

# **EQUAL EMPLOYMENT PRACTICES COMMISSION**

## **CITY OF NEW YORK**

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

**Whereas**, on May 8, 2003 the Equal Employment Practices Commission adopted Resolution #03/06-054;

**Whereas**, said Resolution erroneously detailed the recommendations as opposed to the preliminary findings pursuant to its audit. 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. The agency did not have a general EEO Policy Statement.
2. Copies of the EEO Policy Statements and Discrimination Complaint Procedures were not distributed to all employees.
3. EEO policies were not available in alternate formats for use by persons with disabilities.
4. There was no reasonable accommodation procedure to accompany the EEO Policy.
5. Detailed information about the 55-A program had not been distributed to staff.
6. The current EEO Officer did not receive discrimination complaint investigation training.
7. The agency head did not review and sign the complaint investigation reports.
8. One of the discrimination complaint files did not contain a notification letter to the parties.
9. The agency did not maintain a formal discrimination complaint log.
10. Meetings were not held between the EEO Officer and the EEO Counselors to discuss EEO matters.
11. The EEO Officer devoted approximately 1% to 5% of his time to EEO matters.

~~12. The EEO did not perform all of the EEO functions identified in the City's EEO Policy~~

**Be It Finally Resolved,**  
that this Resolution replaces Resolution #03/06-054 adopted on May 8, 2003.

Approved unanimously on February 12, 2004.

**Angela Cabrera**  
**Commissioner**

**C. Catherine Rimokh, Esq.**  
**Commissioner**

  
**Manuel A. Méndez**  
**Vice Chair/Commissioner**