

TITLE VI/NONDISCRIMINATION POLICY

Complaint Procedures:

The City of Cape Canaveral (City) has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination. Any person who believes that he or she has been subjected to discrimination based upon race, color, national origin, sex, age, disability, family, religion or language in any of the City's programs, services or activities may file a complaint with the City's HR Officer/Title VI/Nondiscrimination Coordinator:

- Jane Ross
HR Officer/Title VI/Nondiscrimination Coordinator
P.O. Box 326
Cape Canaveral, FL 32920
Phone: (321) 868-1235 x225
Email: j.ross@cityofcapecanaveral.org

The complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., race, color, sex, etc.); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the HR Officer/Title VI/Nondiscrimination Coordinator for assistance.

The HR Officer/Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) days and will take reasonable steps to resolve the matter. Should the City be unable to satisfactorily resolve the complaint, the HR Officer/Title VI/Nondiscrimination Coordinator will forward the complaint, along with a record of its disposition, to the appropriate Federal and/or State agency for further processing.

The City's HR Officer/Title VI/Nondiscrimination Coordinator has easy access to the City Manager and is not required to obtain management or other approval to discuss discrimination issues with the City Manager. However, should the complainant be unable or unwilling to complain to the City, or if the complainant is dissatisfied with the City's handling of a complaint, the written complaint may be submitted directly to the U.S. Department of Justice (DOJ). DOJ will ensure that the matter is assigned to the correct Federal or State authority for processing.

- U.S. Department of Justice
Civil Rights Division
Federal Coordination and Compliance Section, NWB
950 Pennsylvania Avenue, N.W.
Washington, DC 20530

Title VI Hotline: 1-888-TITLE-06
(1-888-848-5306)
<http://justice.gov/crt/about/cor/coord/titlevi.php>

Americans with Disabilities Act/504 Statement:

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related Federal and State laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require Federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in City programs, services and activities. The City will make every effort to ensure that its facilities, programs, services and activities are accessible to those with disabilities.

The City encourages the public to report any facility, program, service or activity that appears inaccessible to the disabled. Furthermore, the City will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access facilities, programs, services or activities. Because providing reasonable accommodation may require outside assistance, organization or resources, the City asks that requests be made at least five (5) calendar days prior to the need for accommodation.

Questions, concerns, comments or requests for accommodation should be made to the City's HR Officer/ADA Officer:

- Jane Ross
HR Officer/ADA Officer
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