

**22<sup>nd</sup> JUDICIAL DISTRICT ATTORNEY'S OFFICE**  
**DISCRIMINATION / CIVIL RIGHTS POLICY AND PROCUDURES**

The purpose of this policy is to provide written guidelines for District Attorney employees when they receive a complaint alleging a civil rights, employment or services discrimination from applicants, program participants or beneficiaries based on race, ethnicity, national origin, religion, sex, sexual orientation, gender identity, disability, and age in the delivery of services and employment practices.

All complaints are taken seriously. Complaints should be emailed to [damontgomery@22da.com](mailto:damontgomery@22da.com). Our website indicates where all complaints should be sent.

Once a complaint is received, it is forwarded to the Chief Administrative Assistant District Attorney or the District Attorney for review and investigation. He will in turn respond to the complaining party in writing and refer the report to LCLE and other agencies if needed.

The complaint will be handled through the most confidential and direct means possible. All employees are assigned and must complete annual video training Civil Rights Training.