

Department of Civil Rights Responsibilities

- Review the claimant's allegations; take a complaint and/or make referrals if appropriate.
- Talk with the claimant about what MDCR can do about his/her situation.
- Assign an MDCR contact person. Give this person's contact information (address, phone number) to both claimant and respondent.
- Keep claimant and respondent updated on the investigation.
- Timely investigate all complaints.
- Use the preponderance of evidence standard when determining whether an unlawful act of discrimination occurred. MDCR will support the prevailing side.
- Hold an exit interview with the claimant and explain the results of the investigation and next steps.
- Tell claimant about his/her right to appeal the final outcome of the case.
- Review the claimant's appeal and/or request for reconsideration (second opinion) by individuals not involved in the dismissal.
- Tell claimants about their right to file in the various courts.

Please call 1/800.482.3604 with any questions. TTY users, please call 1/877.878.8464.

Visit www.michigan.gov/mdcr

If you need an accommodation, please notify our staff.

This brochure is available in accessible formats.



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MICHIGAN DEPARTMENT OF CIVIL RIGHTS

Bill of Rights and Responsibilities



The Michigan Department of Civil Rights (MDCR) investigates complaints of discrimination in employment, education, housing, public accommodation, law enforcement and public service based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record, disability or familial status. If you want to file a complaint, the alleged act of discrimination must have taken place in the last **180** days.

This brochure explains your rights and responsibilities.

Impartial Investigation

During the investigation, MDCR is neutral and does not act as an advocate or representative of either claimant or respondent. MDCR will investigate allegations of discrimination. If the investigation shows discrimination occurred, MDCR will enforce the state civil rights laws.

For Individuals Filing a Complaint of Discrimination – You have the following rights:

- To be treated with respect.
- To file a complaint of discrimination within our jurisdiction.
- To propose a settlement or resolution to the matter.
- To ask MDCR to reconsider their decision.
- To pursue the matter in court.
- To appeal a final department or Commission order to circuit court.

Your Responsibilities – You must:

- Provide information to establish a case of discrimination within the MDCR's authority.
- Provide MDCR with all relevant evidence.
- Assist MDCR with the investigation by giving names of and known contact information for witnesses who know about the alleged discrimination.
- Give names of comparatives when known (others in a similar situation, but treated differently).
- Tell MDCR if you change your phone number or address.
- Tell MDCR of any settlements reached and filings in court or with another agency.

For Respondents

A complaint that involves *you* has been filed with MDCR.

You have the following rights –

- To be treated with respect.
- To receive a copy of the complaint filed against you.
- To present any information to support your position.
- To propose resolutions.
- To receive a copy of the MDCR's decision.
- To appeal the final decision in circuit court.

Your Responsibilities – You must:

- Respond to the complaint within the requested timeline.
- Give the MDCR additional information about the claimant's allegations as it becomes known.
- Not retaliate against a person who filed a complaint, participated as or is a witness to a civil rights violation.
- Provide documents to support your position.