

Allen County Grievance Procedure

The Board of Commissioners of the County of Allen and its independent Elected Officers and Appointed Boards that serve the residents of Allen County (“Allen County”) have adopted a grievance procedure for prompt and impartial investigation and resolution of complaints alleging discrimination in violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Vocational Rehabilitation Act of 1973, the Americans with Disabilities Act, and related amendments, statutes, regulations, directives, executive orders, as well as any other Federal, State, or local nondiscrimination law.

Any person, or his or her representative, who believes that he or she, as a member of a protected class, has been discriminated against or harassed based on race, color, national origin, gender, sex, sexual orientation, age, disability, genetic information, religion, low income status, or limited English proficiency may submit a grievance form in conformance with the procedures set forth below. Allen County will conduct a prompt and impartial investigation of all allegations and will take prompt corrective action if a claim is substantiated.

The complainant should submit, either verbally or in writing, his or her complaint within 180 days of the alleged discrimination or harassment. Complaint forms may be found on the Allen County website at <http://www.allencounty.us/ada>. The complaint form is intended to be an aid for the complainant. However, individuals are not required to use the designated complaint form. Additionally, the ADA/Title VI Coordinator will help the complainant reduce his or her complaint to writing if assistance is needed.

Generally, a complaint should include the name, address, telephone number of the complainant, as well as a detailed description of the alleged discriminatory conduct including the date that such conduct occurred. When possible, the complainant should also identify the name and contact information for any individual who witnessed the incident or conduct.

Complaints should be directed to:

Charity A Murphy
ADA / Title VI Coordinator
200 E. Berry St., Suite 380
Fort Wayne, IN 46802
P: (260) 449- 7217 F: (260) 449-4220
Email: charity.murphy@allencounty.us

Within 60 days of the receipt of the complaint, the ADA/Title VI Coordinator will conduct an investigation of the allegation(s) based on the information provided. The ADA/Title VI Coordinator will issue a written report of his or her findings to the complainant.

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. No one may intimidate, threaten, coerce or engage in other discriminatory conduct against anyone because they have taken action or participated in an action to secure rights protected by civil rights laws.