

Sacramento International Airport Title VI Policy (Civil Rights Act of 1964)

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, age, sex, creed, or disability in public services and employment opportunities. Sacramento International Airport (SMF) is committed to a policy of non-discrimination in the conduct of its business and to the delivery of equitable and accessible airport services. SMF recognizes its responsibilities to the communities in which it operates and to the society it serves.

It is the policy of Sacramento International Airport that no person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the receipt of its services on the basis of race, color, national origin, age, sex, creed, disability, or any other federally protected category as protected by Title VI of the Civil Rights Act of 1964, as amended.

If you believe that you have been excluded from participation in, denied the benefits of, or subjected to discrimination based on race, color, national origin, age, sex, creed, or disability, you may file a complaint with the Sacramento International Airport's Title VI Coordinator, within 180 days of the date of the alleged discrimination by submitting a letter or other document that describes your Title VI complaint of discrimination. Or, complete the Title VI Complaint Form. Or, contact the Sacramento International Airport's Title VI Compliance Coordinator to assist you in submitting a complaint.

All complaints must be signed by the person making the complaint and sent to:

Teddy Young
Title VI Coordinator
Sacramento International Airport
6900 Airport Blvd
Sacramento, California 95837
(916) 874-0439

cc: Kris Usery via email at useryk@saccounty.net

When filing your complaint please include the following information:

1. Name, address and daytime phone number.
2. The basis for complaint i.e., race, color, national origin, sex, religion, creed, or disability, etc.
3. A description of the incident that led the complainant to feel that discrimination was a factor: i.e., denial of access to services, programs, or benefits, reasonable accommodation; or language services, etc.
4. The date(s) the action(s) in question took place.
5. The lessees, tenants, concessionaires or contractors accused of discrimination.
6. The names of the individuals accused of discrimination.
7. The names and daytime phone numbers of any witnesses to the alleged discriminatory action.
8. A detailed explanation of the sequence of events which you believe to be discriminatory.

Individuals are not required by federal regulations to use this Complaint Procedure, but may file complaints directly with the appropriate outside agency, such as the U.S. Department of Transportation or the Federal Aviation Administration (FAA).

If a complaint is initially made by phone, it must be supplemented with a written complaint within 90 days after the alleged discriminatory event. Accommodation will be provided upon request to individuals unable to file a written complaint due to disability. Upon request, SMF will make available language assistance for persons with limited English proficiency or other assistance as necessary for filing a complaint.

The Title VI coordinator will promptly investigate all complaints. Reasonable measures will be undertaken to preserve any information that is confidential. The Title VI Coordinator will review every complaint, and when necessary, be assisted in the investigation by a neutral party.

Title VI Complaint Form Sacramento International Airport

Sacramento International Airport is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, national origin, age, sex, creed, disability, or any other federally protected category as provided by the Title VI of the Civil Rights Act of 1964, as amended. Additionally, 49 U.S.C. 47123 further prohibits recipients of the US Department of Transportation financial assistance from engaging in discrimination based on race, color, national origin, age, sex, creed, disability, or any other federally protected category. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Coordinator by calling (916) 874-0439. The completed form must be returned to Title VI Coordinator, Sacramento International Airport, 6900 Airport Blvd., Sacramento, CA 95837.

Personal Information:

Your Name: _____ Phone: _____ Alt. Phone _____

Street Address: _____

Country: _____ City: _____ State: _____ Zip Code: _____

Person(s) discriminated against (if someone other than the complainant):

Name(s): _____

Street Address: _____

Country: _____ City: _____ State: _____ Zip Code: _____

Complaint details:

Which of the following best describes the reason for the alleged discrimination? (Check one)

Race Color National Origin Age Sex Creed Disability

Date of Incident: _____ Time of Incident: _____

Have you filed a complaint with any other federal, state or local agencies? (Check one) Yes No

Agency: _____

Contact Name: _____ Phone Number: _____

Street Address: _____

Country: _____ City: _____ State: _____ Zip Code: _____

Agency: _____

Contact Name: _____ Phone Number: _____

Street Address: _____

Country: _____ City: _____ State: _____ Zip Code: _____

