



## NOTICE TO THE PUBLIC

Iowa Department of Public Safety Title VI Notice to the Public/Beneficiaries/Participants:

The Iowa Department of Public Safety gives public notice of its policy to uphold and assure full compliance with the nondiscrimination requirements of Title VI of the Civil Rights Act of 1964, and related nondiscrimination authorities. Title VI and nondiscrimination related authorities stipulate that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, disability, income level or Limited English Proficiency, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

Any person who desires more information regarding the Iowa Department of Public Safety's Title VI program can contact its Title VI Coordinator, Captain Troy Bailey, at the address noted below. **This notice shall be posted in all DPS public-accessed facilities and uploaded to the DSP website at <https://dps.iowa.gov/divisions/iowa-state-patrol/motor-carrier-safety>.**

Any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, income level or Limited English Proficiency has the right to file a formal complaint. Any such complaint must be in writing and submitted within 180 days following the date of the alleged occurrence to:

Iowa Department of Public Safety/Title VI Program Coordinator  
Captain Troy Bailey/Iowa State Patrol  
215 E. 7<sup>th</sup> Street  
Des Moines, IA 50319  
(515) 725-6100  
bailey@dps.state.ia.us

## COMPLAINT DISPOSITION PROCESS

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with the Title VI Coordinator, Captain Troy Bailey.
2. Complaints must be filed within one hundred and eighty (180) days of the date of the act of alleged discrimination. Complaints filed after 180 days cannot be evaluated under this policy.
3. Written complaints shall be signed by the complainant and/or the complainant's representative, and should contain all of the facts and circumstances relating to the claimed discrimination, to the extent possible. Verbal complaints of discrimination may be made to the Title VI Coordinator. The Coordinator may respond to the complaint immediately or may refer the complaint to the Department's Professional Standards Bureau, which will conduct an investigation, including assistance in putting the complaint in written form for signing by the complainant, and conducting an interview of the complainant. Complaints shall be handled by according to the Department's investigative procedures. In addition, the Iowa Department of Administrative Services, Human Resources Enterprise has authority to investigate Title VI complaints, in lieu of an investigation by the Department of Public Safety.
4. Within ten (10) days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of the action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as the Federal Motor Carrier Safety Administration.
5. The Iowa Department of Public Safety will advise the Federal Motor Carrier Safety Administration within 10 days of the receipt of the allegations. Generally, the following information will be included in every notification to the Federal Motor Carrier Safety Administration:
  - a. Name, address, and phone number of the complainant.
  - b. Name(s) and address(es) of alleged discriminating employees.
  - c. Basis of the complaint (i.e. race, color, national origin, sex, age, disability, low income or LEP).
  - d. Date of alleged discriminatory acts.
  - e. Date the complaint was received.
  - f. A statement of the complaint.
  - g. Other agencies, (state, local, or federal) where the complaint has been filed.
  - h. An explanation of the actions the Iowa Department of Public Safety has taken or proposed to resolve the issue(s) raised in the complaint.
6. Within 60 days, the Professional Standards Bureau will conduct an investigation of the allegation and based on the information obtained, will submit a general investigation report to the Title VI Coordinator. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the general investigation report.

7. Within 90 days of receipt of the complaint, the Title VI Coordinator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The Title VI Coordinator will advise the complainant of his or her appeal rights, as set out in Iowa Administrative Rules, Chapter 661-10 (17A).

## TITLE VI DISCRIMINATION COMPLAINT

Iowa Department of Public Safety  
215 East 7<sup>th</sup> Street  
Des Moines, IA 50319

Case Tracking # \_\_\_\_\_

**Note: The information on this form should be completed for all alleged Title VI discrimination complaints. The completed complaint form should be signed by the complainant. Upon completion, please mail to: Iowa Department of Public Safety, 215 East 7<sup>th</sup> Street, Des Moines, IA 50319.**

1. Complainant's name:

2. Home address:

3. Phone number

Home:

Mobile:

4. Location of alleged discrimination:

5. Date of the alleged discriminatory practice:

6. Basis of the alleged discriminatory practice (check all that apply):

Race

Creed

Color

Religion

Age

Sex

Physical or Mental Disability

National Origin

Sexual Orientation or Gender Identity

Low Income

Limited English Proficiency

Other (specify)

7. Facts of the Alleged Discriminatory Practice or Incident Are:

8. Please provide supporting documents which form the basis for the discriminatory practice or incident.

List of attachments:

9. Person(s) who you believe discriminated against you:

Name:

Title/Agency:

Phone number (if known)

10. Have you filed your complaint with any other entity or agency?

If yes, what agency(s) did you file with?

\_\_\_\_\_  
Complainant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Complainant

I, Title VI Coordinator for the Iowa Department of Public Safety, acknowledge receipt of this complaint

\_\_\_\_\_  
Title VI Coordinator

\_\_\_\_\_  
Date