

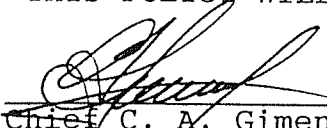
DEPARTMENT OF FIRE, RESCUE AND INSPECTION SERVICES
INTERNAL EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCESS

PURPOSE: To provide the employees of this Department an understanding of the procedures for initiating an EEO complaint and the procedures that will be followed in the process.

PROCEDURES:

- I. Employees of this Department shall always have access to the EEO Officer directly or through the chain of command.
- II. The employee may discuss the concern with the EEO Officer without an official complaint being filed at that time. It will become an official complaint once the employee decides that he/she wishes to have an investigation conducted by the EEO Officer. The Equal Employment Opportunity Complaint Form will be used when filing it in writing. If the form is being sent to the EEO Officer directly, you must immediately notify him/her by phone that the complaint is being sent. If you can not reach the EEO Officer at 579-6863 or by Pager #1806, then contact the Staff Duty Officer (SDO). EEO Complaint Forms sent directly to the Fire Chief or EEO Officer should be marked "Confidential."
- III. The Department Director may also call for an investigation into any matter that he/she deems necessary.
- IV. An individual complaint must be in writing in order to become an official complaint and must be signed by the individual who is making the complaint.
- V. Complaint Process:
 - 1) Put the complaint in writing and submit either through the chain of command or directly to the Director or EEO Officer.
 - 2) The EEO Officer will start the investigation on receipt of the written complaint and clarification of the charges.
 - 3) The EEO Officer will take statements from all parties involved and review the information with the complainant.
 - 4) Should the EEO Officer deem it necessary, a "fact finding conference", (a meeting of the parties involved in the complaint), will be convened.
 - 5) The EEO Officer will consider any new information gathered during a "fact finding conference" as well as any new information submitted by the complainant, after a review of the investigation results.
 - 6) The EEO Officer will proceed to make a recommendation to the Director, who will issue final findings.
- VI. The EEO Officer will advise the employee of his/her legal rights under the EEO laws.

NOTE: THIS POLICY WILL BE POSTED AT ALL DEPARTMENT WORK SITES.


Chief C. A. Gimenez, Director


Date

CITY OF MIAMI FIRE, RESCUE AND INSPECTION SERVICES DEPARTMENT

INTERNAL EQUAL EMPLOYMENT OPPORTUNITY
COMPLAINT FORM

NAME _____ DATE _____

SUBJECT _____ WORK LOCATION _____

NARRATIVE: (Please Print or Type)ACKNOWLEDGMENT:

Shift Commander _____ Date _____

District Chief _____ Date _____

Division Chief _____ Date _____

Chief's Office _____ Date _____

THIS FORM MAY BE SENT DIRECTLY TO THE FIRE CHIEF OR THE EEO OFFICER (marked "CONFIDENTIAL") OR THROUGH THE CHAIN OF COMMAND