

## **City of Portage Non-Discrimination Ordinance Complaint Form**

In June 2016, the City of Portage adopted a Non-Discrimination Ordinance that provides protections against discrimination in housing, employment and public accommodations. This ordinance specifies that discrimination is prohibited within the City of Portage based on actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity.

This Complaint Form has been created to assist with the review and response to alleged incidents of discrimination that are prohibited by the City of Portage Non-Discrimination Ordinance, which can be found under Chapter 24, Article 7 of the City Code of Ordinances.

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Please provide all relevant information and make additional notes if necessary.  
Upon completion, this form should be submitted to:

Office of the City Manager  
City of Portage  
7900 S. Westnedge Ave.  
Portage, MI 49002  
Phone: (269) 329-4400  
Fax: (269) 324-9244

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Name: \_\_\_\_\_

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

\_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

Best Time to Call: \_\_\_\_\_

**What** happened to you? How were you discriminated against? For example: were you refused an opportunity to rent or purchase housing? Denied admission to or accommodations at a public facility? Denied employment opportunities? Told that goods or services were not available when in fact they were? Treated differently from others? State briefly what happened.

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**Why** do you believe you are being discriminated against? Briefly explain why you think your rights were denied because of any the factors listed above.

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**Who** do you believe discriminated against you? Was it a landlord, bank, real estate agent, company, organization or individual? Please provide name, address and phone number or other contact information of organization or individual.

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**Where** did the alleged act of discrimination occur? For example: Was it at a public facility? Retail business? School or public service facility? Did it occur at a bank or other lending institution? Please provide Name of business or facility, address, and phone number or other locational information.

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**When** did the last act of discrimination occur? Enter the date:

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**Is the alleged discrimination continuous** or on going? (Circle response below)

Yes      No

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**THANK YOU FOR COMPLETING THIS FORM**

Within 30 days of a written complaint being filed, the City Manager shall undertake an investigation. After the completion of an investigation, the City Manager shall give written notice of the results of the investigation to the person who filed the complaint and the person accused of the violation.

If the investigation establishes that a violation occurred, the City Manager shall, in his discretion, take one of the following actions:

- (1) refer the matter to Conflict Resolution Services or a similar mediation service who will attempt to resolve the matter by mediating a conciliation agreement;
- (2) refer the complaint to the department of public safety/city attorney for prosecution in a court of competent jurisdiction;
- (3) attempt to resolve the matter by mediating a conciliation agreement.