How Does the Complaint Process Work: Part 1

For more detailed information visit our website: https://morgantownwv.gov/272/Human-Rights-Commission

Fill out the Complaint Form found at: http://morgantownwv.gov/DocumentCenter/View/2560/Human-Rights-Complaint-Form---Adopted-20180719-

Mail or deliver the completed Complaint Form to the Office of the City Manager Attn: City of Morgantown Human Rights Commission, 389 Spruce Street, Morgantown WV, 26505 or by email to hrc@morgantownwv.gov

It will be filed on the date it is received

The complaint will be reviewed to see if it meets these requirements:

i.) Is it signed by the complainant and contain a verification that the allegations are true?

ii.) Has it been filed within 365 calendar days of the alleged incident?

iii.) Does it have all of the needed personal information?

The review will be completed within 14 calendar days of the date it is received

The Complainant is notified within 20 days of the filing date as to why the complaint is insufficient.

Is the alleged discrimination based on factors other than gender identity, sexual orientation, or veteran status?

Yes No

The complaint will be forwarded onto the State Human Rights Commission for investigation. The Complainant will be notified that it has been forwarded. This can also occur at any stage at the will of the Morgantown Human Rights Commission (HRC).

The Complainant will be notified of the preliminary review. The complaint will be presented at a meeting of the HRC within 30 calendar days of filing.

The HRC will form an investigative body for the complaint. The investigative body can be one of the following: (1) the whole commission; (2) a special committee; or (3) an individual HRC member.

The investigator(s) will determine whether: (1) probable cause exists and (2) whether the HRC has jurisdiction. The investigators may conduct oral and written interviews with the Complainant, the subject of the complaint, and other involved parties. The investigation should be completed within 60 calendar days of filing.

The investigative report will be filed and the HRC will determine the answer to the question “Does this complaint satisfy the requirements of probable cause?”

Probable Cause

The Complainant will be notified that the complaint either meets or does not meet probable cause.

Probable Cause No Probable Cause

The complaint moves onto Part 2.

The Complainant may file a written request within 10 days of receiving this letter to meet with the HRC to show the existence of probable cause.

If the HRC determines to conduct the meeting Complainant will be notified whether there will be a meeting and, if so, when it will occur.

The meeting is conducted by the HRC. The HRC will determine if there is probable cause. If the Complainant does not attend then no further action will be taken.

No Probable Cause (HRC concludes its investigation) Probable Cause