

## Olmsted County Discrimination Complaint Procedure

Title VI of the Civil Rights act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal assistance. Olmsted County's Human Rights Ordinance and Minnesota Human Rights Statutes address discrimination against additional protected classes. Olmsted County has adopted the following complaint procedure as part of its Title VI and human rights enforcement program.

The purpose of Title VI is to prevent the denial, reduction, or delay of benefits to minority and low-income populations, to ensure full and fair participation by affected populations in governmental decisions regarding facilities and services, and to ensure that policies and programs avoid producing discriminately negative effects on minority and low-income populations. Departments that are federal grant recipients may be subject to additional Title VI requirements specific to those grant programs (for example, the ROCOG Environmental Justice Protocol).

### Filing of Complaints

Complainants, or their representatives, may file a written complaint with the Olmsted County's Title VI Coordinator in the Human Resources Department at any time within one hundred and eighty (180) calendar days from the date of the alleged discriminatory act. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the complainant for signature.

Complaints shall state the name and address of the complainant, and if applicable, the name of the representative filing on behalf of the complainant, the name and address of the entity alleged to have committed the act of discrimination, and the particulars of that act. The complaint shall contain any other information relevant to resolution of the complaint.

All complaints will include the following information:

- Name, address and phone number of the Complainant
- Name, address phone number and relationship of representative to complainant (if applicable)
- Basis of complaint (i.e., the protected class of the person alleged to have been discriminated against, such as his/her race, color, national origin, sexual orientation, disability, etc.)
- Date of alleged discriminatory act(s)
- Date complaint submitted
- A statement of the complaint, including specific details, relevant facts, and documentation
- List other agencies (State, Local or Federal) where the complaint has been filed.

### Tracking system

Olmsted County's Title VI Coordinator will maintain a Complaint Intake Log of all complaints received recording all the information specified in the complaint along with a description of actions taken in response to the investigation, lawsuit or complaint. This log will be maintained electronically and will be available for review at the Olmsted County Human Resources Department.

### Olmsted County Procedure for Investigation of Complaints

Within fifteen (15) calendar days, Olmsted County's Title VI Coordinator shall confirm receipt of the complaint and inform the Complainant of the investigation process. Within sixty (60) calendar days, Olmsted County's Title VI Coordinator shall commence an investigation of the allegation(s). The purpose of an investigation is to determine whether there is a reason to believe that a failure to comply with the Title VI or the Civil Rights Acts of 1964 has occurred.

Within ninety (90) calendar days, Olmsted County's Title VI Coordinator will render a recommendation for action in a report of findings or resolution and will notify the Complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal appeal and identify the appeal agencies relevant to the Department involved if they are dissatisfied with the decision rendered by Olmsted County's Title VI Coordinator. (For example, in the case of agencies who are recipients of federal transportation funding, the complainant shall be notified in writing of his or her right to submit the complaint to the Federal Transit Administration as cited in FTA C4702. IA.)

## Resolution of Complaints

If a probable cause of discriminatory practice based on status in a protected class is found to exist, the affected Department shall endeavor to eliminate said practice by means of a Remedial Action Plan. The Remedial Action Plan shall include: a list of corrective actions accepted by the agency; a description of how the corrective action will be implemented; and a written assurance that the agency will implement the accepted corrective action in the manner discussed in the plan. Olmsted County's Title VI Coordinator will review the Remedial Action Plan and recommend any revisions. The Plan will be reviewed and approved by the Administrative Committee of the Olmsted County Board of Commissioners and by relevant Policy Boards of affected Departments.

Where attempts to resolve the complaint fail, the complainant shall be notified in writing of his or her right to submit the complaint to another authority with jurisdiction to resolve complaints involving the Department in question.

### Title VI and Related DISCRIMINATION COMPLAINT AGAINST

Name:

Telephone:

Address:

City, State, Zip Code:

Name of Employee, Organization, or Agency that you Believe discriminated against you:

Address:

City, State, Zip Code:

Date of Alleged Incident:

You consider that you were discriminated against on the basis of:

Age:

Creed:

Color:

Disability:

Marital Status:

National Origin (language):

Race:

Religion:

Retaliation:

Sex:

Sexual Orientation:

Status with regard to public assistance:

Please describe the incident in detail:

List other State, Local or Federal Agencies where complaint has been filed:

Signature:

Date:

To obtain additional information on Olmsted County policies and its obligation with respect to avoiding discrimination, please contact the Olmsted County Department of Human Resources.