



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

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**POLICY  
MEMORANDUM**

Policy Memorandum 2004-2

Policy Area: EEO

Effective Date:

**FEB 23 2005**

Approved:

*Paul A. Quander, Jr.*  
Paul A. Quander, Jr., Director

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

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**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

**I. COVERAGE**

This Policy Memorandum 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.

**II. POLICY**

The Court Services and Offender Supervision Agency was established to provide community supervision to pretrial defendants and offenders on parole, probation and supervised release in the District of Columbia. CSOSA is unique as the only Federal agency with a distinctly 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.

It is the Agency's policy to fully utilize the talents of all employees without regard to race, color, age, religion, national origin, gender or disability. 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 Equal Employment Opportunity (EEO) activity. The 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.

As Directors of CSOSA and PSA, we strongly support a comprehensive and meaningful EEO program. Our personal commitment to EEO goes well beyond meeting legal requirements and directives of the Equal Employment Opportunity Commission (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.

An organization's commitment to EEO is only as strong as the commitment of its leaders. 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 nondiscriminatory 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 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

Title 29, Code of Federal Regulations, Part 1614

Equal Employment Opportunity Commission Management Directive 715