



LARIMER COUNTY POLICY AND PROCEDURES

BOARD OF COUNTY COMMISSIONERS POLICY #12212010P001

ADMINISTRATIVE POLICY AND PROCEDURE 100.15B

SUBJECT: CIVIL RIGHTS ACT OF 1964: TITLE VI COMPLAINT PROCEDURE

DATE: December 21, 2010

EFFECTIVE PERIOD: Until Superseded

REVIEW SCHEDULE: Every three years in December, or as needed

CANCELLATION: Board of County Commissioners Policy 12112007P001 and Administrative Policy and Procedure 100.15A (October 22, 2007)

CONTACT: Director of Human Resources (see Section II)

ENCLOSURE: None

REFERENCE:

A. [Governing Policies Manual; 1.2 – Operating Principles](#)

PURPOSE: This Policy and Procedure shall be construed to assure that no person, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity provided by the County by establishing a procedure to investigate claimed acts of discrimination.

SCOPE: This procedure applies to all Offices, Divisions and Departments of Larimer County (reference A).

RESPONSIBILITY: Larimer County employees have the responsibility to assure that no person, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity provided by the County.

SPECIFIC REQUIREMENTS:

1. A written complaint should be filed within 45 calendar days after the complainant becomes aware of the alleged violation (section III, A).
2. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Human Resources Department and a copy

forwarded to the complainant no later than 30 calendar days after its filing (section III, C).

REVISION LOCATOR:

1. Section II
2. Section III

POLICY AND PROCEDURE:

- I. **INTRODUCTION**: Larimer County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Civil Rights Act of 1964; Title VI. The act states, in part, that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- II. **INFORMAL COMPLAINT**: Individuals (Complainants) are encouraged to allow any complaint to be dealt with on an expedited, informal basis. Complainants should contact the following person(s) by telephone or in person:

Human Resources Director
200 W Oak St., Ste 3200
Ft. Collins, CO 80521
970-498-5992
TDD: (970) 498-7969

Resolution of an Informal complaint will be expedited and reviewed based upon the information provided by the Complainant, which may be delivered in writing or verbally, with the objective of fully resolving the issue at the time the complaint is received.

- III. **FORMAL COMPLAINT**: If the Complainant is dissatisfied with the outcome of the Informal Complaint Procedure provided for in section II above, the Complainant may file a written complaint which must contain the name and address of the Complainant. The Complainant shall briefly describe the alleged violation of the regulations. The complaint should be addressed to:

Human Resources Director
200 W Oak St., Ste A
Ft. Collins, CO 80521

- A. **Written Complaint**: A written complaint should be filed within 45 calendar days after the Complainant becomes aware of the alleged violation.
- B. **Investigation**: An investigation by the Human Resources Department, as may be appropriate, shall follow a filing of complaint.
 1. These procedures contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

- C. Determination: A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Human Resources Department and a copy forwarded to the Complainant no later than 30 calendar days after its filing.
- IV. **RECORD RETENTION**: The Larimer County Human Resources Department shall maintain the files and records of the complaints filed for three years + the current year after the complaint or grievance has been satisfied.

Adopted this 21st day of December, 2010

Steve Johnson, Chair
Larimer County Board of County Commissioners
(BOCC approval and signature – Consent Agenda – 12/21/2010)

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