

CSREES has recently provided us with a replacement poster for public areas frequented by those we serve. The “*And Justice for All*” poster which is located in the Extension public area formerly in red, white and blue should be replaced with this new version, now in green. In most cases, based on your office size we have provided you with two posters. I have ordered additional posters and will provide copies at our review scheduled this fall: see attached review dates for your county.

Please note that the verbiage has also changed with this new poster. It would be appropriate in your next staff meeting to share the intent of the poster with all faculty and staff in the county and to review the complaint process.

### **Primer for filing a discrimination civil rights complaint**

1. Review the policy guidelines delineated on the “*And Justice for All*” poster displayed in USU Extension offices.
2. The complaint must generally be filed within 180 days of the alleged discrimination; otherwise a waiver for additional time may need to be filed.
3. The complaint may be filed with a complaint form [<http://www.usdoj.gov/crt/cor/complaint.htm>] or may be filed in a letter format outlining the elements of the complaint.
4. The complainant must state name, address, telephone contact information; the office or program that discriminated, name of individual, address, telephone contact information.
5. Complaints alleging discrimination in the delivery of services/programs must indicate the base(s) on which the complainant believe these discriminatory actions were taken: i.e. race/color, national origin, sex, religion, age, disability.
6. To the best recollection of the complainant, specify on what date(s) the alleged discrimination took place, explain clearly what happened, why they believe it happened and how the complainant was discriminated against. Indicate who was involved and how other persons receiving services/programs were treated differently. List any witnesses who may be contacted to support or clarify the complaint and their contact information.
7. The USDA Office of Civil Rights – the Coordination and Review Section reviewing the complaint will require the complainant to provide a consent form to disclose their name in the course of the investigation.
8. The complaint may be filed using the contact information located on the “*And Justice for All*” poster or they may use contact information for the Equal Opportunity Staff [EOS] at CSREES, or Utah State University Extension.

### **Contact information:**

Phone: 866-632-9992 (voice)

TDD users 800-877-8339 or 866-377-8642 **or**  
Fax: 202-720-6954

Phone: 435-797-2200  
Fax: 435-797-3268

Mailing Address:  
Director of Equal Opportunity  
CSREES, USDA  
1400 Independence Ave., SW., Stop 9410  
Washington, DC 20250-9410

Mailing Address:  
Vice President Extension and Agriculture  
4900 Old Main Hill  
Utah State University  
Logan, Utah 84321-4900