



**Court Services and Offender Supervision Agency  
for the District of Columbia**

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**POLICY  
MEMORANDUM**

Policy Memorandum 2008-10

Policy Area: EEG

Effective Date:

Approved:

*Adrienne Poteat*  
Adrienne Poteat, Acting Director

*Susan W. Shaffer*  
Susan W. Shaffer, PSA Director

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**EQUAL EMPLOYMENT OPPORTUNITY AND  
DIVERSITY POLICY MEMORANDUM**

**I. COVERAGE**

This Policy Memorandum is being re-issued and applies to all employees of the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA), the District of Columbia Pretrial Services Agency (PSA) (or collectively the Agency), and all qualified applicants for employment with the Agency. It reaffirms our commitment to ensuring equal employment opportunity (EEO) and promoting workforce diversity to maintain a strong, effective, high-performing public service organization.

**II. POLICY**

The Agency was established to provide community supervision to pretrial defendants and offenders on parole, probation and supervised release in the District of Columbia. It is unique in being the only Federal Agency with a local mission, that is, to increase public safety, prevent crime and reduce recidivism in the District of Columbia. Our mission requires a fully diverse and representative workforce that is committed to excellence.

The Agency will not tolerate discrimination or harassment on the bases of race, color, religion, national origin, gender, age, disability, sexual orientation, and/or reprisal/retaliation for opposing discriminatory practices or participating in EEO complaint proceedings. This includes maintaining an atmosphere where employment opportunities are open to all candidates. EEO means that decisions are made on the basis of merit, ability and potential. The Agency supports every employee's right to exercise the protections granted under the civil rights statutes and will not tolerate reprisal against any employee who engages in protected EEO activity. This policy applies to all personnel and employment programs, management practices and decisions including, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations. In addition, the Agency will provide reasonable accommodations to qualified individuals with disabilities and for religious practices, as provided by the applicable laws and procedures.

As Directors of CSOSA and PSA, we will continue to develop and implement essential elements of a model EEO program, as defined by the Equal Employment Opportunity Commission's (EEOC) Management Directive 715 (MD-715). Our personal commitment to EEO goes well beyond meeting legal requirements and directives of the EEOC. We believe that the personal uniqueness of each employee is an asset of incalculable worth and our success as an Agency lies in our ability to utilize the individual talents of our employees. We must continually strive to identify and remove all artificial barriers to employment opportunities at every level within CSOSA and PSA and ensure that our workplace is free from all forms of discrimination and harassment.

As Directors of CSOSA and PSA, we are committed to a strong EEO program. You have our commitment to carrying out the goals and objectives of this Policy Memorandum. Likewise, we expect each manager and supervisor to be mindful of their responsibility to ensure a non-discriminatory work environment. Our goal of excellence in our work requires zero tolerance of any form of discrimination or harassment. Accountability for our own actions must be a major goal shared by each of us. By holding those we supervise accountable for their conduct and being responsible to each other for our own, we can reap the benefits of full equal employment opportunity as we work together to accomplish our mission.

Any Agency employee or applicant for employment who believes he/she has been discriminated against should contact the Director of EEO on (202) 442-1680.

### **III. AUTHORITIES, SUPERSEDURES, AND REFERENCES**

#### **A. Authorities**

Title VII, Civil Rights Act of 1964 (42 U.S.C. §§ 2000 *et seq.*)  
Equal Pay Act of 1963  
Age Discrimination in Employment Act of 1967 (ADEA) (29 U.S.C. §§ 621 *et seq.*)  
The Americans with Disabilities Act of 1990 (ADA)  
Section 501 and 505 of the Rehabilitation Act of 1973  
Civil Rights Act of 1991  
Code of Federal Regulations, Title 29, Part 1614  
Equal Employment Opportunity Commission Management Directive 715  
Equal Employment Opportunity Commission Management Directive 110  
The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (The No FEAR Act of 2002)

#### **B. Policy Supersedure**

PS EEO Policy Memorandum 2004-2