



**TITLE VI NONDISCRIMINATION  
IMPLEMENTATION PLAN & POLICY AND  
ASSURANCES OF NONDISCRIMINATION**  
UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964,  
THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1992  
AND SECTION 504 OF THE REHABILITATION ACT OF 1973

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Fulton County Government • 125 E 9<sup>th</sup> Street, Rochester, Indiana, 46975 • [www.co.fulton.in.us](http://www.co.fulton.in.us)

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**GRIEVANCE / COMPLAINT PROCEDURE**

Fulton County Government will take prompt and reasonable actions to thoroughly investigate concerns and complaints. Any individual, who believes they have been subjected to discrimination, may file a complaint with the Fulton County Government Title VI Coordinator. Complaint forms (Appendix E) can be found on Fulton County's website: [www.co.fulton.in.us](http://www.co.fulton.in.us), or by contacting the Fulton County Government Title VI Coordinator. In order for the complaint to be considered, the complainant must file the appropriate documentation:

- Within 180 days of the alleged act of discrimination; or
- Where there has been a continuing course of alleged discriminatory conduct, on the date which the alleged conduct was discontinued.

Complaints shall be made in writing and shall be signed by the complainant and/or the complainant's representative. Complaints must contain the following and describe as completely as possible the facts and circumstances surrounding the alleged discrimination:

- Name of the complainant.
- Contact information (telephone number, address, email address)
- Basis for the allegation(s) (i.e., race, color, national origin, marital status, political affiliation, sex, sexual orientation, gender identity, age, mental or physical handicap, religion, income status, or Limited English Proficiency)
- A detailed description of the alleged discrimination (how, when, where & why they believe they were discriminated against including the location(s), name(s) and contact information of all witnesses, if applicable).
- Any other information that is deemed significant

If the complainant is unable or incapable of providing a written statement, a verbal complaint may be made to the Fulton County Government Title VI Coordinator. Under these circumstances, the complainant will be interviewed and the Fulton County Government Title VI Coordinator will assist the complainant in completing a written statement. The Title VI Coordinator retains the right to record the interview and retain an audio copy of the interview on file together with the printed statement.

Within sixty (60) calendar days after receipt of the complaint, the Title VI Coordinator will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. If a complaint is deemed incomplete, additional information will be requested. The complainant has sixty (60) business days to respond to the request for additional information. A complainant's failure to respond to the request within sixty (60) days may result in the administrative closure of the complaint.

If Fulton County Government does not have sufficient jurisdiction to investigate the complaint, the Title VI Coordinator will refer the complaint to the appropriate local, state or federal agency holding such jurisdiction. The Title VI Coordinator will notify the complainant or their representative, in writing, that the complaint is outside of Fulton County Government's jurisdiction and where the complaint has been referred for further handling.

The Title VI Coordinator will conduct a complete and thorough investigation of complaints inside Fulton County Government's jurisdiction and based upon the information obtained will render a final written response letter to the complainant or their representative by registered mail or hand delivery within sixty (60) business days. The final written response will include a description of the complaint, a summary of the investigation and the findings of such, summaries of all individuals interviewed, and if appropriate, recommendations and resolutions. All written complaints, investigations and responses will be retained by Fulton County Government for at least three (3) years (Appendix E).

A complainant's identity shall be kept confidential except to the extent necessary to complete the investigation. If it is necessary to disclose the complainant's identity to the alleged person who may have discriminated or a third-party, Fulton County Government must first obtain the complainant's written consent. Fulton County Government must also obtain the complainant's written consent before providing a copy of the complaint to any other individual(s) involved with the investigation.

If a complainant is dissatisfied with the final resolution of the complaint, they have the right to file a complaint with:

Department of Justice  
**Federal Coordination and Compliance Section – NWB**  
Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Avenue, N.W.  
Washington, D.C., 20530

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination. Complaints may also be filed with the following government agencies:

Indiana Department of Transportation  
Economic Opportunity Division  
100 N. Senate, Room N750  
Indianapolis, IN 46204  
Phone: (317) 233-6511

Indiana Civil Rights Commission  
100 N. Senate Ave., Room N103  
Indianapolis, IN 46204  
Toll Free: 1 (800) 628-2909  
Phone: (317) 232-2600  
Fax: (317) 23206560  
Hearing Impaired: 1 (800) 743-3336

Indianapolis District EEOC Office  
101 West Ohio Street, Ste 1900  
Indianapolis, IN 46204  
Phone: (800) 669-4000  
Fax: (317) 226-7953  
TTY: 1 (800) 669-6820