


*City of New York  
Board of Correction*

MEMORANDUM

To: All Staff  
From: Richard T. Wolf, Executive Director   
Date: July 27, 2006  
Subject: Equal Employment Practices Commission Audit

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The Equal Employment Practice Commission (EEPC) recently completed its first desk audit of the Board of Correction compliance with the EEPC's "Minimum Equal Opportunity Standards for Non-Mayoral Agencies with less than 15 employees." The audit was conducted from July 1, 2003 to December 31, 2004.

The EEPC made several recommendations to improve the Board's EEO practices; all but one has been implemented:

- Issuance, distribution and posting of EEO policy;
- Training of our EEO officer; and
- Employee EEO training, which will be done in the Fall.

I reaffirm this agency's strong commitment to maintaining fair employment practices for all of its employees and job applicants. BOC is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO policy and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for the diversity reflected in our staff.

I encourage all employees to review the EEO policy and to address any concerns to EEO officer Cathy Potler.