



Procedure to Report a Civil Rights Violation to the Office of Civil Rights and the Virginia Department of Criminal Justice Services

It is the policy of Henrico CASA to provide equal employment opportunity to all employees without regard to sex, gender, race, color, religious belief, national origin, sexual orientation, veteran status, age, disability, or political affiliation. This policy applies to recruiting, hiring, training, promoting, retaining, compensation, and benefits, as well as to all other CASA privileges, personnel programs, and matters of employment.

Employees may report concerns for civil rights violation if you believe that you or someone else experienced unlawful discrimination. The following information shares the steps and process for a report:

1. Make a Report Online (<https://civilrights.justice.gov/report/>) *
 - A. The above-referenced online form allows an opportunity to provide the details of the complaint to the Office of Civil Rights (OCR) so that they may understand the nature of the complaint.
 - B. Once submitted, the report is immediately sent to OCR staff for review. Employees will receive a confirmation number of their complaint.
2. OCR will Review the Report
 - A. An OCR Team that specializes in handling the specific complaint will review it.
 - B. If it needs to be forwarded to another team or agency, OCR will work to connect the specific complaint to the correct OCR Team.
3. OCR will Determine Next Steps (four possible outcomes):
 1. OCR will follow up and request more information;
 2. OCR will begin an investigation or initiate mediation;
 3. OCR may suggest another organization to request further help; or
 4. OCR may inform an employee that they cannot help remedy the concern.

Henrico CASA assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, gender, or disability against a recipient of victim assistance formula funds under a OJP Federal Award, Henrico CASA will forward a copy of the findings to the Office for Civil Rights of OJP and the Virginia Department of Criminal Justice Services (DCJS).

By signing below, I acknowledge that I have received a written copy of the Policy to Report a Civil Rights Violation and that I understand the terms of this policy.

Staff Signature

Date

Staff Name (printed)

Date

** Note: If you cannot access the online form, you can also report a concern for a violation via phone or mail: (202) 514-3847 or 1-855-856-1247 (toll-free) | Telephone Device for the Deaf (TTY) (202) 514-0716
U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, NW
Washington, D.C. 20530-0001*