



NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE  
LAKE COUNTY, IL BRANCH



- |   |
|---|
| <ul style="list-style-type: none"><li>• The NAACP provides legal information to concerned citizens, but does not provide legal advice.</li></ul>  |
| <ul style="list-style-type: none"><li>• Lake county NAACP investigates allegations of civil rights violations, e.g., discrimination based on race, color, religion, national origin, sexual orientation, sex, age, handicapped status.</li></ul>      |
| <ul style="list-style-type: none"><li>• Completing this form does not constitute the filing an official complaint with a legal authority. Complainant reserves the right to seek legal counsel and pursue legal remedies in a court of law.</li></ul> |

Instructions: Complete the form(s) below and submit by mail to the following address:

NAACP LAKE COUNTY BRANCH (Unit # 3020)  
Attn: Legal Redress  
Lake County (IL) NAACP  
717 Forest Ave 2nd Flr. Boardroom  
Lake Forest, IL 60045



|  |
|--|
| <p>Prepared By:<br/>Lenita SimsSpears<br/>Lake County IL Legal Redress Committee Chair<br/>State of Illinois NAACP Parliamentarian<br/>November 2017</p> |
|--|





*Section III: Incident Detail and Documentation*

10. Description of incident(s) including dates, times, locations, witnesses, and all other relevant information based on Complainant's recollection. Use additional sheets as necessary. Complainant shall initial, and date additional sheets used.

Lake County NAACP Reviewer

| Printed Name | Signature | *Recommendation | Date of Review |
|--------------|-----------|-----------------|----------------|
|              |           |                 |                |

\*Document rational for either further investigation or no investigation. Use additional sheets if needed.



Section IV: Addendum Allegation Information - EMPLOYER

11. Complete this section and provide additional documentation if complaint is related to an **EMPLOYER**, if not skip this section.

a. Has Complainant contacted Employment Attorney? If no, provide list of area employment attorneys as a starting point from which to choose. If yes, provide the following information:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

b. Has a local, state or governmental agency (e.g., EEOC) been contacted? If no, provide contact information for agencies to Complainant. If yes, provide the following information:

Name of agency contact person \_\_\_\_\_

Agency Phone \_\_\_\_\_ Agency Contact Person's Email \_\_\_\_\_

Agency complaint file # \_\_\_\_\_

c. Contact information for employer personnel

|   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• Immediate Supervisor or Manager</li> </ul> | <ul style="list-style-type: none"> <li>• Human Resources Representative</li> </ul> | <ul style="list-style-type: none"> <li>• Other (include job title)</li> </ul> |
| Name _____  | Name _____   | Name _____  |
| Phone _____   | Phone _____  | Phone _____   |
| Email _____   | Email _____  | Email _____   |

d. ( ) Does Complainant have a copy of the Employee Handbook or can a copy be obtained? Circle YES, or NO

e. ( ) Does incident involve a Union employee? Circle YES, or NO

f. ( ) If YES to above, has a grievance been filed? Circle YES, or NO

g. ( ) If YES to above, does Complainant have a copy of grievance and can Complainant provide the contact information for Union Stewart or other relevant Union representative?

• Union Stewart/Representative Name \_\_\_\_\_

• Union Stewart/Representative Phone \_\_\_\_\_

• Union Stewart/Representative Email \_\_\_\_\_

h. Provide any other relevant details not previously captured \_\_\_\_\_

|                      |      |
|----------------------|------|
| Complainant Initials | Date |
|                      |      |



**Section V: Addendum Allegation Information – HOUSING/LANDLORD**

12. Complete this section and provide additional documentation if complaint is related to **Housing/Landlord**, if not skip this section.

- a. Has Complainant obtained legal counsel? If not, general legal information suggests that Complainant do so.
- b. Has the local, State, and Federal housing departments been notified? If not, general legal information suggests that Complainant do so. Specifically, Illinois Human Rights Commission and the Federal United States Department of Housing and Urban Development.

c. Location of and Contact information for Property

- Property Address \_\_\_\_\_

- Property Owner

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

- Management Company

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

- Other (include job title)

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

d. ( ) Does Complainant have a copy of the lease, rental agreement, advertisement or can a copies be obtained? Circle YES, or NO

e. Provide any other relevant details not previously captured \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

|                      |      |
|----------------------|------|
| Complainant Initials | Date |
|                      |      |



Section VI: Addendum Allegation Information - SCHOOL

13. Complete this section and provide additional documentation if complaint is related to **School**, if not skip this section.

- a. Has there been a physical injury? If so, general legal information suggests that Complainant obtain legal counsel, see item #9.
- b. Has the local Police been notified? If no, general legal information suggests that where a crime has been alleged, e.g. a battery, assault, or other, a police report be completed. If yes,

Name of police contact person \_\_\_\_\_

Police Department Phone \_\_\_\_\_

Police Department Contact Person's Email \_\_\_\_\_

Police Department complaint file # \_\_\_\_\_

- c. Have the local, State, and Federal entities with responsibility for education been notified, e.g., School District, School Board, IL Department of Education, US Department of Education? If not, general legal information suggests that Complainant do so Development, see item #10. If yes, list names, titles and contact information (if known) for all involved. Use additional sheets as needed. Complainant must initial and date all additional sheets.

| • Education Entity Name          | • Education Entity Contact       | • Education Entity Contact       |
|----------------------------------|----------------------------------|----------------------------------|
| Name _____                       | Name _____                       | Name _____                       |
| Phone _____                      | Phone _____                      | Phone _____                      |
| Email _____                      | Email _____                      | Email _____                      |
| If applicable, Complaint # _____ | If applicable, Complaint # _____ | If applicable, Complaint # _____ |

- d. ( ) Does Complainant have a copy of the student handbook or other policy? If not, copies be obtained? Circle YES, or NO
- e. ( ) Are there other records of the current or previous similar incidents, e.g., videos, disciplinary reports? If so, does Complaint have or can they obtain copies and from whom?
- f. Provide any other relevant details not previously captured \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|                      |      |
|----------------------|------|
| Complainant Initials | Date |
|                      |      |