

## **Title VI: Non-Discrimination Policy and Complaint Procedure**

### **Title VI Compliance:**

Title VI Compliance Procedures. The following pertains to Title VI compliance city-wide. For complaints pertaining to **Public Transportation**, please view the policies and procedures at <https://ks-dodgecity3.civicplus.com/731/Title-VI>.

### **City of Dodge City Policy Statement:**

The City of Dodge City assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its federally funded programs and activities.

The City of Dodge City further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event the City of Dodge City distributes federal aid funds to a sub-recipient, the City of Dodge City will include Title VI language in all written agreements and will monitor for compliance.

Any person who believes his/her Title VI protection has been violated, may, within 180 business days of the alleged discriminatory conduct, file a **complaint** with the City of Dodge City. If the deadline falls on date the City is closed for business, the deadline shall be extended to the next business day. For questions regarding Dodge City's Title VI Program, or to file a complaint with the City of Dodge City, please contact the Title VI Coordinator at (620) 225-8100 or [HR@dodgecity.org](mailto:HR@dodgecity.org). or by mail or hand delivery to:

Title VI Coordinator  
City of Dodge City  
100 Chaffin Road  
Dodge City, KS 67801

### **Title VI Complaint Procedure:**

#### **1. Referral to Review Officer:**

The Title VI Coordinator, upon receipt of a complaint, shall appoint one or more staff review officers, as appropriate, to evaluate and investigate the complaint. The Title VI Coordinator may appoint itself the staff review officer. If necessary, the Complainant shall meet with the staff review officer(s) to further explain his or her complaint. The staff review officer(s) shall complete their review no later than 45 business days after the date the Title VI Coordinator received the complaint. If more time is required, the Title VI Coordinator shall notify the

Complainant of the estimated timeframe for completing the review. Upon completion of the review the staff review officer(s) shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to the Title VI Coordinator's processes relative to Title VI, as appropriate. The staff review officer(s) shall forward their recommendations to the Title VI Coordinator for concurrence. If the Coordinator concurs, he or she shall issue a written response to the Complainant. This written report shall include a summary of the investigation, all findings with recommendations, or corrective measures where appropriate.

**Upon receipt of a complaint, the Title VI Coordinator shall forward a copy of the complaint and the resulting written response to the appropriate state or federal agency contact.**

## **2. Request for Reconsideration:**

If the Complainant disagrees with the Title VI Coordinator's written response, he or she may request reconsideration by submitting the request, in writing, to the Title VI Coordinator within 10 business days after receipt of the Title VI Coordinator's response. The request for consideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the Title VI Coordinator. The Title VI Coordinator will notify the Complainant of his or her decision in writing either to accept or reject the request for reconsideration within 10 business days. In cases where the Title VI Coordinator agrees to reconsider, the matter shall be returned to the staff review officer(s) to reevaluate in accordance with this policy.

## **3. Appeal:**

If the request for reconsideration is denied, the Complainant may appeal the Title VI Coordinator's response by submitting a written appeal to the City Manager of the City of Dodge City, no later than 10 business days after receipt of the Title VI Coordinator's written decision rejecting reconsideration. The City Manager will make a determination to either request reevaluation by the staff review officer(s) or forward the complaint to the appropriate state or federal agency contact.

## **4. Submission of Complaint to State or Federal Agency:**

A Complainant may also submit a written complaint within 180 days after the alleged date of discrimination to the U.S. Department of Justice, Civil Rights Division at the following address:

U.S. Department of Justice  
Civil Rights Division  
950 Pennsylvania Avenue, NW  
Washington, D.C. 20530-0001