

Equal Employment Opportunity, Non-Discrimination, and Anti-Harassment Statement

Information for Employees Funded Under Grants from the Illinois Criminal Justice Information Authority

It is the conviction of the Agency to recruit and maintain highly qualified employees. Decisions regarding the recruitment, hiring, training, promotion, and layoff of and the awarding of benefits to an employee will be made without regard to factors including, but not limited to race, sex, creed, religion, color, marital status, age, national origin, mental or physical handicap, sexual orientation, pregnancy, military status, genetic information, or any other status protected by law.

Further, the State's Attorneys Appellate Prosecutor is committed to maintenance of a work environment free of harassment and all forms of coercion that diminish the dignity of an employee in the office. This policy forbids any employee, supervisor, official, vendor, client or other person to harass any Agency employee. The harassment prohibited by this policy is conduct, whether verbal, physical or visual, that denigrates or shows hostility or aversion toward an individual based on that person's race, sex, creed, religion, color, marital status, age, national origin, mental or physical handicap, sexual orientation, pregnancy, military status, genetic information, or any other status protected by law. The Agency will not tolerate harassing conduct that has the purpose or effect of interfering unreasonably with an individual's work performance, affecting an individual's tangible job benefits or creating an intimidating, hostile or offensive work environment.

For the purposes of this policy, an employee is defined as any individual performing services for remuneration within this State for the Agency, an apprentice, an applicant for any apprenticeship, or an unpaid intern as defined by the Illinois Human Rights Act (775 ILCS 5/ et seq.).

Delivery of services by the Agency includes trial and appeal of cases, drug forfeitures, labor services, tax objection services, and training for legal and criminal justice personnel without regard to the factors listed in paragraph one (1) or any other status protected by law.

Contact Information

Applicants and employees alleging human rights violations or who have questions regarding any procedures may contact the EEO Officer. If the alleged harasser is the EEO Officer, formal procedures can be initiated with the Director of the Agency. The Agency has designated the following individual to coordinate the Agency's equal employment and anti-harassment policy compliance:

Matt Jones, Associate Director
725 South Second Street
Springfield, IL 62704
217-782-1628

It is the belief of the Agency that any incidents involving human rights violations can be resolved internally. However, employees may contact the below listed agencies:

U.S. Equal Employment Opportunity Commission

1-800-669-4000
1-800-669-6820 (TTY)
www.eeoc.gov

Illinois Department of Human Rights-Chicago Office

100 W. Randolph Street-10th Floor
Intake Unit
Chicago, IL 60601
312-814-6200
866-740-3953 (TTY)

www2.illinois.gov/dhr

Illinois Department of Human Rights-Springfield Office

222 South College, Room 101-A
Intake Unit
Springfield, IL 62704
217-785-5100
866-740-3953 (TTY)

Illinois Department of Human Rights-Marion Office

2309 West Main Street Suite 112
Intake Unit
Marion, IL 62959
618-993-7463
866-740-3953 (TTY)

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Civil Rights Act Complaint Procedures and Forms

As a recipient of Federal financial assistance, the Illinois Criminal Justice Information Authority (Authority), as the State Administrating Agency, has the responsibility to ensure that grantees are not discriminating in the services that they provide or in their grant funded employment practices.

Grantee employees who believe that they have encountered discrimination in any terms or conditions of employment, including but not limited to hiring, selection, promotion, transfer, pay, tenure, discharge, and discipline may file a complaint with the Authority, who will then forward the complaint to the IDHR for investigation.

Grantee employees may fill out an online complaint form (available at www.icjia.state.il.us) or download it and submit via U.S. mail. Most complaints must be received within 180 days of the alleged discriminating activity. However, you may also complain to the **Illinois Department of Human Rights (IDHR)**. IDHR may be reached in the following offices:

CHICAGO OFFICE
100 W. Randolph Street
10th Floor
Intake Unit
Chicago, IL 60601
312-814-6200
866-740-3953 (TTY)

MARION OFFICE
2309 West Main Street Suite 112
Intake Unit
Marion, IL 62959
618-993-7463
866-740-3953 (TTY)

SPRINGFIELD OFFICE
222 South College, Room 101-A
Intake Unit
Springfield, IL 62704
217-785-5100
866-740-3953 (TTY)

www2.illinois.gov/dhr/

Individuals receiving services from an Authority-funded grantee who believe they have been discriminated against or believe that his or her civil rights have been violated, may file a complaint with the Authority or directly with the U.S. Department of Justice:

U.S. Department of Justice
Office of Justice Programs
Office on Civil Rights
810 Seventh Street N.W
Washington, DC 20531
www.justice.gov

Those individuals who believe that they have been discriminated against in receipt of Authority-funded grant services may fill out an online complaint form (available at www.icjia.state.il.us) or download it and submit via U.S. mail to:

Office of General Counsel
Illinois Criminal Justice Information Authority
300 W. Adams St., Suite 200
Chicago, IL 60606
www.icjia.state.il.us