



**COURT SERVICES AND OFFENDER SUPERVISION AGENCY
AND
PRETRIAL SERVICES AGENCY FOR THE DISTRICT OF COLUMBIA**



OFFICES OF THE DIRECTORS

MEMORANDUM

To: All Employees and Applicants

From: Denise A. Simmonds
Acting CSOSA Director

From: Leslie C. Cooper
PSA Director

Date: September 30, 2025

EQUAL EMPLOYMENT OPPORTUNITY

As the Directors of the Court Services and Offender Supervision Agency (CSOSA) and the Pretrial Services Agency for the District of Columbia (PSA) (or collectively, the Agency), we are committed to maintaining a model Federal workplace that is free of discrimination and harassment for all employees and applicants. We are committed to providing equal employment opportunity for all employees and applicants.

Neither CSOSA nor PSA will tolerate discrimination or harassment on the bases of race, color, religion, national origin, sex, age, disability, genetic information, pregnancy, childbirth, or related conditions, or retaliation (prior EEO activity). CSOSA and PSA are committed to correcting harassing conduct before it becomes severe or pervasive. CSOSA and PSA support every employee and applicant's right to exercise the protections guaranteed under Federal law and will take prompt and appropriate action when there is any finding of retaliation against any employee who engages in any protected EEO activity, including opposing discriminatory and/or prohibited personnel practices, or by participating in EEO administrative or judicial proceedings.

Equal employment opportunity covers all personnel/employment programs, management practices, and decisions, including but not limited to, recruitment, hiring, merit promotion, transfers, reassignments, training, career development, benefits, and separations. Equal employment opportunity means that employment-related decisions are made exclusively on the bases of job-related criteria, merit, ability, performance, and potential. Our Agency will ensure that all employees and applicants have the freedom to compete on a fair and level

playing field with equal opportunity for competition.

In addition, CSOSA and PSA will continue to provide reasonable accommodations to qualified individuals with disabilities. Our Agency will continue to accommodate religious practices as well as pregnancy, childbirth or related medical conditions, as required by applicable law and the Agency's policies.

Agency employees who believe that they have experienced harassing conduct may contact CSOSA's Office of Professional Responsibility (OPR) by telephone at 202-442-1988 or via email at OPRComplaints@csosa.gov. Agency employees, former employees, or applicants for employment who believe they have been discriminated against or experienced harassment may contact CSOSA's Office of Equal Employment Opportunity (EEO Office) by telephone at 202-442-1680 or via email at EEOComplaints@CSOSA.gov within 45 days from the date the alleged discrimination occurred or, if the alleged discrimination involved a personnel action (for example, a demotion or termination), within 45 days of the effective date of that personnel action. Alternatively, as appropriate, Agency employees, former employees, or applicants for employment who believe they have been discriminated against may contact the Office of Special Counsel at 202-254-3600 or the Merit Systems Protection Board at 202-653-7200.