Louisiana Department of Public Safety and Corrections, Public Safety Services Title VI Complaint Procedure for Office of State Police, Office of Motor Vehicles, and Office of State Fire Marshal

The Louisiana Department of Public Safety and Corrections, Public Safety Services, Title VI Complaint Procedure and Title VI Policy Statement are made available in the following locations:

- Department Websites
- Headquarters Offices

Any person who believes that they have been discriminated against on the basis of race, color, national origin, disability, low-income, age, sex, or limited English proficiency under any program or activity for which the **Louisiana Department of Public Safety and Corrections, Public Safety Services, (LA DPS PSS)** receives Federal assistance, may file a complaint by completing and submitting the agency's *Title VI and Related Authorities Complaint Form.* Assistance may be provided by Federal agencies including but not limited to the U.S. Department of Homeland Security (DHS) and the U.S. Department of Transportation, through the Federal Motor Carrier Safety Administration (FMCSA).

The *Title VI and Related Authorities Complaint Form* must be filed with LA DPS PSS no later than 180 days after the date of the alleged discrimination. Within 10 days of receipt of the complaint, the Title VI Coordinator will send a letter acknowledging receipt of the complaint and informing the complainant of the action taken or proposed action to process the complaint. The Title VI Coordinator will also advise the complainant of other avenues of redress. Within 30 days of receipt of the Complaint, the Title VI Coordinator will cause an investigation of the Complaint to take place. A general investigation report, based on the information obtained, will be provided to the Deputy Secretary or their designee. Within 90 days of receipt of the Complaint, the Title VI Coordinator will notify the complainant in writing of the final decision reached regarding his or her Complaint, including the proposed disposition of the matter.

Louisiana Department of Public Safety and Corrections, Public Safety Services Title VI and Related Authorities Complaint Form

Section I:					
Name:					
Address:					
Telephone (Home):		Telephone	(Cell or Work):		
Electronic Mail Address:					
Accessible Format	Large Print		Audio Tape		
Requirements?	TDD		Other		
Section II:					
Are you filing this complaint on y	our own behalf?		Yes*		No
*If you answered "yes" to this qu	estion, go to Section III.		•		
If not, please supply the name are complaining:	nd relationship of the person	for whom you			
Please explain why you have file	d for a third party:		1		
		-			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes		No
Section III:					
I believe the discrimination I expe	erienced was based on (che	ck all that apply	'):		
[] Race [] Color [] National	l Origin []Disability []L	_ow-income] Limited-English Pro	ficiency [] Age [] Se	x
Date of Alleged Discrimination (M	Month, Day, Year):				
Explain as clearly as possible whinvolved. Include the name and cinformation of any witnesses. If n	contact information of the pe	rson(s) who dis	criminated against you	u (if known) as well a	
Section IV					
Have you previously filed a Title	VI complaint with this agenc	;y?	Yes	1	No
Section V					
Have you filed this complaint with	h any other Federal, State, c	or local agency,	or with any Federal or	r State court?	
	No	<i>y</i> ,	-		
If yes, check all that apply:					
[] Federal Agency:					

[] Federal Court	[] State Agency	
[] State Court	[] Local Agency	
Please provide information about a contact	t person at the agency/court where the complaint was filed.	
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		
ou may attach any written mater	als or other information that you think is relevant to your comp	olaint.
signature and date required below		
.g		
nature	 Date	
_, _,	nit this form in person, mail, or email as follows:	

In Person:

LA DPS PSS, Title VI Coordinator 7979 Independence Blvd., Ste. 307 Baton Rouge, LA 70806 Telephone Number: (225) 925-3639 Mail:

LA DPS PSS Title VI Coordinator, Compliance Program Section, Office of Legal Affairs, P.O. Box 66614, Box B-4, Baton Rouge, LA 70896-6614

Email: PSS.CPS@LA.GOV