

171.1 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:

To promote understanding, respect, goodwill, and equality among all citizens. To investigate complaints in housing, employment, and public accommodations; provide consultant and administrative assistance to the Human Relations Board.

:2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

:3 DIRECTION:

The Human Relations Director, as an appointed official, serves at the pleasure of, and receives direction from the Mayor through the Chief of Staff.

:4 FUNCTIONS:

- A. To receive complaints alleging discriminatory practices as provided by City Code Chapter 57.05; Title VII of the Civil Rights Act of 1964, as amended; Title VIII of the 1968 Civil Rights Act; The Americans With Disabilities Act; the Civil Rights Act of 1991; and, to make such investigations as appropriate to ascertain facts and issues.
- B. Upon completion of the investigation, is responsible for determining whether or not there are reasonable grounds to believe an unlawful discriminatory practice has occurred. Responsible for conciliating all complaints of reasonable cause to the best interest of all parties involved.
- C. Enlists cooperation and assistance of Federal, State, and local governmental officials in the attainment of the objectives of the Human Relations Office.
- D. Coordinates with the Equal Employment Opportunity Commission for deferrals of discrimination complaints in employment and with the Department of Housing and Urban Development for deferrals of discrimination complaints in housing; participates in training programs of both agencies of investigation and conciliation procedures.
- E. Assists the Orlando Human Relations Board in all cases of conciliation involving housing, public accommodations, and employment.
- F. Implements workshops and seminars in housing, public accommodations, and employment for the purpose of enlightening citizens of Federal, State, and local legislation.
- G. Assist the Human Resources Department in carrying out the Affirmative Action Plans of the City of Orlando.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

City Council Minutes of April 24, 1972, Item 17, accepting recommendations of Community Relations Commission on April 19, 1972; City Council Minutes of January 17, 1972, Item 2, concerning recommendations of the Community Relations Commission; City Council Minutes of July 31, 1972, Item 2, concerning change of name of Community Relations Commission to Human Relations Commission; Department authorized April 24, 1972; effective August 4, 1972; City Code, Chapter 57, Sections 57.01 - 57.14; procedure approved by City Council August 21, 1972, Item 53; amended April 1, 1974, Item 21; amended May 10, 1976, Item 7; amended January 31, 1977, Item 2; amended July 19, 1982, Item 25 (F); amended September 15, 2003.

:8 EFFECTIVE DATE:

This procedure effective September 15, 2003.