



POLICY AND NOTICE OF NONDISCRIMINATION

The City of Tiffin, Ohio, complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including language).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

It is against the law for the City of Tiffin to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

To File a Complaint

If you think that the City of Tiffin has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint with:

Nicholas D. Dutro, City Administrator

E-mail: cityadministrator@tiffinohio.gov

Phone: 419-448-5402

In-Person/U.S. Mail:

Tiffin City Hall

51 E. Market St.

Tiffin, OH 44883

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@hq.dhs.gov (fastest method to submit your complaint)

Fax: 202-401-4708

U.S. Mail:

U.S. Department of Homeland Security

Office for Civil Rights and Civil Liberties

Compliance Branch, Mail Stop #0190

2707 Martin Luther King, Jr. Ave., SE

Washington, D.C. 20528

For additional information: www.dhs.gov/crcl Phone: 202-401-1474 Toll-Free: 1-866-644-8360

Information and Services for Persons with Disabilities and Persons with Limited English Proficiency

| City of Tiffin provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.

| City of Tiffin provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

If you need these services, please contact:

Nicholas D. Dutro, City Administrator

E-mail: cityadministrator@tiffinohio.gov

Phone: 419-448-5402

In-Person/U.S. Mail:

Tiffin City Hall

51 E. Market St.

Tiffin, OH 44883

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www.tiffinohio.gov



Discrimination Complaints Process

The City of Tiffin, Ohio, is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Educations Amendments of 1972, and U.S. Department of Homeland Security regulation 6 C.F.R. Part 19. A complaint may be filed by any individual who believes he or she has been subjected to discrimination based on race, color, national origin (including language), disability, age, sex, or religion.

Notice to Program Beneficiaries

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

City Administrator

51 East Market Street Tiffin, Ohio 44883

(419) 448-5402

cityadministrator@tiffinohio.gov

A civil rights complaint can also be filed directly with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL). The fastest method to submit your complaint to CRCL is by email, CRCLCompliance@hq.dhs.gov, subject line: ATTN: Antidiscrimination Group. The complaint can also be faxed to 202-401-4708 or by U.S. Mail to U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties ATTN: Antidiscrimination Group, Mail Stop #0190, 2707 Martin Luther King, Jr, Ave., SE, Washington, D.C. 20528.

Accepting and Responding to Complaints

Within 15 calendar days after receipt of the complaint, The City Administrator or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, The City Administrator or their designee will respond in writing (paper or electronic), and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Tiffin and offer options for substantive resolution of the complaint.

If the response by the City Administrator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Mayor or their designee.

Within 15 calendar days after receipt of the appeal, the Mayor or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or their designee will respond in writing (paper or electronic), and, where appropriate, in a format accessible to the complainant, with a final resolution from the City.



If the response by the Mayor or their designee does not satisfactorily resolve the issue, a civil rights complaint can also be filed directly with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL). The fastest method to submit your complaint to CRCL is by email, CRCLCompliance@hq.dhs.gov, subject line: ATTN: Antidiscrimination Group. The complaint can also be faxed to 202-401-4708 or by U.S. Mail to U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties ATTN: Antidiscrimination Group, Mail Stop #0190, 2707 Martin Luther King, Jr, Ave., SE, Washington, D.C. 20528.

All written complaints received by City Administrator or their designee, appeals to the Mayor or their designee, and responses from these two offices will be retained by the City of Tiffin for at least three years.

Referring Complaints

In the event that the Tiffin City Administration finds that a complaint would be best responded through a referral to either the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL) or another government agency (including in instances where the complaint deals with another jurisdiction), the complainant will be notified of the referral in writing (paper or electronic), and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape.

Dual Filings

In the case that a complaint has been filed with the Department of Homeland Security and the City of Tiffin simultaneously, or with another government office, the case will be handled first through the City of Tiffin's complaint process as laid out in the above sections.