

## Title VI Complaint Procedure

Any person who believes she/he has been discriminated against on the basis of race, color, or national origin by Chillicothe Transit System (hereinafter referred to as CTS) may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. CTS investigates complaints received no more than 180 days after the alleged incident. CTS will process complaints that are complete.

Once the complaint is received, CTS will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether or not the complaint will be investigated by our office.

CTS has 30 days to investigate the complaint. If more information is needed to resolve the case, CTS may contact the complainant. The complainant has 10 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 10 business days, CTS can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

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 Title VI 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. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint direction with the Federal Transit Administration, at FTS Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.