

## **Procedures for Reporting Cases of Bias or Prejudice**

The manifestation of bias or prejudice in the performance of court duties impairs the fairness and impartiality of court proceedings, brings the judicial system into disrepute and is unacceptable in the courts of the State of Missouri.

All court employees shall perform court duties without bias or prejudice. Court employees shall not, in the performance of court duties, by words or conduct, manifest bias or prejudice, including but not limited to bias or prejudice based upon race, sex, religion, national origin, disability, or age.

### I. Procedure for Members of Public

Individuals who believe that they have been subject to acts by court employees motivated by bias or prejudice based on such suspect classification should report the acts alleged to be so motivated, in writing, with enough specificity to enable investigation into the incidents reported, including names, dates, and witnesses if any. The report must be signed by the alleged victim of the suspect acts and shall provide contact information for subsequent communications. The report should be mailed to:

Scott Brinkman  
Legal Counsel to the Court Administrator  
Jackson County Courthouse  
415 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106

### II. Procedures for Court Employees

Court employees subject to Court Operating Rule 7 shall report cases of bias or prejudice as provided in Court Operating Rule 7.01.B.16.

Retaliation against any individual for opposing any conduct prohibited or for participating in any manner in an investigation, proceeding, or hearing under of such matter is prohibited.

Any court employee who violates this Procedure shall be subject to disciplinary action up to and including dismissal; provided, court employees subject to Court Operating Rule 7 shall be subject to discipline pursuant to the procedures set forth in section 7.01.B.12 of Court Operating Rule 7.