



FIRE DEPARTMENT

9 METROTECH CENTER

BROOKLYN, N.Y. 11201-3857

NICHOLAS SCOPPETTA
Fire Commissioner



MEMORANDUM

TO: All Agency Staff

FROM: Nicholas Scoppetta *NS*

DATE: August 22, 2008

SUBJECT: Commitment to Equal Employment Opportunity (EEO)

The Fire Department is committed to preventing discrimination by: (a) insuring that all employees are aware of their rights and responsibilities under the EEO Policy; (b) monitoring fair employment practices for all of our employees; and (c) encouraging a work environment that appreciates and respects differences among employees.

Each of you has a special responsibility to ensure that employees value and foster fairness, equity and respect in the work place and strive to promote diversity throughout the Fire Department. It is important to me that all personnel work together to maintain an atmosphere of appreciation for the diversity reflected in our staff.

Recently, we succeeded in attracting a qualified group of diverse men and women to fill our uniformed ranks. We expect this unprecedented effort to translate into the hiring of more diverse firefighters than ever before and this means that the FDNY will become more representative of the communities it serves. I am extremely pleased with the results of our years of sustained effort to increase firefighter diversity.

The Department's commitment to preventing discrimination is also manifested by embracing many of the recommendations of the Equal Employment Practices Commission, issued after a recent audit. To ensure Department-wide compliance, I urge you to make sure that our managers and supervisors:

- Collaborate with the EEO Officer and Personnel bureau to integrate equal employment opportunity into all hiring, promotion, compensation, transfer, training, evaluation, separation, and other personnel decisions. It is important that our EEO Officer provides input on personnel decisions, assists managers and senior staff in addressing EEO and diversity issues,

familiarizes and trains our staff about EEO laws, and investigates EEO complaints.

- Conduct documented meetings with staff at least twice a year to reaffirm our commitment to the Fire Department's EEO Policy and to discuss the rights of the employees to file EEO Complaints with our EEO Officer and/or EEO Counselors.
- Commit the resources necessary to increase the diversity of qualified people in the management ranks and in the pipeline to management. When you have selection opportunities, you should involve both EEO and human resource staff members to ensure equal employment opportunity in recruitment, selection, leadership development and succession planning decisions and take responsibility so that these decisions maximize our ability to attract, develop and retain all talented people.
- Familiarize yourself with structured interviewing materials when you are conducting employment interviews, and consult with the Fire Department's Career Counselors in the Personnel Bureau, (Eve Charlack for civilian personnel and Aurora Gabriel Perez for EMS and Fire personnel), for advice and information about career counseling opportunities.

I look forward to working with you as we continue to do everything we can to attract and retain the best and the brightest in all areas within the Fire Department.