



**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: Richard S. Tischner  
CSOSA Director

RICHARD  
TISCHNER

Digitally signed by RICHARD  
TISCHNER  
Date: 2021.09.22 15:40:48 -04'00'

From: Leslie C. Cooper  
PSA Director

Digitally signed by Leslie C.  
Cooper  
Date: 2021.09.22 11:21:08  
-04'00'

Date: September 30, 2021

***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), we are committed to an ongoing effort to develop and implement the principal elements of nondiscrimination in the workplace and to continue to build our Agencies as models of equal employment opportunity (EEO), as defined by the Equal Employment Opportunity Commission (EEOC). Our personal commitment to EEO, however, goes well beyond meeting the legal requirements and directives of the EEOC.

We believe in the individual uniqueness and talents of everyone and recognize that our success relies on our ability to best utilize every employee's diverse strengths. This Memorandum reaffirms our personal commitment to promote diversity and inclusiveness within CSOSA and PSA and to ensure true equal employment opportunity for every employee and applicant for employment. Our expectation is that all employees will fully support the Agencies' efforts to help foster fair treatment and a professional, respectful work environment that is free from discrimination and harassing conduct.

One way we seek to celebrate our diversity is by promoting our Special Emphasis Programs. We are committed to our strong EEO program and will continue to support all of the outstanding work of our Special Observances Committee as well as our Special Emphasis Programs. In keeping with this commitment, we will continue to support and encourage the active involvement of employees at all levels within CSOSA and PSA in all of our Special Emphasis Programs, as well as the work of our Diversity and Inclusion Council. Through these efforts, everyone is encouraged to learn about the rich differences we possess in background, culture, and ability. We will continue to strive to increase our appreciation for and understanding of these differences to prevent any barriers to employment opportunity and workplace inclusiveness within CSOSA and PSA.

CSOSA and PSA employees and applicants for employment have absolute assurance of our commitment to carry out the goals and objectives of this Memorandum by implementing effective strategies directed at recruiting, hiring, and promoting individuals from all qualified sectors of the population. Likewise, we will continue to hold each manager, supervisor, and all others responsible for ensuring a nondiscriminatory work environment. Our joint goal of excellence in our work requires zero tolerance of any form of discrimination or harassment. By holding ourselves and others accountable to these high standards, we can reap benefits of full equal employment opportunity as we work together to accomplish our shared missions.

Neither CSOSA nor PSA will tolerate discrimination or harassment on the bases of race, color, religion, national origin, sex (including pregnancy, sexual orientation, and gender identity), age, disability, genetic information, or retaliation (prior EEO activity). CSOSA and PSA support every employee'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 complaint proceedings. Equal employment opportunity means that employment-related decisions are made exclusively on the bases of job-related criteria, merit, ability, performance, and potential. Our Agencies will ensure that employment opportunities are open to all candidates who meet the required qualifications.

In addition, CSOSA and PSA will continue to provide reasonable accommodations to qualified individuals with disabilities and will continue to accommodate religious practices as required by applicable law and the Agencies' policies.

This Memorandum applies to all personnel and employment programs, management practices, and employment decisions including, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training, career development, benefits, and separations. Agency employees or applicants for employment who believe they have been discriminated against may contact CSOSA's Office of Equal Employment Opportunity, Diversity, and Special Programs (EEO Office) by telephone at 202-442-1680 or via email at [EEOComplaints@CSOSA.gov](mailto:EEOComplaints@CSOSA.gov) within 45 days of from the day 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 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.