

Complaint Procedures

If a person believes that he/she or a specific class of persons has been discriminated against by the City of Fallon on the basis of race, color, or national origin, such person has the right to file a complaint with the Title VI Coordinator.

On order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:

- a. The date of the alleged act of discrimination; or
- b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representation on the City of Fallon Title VI Complaint Form (hereinafter referred to as "Complaint Form"). The complaint form contains the name, address and contact information of the complainant and should include as much information as possible concerning the alleged violation, including location, date and description of the problem or incident. It may be necessary to share some or all information, including the identity of the person completing the Complaint Form in order to resolve the complaint.

Within 30 days of receiving the written complaint, the Title VI Coordinator will notify the complainant of its receipt. Any Title VI complaint received will be forwarded with seven business days to the Nevada Department of Transportation. The Title VI Coordinator will attempt to discuss the complaint with the complainant and any City of Fallon employee or others who are concerned with the complaint and will attempt to resolve the complaint informally.

If the Title VI Coordinator determines further investigation is warranted, he/she shall mail to the complainant that the investigation is continuing. If appropriate, the Title VI Coordinator may also arrange to meet with the Complainant to discuss the matter and possible resolution. If the matter is not resolved informally the Title VI Coordinator shall respond with his/her final response, in writing, within forty-five calendar days after the notice of continuing investigation is sent to the Complainant.

If a person believes he/she has been discriminated against in violation of Title VI, such person also has the right to file a grievance with an external entity such as the state of Nevada or a federal agency providing federal assistance to the City of Fallon related to the program, service or activity of concern or with the United States Department of Justice. For more information about filing a Title VI complaint, visit the U.S. Department of Justice website at this address:

<http://www.justice.gov/crt/complaint>.

For the Title VI complaints:

Civil Rights Officer
Nevada Department of Transportation
3014 W. Charleston Blvd., Ste. 150
Las Vegas NV 89102
(702) 730-3301
(702) 486-0487 fax
sbraih@dot.nv.go

Federal Coordination and Compliance Section- NWB
Civil Rights Division- US Department of Justice
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530
(888) 848-5306- English and Spanish (ingles y español) ((202) 307-2678
(TDD)