



## **Tangipahoa Parish Government Discrimination Complaint Procedure**

In compliance with Title VI of the Civil Rights Act of 1964, and the regulations cast thereunder, Tangipahoa Parish Government and all programs and services affiliated with Tangipahoa Parish must strictly abide by and adhere to laws prohibiting discrimination based on: race, color, national origin, disability, age, religion, and sex (including pregnancy, sexual orientation, and gender identity). Furthermore, under the Americans with Disabilities Act of 1990, Tangipahoa Parish shall not discriminate against any individual with a physical or mental disability in connection with the provisions of service provided by the parish government. It is the duty of Tangipahoa Parish to periodically assess non-discriminatory policies and procedures to ensure each citizen has equitable access to all parish-wide programs and services. In the event that a Title VI Complaint arises, Tangipahoa Parish will provide the complainant with a detailed Title VI Complaint Procedure and assist in navigating the appropriate course of action that appertains to the citizen's complaint.

1. Anyone who believes that they have been subject to an unlawful discriminatory practice by Tangipahoa Parish Government has the right to file a written complaint within 180 days from the date of the alleged discrimination.
  - a. Anyone having a discrimination complaint should contact Tangipahoa Parish at (985) 748-3211 and request the Human Resources Department. Tangipahoa Parish will respond and request additional information to obtain a prompt and appropriate resolution.
2. Formal complaints must be in writing, signed by the complainant or the complainant's representative, and either mailed or e-mailed to one of the following addresses:

**Human Resources Department**  
**P.O. Box 215**  
**Amite, LA 70422**

**-or-**

**hr@tangipahoa.org**

Complainants must describe (as accurately as possible) all facts and circumstances surrounding the alleged discrimination and use Tangipahoa Parish's Discrimination Complaint Form. The parish will observe the investigative procedures outlined on this form to address each complaint.

3. The Human Resources Department will review and investigate every complaint promptly and take reasonable measures to preserve any information deemed confidential by the complainant. The investigation will identify and review all relevant documents, practices, and procedures; and interview any persons including, but not limited to: the complainant, those identified by the complainant, anyone who may have been subject to or witnesses of similar activity, and anyone with relevant information or knowledge of the alleged Title VI violation.

4. After the investigation has concluded, the Human Resources Department will complete a final written report on the complaint and its related findings. If a Title VI violation has occurred, Tangipahoa Parish will take immediate action to resolve the issue. The complainant will also receive a complete report, along with a plan of action to remedy the complaint.
5. The Human Resources Department shall maintain a log of Title VI complaints that includes: the date of the complaint, a summary of the allegations, the status of the investigation, and actions taken by Tangipahoa Parish in response to the investigation's findings. If the Personnel Director cannot determine an appropriate course of action, the complaint will be assigned to the Parish Council and collectively discussed until the council meets an adjudication.
6. A summary of the complaint and resolution will be available in the Title VI Program Updates and accessible to any agency auditor requesting such information.