

Complaint Form

Dubuque
Community
City Relations
Committee

DCCRC Case No.	Date complaint form prepared	Date received in Human Rights Office
Name of complainant (last, first, middle)		Phone
Address		
Date, time, location of alleged infraction	Complaint against: <input type="checkbox"/> Department <input type="checkbox"/> Staff Person	
Name of staff person(s) (if known)	Department	
Basis for alleged discrimination (check any you feel apply)		
<input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Creed <input type="checkbox"/> Color <input type="checkbox"/> Sex <input type="checkbox"/> Age <input type="checkbox"/> National Origin <input type="checkbox"/> Religion <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Gender Identity		
Detail of complaint (including an explanation of the alleged discrimination, as checked above)		
Signature of Complainant:		<i>(Please use additional pages if needed)</i>
Mail to: CCRC, Human Rights Office, 1300 Main St., Dubuque, Iowa 52001		

The Community City Relations Committee was created in October 2015 as an addendum to a Memorandum of Understanding between the City of Dubuque and Dubuque Branch NAACP. The panel is composed of nine members: a City government representative and three community members appointed by the City Manager; a Dubuque Human Rights Commissioner appointed by the Commission; two minority representatives of the community appointed by the Dubuque Branch NAACP; and two staff designated by the Department Manager of the Department against whom a complaint is filed. Alternate members have been designated to serve in the absence of one of these nine members.

PURPOSE

The Community-City Relations Committee provides a forum for citizen input into the development of City Department policies and procedures, assuring that they continue to be free from racial or other prejudice. In addition, the Community City Relations Committee provides an arena where citizens can bring their complaints when they believe a City Department has violated their civil rights or when they believe City personnel have exhibited discriminatory behavior toward them because of their sex, religion, race, creed, color, national origin, age, disability, retaliation, sexual orientation or gender identity.

SCOPE / POWERS

The Community-City Relations Committee's activity is limited to:

- Accepting and reviewing complaints of staff misconduct related to a person's civil rights being violated on the basis of race, disability, creed, color, sex, age, national origin, religion, sexual orientation, or gender identity;
- Accepting and reviewing a complaint against a staff person believed to be practicing discriminatory behavior in carrying out their duties; and
- Taking the initiative to recommend operational or procedural changes to the City or the Department that will ensure equal delivery of City services.

CITIZEN CONCERNS

Citizens who feel they have been discriminated against by actions taken by a City staff person may file a grievance with the Community-City Relations Committee on this form. The Committee will meet and conduct whatever investigation they feel necessary in order to make recommendations to the City Manager. Citizens are encouraged, but not required, to file such complaints with the relevant City Department first for initial investigation, under the Department's internal procedures. Concerns regarding the operations of policies of a City Department can also be submitted for review to the Community-City Relations Committee.



**DUBUQUE
COMMUNITY CITY
RELATIONS COMMITTEE**

The forum for citizens to resolve issues
with City Departments