

COOK COUNTY STATE'S ATTORNEY'S OFFICE'S
EQUAL EMPLOYMENT OPPORTUNITY OFFICE

CCSAO EEO COMPLAINT FORM

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This is an EEO Complaint Form, which may be completed by any Cook County State's Attorney's Office employee who feels they have been subjected to a violation of the CCSAO's EEO Policy, which forbids unlawful discrimination or harassment, including sexual harassment; forbids retaliation, and forbids workplace bullying.

Once you have completed this Form, return it to the EEO Officer either via email at Donyelle.Gray@cookcountyil.gov; or via Inter-Office or U.S. Mail to: **Donyelle L. Gray, EEO Officer; 69 W. Washington, Suite 3200; Chicago, IL 60602.**

Please fill out this Form as completely as possible. Use additional sheets of paper as needed. Please contact the EEO Officer at 312-603-3645 or via email at Donyelle.Gray@cookcountyil.gov if you have questions about this Form.

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1. Name _____
 2. Current Work Assignment & Position Title _____
 3. Telephone Number Where You May Be Reached _____
 4. Email Address _____
 5. List the person(s) you allege violated the CCSAO EEO Policy.

Name	Work Assignment (Bureau, Division, etc.)	Position Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Which of the following best describes the basis of your complaint?
 - a. Race _____
 - b. Color _____
 - c. National Origin _____
 - d. Sex _____
 - e. Sexual Orientation _____
 - f. Gender Identity _____
 - g. Age (40 or Older) _____
 - h. Physical Disability _____
 - i. Mental Disability _____

9. At this time, would you like to request a transfer to a different CCSAO worksite while the investigation is pending? YES [] NO [] *[The CCSAO makes no guarantees that a transfer request will always be granted. The CCSAO will do its best to accommodate a transfer request if feasible and if the particular circumstances warrant a transfer prior to the conclusion of the investigation. If a transfer is not feasible and warranted, the CCSAO will explore the most practicable way to address your concerns while the investigation is pending. Finally, if you check "NO" now, but later change your mind, alert the EEO Officer immediately.]*

10. List any witnesses you believe have direct knowledge of your allegation(s) who may be contacted for additional information to support or clarify your complaint.

Name	Email Address or Telephone Number
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11. Additional Comments.

12. Explanation of Process and Signature.

Upon receiving a complaint or report of discrimination, the EEO Officer will first determine whether the allegations, if true, would constitute a violation of this Policy.

In cases where the allegations, if true, describe conduct that would constitute a violation of this Policy, the EEO Officer will promptly conduct an equitable and thorough investigation.

When the investigation is complete, the EEO Officer will prepare an Investigation Summary Report, containing a summary of the evidence, and a finding of whether a Policy violation has occurred. The report will state whether the allegations are "substantiated" or "not substantiated."

In instances where the EEO Officer finds that the allegations are substantiated, the Investigation Summary Report shall indicate the specific portion(s) of the Policy, and any applicable conduct section(s) of the Personnel Rules that have been violated, and shall make a recommendation of discipline to the Chief of Staff.

The EEO Officer shall provide written notification to the complaining party ("Complainant") and the accused party ("Respondent") advising them of the outcome of the investigation. The notification will not include the recommended discipline made in substantiated cases, as employment actions are protected under the federal Privacy Act.

I, the undersigned, attest that the information provided in this EEO Complaint is true and accurate to the best of my knowledge.

Signature of Complainant

Date