

**City of Norfolk, Nebraska
Title VI Policy Statement**

Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259) state:

"No person in the United States shall, on the grounds of race, color, national origin, age, disability /handicap or sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 USC 2000d).

The City of Norfolk will endeavor to comply with the requirements of Title VI in all of its programs and activities.

If you have a complaint against the City of Norfolk, Nebraska, please contact the Title VI Coordinator:

Human Resources Director
127 North 1st Street
Norfolk, NE 68701
Phone: (402) 844-2010
Fax: (402) 844-2001

Web site: www.ci.norfolk.ne.us



**CITY OF NORFOLK
NEBRASKA**

**TITLE VI
NON-DISCRIMINATION
POLICY STATEMENT
and
COMPLAINT FILING
PROCESS**

Discrimination Complaint Procedure

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the City of Norfolk. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the City of Norfolk's Title VI Coordinator for review and action.

In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:

- a. The date of alleged act of discrimination; or
- b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the City of Norfolk may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the decision for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed

discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the City of Norfolk, the person shall be interviewed by the Title VI Coordinator. If necessary, someone will assist the person in reducing the complaint in writing and submit a written version of the complaint to the person for signature. The complaint shall then be handled according to the City of Norfolk's investigative procedures.

Within 10 days the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of procedures to be followed, and advise the complainant of other avenues of redress available, such as the Nebraska Department of Roads (NDOR) and the United States Department of Transportation (USDOT).

Information that needs to be included on every complaint submitted is as follows:

- a. Name, address and phone number of complainant;
- b. Name(s) and address(es) of alleged discriminating officer(s);
- c. Basis of complaint (i.e., race, color, national origin or sex);
- d. Date of alleged discriminatory act(s);
- e. Date complaint filed with the City of Norfolk; and
- f. Signature of complainant and/or the complainant's representative.

Within 10 days of receiving the complaint, the City of Norfolk will forward the complaint on to the appropriate state or federal agency.

Unless otherwise directed, or unless the complaint is directly against the City of Norfolk, within 60 days of receiving the allegation, the City of Norfolk Title VI Coordinator, or their designee, will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Mayor of the City of Norfolk. The complaint will be resolved by informal means whenever possible. Such informal attempts and results will be summarized in the report of findings.

Within 90 days of the receipt of the allegation, the Mayor will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights if they are dissatisfied with the final decision rendered by the Mayor. The Title VI Coordinator, or their designee, will also provide the appropriate state or federal agency with a copy of the decision and summary of findings upon completion of the investigation.

All written complaints will be filed with the appropriate state or federal agency and, in addition, will be investigated by the City of Norfolk, unless otherwise directed. However, if the complaint is directly against the City of Norfolk, Nebraska, the investigation will be done by the City for internal use and purposes only.