

## **2-07/140.30 - Intake Specialist Unit**

This Unit has the responsibility for being the Departmentâ€™wide singleâ€™pointâ€™ ofâ€™ intake for employees complaining of violations of the Policy of Equality (“POE”). Its primary role is to initially evaluate the substance of equityâ€™based complaints and determine the proper path for the investigation and/or disposition of those complaints.

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