



## Non-Discrimination Policy & Complaint Procedure

Federal law prohibits discrimination based on race, color, creed, national origin, age, sex (including pregnancy, sexual orientation, gender identity), disability, religion, low-income, limited English proficiency (LEP), and environmental justice, in any County Sheriffs of Colorado (CSOC) programs, services or activities. This prohibition applies to agencies and organizations that receive money from CSOC, contractors, consultants, and anyone else who acts on CSOC's behalf.

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any CSOC program, service or activity because of their race, color, national origin, age, sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation, and disparate impacts from a program, service, or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discrimination conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

Complaints must be filed in writing to CSOC Executive Director, 6001 Ron King Trail, Unit C, Littleton CO 80125, within **180 days** from the last date of the alleged discrimination. However, you may contact the Executive Director at 720.344.2762 if you believe your complaint may fall outside this deadline.

CSOC will make reasonable efforts to assist persons with disabilities, non-English speakers, and other unable to file a written complaint.

Most complaints will be investigated within **sixty days**. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties.

Complaints will be investigated by a current member of the CSOC Board of Directors and/or the Executive Director. Upon completion of the investigation formal findings will be issued to the complainant.

You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, CSOC must forward complaints to either the Colorado Civil Rights Division or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice for investigation. If your complaint is forwarded to one of these agencies, you will be provided with the name and contact information of the state or federal employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.