

**Procedures for Responding to Discrimination Complaints Clients, Customers,
Program Participants, or Consumers of the Oklahoma District Attorneys
Council (DAC) and the DAC's Sub-recipients**

Effective Date: Effective August 28, 2012

I. PURPOSE

The Oklahoma District Attorneys Council ("DAC") serves as the State Administering Agency ("SAA") for many federal grant programs. As such, the DAC must ensure that the civil rights of persons, who receive services from the DAC, as well as from any recipient of federal grant funding received through the DAC ("sub-recipient"), are protected.

The purpose of this policy is to establish written procedures for DAC employees to follow when they receive a complaint alleging discrimination or retaliation in the delivery of services from clients, customers, program participants, or consumers of the DAC or of a DAC sub-recipient implementing grant funding from the U.S. Department of Justice ("DOJ").

II. POLICY

In using and administering federal grant funds, neither the DAC nor any sub-recipient may discriminate against any person on the basis of the person's race, color, national origin, sex, religion, disability or age, or retaliate against any person for having engaged in protected activity.

By virtue of receiving federal grant funding, the DAC, including its employees, contractors and sub-recipients must comply with the following federal civil rights laws and regulations:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
- The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
- Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and

employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;

- Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
- The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and
- The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on inherently religious activities (28 C.F.R. Part 38).

III. DEFINITIONS

For the purposes of this policy, the terms included in this section are defined as follows, unless otherwise indicated in the policy.

- A. Complainant. “Complainant” means a person who initiates a complaint alleging discrimination or retaliation.
- B. “Retaliation” refers to adverse actions towards an individual engaged in a protected activity, such as opposing a discriminatory practice or participating in a discrimination complaint process.
- C. Sub-recipient. “Sub-recipient” means an agency that receives federal grant funding through the DAC as the State of Oklahoma SSA.

IV. COMPLAINT PROCEDURES

A. Filing a Complaint

A person who thinks he or she has been discriminated against by an employee or contractor of the department or a sub-recipient on the basis of race, color, national origin, sex, age, religion, or physical or mental disability, or thinks he or she has been retaliated against for having engaged in protect activity, is encouraged to file a complaint alleging such with the office of the General Counsel of the DAC.

B. When to Report

A person who thinks he or she has been subject to discriminatory or retaliatory conduct should file a complaint alleging such *as soon as possible* after the first date an alleged act of discrimination or retaliation occurred, and no later than one hundred eighty (180) calendar days after the last date an alleged act of discrimination or

retaliation has occurred. A person complaining of discrimination under the Omnibus Crime Control and Safe Streets Act must file a complaint within one year from the last act of alleged discrimination or retaliation.

C. How to Report

Complaints alleging discrimination or retaliation must be submitted to the office of the General Counsel in writing, using the *DAC Discrimination Complaint* form, which is attached as Appendix A; exceptions to this requirement, however, may be made on a case-by-case basis by the General Counsel. Contact information for the current General Counsel is listed in Appendix B of this policy. In making a complaint, a complainant must disclose the identity of the person or persons alleged to have engaged in discriminatory or retaliatory conduct, and the location, date and description of each act of alleged discrimination or retaliation.

D. Response

1. An employee or contractor of the DAC other than the General Counsel who receives a complaint (in person, over the telephone, or via an e-mail, a letter, or the *DAC Employment Discrimination Complaint Form*) that an employee, contractor or a sub-recipient of the DAC has allegedly engaged in discriminatory or retaliatory conduct shall, as soon as practicable, notify the General Counsel, who shall ascertain the details of the complaint for evaluation and assignment.
2. Upon receipt of a complaint, the General Counsel shall determine whether the complaint should be investigated, and, if so, by whom.
3. The General Counsel shall promptly provide the complainant with a written notice acknowledging receipt of the complaint.
4. The General Counsel shall inform a complainant that it may be impossible to keep the complainant's identity confidential.
5. Investigations of complaints are to be completed within a reasonable time.
6. In the event a written report of an investigation is warranted, all information relevant to the complaint that is obtained by an investigator shall be included in the report.
7. All investigations shall comply with relevant state and federal laws.

V. EXTERNAL AGENCIES

The DAC encourages individuals to file complaints of the kind discussed in this policy with the office of the General Counsel; however, this policy is not intended to impair or limit the rights of anyone to seek a remedy available under state or federal law. The procedures discussed in this policy need not be utilized first or in any sequence, nor does such procedure need to be exhausted before another is issued.

If a complaint is against the DAC or a sub-recipient implementing funding from the DOJ and alleges discrimination on the basis of race, color, national origin, sex, religion, physical or mental disability, or age, or alleges retaliation against a person for having engaged in protected activity, an individual may also submit a complaint to the United

States Department of Justice, Office of Justice Programs, Office for Civil Rights, 810 Seventh Street NW, Washington, DC 20531, Phone.: 202-307-0690, www.ojp.usdoj.gov/about/offices/ocr.htm. Complaints must be filed within 180 days or one year from the date of the alleged discrimination, depending on the federal civil rights law that is involved.

Individuals may also submit a complaint to the Oklahoma Office of the Attorney General, Office of Civil Rights Enforcement (OCRE), 313 N.E. 21st Street, Oklahoma City, OK 73105, Phone: 405-521-3441, www.oag.state.oks.us/oagweb.nsf/ocre. Complaints related to public accommodation discrimination must be filed with OCRE within 180 days from the last alleged discriminatory act. Complaints related to housing discrimination must be filed within one (1) year from the last alleged discriminatory act.

VI. TRAINING

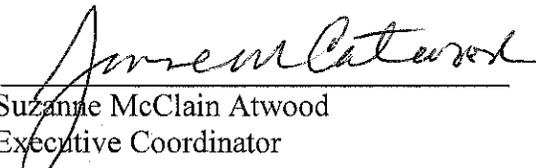
The DAC shall provide periodic training on the procedures set forth in this policy to DAC and sub-recipient employees. This training shall include instruction about the responsibility of employees to refer discrimination complaints to the office of the General Counsel at the DAC.

VII. CONTRACTS

The DAC will not enter into contracts nor continue existing contracts with any organization that knowingly discriminates against any person on the basis of race, color, national origin, sex, religion, physical or mental disability, or age, or that retaliates against any person for having engaged in protected activity.

VIII. DISTRIBUTION

A copy of this policy shall be made available to all DAC and sub-recipient employees and contractors. A copy of the policy also will be included with orientation materials that are provided to new employees of the DAC, and will be posted on the DAC's main website.

Adopted by:  Date: 8/28/12
Suzanne McClain Atwood
Executive Coordinator

APPENDIX A
Oklahoma District Attorneys Council
Discrimination Complaint Information Form

1. Complaint Information:

Name	
Address	
City	
State	
Zip	
Home Phone Number	
Work Phone Number	

2. Respondent Information:

Provide Name and address of agency involved:

Name	
Address	
City	
State	
Zip	
Telephone Number	

3. What is the most convenient time and place to contact you about this complaint?

4. To your best recollection on what date(s) did the discrimination take place?

Date of first occurrence: _____

Date of most recent occurrence: _____

5. Have you ever attempted to resolve this complaint? Yes No

6. Explain as briefly and clearly as possible what happened and how you were discriminated against. Provide as many specific details as possible. Also attach any written material pertaining to your case. (Attach additional sheets if needed.)

7. Basis of Complaint: Which of the following best describes why you believe you were discriminated against: (Check)

- Race: Specify _____
- Color: Specify _____
- Religion: Specify _____
- National Origin: Specify _____
- Sex: Specify Male Female
- Age: Specify Date of Birth: _____
- Disability: Specify _____
- Political Affiliation: Specify _____
- Citizenship: Specify _____
- Reprisal/Retaliation: Specify _____
- Other: Specify _____

8. What other information do you think is relevant to this situation?

9. If this complaint is resolved to your satisfaction, what remedies do you seek?

10. Please list below any persons (witnesses, fellow employees, supervisors, or others) that may be contacted for additional information to support or clarify your complaint:

Name	Address	Telephone Number
------	---------	------------------

11. Do you have an attorney? Yes No

If yes, please provide name, address and phone:

Attorney Name	Address	Telephone Number
---------------	---------	------------------

12. Have you filed a case or complaint with any of the following?

- Civil Rights Division, U.S. Dept. of Justice
- U.S. Equal Employment Opportunity Commission
- Federal or State Court
- Oklahoma Human / Rights Commission

13. For each item checked in #15 above, please provide the following information:

Agency:
Data Filed:
Case or Docket Number:
Date of Trial or Hearing:
Location of agency or court:
Name of Investigator:
Status of Case:
Comments:

14. Sign (Complaint NOT VALID unless Signed)

Name

Date

Appendix B
Oklahoma District Attorneys Council
General Counsel Contact Information

Lee McIntire Cohlma currently serves as General Counsel for the District Attorneys Council.

- **Mailing Address:**
Lee McIntire Cohlma
District Attorneys Council
421 NW 13th St., Suite 290
Oklahoma City, OK 73103
- **Office Telephone Number:** 405-264-5008
- **E-Mail Address:** Lee.Cohlma@dac.state.ok.us