



Title VI Complaint Policy & Procedures

Tulsa Transit's Call Center receives Title VI complaints from customers or their representatives regarding fixed-route, fixed-route flexible, and ADA complementary paratransit operations, policies, and procedures. The following policy outlines the process for recording, investigating, responding to, and maintaining Title VI complaints.

Objectives

The objectives of the complaint procedures are to:

- Provide an opportunity for customers to report any policies, procedures, or actions by Tulsa Transit they believe violate the persons Title VI rights.
- Document and investigate the allegations in a timely and thorough manner.
- Timely respond to customers and provide the outcome of the investigation.

Civil Rights Officer

Tulsa Transit's Civil Rights Officer investigates Title VI complaints. The Civil Rights Officer is:

Liann Alfaro
PO Box 52488
Tulsa, OK 74152
(918) 582-2100
info@tulsatransit.org

Complaint Receipt

1. Customer Service Representatives receive the complaint from customers or their representatives via the telephone (918-582-2100), e-mail (info@tulsatransit.org), mail (PO Box shown above), on the Tulsa Transit website, (www.tulsatransit.org/about-mtta/civilrights/), or in person at:

Denver Avenue Station
319 S. Denver Avenue
Tulsa, Oklahoma

Memorial Midtown Station
7952 E. 33rd St.
Tulsa, Oklahoma

2. Complaints are taken up to 180 days past the date of the incident. Beyond that time period, complaints will be classified as comments.
3. The complaint is input into a Call Log in the Quality Assurance software by a Customer Service Representative immediately upon receipt of the complaint. In order for a complaint to be investigated, customers or their representatives must provide an address, telephone number, or email address. Those complaints without contact information will be classified as comments.
4. Service Coordinators in the Call Center review the complaints for completeness and accuracy and call the customer if additional details are needed for the investigation. Service Coordinators have three (3) calendar days to complete the initial review.

Complaint Investigation and Customer Follow-up

1. Any complaint that alleges discrimination on the basis of race, color or national origin will be designated as a Title VI complaint. The Civil Rights Officer will be responsible for investigating the complaint and following up with the customer.
2. The Civil Rights Officer will be responsible for contacting the appropriate manager/ service contractor(s) to get information needed in order to complete the investigation of the complaint including, but not limited to, any video or audio recordings of the incident.
3. Once the investigation has been completed, the Civil Rights Officer will make a decision regarding the validity of the complaint and what, if any, remedial actions will be taken to address the complainant's concerns.
4. The Civil Rights Officer will notify the complainant in writing of Tulsa Transit's decision regarding the complaint typically within seven (7) calendar days after the investigation has been completed.
5. If complainants disagree with the determination by the Civil Rights Officer, they can appeal the decision in writing within thirty (30) days from the date of the determination letter. The appeal letter should state the reason(s) the complainant believes the decision was in error. The appeal letter should be mailed to:

General Manager
Tulsa Transit
P.O. Box 52488
Tulsa Ok 74152

Complaint Tracking and Record Retention

The Civil Rights Officer will be responsible for tracking all Title VI complaints for the purpose of establishing trends in allegations of discrimination.

The Civil Rights Officer will maintain a summary log of all Title VI complaints. In addition, all complaint documents and materials gathered during the investigation are maintained for no less than five (5) years.