

# Civil Rights Complaint Procedures

## Discrimination complaints from Grantee employees

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 Illinois Criminal Justice Information Authority (ICJIA), the Illinois Department of Human Rights (IDHR), the US Equal Employment Opportunity Commission (EEOC), and the U.S. Department of Justice Office for Civil Rights (OCR).

Complaints filed with ICJIA should be directed to ICJIA's Civil Rights Officer. ICJIA complaint forms can be found at ICJIA's website or by contacting the ICJIA's Civil Rights Officer at 312-793-8550.

Complaints filed with ICJIA may be filed via the web (<http://www.icjia.state.il.us/public/>), mail (Civil Rights Officer, Illinois Criminal Justice Information Authority, 300 West Adams Street, Suite 200, Chicago, Illinois 60606), or email (cja.civilrightsofficer@illinois.gov).

The individual may also file a complaint directly with the OCR at the following address: Office for Civil Rights; Office of Justice Programs; U.S. Department of Justice; 810 Seventh Street N.W.; Washington, DC 20531, or their local EEOC office.

Complaints may also be filed with the IDHR.

## Service discrimination complaints

If an individual, receiving services, believes that he or she has been discriminated against or that his or her civil rights have been violated, the individual may file a complaint with the Illinois Criminal Justice Information Authority (ICJIA), the Illinois Department of Human Rights (IDHR), and the U.S. Department of Justice Office for Civil Rights.

Complaints filed with ICJIA should be directed to ICJIA's Civil Rights Officer. ICJIA complaint forms can be found at ICJIA's website or by contacting the ICJIA's Civil Rights Officer at 312-793-8550.

Complaints filed with ICJIA may be filed via the web (<http://www.icjia.state.il.us/public/>), mail (Civil Rights Officer, Illinois Criminal Justice Information Authority, 300 West Adams Street, Suite 200, Chicago, Illinois 60606), or email (cja.civilrightsofficer@illinois.gov).

The individual may also file a complaint directly with the OCR at the following address: Office for Civil Rights; Office of Justice Programs; U.S. Department of Justice; 810 Seventh Street N.W.; Washington, DC 20531.

Complaints may also be filed with the Illinois Department of Human Rights (IDHR).

IDHR offices:

CHICAGO OFFICE

100 W. Randolph Street, 10th Floor

Intake Unit

Chicago, IL 60601

(312) 814-6200 or (886) 740-3953 (TTY)

SPRINGFIELD OFFICE

222 South College Street, Room 101

Intake Unit

Springfield, IL 62704

(217) 785-5100 or (886) 740-3953 (TTY)

MARION OFFICE

2309 West Main Street, Suite 112

Intake Unit

Marion, IL 62959

(618) 993-7463 or (886) 740-3953 (TTY)