

Kalamazoo County OFFICE OF THE PROSECUTING ATTORNEY

Program Discrimination Complaint Process

It is the OPA's policy that all individuals including clients, customers, program participants, or consumers of CVSC's VOCA Crime Victim Assistance grant have the right to participate in programs and activities regardless of race, color, national origin including persons with limited English proficiency (LEP), sex, religion, disability, age and genetic information. As a condition of implementing funding from the Michigan Department of Health and Human Services (MDHHS) CVSC's VOCA Crime Victim Assistance, the OPA assures and certifies compliance with all applicable federal laws regarding discrimination.

Citizen complaints of discrimination are accepted and decided in a fair manner. If an individual believes that they have been excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin including individuals with limited English proficiency (LEP), sex, religion, age, and disability by the Kalamazoo County Office of the Prosecuting Attorney's office, the individual may file a program discrimination complaint within 180 days of the alleged discriminatory act with either of the following:

- (1) Kalamazoo County Office of the Prosecuting Attorney
Civil Rights Complaint Coordinator (CRCC)
Mr. Jeffrey S. Getting, Prosecuting Attorney
227 W. Michigan Avenue
5th Floor Michigan Avenue Courthouse
Kalamazoo, MI 49007
Tel. 269-383-8900
Fax: 269-383-0475

- (2) Michigan Department of Health and Human Services
Attn: Toya Williams, EEO Officer
320 S. Walnut St. 1st Floor
Lansing, MI. 48913
Tel. 517-335-4276 or Williamst8@michigan.gov
Fax. 517-373-7123
www.michigan.gov/mdhhs-eeo

- (3) Michigan Department of Civil Rights
Capitol Tower Building
110 W. Michigan Ave., Suite 800
Lansing, MI 48933
Phone: 1/800-482-3604
Fax: (517) 241-0546
TTY: (517) 241-1965
Email: MDCR-INFO@michigan.gov
<http://www.michigan.gov/mdcr>

(4) United States OPA's of Justice Office of Civil Rights
810 7th Street, N.W.
Washington, DC 20531
(202) 307-0690 (Voice)
(202) 354-4380 (Fax)
(202) 307-2027 (TTY)
URL LINK: <http://www.ojp.usdoj.gov/about/ocr/complaint.htm>

The complaint must be documented in writing using the Kalamazoo County Office of the Prosecuting Attorney Program Discrimination Complaint Form available at www.kalcounty.com/opa and include:

1. The basis for the complaint, e.g., of discrimination race, color, sex, age, religion, national origin including persons with limited English proficiency (LEP), disability, or retaliation.
2. The name, address and phone number of the person (complainant) filing the charge.
3. The name and address of the provider (respondent) being filed against.
4. The description and dates of the alleged discriminatory act(s).
5. Be affirmed or signed by complainant.

Complaints filed with federal agencies are subject to the federal laws governing such complaints. Final determination of the validity of the complaint will be made by that agency.

A copy of the OPA's Crime Victim Services Commission (CVSC), Victims of Crime Act (VOCA), Crime Victim Assistance Grant Program, Program Discrimination Complaint Policies and Procedures, detailing the entire complaint/investigation process, are available upon request and at the OPA's website at www.kalcounty.com/opa.