

Section 4: Title VI Complaint Procedure

Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, or national origin by Crisp County may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

If the complainant is unable to reduce the complaint to writing, please contact the Title VI Coordinator using the information below, and a staff member will help dictate the complaint or provide other necessary assistance.

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

A complaint must be filed with Crisp County no later than 180 days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued of the latest instance of the conduct.

Once the complaint is received, Crisp County will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to the agency's Title VI Coordinator. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Crisp County has 90 days to investigate the complaint. If more information is needed to resolve the case, the Crisp County may contact the complainant requesting further information. The complainant has 10 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 10 business days, Crisp County can administratively close the case.

After the investigator reviews the complaint, the agency will issue one of two (2) 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.
- ✓ A letter of finding (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 it must direct the appeal back to the agency. The complainant has 30 days after receipt of the closure letter or the letter of finding to do so.

The appeal will be investigated and decided by a separate party other than the Title VI Coordinator.

Appeals will be sent to: BOC Chairman
210 South 7th Street, Suite 309, Cordele, Ga. 31015
229-276-2673
(or other official who issued the initial decision).

Example of the Title VI Appeals Process Letter.

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Today's Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization/Agency]
[Organization/Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to appeal the decision made regarding my Title VI complaint filed on [Date of Complaint]. My complaint was regarding [briefly explain the nature of your complaint, including any relevant details].

I believe the decision reached does not accurately reflect the circumstances of the situation and fails to address the violation of Title VI regulations. Upon reviewing the decision, I have identified several points that were not adequately considered or addressed:

1. [Detail any factual inaccuracies or inconsistencies in the decision]
2. [Explain any procedural errors or oversights during the investigation process]
3. [Provide additional evidence or information that supports your claim]

Furthermore, I would like to request a review by an independent party to ensure impartiality and fairness in the appeals process. I believe that a fresh perspective will help in reaching a just resolution to this matter.

Please acknowledge receipt of this letter at your earliest convenience and inform me of the next steps in the appeals process. I am available to discuss this matter further and provide any additional information that may be required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

Written Title VI Complaints, or any questions regarding Title VI protections, should be forwarded to:

Sherrie Leverett, Title VI Coordinator
229-276-2673
Email: www.sleverett@crispcounty.com
Or visit our administrative office at
210 South 7th Street, Cordele, GA 31015.

For transportation-related Title VI matters, a complaint may also be filed directly with GDOT's Equal Employment Opportunity Office: Title VI Liaison, 600 West Peachtree Street N.W. Atlanta, GA 30308; via phone: 404-631-1972; TTY: 711 or email: civilrights@dot.ga.gov

Or

Federal Transit Administration, Office of Civil Rights, Director
East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, please contact 229-276-2673

Si necesita información en otro idioma, por favor llame 229-276-2673