

PULASKI COUNTY TITLE VI COMPLAINT PROCEDURE

Pulaski County Government assures no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation in any County employment practices or in any project, service, program, or activity provided by County personnel, contractors, or consultants on the basis of race, sex, color, age, national origin, religion, limited English proficiency (LEP), marital status, disability, veteran status, gender identity, sexual orientation, income status, or any other non-merit factor as provided by Title VI of the Civil Rights Act of 1964 and subsequent nondiscrimination laws, executive orders, and related authorities including Pulaski County Ordinance 15-OR-25.

Any person who believes that he or she as a member of a protected class has been discriminated against may submit a Title VI Complaint to the Pulaski County Title VI Administrator. A complaint may also be submitted by a representative on behalf of such a person. The Title VI Complainant may file a written complaint up to 180 days from the date of the alleged discriminatory acts or the date the person(s) became aware of the alleged discriminatory acts. A Title VI Complaint Form may be obtained from the County's website or from the Title VI Administrator.

While the County will address all complaints regarding violations of Title VI and the County nondiscrimination ordinance, only complaints based on Title VI Protected Classes will be considered for Title VI purposes and passed onto the appropriate agency. Complaint Forms must be filled out correctly and completely, including accurate contact information, and be signed and dated. Anonymous Title VI Complaints will not be considered.

Within ten (10) business days of receipt of a Title VI Complaint, a letter will be mailed to the Title VI Complainant stating that the Title VI Complaint has been received and a Title VI investigation is underway. The Title VI Administrator will complete the investigation within sixty (60) calendar days of receipt of the Title VI Complaint. A written investigation report ("Title VI Investigation Report") will be prepared by the Title VI Administrator and shall include a summary incident description, issue findings, and any recommended corrective action.

A final written response letter ("Title VI Response Letter") will be provided to the Title VI Complainant and the accused person(s) and/or department within ten (10) calendar days of completion of the Title VI Investigation Report. The Title VI Complaint and the Title VI Investigation Report will be forwarded to any required state or federal agencies. Further, if a Title VI Complainant is dissatisfied with the final resolution of the Title VI Complaint, he or she has the right to contact the Department of Justice, Civil Rights Division at:

Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530
(888) 848-5306 - English and Spanish (ingles y español)
(202) 307-2222 (voice) or (202) 307-2678 (TDD)

The County will maintain Title VI Plan Complaint records for a minimum of five (5) years.

The Title VI Administrator shall keep all Complainant's identifies confidential except to the extent necessary to perform a Title VI Investigation, or when disclosure is required by law.