

EQUAL EMPLOYMENT PRACTICES COMMISSION

CITY OF NEW YORK

RESOLUTION #03/06-054: Preliminary Determination Pursuant to the Audit of the Civilian Complaint Review Board's Equal Employment Opportunity Program from January 1, 2000 through June 30, 2002.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, the Equal Employment Practices Commission audited the Civilian Complaint Review Board's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a preliminary determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved,

that pursuant to the audit of the Civilian Complaint Review Board's compliance with its Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. CCRB should issue a general EEO Policy Statement.
2. All EEO Policy Statements and Discrimination Complaint Procedures should be distributed to all employees. (Sect. VIII, Citywide EEO Policy)
3. The agency should follow Section VII of the Citywide EEO Policy and ensure that its EEO policies are available in formats accessible to applicants and employees with disabilities, e.g., audio cassette and Braille.
4. To provide additional information and guidance to agency employees and EEO professionals, the CCRB should adopt and tailor the "Reasonable Accommodation Procedure" and "Request for Reasonable Accommodation" form contained in the Citywide EEO Policy (Appendices 3 & 4).
5. CCRB should obtain and distribute Section 55-A Program brochures issued by the Department of Citywide Administrative Services.

6. The EEO Officer should be scheduled for DCAS training or attend Cornell University School of Industrial and Labor Relations (EEO Studies Program).
7. The EEO Officer should follow the Discrimination Complaint Procedures Implementation Guidelines (issued by DOP, now DCAS, in 1993).
8. In keeping with Section 12 (b) of the Discrimination Complaint Procedures Implementation Guidelines (issued by DOP, now DCAS, in 1993), the investigator's written report should be addressed to and signed off by the agency head.
9. In keeping with section 12 (b) of the Discrimination Complaint Procedures Implementation Guidelines, the EEO investigator should always inform all parties to complaints in writing of the outcome of the investigation.
10. CCRB should maintain and update a monthly discrimination complaint log. (Sect. III, Citywide EEO Policy)
11. During previous audits, the Commission has found numerous EEO program deficiencies in agencies that did not have full-time EEO Officers. For this reason, the Commission has adopted the position that the agency EEO Officers should devote 100% of their time to EEO matters.
12. The EEO Officer should perform all of the EEO functions identified in the City's EEO Policy.

Be It Finally Resolved,

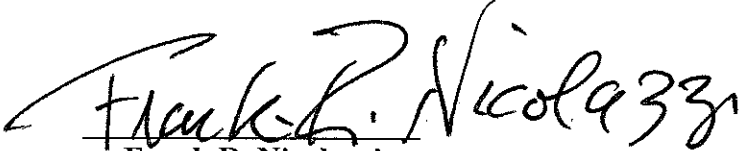
that the Commission authorizes the Vice-Chairman to forward a letter to the Civilian Complaint Review Board's Executive Director, Florence L. Finkle, formally informing her of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the Civilian Complaint Review Board will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on May 8, 2003.

Angela Cabrera
Commissioner

Manuel A. Mendez
Commissioner

C. Catherine Rimokh, Esq.
Commissioner


Frank R. Nicolazzi
Vice Chairman