Title VI Complaint Procedure

- Title VI complaint forms may download from <u>www.bart.gov</u> or requested from the Office of Civil Rights (OCR). The complainant may also submit a written statement that contains all of the following information:
 - Name, address, and telephone number of the complainant.
 - b. The basis of the complaint (race, color, national origin).
 - c. The date or dates on which the alleged discriminatory event or events occurred.
 - d. The nature of the incident that led the complainant to feel discrimination was a factor.
 - e. Names, addresses and telephone numbers of persons who may have knowledge of the event.
 - f. Other agencies or courts where complaint may have been filed and a contact name.
 - g. Complainant's signature and date.
- If the complainant is unable to write a complaint, OCR staff will assist the complainant. If requested by complainant, OCR will provide a language or sign interpreter.
- Complainants have the right to complain directly to the appropriate federal agency. Complaints must be filed within one-hundred eighty (180) calendar days of the last alleged incident.
- 4. OCR will begin an investigation within fifteen (15) working days of receipt of a complaint.
- OCR will contact the complainant in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed. If the complainant fails to provide the requested information in a timely basis, OCR may administratively close the complaint.
- 6. OCR will complete the investigation within ninety (90) days of receipt of the complaint. If additional time is need for investigation, complainant will be contacted. A written investigation report will be prepared by the investigator. This report shall include a summary description of the incident, findings and recommended corrective action.
- A closing letter will be provided to the complainant and the respondent or respondent department. Parties will have five (5) working days from receipt of the closing letter to appeal. If neither party appeals, the complaint will be closed.
- 8. If required, the investigation report will be forwarded to the appropriate federal agency.

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who believes that they have been subjected to discrimination may file a written complaint with the San Francisco Bay Area Rapid Transit District's Office of Civil Rights. Federal and State law requires complaints be filed within one-hundred eighty (180) calendar days of the last alleged incident.

Complaints may be mailed, faxed or emailed to the address below:

CONTACT US:

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

ATTN: Office of Civil Rights 300 Lakeside Drive, Suite 1800

Oakland, CA 94612 TEL: 510-874-7333 FAX: 510-464-7587

www.bart.gov

officeofcivilrights@bart.gov

Your Rights under Title VI

of the Civil Rights Act
of 1964

Complaint Procedure &
Complaint Form



Title VI is the Law





SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT TITLE VI COMPLAINT FORM

Name of Complainant		Home Tel	ephone
Home Address Street City, Stat	te Zir	Work Tel	ephone
Race/Ethnic Group	Sex Email A	aaress	
Person discriminated against (if other than Complainant) Hon			ephone
Home Address		Work Tel	ephone
Street City, Sta	ite Zip		
1. SPECIFIC BASIS OF DISCRIMINATION (Check appropriate box(es):			
Race	□Race □Color		■National Origin
2. Date of alleged discriminatory act(s)			
3. RESPONDENT (individual complaint is filed against)			
Name			
Position		Work Location	
5. Did you file this complaint with another federal, state or local agency; or with a federal or state court?			
6. Provide contact person information for the additional agency or court: Name			
		,	
Address Street Cit	ty, State	Telep Zip	hone
Sign complaint in the space below. Attach ar Signature	ny supporting docume	nts.	Date