

## **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 **County of Sauk** may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The **County of Sauk** investigates complaints received no more than 180 days after the alleged incident. The **County of Sauk** will process complaints that are complete.

Once the complaint is received, the **County of Sauk** will review and process it in accordance with Sauk County Code 33.02. The complainant will be advised of its preliminary decision.

If an investigation is required or if the complainant is dissatisfied with the preliminary decision, The **County of Sauk** has 60 days to investigate the complaint. If more information is needed to resolve the case, the county may contact the complainant.

The complainant has 30 days from the date of any determination 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 30 days, the county 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 (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, 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, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact 608-355-3289.  
*Si se necesita informacion en otro idioma de contacto, 608-355-3289.*

**Note: This information is also available at  
<https://www.co.sauk.wi.us/adrcpage/transportation-services>**