

# CIVIL RIGHTS FACT SHEET

The purpose of the civil rights statement is to inform applicants, participants and potentially eligible persons of the policy of nondiscrimination and the procedure for filing a civil rights complaint to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. Link to *filing a Civil Rights Complaint*:

<https://ojp.gov/about/ocr/complaint.htm>



All forms of communication available to the public regarding program availability must contain the appropriate civil rights statement. The civil rights statement must be prominently displayed on publications, websites, posters and informational materials mentioning USDOJ programs in bold print and no smaller than the general text of the document. The standard/full civil rights statement must be used whenever possible. Single page documents that do not have space for the full civil rights statement may contain a condensed version in a print size no smaller than the text used throughout the document.

## Standard/Full Civil Rights Statement

*<Organization Name> operates its program, services and activities in compliance with federal nondiscrimination laws. No person shall, on the basis of race, color, national origin (including limited English proficiency), disability, religion, sex, gender identity, sexual orientation, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs.*

To file a complaint of discrimination, write Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice (OCR), 810 7<sup>th</sup> Street, NW, Washington, DC 20531 or call 202-307-0690 (Voice) or 202-307-2027 (TDD/TTY). Individuals who are hearing impaired or have speech disabilities may also contact OCR through the Federal Relay Service at 800-877-8339 (TTY), 877-877-8982 (Speech) or 800-845-6136 (Spanish). To file a complaint of discrimination with this organization, write <Organization Name>, <Organization Address> or call <Organization Number>. To file a complaint of discrimination with Oregon Department of Justice, Crime Victim and Survivor Services Division, write Oregon Department of Justice, Crime Victim and Survivor Services Division, Attn: Shannon Sivell, Complaint Coordinator, 1162 Court Street NE, Salem, OR 97301 or call 503-378-5348. You may also email to [shannon.i.sivell@doj.state.or.us](mailto:shannon.i.sivell@doj.state.or.us).

## Condensed Civil Rights Statement Options

*<Organization name> complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, disability, religion, sex, gender identity, sexual orientation, or age.*

*<Organization Name> operates its program, services and activities in compliance with federal nondiscrimination laws.*

## What you need to do for compliance

Check your agency's publications, websites, posters and information materials for a civil rights statement.

If the civil rights statement is missing on a publication, include this civil rights statement the next time these publications are revised or reprinted. Print copies of this statement and attach to the current supply of publications until the next revision and reprinting.