



**OFFICE OF THE DISTRICT ATTORNEY
TOWALIGA JUDICIAL CIRCUIT
STATE OF GEORGIA**

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*Non-Discrimination & Grievance Policy
Service Provision*

The Office of the District Attorney does not discriminate or deny services to any crime victim or witness. Federal law prohibits discrimination on the basis of race, color, national origin, religion, sex, age or disability. If you believe you have experienced discrimination, you are encouraged to file a civil rights complaint as soon as possible. In most circumstances, you have one year from the date of the incident to do so. The complaint verification form and identity release statement may be found here: <https://ojp.gov/about/ocr/complaint.htm> and submitted to:

*Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street NW
Washington, DC 20531*

The Towaliga Judicial Circuit strives to provide excellent responses to all members of the public including victims of crime. Grievance procedures have been developed to assist victims in resolving problems. Victims will not be subject to intimidation or other negative treatment for initiating a grievance process.

- 1) Victims should attempt to resolve all grievances informally with the staff member. The formal review process should be used only when a victim has not received satisfactory resolution of his/her problem through informal methods.
- 2) If the grievance cannot be resolved through discussion with the staff member the victim should speak with that staff's direct supervisor or submit a complaint to the District Attorney, or to CJCC (address below) or OCR listed above:



Criminal Justice Coordinating Council
104 Marietta St. NW, Ste. 440
Atlanta, GA 30303
404-654-1763

3) The District Attorney and Victim Services Director as Grants Management Designee will discuss the grievance and write a Plan of Action to resolve the issue or incident. The Plan of Action will be sent to the victim within 30 days of receiving the written grievance. If the victim does not respond within 30 days of receiving the Action Plan, the District Attorney's Office will consider the incident or issue resolved.

4) If a victim is not satisfied with the Plan of Action they may request in writing a meeting or phone call with the District Attorney. The victim needs to provide an explanation about why the Plan of Action is not satisfactory. If the victim does not find an acceptable solution to the problem, the victim may look for further assistance outside of the agency.

Victim's Responsibility

Victims should not discuss their grievance with any other Towaliga Judicial Circuit District Attorney staff member. The grievance should only be addressed to the staff member it concerns. If a victim attempts to discuss the grievance with another staff member they will be immediately referred to the staff member or their direct supervisor. If a victim does not wish to speak with the staff member they have a grievance against or their direct supervisor no other staff member may discuss their grievance with the victim.

Updated 7/7/21

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact Lorraine Bunn at 478-994-7652