

Hamilton County Government Title VI Complaint Procedure

A complaint alleging discrimination against Hamilton County may be filed with the Title VI Administrative Officer. The Administrative Officer has the primary responsibility for receiving, acknowledging, and investigating complaints.

1. Complaints must be filed in writing, preferably on the Complaint of Discrimination Form, and immediately sent to the Administrative Officer. The form can be filled out by the complainant or by his/her representative.
2. The Administrative Officer will immediately notify the respective Divisional Coordinator and the federal or state agency providing the federal financial assistance.
3. The Administrative Officer's investigative efforts regarding any complaints will be conducted in cooperation with the respective Divisional Coordinator whose division is the subject of the complaint.
4. The Administrative Officer will conduct and complete such fact-finding within thirty (30) consecutive calendar days after receipt of the complaint. In the event that the investigation may not be completed within this thirty (30) day time frame, the Administrative Officer and the complainant may mutually agree, in writing, to allow for additional time to determine the facts.
5. Once the investigation is completed, the Administrative Officer will prepare a written report of findings. If the report included a finding of violation of Title VI, the Administrative Officer should include the Division Administrator's and/or sub-recipient's proposed corrective action in the report.
6. Within five (5) consecutive work days after the completion of this report, the written findings will be communicated to the complainant by the Administrative Officer. At this point, a complainant who wishes to pursue the complaint may choose to appeal the charges externally, if he/she has not done so already.
 - a. To allow time to file sequentially with Hamilton County and then externally with an appropriate outside agency or court, as the complainant chooses, the complaint within Hamilton County shall be filed no later than thirty (30) calendar days after the alleged discrimination occurred.
 - b. If the complainant is unsatisfied with the findings or the proposed remedial action the complainant may still file externally within any applicable statutes of limitations.
 - c. If a complaint is filed within Hamilton County and is filed externally during the same time, the external complaint supersedes the internal complaint filing; accordingly, Hamilton County's complaint procedures will be suspended pending outcome of the external complaint.