Title VI Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color or national origin by the Township of Washington (hereinafter referred to as "the Township") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The Township investigates complaints received no more than 60 days after the alleged incident. The Township will process complaints that are complete.

Once the complaint is received, the ADA Coordinator will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The Township has 15 days to investigate the complaint. If more information is needed to resolve the case, the investigator may contact the complainant. The complainant has 10 business days from the date of the letter to send 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 10 business days, the Township can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two 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 the case will be closed. An 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, she/he has 30 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor – Floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590

For any further information, call Washington Township Parks and Recreation at (856) 589-3227.