

# In-County Civil Rights Review

## Office Observations

1. Are all staff housed according to function and without regard to gender or race? \_\_\_\_\_
2. Are all posters, including "And Justice for All," posted prominently in lobby & meeting place? \_\_\_\_\_
3. Is office clearly marked with agency name and accessible? \_\_\_\_\_

## Program & Personnel Management

1. Are regular office conferences held? \_\_\_\_\_ All attend? \_\_\_\_\_ Minutes taken? \_\_\_\_\_ Distributed? \_\_\_\_\_
2. Are all civil rights documents properly filed? \_\_\_\_\_
3. Are job descriptions on file for all staff? \_\_\_\_\_ Performance reviews? \_\_\_\_\_ Are documents securely kept? \_\_\_\_\_
4. Is program participation data available? \_\_\_\_\_ How is data used to improve services? \_\_\_\_\_
5. Do program flyers have EEO & ADA statements? \_\_\_\_\_
6. Is a complete list of mass media (print, tv, radio) on file and used for program promotion? \_\_\_\_\_
7. How many mailing lists are kept? \_\_\_\_\_ Are they updated annually? \_\_\_\_\_ Are written procedures for updating on file? \_\_\_\_\_
8. List all training received by staff that support civil rights. \_\_\_\_\_

## Program & Organizational Support

Board/Committee	W	H	B	A	NA	Total	Times Met	Minutes?	Training?

## Educational Effectiveness and Quality

Educational Program/Activity	W	H	B	A	NA	Females	Youth	Total	

### Examples of All Reasonable Efforts:

1. All Available Mass Media: \_\_\_\_\_
2. Personal Letters: \_\_\_\_\_
3. Personal Contacts/Visits: \_\_\_\_\_

### Recommendations:

Action	Target Date
1.	
2.	
3.	
4.	
5.	