



Title VI Complaint Process and Form

COMPLAINT OF DISCRIMINATION ON THE BASIS OF TITLE VI AGAINST THE CITY OF TACOMA, WASHINGTON

Who can file a Title VI complaint?

- A person who believes he or she has experienced discrimination based on race, color, national origin or sex as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987.
- Someone may file on behalf of classes of individuals.
- If a person aggrieved has limited English skills, the City of Tacoma provides language assistance services such as translation and interpretation services to people regardless of their of English proficiency. Contact the City Clerk's Office below to secure assistance.

How do I file a complaint?

- Fill out this form completely to help us process your complaint. Submit the completed form to the City Clerk within 180 calendar days of the alleged discriminatory act.

What happens when I file a complaint?

- The City will send you a written receipt of your complaint and will forward a copy of your completed complaint form to the City department named as Respondent. The City will designate a person to facilitate and coordinate responses to your Title VI complaint, and this person will contact you.

The duties of this individual include but are not limited to:

- technical assistance to the department on requirements and regulations
 - coordination of meetings between the parties, if needed
 - monitoring completion of any future activities included in a complaint response
 - other services as requested or deemed appropriate
- Following an investigation of the complaint, the City will send you a letter of resolution.

What if I don't agree with the department's letter of resolution?

A complainant who does not agree with the letter of resolution may submit a written request for a different resolution to the City Clerk within 30 days of the date the complainant receives the City's response.

Do I need an attorney to file or handle complaint?

No. However, you may wish to seek legal advice regarding your rights under the law.

Return this form to:

City of Tacoma
City Clerk's Office
Attention Title VI Coordinator
733 Market Street
Room 11
Tacoma, WA 98402
(253) 591-5505
Email cityclerk@cityoftacoma.org

**COMPLAINT OF DISCRIMINATION ON THE BASIS OF TITLE VI AGAINST THE CITY OF TACOMA,
WASHINGTON**

Complainant Contact Information

Name

Street address/City/State/ Zip code

Work phone #/ Home phone # Message phone #

Email address

Additional mailing address

If you are an inmate at a county correctional facility, include your BA number here

Aggrieved party contact information (if different from complainant):

Name

Street address/City/State/ Zip code

Work phone #/ Home phone # Message phone #

Email address

Name of respondent – City of Tacoma, Washington

Department or agency (if known): _____

Address/location (if known)

Date of Incident

Statement of Complaint – Include all facts upon which the complaint is based. Attach additional sheets if needed. Include the following:

- Your name, address, telephone number, email (if available) and signature. If you are filing on behalf of another person, include their name, address, telephone number, email and your relation to that person (i.e., friend, attorney, parent, guardian etc.)
- The name and address of the agency, institution or office that you believe discriminated against you
- The names of any persons whom you allege discriminated against you, if known, or any characteristics that would lead to the identity of that person.
- A description of how, why, when you believe that you were subjected to discrimination.

Name, position, and department of City employees you have contacted regarding the incident(s).

Witnesses or other involved – provide name, address, telephone number(s) and e-mail (if available). Attach additional sheets if needed.

If you have filed a grievance, complaint or lawsuit regarding this matter anywhere else, give name and address of each place where you have filed. Attach additional sheets if needed.

In the complainant's view, what would be the best way to resolve the grievance?

I affirm that the foregoing information is true to the best of my knowledge and belief.

I understand that all information becomes a matter of public record after the filing of this complaint.

Complainant

Date

Aggrieved Party

Date

