

Please read, print, and complete form, and submit **both pages**.

City of Shreveport Human Relations Commission  
505 Travis Street, Suite 200  
Shreveport, Louisiana 71101  
318-673-5050

**LIMITATIONS ON AUTHORITY OF HRC AND OTHER  
POSSIBLE LAWS AND ORGANIZATIONS THAT MAY HELP YOU**

When you submit this complaint to the HRC, you should know that the **HRC has AUTHORITY to:** 1) hear your complaint, 2) attempt to mediate with the person you are complaining about, and 3) possibly levy a fine against that person. If a fine is levied it would be collected by the City of Shreveport and you would not receive any of the money when it is paid. Examples:

The HRC cannot force an employer to give you a job or give you a job back after being fired. The HRC can only fine an employer who discriminates against you.

The HRC cannot force a landlord to rent housing to you or force a property owner to sell a house to you. The HRC can only fine a landlord or property owner who discriminates against you.

The HRC cannot force a public place (like a store) to treat you fairly. The HRC can only fine a person who operates a place if they discriminate against you.

**THERE MAY BE OTHER LEGAL WAYS YOU CAN GET HELP. The City of Shreveport does not give legal advice to citizens. You should consult a private attorney if you want to find out other legal ways to get help. These may include:**

**Filing suit in state or federal court**

**and/or contacting:**

**United States Equal Employment Opportunity Commission**

**Louisiana Commission on Human Rights**

**United States Department of Housing and Urban Development**

**Louisiana Attorney General – Equal Housing Opportunity Section**

**The United States Department of Justice**

**I HAVE READ THIS PAGE AND UNDERSTAND I MAY HAVE PLACES TO GET HELP OTHER THAN THE HRC.**

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

**Go to next page.**

Incident Report

**NOTICE: ALL HEARINGS ON COMPLAINTS WILL BE PUBLIC MEETINGS.**

Deliver or mail **both pages** to:  
Human Relations Commission  
505 Travis Street, Suite 200  
Shreveport, Louisiana 71101

Complainant's

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Nature of Complaint: (check one)

Housing discrimination       Employment discrimination

Public accommodations discrimination       Not sure

Date of violation: \_\_\_\_\_ Time of violation: \_\_\_\_\_ Place violation occurred (include place of business, address, or other identifying information): \_\_\_\_\_

Description of the incident that you feel was a violation of the City of Shreveport Human Relations Ordinance Prohibiting Discrimination: \_\_\_\_\_

Information regarding the person about whom the complaint is made:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Have you informed the above named person that you consider the practice or act complained of to be an unlawful discriminatory practice or act? Yes. \_\_\_\_\_ No. \_\_\_\_\_

If yes, when did you inform the person of this complaint?

Date: \_\_\_\_\_ Time: \_\_\_\_\_ In writing? \_\_\_\_\_ Verbally? \_\_\_\_\_

The person's response was: \_\_\_\_\_

How is this complaint being filed? (Circle one)    Mail            In Person

The above stated information is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant's signature

*For office Use:* Date received: \_\_\_\_\_

Complaint # (Year and Sequence number.) \_\_\_\_\_