underutilization of minorities and/or women, BOC should engage in targeted recruitment efforts to address the underutilization.

*Note:* In light of the Commission's new position on Recommendation #6, this Recommendation is unnecessary.

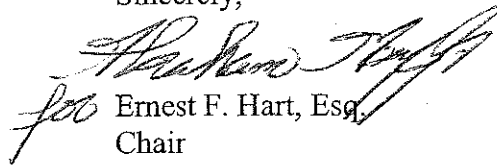
Recommendation #8

BOC should include the EEO tag line in all job recruitment literature.

**Conclusion**

EEPC Counsel Lisa Badner or her designee will communicate with you soon regarding initiation of the compliance procedure pursuant to section 832 of the New York City Charter. In closing, we want to thank you and your staff for your cooperation during the audit process. We look forward to a mutually satisfactory compliance process.

Sincerely,

  
for Ernest F. Hart, Esq.  
Chair

c: Hildy J. Simmons, Chair, BOC  
Cathy Potler, EEO Officer, BOC