

Mr. Wilson

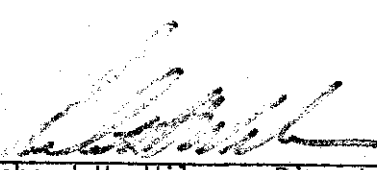
DIVISION OF MENTAL HEALTH AND HOSPITALS

Administrative Bulletin Transmittal Memorandum No. 53

October 31, 1983

SUBJECT: Administrative Bulletin 8:01
External Discrimination Complaints:
Civil Rights and EEOC Complaints

This Administrative Bulletin establishes a procedure for processing discrimination complaints received from sources external to the Division of Mental Health and Hospitals.


Richard H. Wilson, Director
Division of Mental Health and Hospitals

RHW:PK:er

DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 8:01

DATE: October 31, 1983

SUBJECT: External Discrimination Complaints:
Civil Rights and EEOC Complaints
Applicability: H,CO

I. Purpose

To establish a procedure for the processing of discrimination complaints received from sources external to the Division of Mental Health and Hospitals.

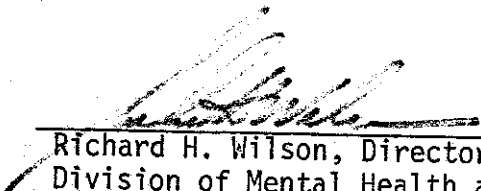
II. Procedure

The following procedure shall be followed upon receipt of a complaint of discrimination from the New Jersey Division on Civil Rights, the U.S. Equal Employment Opportunity Commission, or from any other external source:

- A. Copies of all documents received and notice of all complaints and requests for information shall immediately be sent to the Affirmative Action Officer at the Division of Mental Health and Hospitals' Central Office prior to any action being taken at the institutional level.
- B. Following a review of these documents, the Division Affirmative Action Officer shall refer the matter to the Departmental Affirmative Action Office.
- C. If interrogatories are included in the documents, the Division shall immediately begin to prepare responses with necessary assistance being provided by the Department's Affirmative Action Office. Upon completion of the responses to interrogatories, they shall be forwarded to the Department's Affirmative Action Office. The Department's Affirmative Action Office will then forward the interrogatories and responses to the N.J. Division on Civil Rights, the U.S.E.E.O.C. Office or other external source of the complaint, as appropriate. If the institution deems it necessary, a request for representation from the Attorney General's Office will be made through the Division's Affirmative Action Office to the Department's Affirmative Action Office.

- D. Subsequent requests for information or on-site investigations will be arranged through the Division's Affirmative Action Office. At no time will a Division (Central Office) or institutional employee meet with a representative of the Division on Civil Rights and/or EEOC without first notifying the Division's and/or institutional Affirmative Action Office.

- E. Any other documents, such as Findings of Probable Cause, Conciliation Notices, EEOC determinations, etc., will be forwarded to the Department's Affirmative Action Office for handling, through the Division's Affirmative Action Office.


Richard H. Wilson, Director
Division of Mental Health and Hospitals

RHW:PK:er