



## **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.

### **Complaint Procedures:**

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 Director 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 Director to take the complaint directly.

1. Any person who believes she or he has been discriminated against on the basis of race, color, national origin, or disability may file a discrimination complaint by completing and submitting the City's Title VI complaint form.
2. Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainants(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
3. Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
4. Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
5. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.

6. Once submitted City of Cottonwood will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City of Cottonwood or submitted to the State or Federal authority for guidance.
7. If the complaint is related to the Cottonwood Area Transit, the City of Cottonwood will notify the ADOT Civil Rights Office of the discrimination complaint within 72 hours via telephone at 602-712- 8946; or email at [civilrightsoffice@azdot.gov](mailto:civilrightsoffice@azdot.gov).
8. The City of Cottonwood has 30 business days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
9. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Discrimination violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
10. If related to Cottonwood Area Transit, a copy of either the closure letter or LOF will be also be submitted to ADOT within 72 hours of that decision. Letters may be submitted by hardcopy or email.
11. If the complainant is dissatisfied with the City of Cottonwood decision, the complainant may file a complaint with any of the below listed organizations

### **Contact Information:**

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

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

Human Resources Director  
821 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  
[vocacivilrights@azdps.gov](mailto:vocacivilrights@azdps.gov)  
[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