

## **THE CITY OF BARABOO**

The City of Baraboo operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Baraboo.

For more information on the City of Baraboo's civil rights program, and the procedures to file a complaint, contact 800-555-1212, (TTY 800-555-1111); email [cmgiese@cityofbaraboo.com](mailto:cmgiese@cityofbaraboo.com) or visit our administrative office at 135 4<sup>th</sup> Street, Baraboo, WI 53913. For more information, visit [www.cityofbaraboo.com](http://www.cityofbaraboo.com). If information is needed in another language, contact 608-355-2700.

## **TITLE VI COMPLAINT PROCEDURE**

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Baraboo may file a Title VI complaint by completing and submitting the agency's Title VI complaint form. The City of Baraboo investigates complaints received no more than 180 days after the alleged incident. The City of Baraboo will process complaints that are complete. Once the complaint is received, the City of Baraboo will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The City of Baraboo has 30 days to investigate the complaint. If more information is needed to resolve the case, the City of Baraboo may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 31 business days, the City of Baraboo can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Ave., SE, Washington, DC 20590.

## TITLE VI COMPLAINT FORM

### Section I:

Name:		
Address:		
Telephone (Home):		Telephone (Work):
Electronic Mail Address:		
Accessible Format Requirements?	Large Print TDD	Audio Tape Other
Large Print Audio Tape		
TDD Other		

### Section II:

Are you filing this complaint on your own behalf?	Yes*	No
*If you answered "yes" to this question, go to Section III.		
If not, please supply the name and relationship of the person for whom you are complaining:		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	Yes	No

### Section III:

I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin
Date of Alleged Discrimination (Month, Day, Year):
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

### Section IV

Have you previously filed a Title VI complaint with this agency?	Yes	No

