

Union County, Georgia
TITLE VI COMPLAINT FORM

September 19, 2024



Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, national origin (including language), disability, sex, age or religion by Union County, Georgia may file a Title VI complaint by completing and submitting the agency's Non-Discrimination Complaint Form.

If the complainant is unable to reduce the complaint to writing, please contact the Civil Rights Compliance Coordinator using the information below, and a staff member will help dictate the complaint or provide other necessary assistance.

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

A complaint must be filed with Union County no later than 180 days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued of the latest instance of the conduct.

Once the complaint is received, Union County will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to the agency's Civil Rights Compliance Coordinator. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Union County has forty-five (45) days to investigate the complaint. If more information is needed to resolve the case, Union County may contact the complainant requesting further information. The complainant has five (5) business days from the date of the letter to send the requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within five (5) business days, Union County can administratively close the case.

After the investigator reviews the complaint, the agency will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision they must direct the appeal back to the agency. The complainant has thirty (30) days after receipt of the closure letter or the letter of finding to do so. The appeal will be investigated and decided by a separate party than the Civil Rights Compliance Coordinator. The appeal process information will be included in the letter.

Written Title VI Complaints, or any questions regarding Title VI protections, should be forwarded to:

Jennifer Mahan, Civil Rights Compliance Coordinator
706-439-6000
Email: ucexec@uniongov.com
or our administrative office at
65 Courthouse Street, Suite 1, Blairsville, GA 30512

If information is needed in another language, please contact 706-439-6000.

Si necesita información en otro idioma, por favor llame (706-439-6000).