

Title VI Complaint Procedures Policy

Any person alleging discrimination based on race, color, or national origin has a right to file a complaint within 180 days of the alleged discrimination. At the complainant's discretion, the complaint can be filed with the Tennessee Department of Agriculture and/or the Tennessee Human Rights Commission. These procedures comply with TCA-4.21-905.

Receipt of Complaints

All complaints, written or verbal, will be accepted. In the event a complainant sets forth the allegations verbally and refuses to reduce such allegations to writing, the person to whom the complaint is made will reduce the elements of the complaint to writing. It will not be necessary to know the identity of the complainant as long as the information is sufficient to determine the identity of the entity and indicates the possibility of a violation.

Essential Elements of a Complaint

The following information is to be obtained from the complainant:

1. 1) Name, address and telephone number of complainant.
2. 2) The location and name of the entity delivering the service.
3. 3) The nature of the incident that led the complainant to feel discrimination was a factor.
4. 4) The basis of the complaint, i.e., race, color, or national origin.
5. 5) Names, addresses, and phone numbers of people who may have knowledge of the event.
6. 6) The date or dates on which the alleged discriminatory event or events occurred.

Questions regarding this policy may be directed to the Title VI Coordinator provided below.

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