



Bryan County Human Resources Division
51 North Courthouse Street – P.O. Box 430 – Pembroke, Georgia 31321
Phone: 912-653-3836

Bryan County Board of Commissioner's Non-Discrimination Statement

Bryan County is committed to a policy of non-discrimination in program services pursuant to the requirements of Title VI of the Civil Rights Act of 1964. Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a complaint with Bryan County Board of Commissioner's. To receive additional information on Bryan County Board of Commissioner's non-discrimination obligations, or to file a complaint, please call the Human Resources administrative office at 912-653-3894 or write to: Bryan County Human Resources Director, 51 North Courthouse Street, Pembroke Georgia 31321. Grievance procedures are also available online at our website: www.bryancountyga.org .

Submit complaint forms to:

ADA Coordinator
Human Resources Director
51 North Courthouse Street
Pembroke, Georgia 31321

Title VI Complaint Procedures

Should a complaint be filed with Human Resources Director and an external agency simultaneously, the external complaint shall supersede the Human Resources Director complaint and Humboldt Transit Authority's complaint procedures will be suspended pending the external agency's findings. If filed with Humboldt Transit Authority, the Title VI Administrator will begin assessment or investigation of the complaint within fifteen (15) working days of receiving the complaint. Based upon all of the information received, the Title VI Administrator will prepare a draft written response subject to review by the Human Resources Director Governing Board of Commissioner's. If more time is required, the Administrator shall notify the complaint of the estimated timeframe for completing the review, not to exceed (60) calendar days of the receipt of the formal complaint. If appropriate, Human Resources Director may administratively close the complaint. If final written response is determined to be needed, the complaint will receive a letter stating the final decision of the General Manager and the complaint will be advised of his/her right to file a complaint with the Federal Transit Administration (FTA), Office of Civil Rights should the complaint feel dissatisfied with the decision.

Filing a Complaint with the Federal Transit Administration

To file a complaint with the Federal Transit Administration, fill out a Title VI complaint form and mail it to:

**Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590**

The [complaint form may be downloaded from Federal Transit Administration](#) website.

Upon request, assistance in the preparation of any necessary written material will be provided to a person or persons who are unable to read or write.