

NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE

LAKE COUNTY, IL BRANCH



<ul style="list-style-type: none">• The NAACP provides legal information to concerned citizens, but does not provide legal advice.
<ul style="list-style-type: none">• Lake county NAACP investigates allegations of civil rights violations, e.g., discrimination based on race, color, religion, national origin, sexual orientation, sex, age, handicapped status.
<ul style="list-style-type: none">• Completing this form does not constitute the filing an official complaint with a legal authority. Complainant reserves the right to seek legal counsel and pursue legal remedies in a court of law.

Instructions for completing the form:

1. Complete the first three sections with general information on incident
 - Section I. Complainant Contact Information
 - Section II. Complaint Detail
 - Section III. *Complaint Detail and Documentation*
2. Complete applicable addendum (may be done at in-person NAACP Redress meeting)
 - *Section IV: Addendum – EMPLOYER*
 - *Section V: Addendum – HOUSING/LANDLORD*
 - *Section VI: Addendum – SCHOOL*
3. Submit by mail to the following address:

*NAACP LAKE COUNTY BRANCH, Unit # 3020
Attn: Legal Redress
P.O. Box 9024
Waukegan, IL 60079
Lake County (IL) NAACP*



Prepared By: NAACP Lake County Redress Committee March 2021



CIVIL RIGHTS DISCRIMINATION COMPLAINT ALLEGATION FORM

SECTION I: Complainant Contact Information	
<p>1. Name: _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> First Last </div> </p> <p>2. Address: _____ _____ Street _____ City _____ IL _____ State Zip code</p> <p>3. Phone: _____</p> <p>4. Email: _____</p>	<p>5. Relationship alleged violator to Complainant:</p> <p><input type="checkbox"/> Employer - Includes current and/or previous</p> <p><input type="checkbox"/> Housing/Landlord – Includes current, potential and/or previous</p> <p><input type="checkbox"/> School - Includes teachers, principals, administrators, student, and others where incident may be school related although it occurred outside of school, e.g., internet or social media bullying</p> <p><input type="checkbox"/> Other _____</p>

SECTION II: Complaint Detail	
<p>6. Type of alleged discrimination (check all that apply):</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sex <input type="checkbox"/> Handicap <input type="checkbox"/> Age <input type="checkbox"/> National Origin <input type="checkbox"/> Other</p>	<p>7. Who was allegedly discriminated against?</p> <p><input type="checkbox"/> You (complainant) <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Sibling <input type="checkbox"/> Parent <input type="checkbox"/> Other</p>
<p>8. Name of person whose civil rights were allegedly violated (if not complainant):</p> <p>_____</p> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> First Last </div> <p>Age (if under 18yrs old) _____</p> <p>Address: _____ _____ Street _____ City _____ State Zipcode Phone: _____ Email: _____</p>	<p>9. Name of agency/business/individual that allegedly committed violation:</p> <p>_____</p> <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> First Last </div> <p>Age (if under 18yrs old) _____</p> <p>Address: _____ _____ Street _____ City _____ State Zipcode Phone: _____ Email: _____</p>
Complainant Initials	Date



CIVIL RIGHTS DISCRIMINATION COMPLAINT ALLEGATION FORM

Section III: Incident Detail and Documentation

10. Description of incident(s) including dates, times, locations, witnesses, and all other relevant information based on Complainant's recollection. Use additional sheets as necessary. Complainant shall initial, and date additional sheets used.

Complainant Initials	Date
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Lake County NAACP Reviewer		
Printed Name	Signature	Date of Review
Recommendation for next steps		

*Document rational for next steps, e.g., further investigation or no investigation. Use additional sheets if needed.



CIVIL RIGHTS DISCRIMINATION COMPLAINT ALLEGATION FORM

Section IV: Addendum Allegation Information - EMPLOYER

11. Complete this section and provide additional documentation if complaint is related to an EMPLOYER, if not skip this section.

a. Has Complainant contacted Employment Attorney? If no, provide list of area employment attorneys as a starting point from which to choose. If yes, provide the following information:

Name _____

Phone _____

Email _____

b. Has a local, state or governmental agency (e.g., EEOC) been contacted? If no, provide contact information for agencies to Complainant. If yes, provide the following information:

Name of agency contact person _____

Agency Phone _____ Agency Contact Person's Email _____

Agency complaint file # _____

c. Contact information for employer personnel

• Immediate Supervisor or Manager	• Human Resources Representative	• Other (include job title)
Name _____	Name _____	Name _____
Phone _____	Phone _____	Phone _____
Email _____	Email _____	Email _____

d. () Does Complainant have a copy of the Employee Handbook or can a copy be obtained? Circle YES, or NO

e. () Does incident involve a Union employee? Circle YES, or NO

f. () If YES to above, has a grievance been filed? Circle YES, or NO

g. () If YES to above, does Complainant have a copy of grievance and can Complainant provide the contact information for Union Stewart or other relevant Union representative?

• Union Stewart/Representative Name _____

• Union Stewart/Representative Phone _____

• Union Stewart/Representative Email _____

h. Provide any other relevant details not previously captured

Complainant Initials _____ **Date** _____



CIVIL RIGHTS DISCRIMINATION COMPLAINT ALLEGATION FORM

Section V: Addendum Allegation Information – HOUSING/LANDLORD

12. Complete this section and provide additional documentation if complaint is related to Housing/Landlord, if not skip this section.

- a. Has Complainant obtained legal counsel? If not, general legal information suggests that Complainant do so.
- b. Has the local, State, and Federal housing departments been notified? If not, general legal information suggests that Complainant do so. Specifically, Illinois Human Rights Commission and the Federal United States Department of Housing and Urban Development.
- c. Location of and Contact information for Property

- Property Address

<ul style="list-style-type: none"> • Property Owner Name _____ Phone _____ Email _____	<ul style="list-style-type: none"> • Management Company Name _____ Phone _____ Email _____
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- d. () Does Complainant have a copy of the lease, rental agreement, advertisement or can a copies be obtained? Circle YES, or NO

- e. Provide any other relevant details not previously captured

Complainant Initials	Date
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CIVIL RIGHTS DISCRIMINATION COMPLAINT ALLEGATION FORM

Section VI: Addendum Allegation Information - SCHOOL

13. Complete this section and provide additional documentation if complaint is related to School, if not skip this section.

- a. Has there been a physical injury? If so, general legal information suggests that Complainant obtain legal counsel, see item #9.
- b. Has the local Police been notified? If no, general legal information suggests that where a crime has been alleged, e.g. a battery, assault, or other, a police report be completed. If yes,

Name of police contact person _____

Police Department Phone _____

Police Department Contact Person's Email _____

Police Department complaint file # _____

- c. Have the local, State, and Federal entities with responsibility for education been notified, e.g., School District, School Board, IL Department of Education, US Department of Education? If not, general legal information suggests that Complainant do so Development, see item #10. If yes, list names, titles and contact information (if known) for all involved. Use additional sheets as needed.

• Education Entity Name	• Education Entity Contact
Name _____	Name _____
Phone _____	Phone _____
Email _____	Email _____
If applicable, Complaint # _____	If applicable, Complaint # _____

Complainant must initial and date all additional sheets.

- d. () Does Complainant have a copy of the student handbook or other policy? If not, copies be obtained? Circle YES, or NO
- e. () Are there other records of the current or previous similar incidents, e.g., videos, disciplinary reports? If so, does Complaint have or can they obtain copies and from whom?
- f. Provide any other relevant details not previously captured

Complainant Initials	Date
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