

COMPLAINANT'S RIGHTS AND RESPONSIBILITIES

YOU HAVE THE RIGHT...

- To file and proceed with a charge without being harassed, intimidated or retaliated against.
- To be informed of a transfer of your complaint.
- To have an attorney present at any stage of the process.
- To know the status of your complaint.
- To be informed in writing of any hearing relating to your case.
- To obtain a full remedy, if discrimination is found.
- To be informed of the Commission's determination.

YOU HAVE A RESPONSIBILITY . . .

- To supply all relevant information, data or papers. This includes the names of all witnesses involved.
- To respond to all telephone calls/ letters from the staff and notify staff of address/phone changes.
- To attend all meetings, hearings or Fact-Finding Conferences.



RESPONDENT'S RIGHTS AND RESPONSIBILITIES

YOU HAVE THE RIGHT. . .

- To have a clear understanding of the charge.
- To know the status of the charge at any time.
- To be informed in writing of any hearing relating to the charge.
- To appeal any final decision.
- To have an attorney present at any stage in the proceedings.

YOU HAVE A RESPONSIBILITY...

- To provide a written answer to the complaint and interrogatory questions within twenty (20) days of receiving it.
- To supply and explain all relevant information, data or papers to the investigator upon request.
- To respond to all telephone, mail, fax or emails from the Commission.
- To attend all meetings and hearings.

City of Anderson
Human Relations Department
120 East 8th Street
Anderson, Indiana 46016

Phone: 765/648-6137

Fax: 765/648-5923

Email: lperry@cityofanderson.com

City of Anderson Human Relations Commission "The Complaint Process"



ANDERSON HUMAN RELATIONS
COMMISSION

Tel: 765/648-6137

PURPOSE:

City Ordinance No. 39-80, as amended, makes it unlawful to discriminate in the areas of employment, education, public accommodation or housing on the basis of a person's

- Race
- Sex
- Color
- Religion
- Disability
- Ancestry
- National origin
- Familial status



City Ordinance No. 33-15 prohibits discrimination based on Sexual Orientation and Sexual Identity.

The purpose of the City of Anderson Human Relations Department is to promote equal opportunity for all citizens and to receive and investigate complaints of discrimination.

WHO— Any person claiming to be aggrieved by a discriminatory act or practice that is contrary to Ordinance No. 39 –80, as amended, may make, sign and file a complaint with the Commission. The practice or act of discrimination must have occurred within Anderson City limits. If the act took place outside the city limits, the complaint will then be forwarded to the proper agency.

WHEN— A complaint must be filed within one hundred eighty (180) days (6 months) from the date of the alleged discriminatory act or practice.

WHERE— File with the Anderson Human Relations Commission, City Building, 120 East 8th Street, Rm. 300, Anderson, Indiana 46016. Please call 765/648-6137 for additional information.

HOW— All complaints must be notarized and may be filed with the Commission either by personal delivery or mail. Commission staff will provide necessary assistance in drafting and filing the complaint. A notary public will be provided.

I. INVESTIGATION...

The staff investigator will:

- collect and summarize the facts and evidence available from each side;
- Have access to pertinent records to compare the treatment given to the complainant versus the treatment given to others in a similar situation; and
- May hold a “Fact-Finding Conference” to discuss the issues and attempt to resolve the issues.

II. THE FINDINGS...

If a settlement has not occurred and the investigation of the allegation is completed, the Commission will make a determination of either:

- No probable cause—and will move to dismiss the complaint. The Complainant will

- have ten (10) days to appeal the determination in writing, or
- Probable cause—and will proceed as follows:

III. THE CONCILIATION...

If the investigation substantiates the complaint, a Consent Agreement will be issued for the signature of all parties. Any agreement is subject to approval by the majority of the Commission.

IV. PUBLIC HEARING...

If the parties do not agree on the stipulations set forth in the Consent Agreement, a Public Hearing will be scheduled. Testimony, under oath, will be heard by the Commission. If the Respondent is found in violation of the law, a legally enforceable Order will be issued.

V. FINAL ORDER...

A Final Order by the Commission is binding. Either party may seek judicial review.

VI. REMEDIES...

If the Commission finds that discrimination has occurred, Final Order may include a cease and desist order, reinstatement to a job, monetary relief, making a house or apartment available or validating selection devices.

