



Civil Rights Compliance Procedure

The Charter Township of Shelby (Shelby Township) complies with Federal and State of Michigan civil rights laws and is committed to providing its residents and visitors with programs and services without discrimination. The Township prohibits discrimination in programming and services on the basis of race, color, national origin, ancestry, sex, including sexual orientation and gender identity or expression, age, religion, pregnancy, veteran status, familial status, marital status, disability, height, or weight. No person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which Shelby Township is responsible.

Harassment and retaliation are forms of discrimination prohibited by the District and Title VI, Title VII, Title IX, The American with Disabilities Act (Title II), Section 504 of the Rehabilitation Act of 1973 and Michigan law (Civil Rights Laws). Any resident or attendee who believes they have been or are the victim of discrimination, harassment and/or retaliation should immediately report the situation to the Township Supervisor's Office. The resident or attendee may also report concerns to a member of the Board of Trustees or Department Head who will be responsible for notifying the Township Supervisor's Office. Complaints against the Board should be filed with the Township Attorney.

Complaints, inquiries and/or comments regarding compliance with Civil Rights Laws may also be directly submitted to the Township Supervisor's Office.

Township Supervisor
52700 Van Dyke Avenue
Shelby Township, MI 48316
(586) 731-5154
(586) 726-9370 Fax
rstathakis@shelbytwp.org

Complaints of discrimination, harassment and /or retaliation toward a resident or attendee shall be promptly investigated. The Township will investigate formal and informal reports/complaints of discrimination/harassment. Any resident or attendee of a program or services experiencing conduct which they believe to be discrimination or harassment should follow these procedures:

Informal Procedure

Any complainant who alleges discrimination/harassment can initially request that the matter be addressed under this provision regarding Informal Procedure. Allegations of discrimination/harassment should be brought to the Department Head where the issue occurred and shall be investigated by an investigator designated by the Township Supervisor. All efforts will be made to resolve the matter informally within fifteen workdays after receiving the complaint. If the complaint is resolved informally to the satisfaction of the complainant, then the written documentation shall briefly describe the incident with resolution only, to be filed with the Board of Trustees.



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Formal Procedure

The resident or attendee of a program or service who is filing the report of discrimination or harassment may go to the Township Supervisor at

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All complainants are encouraged to immediately report incidents of discrimination or harassment. Any staff member who receives a report, verbally or in writing regarding discrimination, harassment, or retaliation shall notify the Township Supervisor's office within 48 hours (or a reasonable extension of time thereafter for good cause).

Verbal reports of discrimination/harassment will be put in writing by the individual complaining or by the person who receives the complaint and should be signed by the person complaining.

The Township shall proceed to investigate reports of discrimination, regardless of whether or not the complainant chooses to sign a written statement.

Upon receipt of any allegation of discrimination/harassment, the Township Supervisor will designate an investigator who should initiate an investigation into the complaint. The investigator shall conduct a reliable, sufficient, and impartial investigation including written documentation related to the report of discrimination. The investigator will communicate the findings to the Township Board of Trustees, complainant, and the alleged harasser as expeditiously as possible.

The Township Board will determine whether or not discrimination or harassment has occurred and take necessary action to stop discriminatory behavior.

Retaliation Prohibited

The Township prohibits retaliation against any individual who has brought a report or complaint charging discrimination or harassment, opposed discrimination or harassment, and participated in the reporting or investigation process. Any charge of retaliatory behavior received by the Township will be investigated according to the reporting procedure and investigation process established for discrimination and harassment. Further, any individual found to have engaged in such retaliatory behavior will be subject to disciplinary action.