



*City of Bartlett*  
David Parsons, Mayor

## **POLICY AND NOTICE OF NONDISCRIMINATION**

The City of Bartlett complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

It is against the law for The City of Bartlett to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

### **To File a Complaint**

If you think that The City of Bartlett has failed to provide these services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by mail, fax or email with: Lori Von Bokel-Amin, Chief Human Resources Officer, 6400 Stage Road, Bartlett, TN 38134, [lvonbokel@cityofbartlett.org](mailto:lvonbokel@cityofbartlett.org), 901-385-6400.

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

**E-mail:** [CRCLCompliance@hq.dhs.gov](mailto:CRCLCompliance@hq.dhs.gov) (fastest method to submit your complaint)

**Fax:** 202-401-4708

**U.S. Mail:**

U.S. Department of Homeland Security  
Office for Civil Rights and Civil Liberties  
Compliance Branch, Mail Stop #0190  
2707 Martin Luther King, Jr. Ave., SE  
Washington, D.C. 20528

For additional information: [www.dhs.gov/crci](http://www.dhs.gov/crci) Phone: 202-401-1474 Toll-Free: 1-866-644-8360

## **Information and Services for Persons with Disabilities and Persons with Limited English Proficiency**

### **The City of Bartlett**

- This information is posted on the City of Bartlett website.
- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.), to communicate effectively with persons with disabilities.
- Provides free language services, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.
- According to the latest US Census, 3.3% of the residents of the City of Bartlett are Hispanic. An estimate of those with Limited English Proficiency is approximately 700. Therefore, the services of Avaza Language Services Corporation are utilized for Spanish Language translation in addition to other language translation such as Chinese, Japanese and Vietnamese as needed for our population.
- Those needing language services may present themselves at the following areas and departments: Police, Fire, Water Billing, Parks, Public Works, Tax, etc. All City of Bartlett employees have been trained and notified of the availability of these services.

### **If you need these services, please contact:**

Lori Von Bokel-Amin  
The City of Bartlett  
Chief Human Resources Officer  
6400 Stage Road  
Bartlett, TN 38134  
Email: [lvonbokel@cityofbartlett.org](mailto:lvonbokel@cityofbartlett.org)  
Telephone: 901-385-6400