



**DENVER**  
THE MILE HIGH CITY

**Human Rights & Community Relations**  
Denver Anti-Discrimination Office

201 W. Colfax Avenue, Dept 1102  
Denver, CO 80202  
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f: 720-913-8470  
[www.denvergov.org/discrimination](http://www.denvergov.org/discrimination)

## INFORMATION SHEET

During the intake interview, the complainant/charging party must complete the necessary paperwork. The intake form must be signed, dated, and notarized. If the intake form is completed away from the agency office, it must be signed, dated, notarized and submitted in person. .

All pertinent documents should be presented upon submission of the intake form. Documents essential to the charge will be requested and submitted throughout the investigation period.

When filing your complaint with the Denver Anti-Discrimination Office, you are filing with the City of Denver only. The Denver Anti-Discrimination Office (DADO) has limited jurisdiction within the City and County of Denver separate and independent of the Colorado Civil Rights Division (CCRD) and the Equal Employment Opportunity Commission (EEOC). If you believe you have experienced discrimination you may alternatively file a claim with the CCRD or the EEOC. Please note that should you choose to file a claim with either of these two larger agencies, it will negate the jurisdiction of the Denver Anti-Discrimination Office.

You have the right to seek legal council or any other representation in resolving your complaint/charge.

The Denver Anti-Discrimination Office will send a letter of notification to the Respondent within 15 days of initial intake.

The Respondent must contact our office upon receipt of notification and schedule a fact-finding conference. A written response may be requested of the Respondent. Both the Complainant and Respondent shall be notified by phone and by letter of fact-finding conference date. The intent of the fact-finding conference is to identify the issues of the case. During the conference the parties will attempt to determine which elements are undisputed, to resolve those issues which can be resolved, and to ascertain whether there is a basis for conciliation agreement.

An investigation will be conducted of charges that can not be resolved through mediation, no fault settlements or other alternative dispute resolution techniques.

Both Complainant and Respondent are responsible for notifying the agency with all changes in address, telephone numbers and other pertinent information.

## FILING PROCEDURES

### Confidentiality

The identity of persons and properties contained in reports submitted to the agency shall be kept confidential, subject to the provisions of the Colorado Open Records Act or pursuant to court order

### Conciliation Agreement

The agency shall endeavor to eliminate the alleged violation by a conciliation agreement, signed by all parties and the director or agency representative, whereunder the alleged violation is eliminated and the Complainant/Charging Party is made whole to the greatest extent practicable.



## CASE RULINGS

### No Jurisdiction/Exemptions

- 1) Respondent is not located within the boundaries of the City and County of Denver.
- 2) Respondent is a governmental entity and/or political subdivision.
- 3) Respondent is a religious organization or association.
- 4) Respondent has less than 20 employees.
- 5) Complaint was not filed within 180 days of the alleged discriminatory act.
- 6) Respondent is not a multiple unit dwellings of more than two dwelling units where at least one of the units is owner occupied. (Example: A duplex where the owner stays in one of the units.)
- 7) It is not discriminatory for fringe benefits, insurance coverage, or any other term, condition or privilege of employment, to be denied where the employee seeks coverage for an individual on the basis that the individual is their spousal equivalent, with respect to sexual orientation or marital status.

### No Probable Cause

Upon said ruling a letter of “No Probable Cause” will be sent to Complainant and Respondent from the Director of Human Rights/Community Relations.

### Probable Cause

Upon said ruling of “Probable Cause” a letter will be sent to Complainant and Respondent.

### Formal Hearing Process

After the investigation is completed or where the agency has not settled by conciliation or dismissed the complaint, or where the agency has made a finding of probable cause, the agency may conduct a formal hearing.

### Right to Sue Letter

Upon request and pursuant to the Denver Charter, the Denver Anti-Discrimination Office will issue a right to sue letter.

The director or his/her designated hearing officer shall conduct the hearing.

At the hearing the Denver Anti-Discrimination Office will present its charges against the Respondent on behalf of the Claimant at any time. The Denver Anti-Discrimination Office may use a mediator or alternative dispute resolution method at its own discretion in an attempt to resolve the complaint.

### Decision and Order

After the hearing, the hearing officer shall promptly issue a written recommendation including findings of fact and conclusions of law to the director. The director shall approve or disapprove the recommendations and shall issue the decision and order pursuant to Section 28-112 and Section 28-115.

### Enforcement

The decision and order of the Agency shall be served on the Respondent, with notice that, if the Agency determines that the Respondent has not corrected the discriminatory practice and complied with the order within 30 calendar days following service of its order, the Agency will conduct further enforcement proceedings.

The director may seek judicial enforcement of any orders of the agency.

### Appeal Process/Judicial Review

Any person suffering a legal wrong, or aggrieved, by order or decision of the Agency in a matter pursuant to the provisions of this article, (Chapter 28, Article IV of the Revised Municipal Code) is entitled to a judicial review thereof, in accordance with Colorado Rule of Civil Procedure 106, upon filing in the appropriate court a written complaint for such review.

### Withdrawal

If the Complainant decides to withdraw the charge it must be done in writing.