

**City of Brooklyn Park  
Human Rights Commission  
Bias Complaint Form**

Instructions: Please complete this form if you believe that you have been the subject of, or have witnessed, a possible bias incident (a) between residents or business owners in the City of Brooklyn Park or (b) in the course of doing business with the City of Brooklyn Park. By submitting this form, you are attesting that the information provided is true and correct to the best of your knowledge. The information you provide may include private information under Minnesota Law. Submitting information about possible bias incidents enables the City of Brooklyn Park to accurately monitor and respond appropriately to activities that could negatively impact the City's diverse community. This information will be reviewed by the City of Brooklyn Park Human Rights Commission and you will be contacted regarding this complaint.

You are not legally required to provide all the information requested on this bias complaint form and you may refuse to provide some or all of the information requested. However, the City of Brooklyn Park Human Rights Commission may not be able to fully review and refer this complaint to the proper entity or agency if you do not provide sufficient information. If data is classified as private, the data is accessible to the subject of the data, city employees and contractors whose jobs reasonably requires access to the data, and state and federal agencies to whom this complaint may be referred.

**Your Contact Information**

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

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

**Describe Alleged Incident**

Nature of alleged incident (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Ethnicity/Race/Color
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Gender	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Sexual Harassment*
<input type="checkbox"/>	Ex-offender Status	<input type="checkbox"/>	Veteran Status	<input type="checkbox"/>	Familial Status
<input type="checkbox"/>	Other: _____				

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

*\*Please note that the City of Brooklyn Park has a separate complaint policy and procedure for sexual harassment claims.*



### **Next Steps After You Have Completed A Bias Complaint Form**

- Email, drop off, or mail the completed form to the Human Rights Commission, City of Brooklyn Park, 5200 85<sup>th</sup> Avenue North, Brooklyn Park, MN 55443. (Note: you may want to make a copy of your completed form before submitting it the City.) Note the date that you submitted your completed form to the City of Brooklyn Park Human Rights Commission (HRC):  
\_\_\_\_\_.
  
- The HRC will send you a letter to acknowledge receipt of your complaint. If you do not receive an acknowledgement within 30 calendar days of submitting your complaint, you may call 763-493-8154 or email [BPHumanRights@brooklynpark.org](mailto:BPHumanRights@brooklynpark.org) to request a status report.
  
- A City of Brooklyn Park Human Rights Commissioner will review the case.
  - If a complaint has also been filed with another agency, you will be informed that the HRC will defer to that agency for review. The HRC will close your HRC file.
  - If a complaint has not been filed with another agency, the HRC will contact you and the respondent. You, as the complainant, will be invited to be a part of the review process. The HRC will review the case.
    - If the HRC can make a decision, you will be contacted with that decision.
    - If a decision cannot be made by the HRC, you will be informed that the case will be referred to the appropriate state or federal agency.
  - When the file is closed, a copy of the case summary and conclusions will be sent to you.

### **ADVISEMENT**

#### **Role of the City of Brooklyn Park Human Rights Commission**

The City of Brooklyn Park Human Rights Commission (HRC) is comprised of nine citizen members who are appointed by the Brooklyn Park City Council. The purpose of the HRC is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services, education, and full participation in the affairs of the City by assisting the Minnesota Department of Human Rights in implementing state laws against discrimination and by advising the Brooklyn Park City Council in long-range programs to ensure human service needs are met. The HRC lacks the authority to independently investigate or prosecute alleged violations. The HRC is only authorized to receive complaints and to determine if the complaint is to be forwarded to the State Department of Human Rights for the purpose of investigation, or to North Hennepin Mediation Services for alternative dispute resolution. For more information about the HRC, see the Brooklyn Park City Code, Sections 31.75 to 31.79.