
District Attorney of the County of New York
Interoffice Memorandum

TO: All Staff

FROM: Robert M. Morgenthau

SUBJECT: Equal Employment Practices Commission Audit

DATE: November 13, 2006

The Equal Employment Practices Commission (EEPC) is the City agency empowered to ensure that the employment practices in city government are free of discrimination and comply with relevant law. The EEPC audits the equal employment opportunity (EEO) programs of all city agencies, and recently completed an audit of this office. The EEPC identified ways we could strengthen our EEO program, and working collaboratively with the EEPC, we are implementing the recommendations made. A summary of those enhancements is outlined below.

EEO Policy and Procedures

I have revised and reissued this office's EEO policy. In addition to the content of the previous policy, the revised policy includes all protected classes under the New York City and New York State Human Rights Law; creates a procedure for employees or applicants with a disability to request a reasonable accommodation; and updates and expands the contact information for outside agencies such as the Equal Employment Opportunity Commission. The EEO policy will be made available in large type, as well as in an audio version, for anyone needing an alternative to the booklet format. Final dispositions of EEO complaints will be conveyed in writing.

Training

The office will continue to train all employees in preventing harassment and discrimination at DANY. Additionally, we are participating in an intensive training program for the EEO Officer, EEO Coordinators, and EEO workshop trainers.

Recruitment

The office will insure that all job postings will include the language that DANY is an equal opportunity employer. DANY will participate in and publicize a City program known as the 55-A program, which promotes the hiring of those with disabilities.

As District Attorney, I re-affirm this office's commitment to maintaining equal employment opportunity for all employees and job applicants. All personnel should work together to maintain a workplace that fosters opportunity, and appreciates diversity. The EEO program is of the highest priority for DANY, and has the full and positive support of the management of this office. I encourage all personnel to review our EEO policies, and use our EEO program. I have included a list of the EEO Officer and Coordinators for your convenience. Please address any questions or concerns to ADA Frederick Watts, EEO Officer, or any of the EEO coordinators.