

OFFICE OF THE DISTRICT ATTORNEY, KINGS COUNTY

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CHARLES J. HYNES
District Attorney

AMY P. FEINSTEIN
CHIEF ASSISTANT DISTRICT ATTORNEY

November 22, 2011

Ms. Angela Cabrera, Commissioner
Equal Employment Practices Commission
40 Rector Street
14th Floor
New York, NY 10006

Re: Resolution #11/24-903

Dear Commissioner Cabrera:

On behalf of the District Attorney, Charles J. Hynes, I acknowledge receipt of the Equal Employment Practices Commission's ("EEPC") preliminary determination, dated November 10, 2011, relative to its audit of the KCDA's EEO procedures and policies.

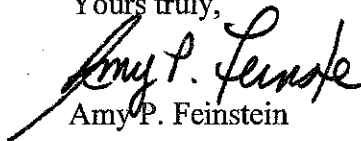
After a review of the Commission's findings and recommendations, District Attorney Hynes has instructed me that adjustments to the Office's policies and procedures are to be enacted. Those actions or changes are noted below, *in seriatim*:

1. The District Attorney's decision in an EEO matter previously was transmitted to the parties orally. Based on your recommendation, effective October 26, 2011, written notification of the complaint investigation outcome is given to all parties involved in an EEO matter. Those letters are sent over my signature, and either delivered by hand or first class mail, return receipt requested. If hand-delivered, the receiving party must sign for the same.
2. Previously, at the direction of the District Attorney I, as his Chief Assistant, endorsed the EEO Officer's memorandum of findings and recommendations after the District Attorney's review. My endorsement noted his decision in the matter. Effective immediately, the District Attorney will personally endorse the EEO memorandum to indicate that he has reviewed the report and will indicate his decision regarding the same.
3. Based on your recommendation, the District Attorney directed the establishment of a management committee to develop a timeline and procedure for annual managerial staff evaluations. The committee has met preliminarily and advises me that this development process is expected to take four to six months. It is anticipated that immediately thereafter, the annual review process will be implemented. I will keep EEPC apprised of our progress.

4. Currently, the EEO Officer reports directly to me and I report directly to the District Attorney. The KCDA will revise its organizational chart to reflect this direct report.
5. The District Attorney has directed me to distribute a memorandum to all staff noting the name, title, room number and telephone number of the person responsible for handling reasonable accommodation requests, ADA Dianne Malone, and our 55-A program, Jossie Lawson Gilliam. The memorandum will be distributed electronically. This process will be completed within 30 days of this letter.
6. Our recently appointed EEO Officer applied to attend the last DCAS EEO training but was informed that her attendance was not possible due to space. The Officer will schedule attendance at a future DCAS training session or equivalent within six months of this letter, if possible. I would note that our EEO Officer is a NYS licensed attorney and in her previous employment as General Counsel for a public benefit corporation she had been appointed as EEO Officer for the same.
7. A memorandum will be electronically distributed to all staff informing them of the changes that are being implemented to the Office's EEO program pursuant to the audit, and re-emphasizing the District Attorney's commitment to his EEO program. This process will be completed within 30 days of this letter.

I believe this addresses all corrective actions recommended by EEPCC. If you have any questions or concerns, please contact me at the number above.

Yours truly,


Amy P. Feinstein