

EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Department of Correction

Agency Head: Martin F. Horn, Commissioner

EEO Officer: Luis Burgos

Audit Period: July 1, 2001 - December 31, 2003

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| Date of Preliminary Determination Letter: | <i>January 24, 2006</i> |
| Date of Response Letter: | <i>March 7, 2006</i> |
| Date of Final Determinations Letter: | <i>April 24, 2006</i> |
| Date of Response Letter to the Commission's Final Determinations Letter: | <i>May 25, 2006</i> |
| Date of EEPC's Response: | <i>July 24, 2006</i> |
| Compliance Initiated: | <i>September 2006</i> |
| Compliance Completed: | <i>January 2007</i> |
| Covering Months: | <i>August 2006 - December 2006</i> |

Date: January 25, 2007

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Department of Correction (DOC) with the City's Equal Employment Opportunity Policy (EEOP), EEPC initiated Audit Compliance with the DOC in September 2006. The DOC's final Monthly Compliance Report was submitted on January 5, 2007.

All eight required actions were completed or accepted. The following is a summary of the compliance reports:

- In accordance with the City's Discrimination Complaint Procedures Implementation Guidelines (DCPIG, 1993, available at the DCAS website), the agency head should sign each confidential written report to indicate it has been reviewed and whether the recommendation(s) if any, have been approved and adopted.**

The DOC submitted a copy of a confidential written report that was signed by the agency head acknowledging review and approval.

Documentation was received at the Compliance Initiation Meeting in August 2006.

2. **All discrimination complaint files should include a Discrimination Complaint Form completed by complainant or the EEO investigator.**

The DANY submitted a copy of a Discrimination Complaint Form completed by a complainant.

Documentation was received at the Compliance Initiation Meeting in August 2006.

3. **All confidential written reports should be divided in either three sections in accordance with section 12b of the DCPIG or five sections, consisting of: Background, Investigation, Documentation, Conclusion and Recommendations.**

The above referenced confidential written report consisted of the five sections: Background, Investigation, Documentation, Conclusion and Recommendations.

Documentation was received at the Compliance Initiation Meeting in August 2006.

4. **All EEO trainers should receive DCAS's training for EEO professionals.**

The DANY submitted copies of all the EEO trainers' certificates of completion of the DCAS EEO professionals' course.

Documentation was received at the Compliance Initiation Meeting in August 2006.

5. **To ensure fair employment practices, the Commissioner should direct the Personnel Director to include the Deputy Commissioner of EEO in development of recruitment strategies and selection of recruitment media.**

The DOC said that the Personnel Director has been directed to work collectively with the Deputy Commissioner of EEO in the development of recruitment strategies and selection of recruitment media. It submitted a copy of the directive, which was signed by the Senior Deputy Commissioner.

The required action was completed in September 2006.

6. **Supervisors should be informed that they will be rated on EEO Performance.**

The DOC stated that on November 13, 2006 it issued a directive to supervisors/managers informing them that they will be rated on EEO. It submitted a copy of the directive, which was signed by the agency head.

The required action was completed in November 2006.

7. **DOC should either adhere to the goals projected in its Agency-Specific EEO plan, or develop a more practical training plan in which all new and existing employees will receive EEO training.**

The DANY submitted a copy of a section of its revised agency plan (Fiscal Year 2006), which stated that it will continue its goal to train all new and existing employees and provide refresher training as necessary. It also submitted sample sign-in sheets for EEO training conducted.

Documentation was received at the Compliance Initiation Meeting in August 2006.

8. DOC's Commissioner should disseminate an agency-wide memorandum to discuss audit findings.

The attached memorandum from Commissioner Martin F. Horn will be distributed to all staff the next pay day after the EEPC's public meeting. An executed copy will be forwarded to the EEPC that same day.

The response to the required action was accepted in January 2007.

Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Commissioner Martin F. Horn, informing him that the DOC has implemented the recommended corrective actions to the Commission's satisfaction.

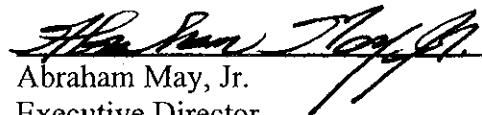
Respectfully Submitted,



Lisa Badner
Counsel



Eric Matusewitch
Deputy Director



Abraham May, Jr.
Executive Director

Attachment