



City of Laramie
City Manager's Office
P.O. Box C
Laramie, WY 82073

Rules and Procedures for Filing a Complaint
Laramie Municipal Code, Chapter 9.32, *Illegal Discrimination*

A. FILING A COMPLAINT

1. A person who claims to have been injured by an unlawful employment, housing, or public accommodation practice subject to the City's jurisdiction under LMC 9.32.030 - 9.32.070 may file a complaint with the City Manager within 90 calendar days after an alleged violation has occurred.
2. Complaints must be filed in writing and made under oath or affirmation, and include a fully executed *Illegal Discrimination Complaint Form*.
3. Upon receipt of a complete complaint, an independent third-party Investigator will be assigned from the list of qualified administrative law officers maintained by the City.

B. INVESTIGATION

1. Promptly upon receipt of the complaint from the City Manager, the Investigator shall:
 - a. Provide the Respondent named in the complaint written notice that a complaint alleging the commission of an unlawful employment, housing, or public accommodation practices has been filed against the Respondent;
 - b. Furnish a copy of the complaint to the Respondent; and
 - c. Advise the Respondent of the Respondent's procedural rights and obligations, including the right to file a written, signed, and verified informal answer to the complaint within fifteen (15) calendar days after service of notice of the complaint.
2. A Respondent's answer must be filed in writing, made under oath or affirmation, and contain the following information presented on a fully executed *Illegal Discrimination Respondent Form*.
 - a. The Respondent's name, address, telephone number, and signature of the Respondent or the Respondent's attorney, if any; and
 - b. A concise statement of facts in response to the allegations in the complaint, including facts of any defense or exemption.

3. The Investigator will determine the facts behind the complaint and whether or not there is reasonable cause to believe the Respondent committed an unlawful employment, housing, or public accommodation practice.

C. DISPOSITION

1. Should the Investigator determine there is reasonable cause to believe the Respondent committed an unlawful employment, housing, or public accommodation practice, she/he shall attempt to conciliate the complaint. In conciliating a complaint, the Investigator shall try to achieve a just resolution and obtain assurances that the Respondent will satisfactorily remedy any violation of the Complainant's rights and take action to ensure the elimination of either present and future unlawful employment, housing, or public accommodation practices.
2. Conciliation Agreements will be in writing, approved by the City Attorney, and signed and verified by the Respondent and the Complainant, and may include:
 - a. Sensitivity training for Respondent and/or Respondent's employees;
 - b. The Respondent's agreement to adopt and pursue a policy of non-discrimination in employment practices, housing practices or public accommodation practices; and the Respondent's agreement to not engage in discriminatory practices in the future.
3. When a Respondent voluntarily enters into a Conciliation Agreement, the Investigator shall immediately dismiss the complaint.
4. Should the Investigator determine there is reasonable cause to believe the Respondent committed an unlawful employment, housing, or public accommodation practice and is unable to secure an acceptable Conciliation Agreement, then he/she shall refer the case to the City Attorney. Upon referral of a Complaint from the Investigator to the City Attorney, the City Attorney will determine whether or not to initiate an action in municipal court.
5. The Investigator may dismiss a complaint if the Investigator determines that:
 - a. The complaint does not fall within the scope of the Laramie Municipal Code;
 - b. The complaint was not filed within the required time period;
 - c. The location of the alleged unlawful employment, housing, or public accommodation practice is not within the City's jurisdiction;
 - d. The alleged unlawful employment, housing, or public accommodation practice is not a violation of this chapter;
 - e. The Complainant refuses to cooperate with the Investigator in the investigation of the complaint, or the enforcement of an executed Conciliation Agreement;
 - f. The Complainant cannot be located after the Investigator has performed a reasonable search;
 - g. A Conciliation Agreement has been executed by the Complainant and Respondent.