



Title VI Discrimination Complaint Form
CONFIDENTIAL

The City of Shreveport prohibits discrimination, harassment and retaliation based on race, color, creed, sex, disability, age, national origin, affectional preference, marital status, public assistance status, religion or for any other reason.

Complaint Process: Any employee, customer or contractor desiring to report an incident of discrimination, harassment or retaliation should report the incident within five (5) working days of the occurrence. At the Human Resource Director's discretion, complaints may be accepted after this period. Please complete this form and mail or deliver in a sealed envelope to the City of Shreveport's Human Resource Department. If you need assistance in completing this form, call 673-5150. Your complaint will be treated confidentially, considered carefully, and promptly investigated. No adverse action will be taken against you for making your complaint so long as statements are true and you reasonably believe the complaint to be valid.

DATE: \_\_\_\_\_

TO: City of Shreveport, Human Resources Department, 505 Travis Street, Suite 530, Shreveport LA 71130

Please check your status: Employee [ ] Contractor [ ] Other [ ]

FROM: Name: \_\_\_\_\_ Title: \_\_\_\_\_ Company: \_\_\_\_\_

Owner: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

DETAIL OF COMPLAINT

Reason of Complaint: Disability [ ] Retaliation [ ] Race [ ] Sex [ ] Age [ ] Other: \_\_\_\_\_

Have you filed a grievance previously? Yes [ ] No [ ]

Do you have documents to attach to this complaint form? Yes [ ] No [ ] If so, how many pages? \_\_\_\_\_

Who is the complaint against? \_\_\_\_\_

Provide a detailed explanation as to how you were discriminated against. Indicate who was involved, witnesses and any documentation you deem necessary.

Multiple horizontal lines for providing a detailed explanation of the complaint.

Forward Complaint to: Angelita B. Jackson, Director of Human Resources
505 Travis Street, Rm 530, Shreveport, LA 71130