



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



***OFFICES OF THE DIRECTORS***

**GUIDANCE MEMORANDUM**

**TO:** All Employees and Applicants

**FROM:** Richard Tischner, Director, CSOSA  
Leslie Cooper, Director, PSA

**DATE:** February 7, 2025

**SUBJECT:** GM 1012 Equal Employment Opportunity

*Richard Tischner*

*Leslie Cooper*  
Digitally signed by LESLIE COOPER  
DN: cn=US, ou=U.S. Government, ou=Pretrial  
Services Agency, cn=LESLIE COOPER,  
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Date: 2025.02.06 09:46:07 -0500

This memorandum serves as the interim guidance on the Agency’s equal employment opportunity (EEO) program, effective February 7, 2025.

**Policy Statement**

It is the policy of the Court Services and Offender Supervision Agency (CSOSA), and the Pretrial Services Agency for the District of Columbia (PSA) (collectively, the Agency) to comply with the Federal law that states an employer cannot discriminate against any employee based on race, color, religion, national origin, sex, age, disability, genetic information, or retaliation for engaging in protected EEO activity.

The Agency:

- Is committed to ensuring that our workplace is free from all forms of discrimination and harassment; and
- Will provide reasonable accommodations to qualified individuals with disabilities and qualified employees and applicants’ known limitations related to pregnancy, childbirth, or related medical conditions, and will accommodate religious beliefs and practices as required by all applicable laws.

**Coverage**

This guidance memo applies to all employees and applicants of CSOSA, and PSA.

**Authorities, Supersedure, References, And Attachment**

- Authorities:
  - Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) (Pub. L. 110-233, 122 Stat. 881)
  - Title VII of the Civil Rights Act of 1964, as amended. (42 U.S.C. §§ 2000 et seq.)
  - Pregnancy Discrimination Act of 1978

- The Equal Pay Act of 1963, as amended (29 U.S.C. § 206(d) et. seq.)
- Lilly Ledbetter Fair Pay Act of 2009
- The Age Discrimination in Employment Act of 1967 (ADEA), as amended (29 U.S.C. §§ 621 et seq.)
- Title I and V of the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12101 et seq.), as amended by the ADA Amendments Act (ADAAA) of 2008, Pub. L. 110-325
- Rehabilitation Act of 1973, as amended
- EEOC Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act, as amended, Final Rule, 76 Fed. Reg. 16978 (3/25/11)
- Section 501 and 505 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 791 et seq.)
- Sections 102 and 103 of the Civil Rights Act of 1991 (42 U.S.C. 1981, and 42 U.S.C. 1988)
- Code of Federal Regulations (C.F.R.), Title 29, Part 1614 Equal Employment Opportunity Commission Management Directives 110 and 715
- Title III of the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act of 2002), (Pub. L. 107-174)
- Pregnant Workers Fairness Act (PWFA) (42 U.S. Code §§ 2000gg-1 et seq.)
- Executive Order 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
- Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity
  
- Supersedes:
  - PS 1012 Equal Employment Opportunity and Diversity, *effective date of 06/17/2014.*
  
- References
  - [PS 0820 Reasonable Accommodation](#)
  - [OI-OHR-0820.1 Reasonable Accommodation](#)
  - [OI-OHR-0820.2 Personal Assistance Services](#)
  
- Attachment
  - Appendix A: Equal Employment Opportunity Complaint process