



## **Non-Discrimination Notice**

The City of Cottonwood operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **City of Cottonwood**. Any discrimination complaint against the City of Cottonwood may be made internally to the City of Cottonwood's Human Resources Department or externally to the Office of Civil Rights, Arizona Department of Public Safety for matters related to the Victim's Assistant program, Arizona Department of Transportation (ADOT) for Transit matters, Federal Transit Administration (FTA) for transit matters, or the Office of the Arizona Attorney General. Information on where to file complaints with each of these entities are listed below. We encourage all complainants to start directly with the City of Cottonwood's Human Resources department, however, filing directly with any of the following entities is acceptable.

### **City of Cottonwood Human Resources Department:**

In order to file a complaint with the City of Cottonwood's Human Resources Department, the complainant must submit in writing their complaint to the Human Resources Manager either in person, via mail, e-mail, or fax. If the complainant is unable to submit his/her complaint in writing, you may schedule an appointment with the Human Resources Manager to take the complaint directly.

#### **Personal/Mail submission:**

Human Resources Manager  
816 N. Main St.  
Cottonwood, AZ 86326  
928-340-2713

#### **E-mail Submission:**

[awilber@cottonwoodaz.gov](mailto:awilber@cottonwoodaz.gov)  
or  
[hr@cottonwoodaz.gov](mailto:hr@cottonwoodaz.gov)

#### **Fax Submission:**

928-634-3727

### **Office for Civil Rights:**

In order to file with the federal Office for Civil Rights (OCR), two forms must be downloaded from the internet and submitted in writing to OCR. The forms can be found at [www.ojp.gov/about/ocr/complaint.htm](http://www.ojp.gov/about/ocr/complaint.htm). Forms may be mailed to the address below:

**Office for Civil Rights**  
Office of Justice Programs  
U.S. Dept. of Justice  
810 7<sup>th</sup> Street, NW  
Washington, DC 20531

**Arizona Department of Public Safety:**

**Arizona Department of Public Safety**

VOCA Administration, MD 3915

Civil Rights Coordinator

P.O. Box 6638

Phoenix, AZ 85005-6638

(602) 223-2491

[www.azdps.gov/services/government/crime-victims](http://www.azdps.gov/services/government/crime-victims)

**Office of the Arizona Attorney General:**

**Office of the Arizona Attorney General**

Civil Rights Division

1275 W Washington Street

Phoenix, AZ 85007

(602) 542-5263

<https://www.azag.gov/complaints>

**Arizona Department of Transportation:**

**Arizona Department of Transportation**

Attn: Title VI Program Manager

206 S. 17<sup>th</sup> Ave MD 155A RM: 183

Phoenix, AZ 85007

**Federal Transit Administration:**

**Federal Transit Administration**

Attn: Title VI Program Coordinator, East Bldg. 5<sup>th</sup> floor

1200 New Jersey Ave., SE

Washington DC, 20590