

# City of Bellevue

## Title VI of the Civil Rights Act of 1964

### Complaint Guide

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#### A. Overview

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 and related statutes, relating to any program, facility or activity managed by the City of Bellevue. 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 or unaccommodated barriers to access. Every effort will be made to resolve complaints informally at the city level. The option of informal mediation meeting(s) between the affected parties and a designated mediator may be utilized for resolution. Intimidation or retaliation of any kind is prohibited by law.

#### B. Procedures

If you believe that you have not been treated equally because of your race, color, national origin, or limited English proficiency, then you have the right to file a formal complaint with the City of Bellevue.

#### How to file a complaint

1. Within 180 days of the incident, complete the Title VI Complaint Form. You must answer every question.
2. Submit the complaint as directed on the form. The city will not act on or respond to a complaint made by telephone or in person.

#### What happens next

1. The city will receive and review the complaint form to determine if additional information is needed and which agency, if any, should further investigate the claim.
2. The city will notify you and the person(s) you identified as being involved in the alleged discrimination of the status of the complaint and, if needed, the process to resolve it. Every effort will be made to resolve complaints informally. Resolution may include informal mediation meetings(s) between you and those you allege were involved. These procedures are part of an administrative process that will not result in the payment of punitive damages or other financial compensation.
3. The person(s) you identified as being involved in the alleged discrimination will have 10 days to respond.
4. Within 60 days of when you filed the complaint, the agency investigating the complaint will prepare a report that includes a description of the incident, who was interviewed, findings and recommendations for resolution. The report will be reviewed and finalized by the City Attorney, in consultation with other city staff.

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5. 15 days after the investigative report is finalized, the city will schedule meetings with you and the person(s) you alleged were involved in the incident. You will be given a copy of the investigative report and will be notified of your right to appeal the findings. These procedures do not deny you the right to file a formal complaint with other state or federal agencies or seek private counsel for complaints alleging discrimination. Intimidation or retaliation against you of any kind is prohibited by law. These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by the City of Bellevue, as well as its sub-recipients, consultants, and contractors.

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정보	<b>Information</b>	情報
Información		معلومات
సమాచారం		Информация
اطلاعات		Thông Tin
सूचना	<b>425-452-6800</b>	資料



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-6168 (voice) or email ADATitleVI@bellevuewa.gov. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.