



Court Services and Offender Supervision Agency
for the District of Columbia

POLICY MEMORANDUM

Policy Memorandum 2002-1 JAN 07 2003

Policy Area: EEO

Effective Date:

Approved:

Paul A. Quander, Jr., Director

Susan Shaffer, PSA Director

EQUAL EMPLOYMENT OPPORTUNITY POLICY

I. COVERAGE

This Policy Memorandum is addressed to all Court Services and Offender Supervision Agency ("CSOSA") and Pretrial Services Agency ("PSA") staff.

II. POLICY

America is a rich and colorful blend of people with different backgrounds who are all contributing greatly to the strength and success of this Nation. Like our Nation, CSOSA and PSA embody a wealth of unique and diverse cultures, talents, and abilities. I believe that it is this very diversity that gives CSOSA/PSA its strength and contributes to the creative thinking and innovation so critical to the accomplishment of our mission.

CSOSA/PSA is very likely unique within the Federal workforce in the degree of diversity that exists within our agency. As Director, I am committed to embracing and managing this diversity. As we foster an atmosphere of continuous innovation and service to our community, we must create a work environment that fully utilizes the diverse talents and capabilities of each and every one of us, from all backgrounds and at all organizational levels. We must continue to embrace the rich perspectives that all individuals bring to our workplace. I want CSOSA/PSA to be the best and most productive agency in Government. I believe that when employees feel good about their jobs, and believe they are treated fairly, they are more productive.

As we seek to be accountable to the communities we serve and hold those we supervise accountable for their conduct, we must also be accountable to each other. Discrimination is defined as treating someone differently based on irrelevant characteristics, such as race or gender, rather than on individual merit. Discrimination is illegal and irrational. It could threaten our effectiveness and call in to question our commitment to the fair administration of justice. On the other hand, diversity works. It starts with a commitment from the top. You have my commitment and that of the Director of Pretrial Services Agency and our senior managers. We lead the way in reaffirming our commitment to a workplace free of discrimination or harassment of any kind – a workplace where no one is denied the opportunity to contribute fully because of race, color, gender, religion, national origin, age, disability, or sexual orientation.

I know that I can count on all managers and supervisors to support our EEO policy. I also call upon each of you to work to create an organizational culture that embodies mutual acceptance, inclusion and empowerment, and firmly rejects all forms of discrimination and sexual harassment.

If you have questions regarding this Policy, I encourage you to contact the EEO Director, Barbara J. Matthews-Beck, on (202) 220-5467.

III. AUTHORITIES AND REFERENCES

Policy Directive, Office of Equal Employment Opportunity, Diversity and Special Programs

Federal Code of Regulations, Title 29, Part 1614