



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

Bridget G. Brennan, Special Narcotics Prosecutor

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February 15, 2008

TO: ALL STAFF

FROM: BRIDGET G. BRENNAN
SPECIAL NARCOTICS PROSECUTOR

A handwritten signature in cursive script that reads "Bridget G. Brennan".

RE: EQUAL EMPLOYMENT OPPORTUNITY POLICIES AND PROCEDURES

The Equal Employment Practices Commission (EEPC) is empowered to audit and evaluate the Equal Employment Opportunity Programs of all New York City agencies. The EEPC recently completed an audit of the Office of Special Narcotics (OSN) covering the period of January 1, 2005 through June 30, 2006 and has recommended changes to our programs. Some of the recommendations include:

- Mandatory EEO training for all staff, followed by EEO training for all newly hired staff;
- Appointment of a new EEO Officer and Counselors;
- Annual distribution of all EEO policies and procedures

It is the policy of this office to comply with the letter and spirit of city, state, and federal anti-discrimination laws as they relate to employment. OSN is currently in the process of complying with all the recommendations of the EEPC. OSN expects to have compliance with all the recommendation on or before May 31, 2008.