

## LANSING HUMAN RIGHTS ORDINANCE [HRO]

Lansing's HRO prohibits discrimination based on irrelevant characteristics (actual or perceived) in employment, public accommodation, housing, and public services including:

- Race
- Religion
- Ancestry
- National Origin
- Color
- Sex
- Age
- Height
- Weight
- Student Status
- Marital Status
- Familial Status
- Veteran Status
- Political Affiliation
- Sexual Orientation
- Gender Identity or Expression
- Mental or Physical Limitation
- Source of Income

## WHAT TO DO

- Immediately document the facts of the incident: date, time place, names, witnesses, etc. for your personal records.
- Fill out the initial inquiry form and return it to City Hall by mail or in person, or contact the Lansing Human Relations and Community Service Department for assistance.

HRCS DIRECTOR  
Kim Coleman

4th Floor City Hall  
124 W. Michigan Ave.  
Lansing, MI 48933

(517) 483-4477  
[lansingmi.gov/HRCS](http://lansingmi.gov/HRCS)  
[Kim.Coleman@lansingmi.gov](mailto:Kim.Coleman@lansingmi.gov)

HOURS  
Monday - Friday  
8 AM - 5 PM

# LANSING'S HUMAN RIGHTS ORDINANCE

*An overview for individuals  
encountering discrimination  
in Lansing*



Andy Schor, Mayor

# HUMAN RIGHTS INITIAL INQUIRY FORM

Please fill out this form to the best of your ability. Attach additional pages if necessary. Mail or return the completed form and any attachments to:

**CITY OF LANSING HUMAN RELATIONS & COMMUNITY SERVICES DEPARTMENT  
4TH FLOOR CITY HALL  
124 W. MICHIGAN AVE.  
LANSING, MI 48933**

A staff member will contact you to discuss your concern and schedule an informal conference. If you have questions, call City Hall at (517) 483-4477 or visit [lansingmi.gov/hracs](http://lansingmi.gov/hracs).

NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOW SHOULD WE CONTACT YOU?:

HOW WERE YOU DISCRIMINATED AGAINST?

WHO DISCRIMINATED AGAINST YOU (IF KNOWN)?

WHEN AND WHERE DID THE INCIDENT OCCUR?

## WHAT HAPPENS AFTER I FILE A COMPLAINT?

- A staff member will contact you to discuss your concerns and schedule an informal conference (est. within 45 days).
- You must file a sworn statement within 180 days of the incident. A copy will be sent to the party against whom the complaint is made.
- The Human Relations and Community Service Department will investigate your claim. Only those claims that allege conduct found to be in violation of the City Ordinance can be mediated.
- If the Department finds probable cause that there was discriminatory behavior and a mediated settlement is not possible, it will take appropriate action.
- Decisions may be referred to the City Attorney, Michigan Department of Civil Rights, County Prosecutor, or other appropriate enforcing agency.

## VIOLATION PENALTIES

- Violating the HRO is a Civil Infraction. Penalties for a violation are as follows:
  - First Violation: \$150
  - Second Violation: \$250
  - Third (or Subsequent) Violation: \$350
- In addition the City Attorney may commence legal action to obtain injunctive relief or any other remedy in an effort to prevent further discrimination prohibited by the HRO and remedy the effects of such discrimination.
- A violation of the HRO may also be a violation of state or federal laws against discrimination. Filing an HRO complaint does not waive your rights to pursue any and all other legal action to which you may be entitled.

## EXAMPLES OF HRO VIOLATIONS

- Discrimination in employment by refusing to hire, promoting, or terminating or altering conditions of employment because of an irrelevant characteristic.
- Failing to make reasonable accommodations upon request from a qualified person with a disability.
- Harassing an individual based on an irrelevant characteristic.
- Publish, circulate, display, post, or mail any communication that goods, services, facilities, privileges, and advantages of any place of public accommodation shall be withheld or denied to a person or that patronage of such a person is unwelcome on the basis of an irrelevant characteristic.
- Represent to a person because of that person's irrelevant characteristic that any dwelling or real estate is not available for inspection/sale/lease when in fact it is available.
- Deny access to public accommodations to a person based on irrelevant characteristics.

**THIS LIST IS FOR ILLUSTRATION ONLY AND DOES NOT REPRESENT ALL POTENTIAL SCENARIOS OR VIOLATIONS OF THE HRO.**

*This brochure is a brief overview and does not contain all of the information found within the Ordinance. Certain Exemptions may apply. For further details, refer to the Ordinance in its entirety located on the Human Relations and Community Services web site at:*

*[lansingmi.gov/536/Human-Rights-Ordinance](http://lansingmi.gov/536/Human-Rights-Ordinance)*