

# **Notice of Nondiscrimination in the Provision of City Services**

The City of Prineville does not discriminate in the provision of services based on race, ethnicity, color, national origin, sex, marital status, sexual orientation, age, religion, disability, veteran status, or other protected status in accordance with all state and federal laws.

## **Complaint Procedure**

A person believing that he or she has been denied a City service because of his/her protected status as defined in federal or state law; or who has been otherwise discriminated against in the provision of City services because of their protected status, should contact the City's Human Resources Manager (HRM). Complainants are encouraged to come forward as soon as possible after the occurrence of the alleged discriminatory conduct. A written complaint will ensure that the alleged conduct is stated in the complainant's own words. The HRM will ask the complainant to provide specific information, including: date, time and location of incident(s); to the extent known, the names and job titles of persons involved; a concise statement of the facts constituting the alleged discriminatory conduct; names of witnesses, if any; and the complainant's full name, address, telephone number, and email address.

Upon receiving the complaint, the HRM will consult with the director of the department in which the alleged discrimination occurred. The director will be provided an opportunity to investigate the matter (unless the complaint is against the director) and report back to the HRM. The HRM will determine whether further investigation is necessary and, if so, who will conduct the investigation. The HRM may consult with the City Manager and/or City Attorney at any time during this process.

It is the intent of the City to investigate discrimination complaints promptly and efficiently. Although it is hoped that an investigation can be completed within fourteen (14) days, some investigations may require more time. In such cases, the HRM will keep the complainant advised of the status of the investigation no less frequently than every fourteen (14) days.

At the conclusion of the investigation, the affected department director, HRM and City Manager will review the findings and collectively determine whether discrimination has occurred and an appropriate remedy, if warranted. The determination and remedy, if any, will be communicated to the complainant by the HRM and/or affected department director.

As it is the City's desire to resolve complaints amicably, the City may engage the complainant in conciliation discussions at any time before, during or after the investigation.

## **Retaliation Prohibited**

Retaliation against an individual who reports discrimination, whether or not merit is found; testifies, assists, or participates in any manner in an investigation, proceeding, or hearing regardless of the outcome of the complaint, is prohibited. An employee who engages in retaliatory acts against a complainant may be subject to discipline up to and including discharge.

## **Other Complaint Procedures**

Nothing in these procedures should be construed to limit a complainants' right to file a complaint with the appropriate state or federal agency that regulates the service in question or that adjudicates claims of discrimination.

## Contact

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