

SALEM KEIZER NAACP

Civil Rights Complaints – Legal Redress Information

The Salem-Keizer NAACP (SKNAACP) **CANNOT** provide legal advice or services to those who feel their civil rights may have been violated. If you want to take legal action, you must locate and pay for your own attorney.

SKNAACP **CAN** work with residents of the community to assist in the completion of paperwork required by other organizations whose function it is to process civil rights complaints. Some of these organizations are: the Equal Employment Opportunity Commission (EEOC), The American Civil Liberties Union (ACLU), the Bureau of Labor and Industry (BOLI) and the Fair Housing Authority (FHA).

If you believe that you have experienced discrimination on the basis of race, gender, religion, native origin, sexual orientation or other basis, you are encouraged to request and complete a Complaint of Discrimination Form by calling or emailing the local office at the above mentioned address. A Complaint of Discrimination Form will be sent to you.

After receiving the Complaint of Discrimination Form, please do the following:

1. Complete, sign and date the form.
2. On a separate paper, explain the timeline and details of the alleged discrimination. For each event answer the questions Who? What? When? Where? Why?
3. If there are witnesses include their names, contact information and their signed and dated statements on a separate paper.
4. Attach other documentation that may be of assistance in addressing the case. Send only copies of documents NOT originals.
5. You may hand deliver, email or mail the Complaint of Discrimination Form, timeline, witness statements and additional documentation to the NAACP office listed above.
6. Please allow 2-3 weeks for a response to your concern.
7. The NAACP Legal Redress Committee will forward its recommendations of referral or identify options available to you.
8. It is recommended that your attorney be advised of the request for NAACP assistance.

NOTE: This process does not take the place of filing a complaint with the company or agency involved, according to established policies. You are encouraged to obtain legal counsel as soon as possible.

The Salem-Keizer Branch NAACP will keep copies of any complaints submitted. This may be helpful to establish a pattern if your problem has happened to others.

If you do not live in Salem-Keizer, and reside in an area that does not have an NAACP Branch, we will keep a copy of your complaint on file and forward a copy of it to the Regional NAACP Legal Redress for their records.

Thank you,
Salem-Keizer NAACP Legal Redress Chair