



Decatur County

DEPARTMENTAL POLICY STATEMENT

SUBJECT: DECATUR COUNTY, TENNESSEE TITLE VI POLICY

Policy: Decatur County assures that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Decatur County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event that Decatur County Distributes federal aid funds to another Governmental entity, Decatur County will include Title VI language in all written agreements and will monitor for compliance.

Decatur County's Title VI Coordinator shall be responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation (CFR) 21.

Any person who believes they have been aggrieved by an unlawful discriminatory practice by a department or agency of Decatur County under Title VI has a right to file a formal complaint with Decatur County. Any such complaint must be in writing and filed with the Decatur County Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from Decatur County at no charge by contacting the County Mayor's Office, or by calling 731-431-6481.

PROCEDURES FOR HANDLING CIVIL RIGHT COMPLAINTS

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990, relating to any program or activity administered by Decatur County through its various departments and agencies to sub-recipients, consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution.

Complaints shall be handled in the following manner:

- 1) Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with Decatur County's



Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence utilizing the form supplied by the Coordinator.

2) Upon receipt of the complaint, the Title VI Coordinator will assign a case number and then determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against one of Decatur County's sub-recipients of federal funds, Decatur County will assume jurisdiction and will investigate and adjudicate the case.

3) Once Decatur County decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five (5) business days. The complaint will receive a case number and will then be logged into the Title VI Complaint Records identifying its basis and the race, color, national origin and gender of the complainant.

4) In cases where Decatur County assumes the investigation of the complaint, Decatur County will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will then have ten (10) business days to furnish Decatur County his/her response to the allegations.

5) Within fifty (50) calendar days of the receipt of the complaint, Decatur County's Investigator* will prepare an investigation report for the Title VI Coordinator's review. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.

6) The investigative report and its findings will be sent to Decatur County's legal counsel for review. The legal counsel will review the report and associated documentation and will provide input within ten (10) calendar days.

7) Any comments or recommendations from Decatur County's Legal Counsel will be reviewed by Decatur County's Investigator*. The Investigator will discuss the report and recommendations with the County Mayor. The report will be modified as needed for clarity and made final for its release.

8) Once the investigative report becomes final, the parties will be properly notified of the outcome and appeal rights.

9) Decatur County's investigative report and a copy of the complaint shall be forwarded to the Tennessee Human Rights Commission within 60 calendar days of the receipt of the complaint.

10) If the complainant is not satisfied with the results of the investigation, he/she shall be advised of their rights to appeal to the Tennessee Human Rights Commission. Appeals must be filed within 180 calendar days after Decatur County's final resolution. Unless new facts not previously considered come to light, reconsideration of Decatur County's determination will not be available.



11) Decatur County will serve as an appeal forum to a complainant that is not satisfied with the outcome of an investigation conducted by one of its sub-recipients. Decatur County will analyze the facts of the case and will issue its conclusion to the appellant within 60 calendar days of the receipt of the appeal.

***This can be Decatur County's Title VI Coordinator or a third party appointed by the Coordinator**



DECATUR COUNTY, TENNESSEE

COMPLAINT UNDER THE CIVIL RIGHTS ACT OF 1964

To: Decatur County

Date: _____

I, hereby file an official Title VI complaint against (Name of Person or Agency) _____

Located at: (Physical Address or Person or Department – if known) _____

Complainant's Name: _____

Complainant's Address: _____

Complainant's Phone No.: _____

Basis of Complaint: () Race () Color () National Origin

Date of alleged discrimination: _____

Nature of Incident: _____

Name, address, and phone no. of witness who may have knowledge of the discriminatory action:

Certification: I hereby certify by my signature that the information provided on this form is true and correct to the best of my ability, and I file this complaint under my rights guaranteed by Title VI of the Civil Rights Act of 1964.

Signed: _____

-----Do Not Write Below This Line-----

Date Received: _____ Received By: _____ Case #: _____