CIVIL RIGHTS TITLE VI PROGRAM

Civil Rights Title VI Complaint Procedures

To be accepted a Title VI complaint must

a. involve discrimination on the basis of race, color or national origin;
b. allege that the discrimination was committed by the City of Portland, a City of Portland employee or a subrecipient (such as a subcontractor or grant recipient) of the City of Portland; and
c. be filed within 180 days of the alleged discrimination (or when the complainant knew, or should have known, of it).

Please provide the following information

a. name of person who experienced the discriminatory action
b. address
c. phone and email information
d. date of the alleged act of discrimination or date when complainant became aware of the alleged discrimination
e. a brief but specific description of the practice or action and any relevant facts

Are there any city staff or witnesses that should be contacted? If so please provide their names or contact information if you have it.

Was a city contractor involved?

Please forward the information to Danielle Brooks at 503-823-2559 or Danielle.Brooks@Portlandoregon.gov and she will determine:

a. if the complaint is complete
b. if more information is needed
c. if the city had jurisdiction and
d. if the complaint is timely

The complainant will be notified if within five days if accepted or not accepted.

3) Investigation

If accepted, the complaint will be investigated. Every effort will be to resolve at the lowest level possible. A written decision will be provided no later than 60 days after the acceptance for investigation.

4) Appeal

The final written decision can be appealed within 14 days from the day you receive the decision.