



## **Human Rights Commission**

### **Complaint and Investigative Process**

#### **To be put in Quick Links**

#### **Complaint Process**

If you feel you have been discriminated against you can file a complaint. Under the Human Rights Law in New York, every citizen has an “equal opportunity to enjoy a full and productive life.” This law protects you from discrimination in areas such as employment, education, credit, and purchasing or renting a home or commercial space based on your: Race, Creed, Color, National origin, Sexual orientation, Military status, Sex, Age, Marital status, Domestic violence victim status, Disability, Pregnancy-related condition, Predisposing genetic characteristics, Prior arrest or conviction record, Familiar status, Retaliation for opposing unlawful discriminatory practices, or Gender identity, transgender status, and gender dysphoria are covered as sex discrimination and may be covered as disability discrimination.

#### **The Human Rights Law prohibits discrimination:**

- Employment
- Apprenticeship and training
- Purchase and rental of housing and commercial space
- Places of public accommodation
- Non-sectarian, tax-exempt educational institutions
- All credit transactions

#### **How To File A Complaint**

Complaints can be filed with the City of Newburgh Human Rights Commission or the Division of Human Rights Regional Office. Complaints filed with the City of Newburgh Human Right Commission will be reviewed, documented, and forwarded to the Division of Human Rights in White Plains. Once a complaint is filed, the Division of Human Rights will investigate and may present the case in a public hearing.

City of Newburgh Human Rights Commission  
City Hall  
83 Broadway  
Newburgh, NY 12550

Division of Human Rights Regional Office (for Dutchess, **Orange**, Putnam, Rockland and Westchester)

7-11 South Broadway, Suite 314

White Plains, New York 10601

(914) 989-3120

InfoWhitePlains@hdr.ny.gov

### **Complete Complaint Form**

- Fill out the [complaint form](#), answering all of the questions and sign the form. If possible, type the form. Please print if you are filling out the form by hand.
- After you fill out the form, have it notarized. Notary services are available at City Hall.
- Attach copies of any documents that you think will help to investigate the case (pay stub, letter of termination, performance evaluation disciplinary notice, etc).
- Return the completed complaint form to the City of Newburgh Human Rights Commission or Division of Human Rights Regional Office in White Plains. You may return the complaint by postal mail or personal delivery. You may also email your complaint to [complaints@dhr.ny.gov](mailto:complaints@dhr.ny.gov), or fax it to (718) 741-8322.
- Keep a copy of your complaint and copies of any documents you attach for your own records.

### **Investigative Procedure**

Once a regional office receives your complaint the investigation by the Division of Human Rights will begin.

Once the investigation is complete, the Division will determine if there is probable cause that an act of discrimination has occurred, and will notify the complainant and respondent in writing. If there is a finding of no probable cause, or lack of jurisdiction, the matter is dismissed. A complainant may appeal to the State Supreme Court within 60 days. If it is determined that there is probable cause your case will be presented in a public hearing.

- The first step will be to notify the respondent(s). A respondent is a person or entity who you believe discriminated against you.
- Next, the Division will resolve any questionable issues of jurisdiction.
- If applicable, a copy of your complaint will be forward to the US Equal Employment Opportunity Commission (EEOC) or the US Department of Housing and Urban Development (HUD).
- An investigation will be conducted using methods like written inquiry, field investigation and investigatory conference.
- In most cases the investigation will be completed within 180 day.