**Section 150.20 Procedures**

a) General.

1) The Authority shall, upon being informed of an individual's desire to file a formal discrimination complaint, instruct the individual how to obtain a copy of this Procedure and a form prescribed by the Authority and shall, upon request, assist the individual in the completion of the form.

2) Discrimination complaints shall be made on the discrimination complaint form and shall be used to clearly record the date, nature, and other information pertinent to the complaint of alleged discrimination. The discrimination complaint form shall be submitted, in a timely manner, to:

Authority EEO Officer

Illinois Criminal Justice Information Authority

Suite 1016, 120 South Riverside Plaza

Chicago, Illinois 60606.

3) The discrimination complaint form must be completed in full to receive proper consideration by the Authority's EEO Officer.

b) Timeliness.

Unless there are extenuating circumstances, all complaints must be received by the Authority's EEO Officer in writing within 180 days after the date of the last incident of alleged discrimination. Time limits established in this procedure may be extend by mutual agreement in writing, signed by the complainant and the Executive Director of the Authority.

c) Screening.

When a completed discrimination complaint form is received in a timely fashion, the Authority's EEO Officer will proceed to investigate the alleged discrimination, with the result and recommendation of finding due within ten (10) working days. When applicable, the complainant's immediate supervisor will be contacted for relevant information. All concerned parties will be contacted and requested to avail themselves to a fact-finding conference.

d) Withdrawal of the Complaint.

The complaint, or part of the complaint allegation, may be withdrawn by the complainant during the investigation of the complaint upon receipt by the Authority's EEO Officer of a written request for withdrawal.

e) Dismissal of the Complaint.

If, after an analysis of the merits of the complaint by the Authority's EEO Officer, there is a lack of substantial evidence to believe that discrimination has occurred, the Authority's EEO Officer shall document the efforts to investigate the complaint and forward the documentation to the Executive Director for final review pursuant to Section 150.40.