



City of Oelwein  
20 Second Ave SW  
Oelwein, Iowa 50662  
319-283-5440  
FAX: 319-283-4032

[www.cityfoelwein.org](http://www.cityfoelwein.org)

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## CIVIL RIGHTS COMPLAINT FORM

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**Date:**

<b>Person Filing Complaint:</b>	<b>Person/Entity you are Filing a Complaint about:</b>
<hr/>	<hr/>
<b>Name</b>	<b>Name</b>
<hr/>	<hr/>
<b>Address</b>	<b>Address</b>
<hr/>	<hr/>
<b>City, State, Zip</b>	<b>City, State, Zip</b>
<hr/>	<hr/>
<b>Day Time Phone</b>	<b>Day Time Phone</b>
<hr/>	<hr/>
<b>E-mail</b>	<b>E-mail</b>
<hr/>	<hr/>

**Nature of alleged Civil Rights violation (please check area that applies to your complaint):**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Age                | <input type="checkbox"/> Physical Disability                  | <input type="checkbox"/> Color                              | <input type="checkbox"/> Gender Identity |
| <input type="checkbox"/> Race               | <input type="checkbox"/> Creed                                | <input type="checkbox"/> Religion                           |  |
| <input type="checkbox"/> Marital Status     | <input type="checkbox"/> Sex                                  | <input type="checkbox"/> Mental Disability                  |  |
| <input type="checkbox"/> National Origin    | <input type="checkbox"/> Familial Status                      | <input type="checkbox"/> Retaliation*                       |  |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Presence or Absence<br>of Dependents | <input type="checkbox"/> Public Assistance Source of Income |  |

\* Because I filed prior complaint or opposed a discriminatory practice



If yes, please provide the case name and number, court the case was filed in, and the current status of the case:

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Have you filed a complaint concerning this matter with any other federal, state, or government agency?

Yes             No

If yes, please list the agency, complaint number, name of contact person, phone number, and status of complaint:

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What office or agency, if any, referred you to our office?

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Please understand that submitting this complaint form has no effect on any statute of limitations or other filing requirements that might apply to any personal claim you may have.

Further, by submitting this claim you have not commenced a lawsuit or other legal proceeding, and this office has not initiated a suit or proceeding on your behalf.

If you believe your civil rights have been violated, and intend to bring a lawsuit, you should also contact a private attorney.

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I certify under penalty of perjury and pursuant to the laws of the City of Oelwein, the State of Iowa and the laws of the United States of America that the preceding charge is true and correct.

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Complainant

Subscribed and sworn to before me by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Iowa

Commission expires: \_\_\_\_\_

**City of Oelwein Non-Discrimination Policy Grievance Procedure**

- A. Nondiscrimination Program Coordinator
  - a. The City Administrator shall serve as the Nondiscrimination Program Coordinator and their responsibilities shall include :
    - i. Ensures information regarding City of Oelwein’s Nondiscrimination Program is internally and externally available;
    - ii. Posts and maintains public notice of, and procedures for receipt and processing of complaints;
    - iii. Tracks and reviews complaints received;
    - iv. Trains department staff on City of Oelwein’s Nondiscrimination Policy and procedures;
    - v. Provides written updates to complainants on the progress of investigations; and
    - vi. Periodically reviews the efficacy of City of Oelwein’s Nondiscrimination Program.
    - vii. Updates the City Council as needed in regard to the Oelwein Non-Discrimination Policy
- B. Filing a Complaint
  - a. If someone believes they have suffered from discrimination under a City of Oelwein program, they may contact the Oelwein Nondiscrimination Program Coordinator to seek informal resolution. If the matter cannot be resolved informally, the following steps will be followed:
    - i. Within 180 days of the alleged discrimination, complainants may submit a written or verbal complaint to the Nondiscrimination Program Coordinator. Complaints must include the complainant’s name, the nature of the complaint, the dates of the complaint, requested action, and contact information. Complaint forms are available online and at City Hall.
    - ii. The City Administrator will review the complaint and may solicit additional information from the complainant as needed. If additional information is requested and not received, the case may be closed. The case may also be closed if the complainant no longer wishes to pursue their case.
    - iii. If the complaint is outside the jurisdiction of the City of Oelwein, the complainant will be notified of the name and contact information for the appropriate agency with jurisdiction, if known.
- C. Complaint Processing
  - i. If the complaint is within the jurisdiction of City of Oelwein, or informal resolution was not possible, it will be promptly and impartially investigated. Oelwein’s goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue.
- D. Preliminary Inquiry:
  - a. The City will conduct a preliminary inquiry to determine the need for further investigation.
    - i. The City will notify the complainant in writing that a preliminary inquiry is underway to determine the need for further investigation.
    - ii. If the preliminary inquiry by the City indicates that an investigation is warranted, the complainant will be notified in writing and an interview will be scheduled.
    - iii. If the preliminary inquiry indicates an investigation is not warranted, the complainant will be notified in writing of the reasons why and factors considered.
- E. Complaint Investigation:
  - i. Complaints warranting further investigation will be promptly and impartially processed by the City Administrator.
  - ii. The complainant will be notified in writing of the results of the investigation and what actions will be/have been taken in response and a timeline to request review.