

T.R.A.D.E. - TITLE VI

COMPLAINT PROCEDURES AND INVESTIGATIONS

1. Any person who believes that he or she was discriminated against under Title VI on the basis of race, color, or national origin may file a written Title VI complaint with Mercer County within 180 days from the date of the last alleged incident of discrimination.

Complaints may be filed with Mercer County in person at the Administration Building during regular business hours. Complaints may also be filed with Mercer County in writing and mailed to:

Mercer County Personnel Director
Division of Employee Relations
Mercer County Administration Building
640 S. Broad Street
P.O. Box 8068
Trenton, NJ 08650-0068

Complaints may also be filed with NJ Transit or with the U.S. Department of Transportation.

2. Once a complaint is received, it will be forwarded to the Personnel Director, who is responsible for taking Title VI discrimination complaints. The Personnel Director shall log the complaint into a database under the category "Discrimination/Title VI," and shall notify the alleging party of the complaint's receipt within five (5) business days.
3. The Personnel Director shall conduct an investigation into the matter. If additional information is needed, the complainant will be contacted in writing. Failure of the complainant to provide the requested information by a specified date may result in the administrative closure of the complaint.
4. At the conclusion of the investigation a written report will be prepared which shall include recommendations. If the complaint is determined to be valid, the recommendation will include proposed corrective actions. If the complaint is determined to be not valid or to be questionable, then no action will be recommended. The Personnel Director will notify the alleging party in writing about the disposition of the complaint.
5. A list of Title VI discrimination complaints shall be kept in the Office of County Counsel.