

Summary of Discrimination Complaints Processing

(Fort Collins Code Sections 13-16 through 13-25)

1. Complaint notarized and filed with the Human Rights Office.
2. Complaint processed and letter sent to respondent (10 working days from our receipt of the Complaint).
3. Respondent reviews complaint and responds to Human Rights Office (within approximately 15 days from date of letter).
4. Human Rights Office endeavors to eliminate the violation by conference, mediation, and persuasion.
5. Human Rights Office conducts investigation to determine probable cause.
6. If an agreement is reached, a written draft will be given to both parties for review and response.
7. If the agreement is signed, the complaint is resolved. If not, the conciliation process will continue for up to ninety (90) days from the date of the City's receipt of the initial complaint.
8. If an agreement is not signed, and **probable cause has been found**, the Human Rights Office will determine whether the intent and purpose of Sections 13-16 through 13-25 of the Fort Collins Code ("Anti-Discrimination Code") would be served by the filing of a complaint in Municipal Court. If so determined, the Human Rights Office will file a complaint in Municipal Court alleging a violation of the Anti-Discrimination Code. The matter will thereafter be prosecuted by the City.
9. **If probable cause is found** and parties have refused conference or mediation, the Human Rights Office will determine whether the intent and purpose of Sections 13-16 through 13-25 of the Fort Collins Code ("Anti-Discrimination Code") would be served by the filing of a complaint in Municipal Court. If so determined, the Human Rights Office will file a complaint in Municipal Court alleging a violation of the Anti-Discrimination Code. The matter will thereafter be prosecuted by the City.
10. **If probable cause is not found**, and no conference or mediation has taken place, the Human Rights Office will dismiss the complaint, and both parties will be notified. If accepted by Complainant, process concludes. If the Complainant is dissatisfied with the decision to dismiss the Complainant, he or she can appeal such decision to the Human Relations Commission. **Detailed procedures on the appeals process may be obtained from the Human Rights Office at 200 W. Mountain or from the Human Resources Department at 215 N. Mason.**
11. A notice of appeal must be received by the City's Human Resources Department at 215 N. Mason within thirty (30) days of the complainant's receipt of the notice of dismissal. The appeal must be in writing and should include the original and four (4) copies. The appeal should be no longer than five (5) pages exclusive of attachment. **Please see "Appeals Procedures/ Human Relations Commission." You may obtain this document or from the Human Rights Office 200 W. Mountain or from the City's Human Resources Department at 215 N. Mason.**