



**DISCRIMINATION COMPLAINT PROCEDURES FOR
RESPONDING TO COMPLAINTS FROM CLIENTS OF THE
JUDICIAL BRANCH AND FROM BENEFICIARIES OF DEPARTMENT
OF JUSTICE (DOJ) FUNDED SUBRECIPIENTS**

I. Policy

It is the policy of the Judicial Branch that all individuals have the right to participate in programs and activities operated by the Judicial Branch and its subrecipients regardless of race, color, national origin, sex, religion, physical or mental disability and age. The Judicial Branch will make reasonable efforts to ensure that its agency and subrecipients comply with applicable federal laws and regulations prohibiting discrimination in the delivery of services.

These laws also prohibit agencies from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

II. Purpose

The purpose of this policy is to establish written procedures for Judicial Branch employees to follow when a complaint is received alleging discrimination in the delivery of services from a client of the Judicial Branch or from a beneficiary of a subrecipient implementing funding from the U.S. Department of Justice (DOJ).

III. Definitions

“Beneficiary” refers to a client, customer, or program participant.

“Complainant” refers to the person or persons who initiate a complaint.

“Subrecipient” refers to an agency which receives a DOJ grant award that is administered by the Judicial Branch.

IV. Procedures

- A. Clients of the Judicial Branch and beneficiaries of subrecipients who wish to file a complaint of discrimination may file a complaint with the Judicial Branch, with the Commission on Human Rights and Opportunities (CHRO) at 25 Sigourney

Street Hartford, CT 06106, 860-541-3400; or with the Office for Civil Rights (OCR), Office of Justice Programs, at 810 7th Street N.W., Washington, D.C. 20531. In addition, beneficiaries may file a complaint directly with the subrecipient. If a client or beneficiary of a subrecipient raises an allegation of discrimination with a Judicial Branch employee, the Judicial Branch employee shall instruct the complainant to submit a written statement of the allegations to the Judicial Branch Director of Human Resource Management Unit, 90 Washington Street, Hartford, CT 06106, 860-706-5280.

- B. If the complaint is filed with the Judicial Branch, it must be done in writing using the JD-ES-284 New 10-12, Discrimination Complaint/Federal Grants Form (www.jud.ct.gov/webforms/forms/es284.pdf).
- C. The Judicial Branch Director of the Human Resource Management Unit or his designee shall provide the complainant with written notice acknowledging receipt of the complaint.
- D. The Human Resource Management Unit may investigate the complaint or refer the complaint to CHRO. If the complaint is referred to CHRO, it shall notify the complainant and the Office for Civil Rights (OCR), Office of Justice Programs. If the Human Resource Management Unit investigates the complaint, it shall notify the complainant and the Office for Civil Rights (OCR), Office of Justice Programs of the investigation and the outcome.
- E. A general condition requires that subrecipients have procedures in place for responding to complaints of discrimination regarding the delivery of services that are filed directly with the subrecipient. Program monitors will address this in their compliance checklist.

V. Training and Policy Dissemination

The Judicial Branch will post these procedures on the Judicial Branch website to notify Judicial Branch subrecipients and their employees of prohibited discrimination and the procedures for filing a complaint of services discrimination. The policy will be included in new employee orientation materials and Judicial Branch employees will be trained on complaint procedures, including the employee's responsibility to refer service discrimination complaints to the Judicial Branch Director of the Human Resource Management Unit.

Non-discrimination and non-retaliation clauses will continue to be incorporated into all subrecipients contracts and agreements.

CCA Approved – September 20, 2012