



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

Bridget G. Brennan, Special Narcotics Prosecutor

9453
80 CENTRE STREET, SIXTH FLOOR
NEW YORK, NY 10013
212-815-0400, GEN.
212-815-0440, FAX

September 5, 2007

Ernest F. Hart, Esq.
Chair
Employment Practices Commission
City of New York
40 Rector Street, 14th Floor
New York, NY 10006

Re: Resolution #07/08-906/Preliminary Determination Pursuant to the Audit of the Office of Special Narcotics (OSN) Equal Employment Opportunity Program from January 1, 2005 to June 30, 2006

Dear Chairman Hart:

Thank you for the opportunity to respond to your office's audit and evaluation of our agency's employment practices, programs, policies and procedures.

The Office of Special Narcotics's response to the EEO audit is listed below.

Response to Recommendation #1

The Office of Special Narcotics will comply and distribute all of its EEO Policies to employees on an annual basis.

Response to Recommendation #2

The Office of Special Narcotics will follow up on its pledge and issue a Discrimination Complaint Procedure.

Response to Recommendation #3

The Office of Special Narcotics will comply and amend its "Reasonable Accommodation Procedure" to include who to contact regarding a reasonable accommodation and how to make such a request.

Response to Recommendation #4

The Office of Special Narcotics will comply and distribute the EEO Policy Handbook, "About EEO: What You May Not Know," to all current and newly hired staff.

Response to Recommendation #5

The Office of Special Narcotics will comply and ensure that its EEO policies are available in an alternate format, accessible to applicants and employees with disabilities.

Response to Recommendation #6

The Office of Special Narcotics will comply and appoint a Disability Rights Coordinator and include that person's name in the agency head's statement to all staff.

Response to Recommendation #7

The Office of Special Narcotics has obtained copies of the Section 55-A Program brochures issued by DCAS. The Section 55-A Program Brochure were issued on August 9, 2007. A copy will also be included with the orientation material and posted in personnel.

Response to Recommendation #8

The Office of Special Narcotics has appointed a person of a different gender than the EEO Officer and is in the process of scheduling the appropriate EEO training. The individuals named as EEO Officer and Counselors will be included in the agency head's statement.

Response to Recommendation #9

The Office of Special Narcotics will comply and instruct its EEO officer to maintain a monthly EEO complaint log to indicate the status of internal and external complaints.

Response to Recommendation #10

The Office of Special Narcotics is in the initial planning phase of scheduling training for all existing and new employees on EEO policies.

Response to Recommendation #11

The Office of Special Narcotics will comply and maintain the appropriate documentation of meetings and other communications between the EEO Officer and the agency head.

Response to Recommendation #12

The Office of Special Narcotics has updated the organizational structure (see attached organizational chart) which indicates the reporting arrangements of the EEO Officer and EEO Counselors with other staff within the agency.

Response to Recommendation #13

The Office of Special Narcotics has consulted with DCAS, Office of Citywide Equal Employment Opportunity. The structured interview training for managers and supervisors is targeted for the fall of the year.

Response to Recommendation #14

The Office of Special Narcotics will continue to conduct annual performance evaluations for all non-managerial staff. In addition, we will develop a performance evaluation protocol to include managerial staff.

Response to Recommendation #15

The annual evaluation that the Office of Special Narcotics develops for managerial employees will include an assessment of their EEO performance.

Response to Recommendation #16

The Office of Special Narcotics will be appointing an EEO Officer who is not involved in setting or implementing HR policies. That individual will be named in the agency head statement of memorandum to all staff informing them of the changes that are being implemented in the agency's EEO program pursuant to the audit.

Very truly yours.



Steven Goldstein
Chief Assistant District Attorney

Attachment