

## **SEXUAL ASSAULT RESPONSE SERVICES OF SOUTHERN MAINE PROCEDURES FOR FILING A COMPLAINT OF DISCRIMINATION OR RETALIATION**

Sexual Assault Response Services of Southern Maine receives federal funding through the Maine Department of Public Safety for its *Creating Connections* Program. Anyone receiving those services, and employees of Sexual Assault Response Services of Southern Maine, has the right to file a complaint if they believe Sexual Assault Response Services of Southern Maine has discriminated or retaliated against them in its delivery of services. Complaints may be filed with any/all of the following:

### **Sexual Assault Prevention and Response Services**

To file a complaint of discrimination or retaliation with Sexual Assault Response Services of Southern Maine, contact Amy Thomas, Executive Director at (207) 828-1035 or email her at [amyt@sarsonline.org](mailto:amyt@sarsonline.org). You can also contact her in writing:

Amy Thomas, Executive Director  
Sexual Assault Response Services of Southern Maine  
P.O. Box 3571  
Portland, ME 04101

### **Maine Dept. of Public Safety:**

The Maine Department of Public Safety (DPS) receives federal financial assistance and serves as the State Administering Agency for many federal grant programs. The Department must ensure that the civil rights of any recipient of federal grant funding received through the department, are protected.

To file a complaint with DPS, fill out the DPS Discrimination Complaint form and file it with the Equal Employment Opportunity Coordinator at DPS within 180 days after the last date of an alleged act of discrimination or retaliation. (Exceptions to this filing requirement may be made on a case by case basis by the Equal Employment Opportunity Coordinator at DPS). Complaints can also be made in writing to

Equal Employment Opportunity Coordinator  
Maine Dept. of Public Safety  
State House Station 104  
Augusta, ME 04333-0104

For more information about filing a complaint, please visit the DPS website.

<http://www.maine.gov/dps/Docs/ServicesDiscriminationPolicy.pdf>

### **Maine Human Rights Commission**

The Maine Human Rights Commission is the organization in Maine responsible for investigating and responding to claims of discrimination or retaliation. To file a complaint with the Maine Human Rights Commission, contact them at (207) 624-6060. Complaints must be filed within 300 days of the alleged discrimination/retaliation.

For more information about filing a complaint with the Maine Human Rights Commission, please visit their website:

[http://www.maine.gov/mhrc/file\\_a\\_charge/index.htm](http://www.maine.gov/mhrc/file_a_charge/index.htm)

### **Office for Civil Rights:**

The Office for Civil Rights (OCR) investigates complaints from members of the public who believe that an agency that receives funding from the Justice Department has discriminated against them, either in employment or in the delivery of services or benefits. If you believe you have been the target of discrimination, you should file a complaint with the OCR as soon as possible. In most circumstances, you may have no longer than one year from the date of the discriminatory incident to file a complaint.

To learn how to file a complaint and obtain the relevant forms, visit the OCR website

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

You can also contact the Office for Civil Rights by calling **800-421-3481** or by writing them at  
Office of Justice Programs  
U.S. Department of Justice  
810 7th Street, NW  
Washington, DC 20531

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