



City of Laramie  
City Manager's Office  
P.O. Box C  
Laramie, WY 82073

307-721-5226

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**RESPONDENT FORM**  
**Illegal Discrimination**

**Per Ordinance Section 9.32.080.D.i.ii.iii. & E.i.ii**

- Promptly upon receipt of the complaint from the City Manager or his/her designee, the Investigator shall:
  - Provide the Respondent named in the complaint written notice that a complaint alleging the commission of an unlawful employment practice, unlawful housing practice or unlawful public accommodation practice occurred has been filed against the Respondent;
  - Furnish a copy of the complaint to the Respondent; and
  - Advise the Respondent of the Respondent's procedural rights and obligations, including the right to file a written, signed, and verified informal answer to the complaint within fifteen (15) calendar days after service of notice of the complaint.
- Not later than fifteen (15) calendar days after service of the notice and copy of the complaint, a Respondent may file an answer to the complaint. The answer must be in writing, made under oath or affirmation, and contain the following information:
  - The Respondent's name, address, telephone number, and signature of the Respondent or the Respondent's attorney, if any; and
  - A concise statement of facts in response to the allegations in the complaint, including facts of any defense or exemption.

**PLEASE BE ADVISED:**

**This response and any associated investigation could result in a criminal prosecution and anything you provide to the city could be used against you. You have a right to consult an attorney before providing any information to the City.**

**In response to the complaint filed on \_\_\_\_\_ and furnished to respondent on \_\_\_\_\_ .**

1. Respondent Information

a. Name: \_\_\_\_\_

b. Respondent Mailing Address: \_\_\_\_\_

\_\_\_\_\_

c. Respondent Physical Address: \_\_\_\_\_

\_\_\_\_\_

d. Phone Number: \_\_\_\_\_

\_\_\_\_\_

e. E-mail Address: \_\_\_\_\_

2. Statement of facts in response to the allegations in the complaint, including facts of any defense or exemption:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(supporting and/or additional information can be included as an attachment)*

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## NOTICE TO RESPONDENT

In connection with any investigation of a complaint filed under this chapter, the Investigator shall seek the voluntary cooperation of any person to:

- Obtain access to premises, records, documents, individuals, and any other possible source of information;
- Examine, record and copy necessary materials; and
- Take and record testimony or statements of any person reasonably necessary for the furtherance of the investigation.

The Investigator may in coordination with the City Attorney issue subpoenas to compel the attendance of witnesses or the production of relevant materials or documents.

The Investigator may dismiss a complaint during the investigation and prior to referral to the City Attorney if the Investigator determines that:

- The complaint was not filed within the required time period;
- The location of the alleged unlawful employment practice or unlawful housing practice is not within the City's jurisdiction;
- The alleged unlawful unemployment practice or alleged unlawful housing practice is not a violation of this chapter;
- The Complainant refuses to cooperate with the Investigator in the investigation of the complaint or enforcement of an executed conciliation agreement;

- The Complainant cannot be located after the Investigator has performed a reasonable search; or
- A conciliation agreement has been executed by the Complainant and Respondent.

During or after the investigation the Investigator shall, if the Respondent appears to have committed an unlawful employment practice, unlawful housing practice or unlawful public accommodation practice, attempt to conciliate the complaint. In conciliating a complaint, the Investigator shall try to achieve a just resolution and obtain assurances that the Respondent will satisfactorily remedy any violation of the Complainant's rights and take action to ensure the elimination of either present and future unlawful employment practices, unlawful housing practices or unlawful public accommodation practices. A conciliation agreement may include:

- Sensitivity training for Respondent and/or Respondent's employees;
- The Respondent's agreement to adopt and pursue a policy of non-discrimination in employment practices, housing practices or public accommodation practices; and the Respondent's agreement to not engage in discriminatory practices in the future.

Through due process in enforcing the City of Laramie Enrolled Ordinance 1681, the City must exercise its powers to the fullest extent allowed by the statutes of the State of Wyoming to prohibit and regulate Discrimination and;

The City must exercise its power to the fullest extent allowed by the Constitution of the State of Wyoming to prohibit and regulate Discrimination.

This "Respondent Form" is provided for the information and convenience of the respondent. The respondent is wholly responsible for completing this form properly and accurately. The respondent is further responsible for presenting this form to the proper government entity. Neither the government entity providing this form nor its agents or assignees make any representations as to the legal sufficiency of this form or the accuracy of the information provided herein.

All personal information provided herein shall be utilized only for purposes of processing this response and in accordance with all Wyoming and local laws.

**In signing and submitting this form I am providing this information voluntarily upon the advice of my attorney or I am waiving my right to an attorney.**

I, \_\_\_\_\_ certify under penalty of perjury that the foregoing respondent form and any attachment(s) are true and accurate.

Respondent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF WYOMING                    )  
  )SS  
COUNTY OF                            )

Subscribed and sworn to before me, a Notary Public, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public (Signature): \_\_\_\_\_

My Commission Expires: \_\_\_\_\_