

### **I-3. TITLE VI NOTICE TO THE PUBLIC – CITY OF PLATTEVILLE POLICY**

Effective: January 1, 2013

City Manager Larry Bierke

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#### **City of Platteville - VI Notification to the Public**

The City of Platteville is committed to providing equal opportunity and equal access to all City programs and services in order to ensure full compliance with all civil rights laws. The City of Platteville assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Platteville further assures every effort will be made to ensure nondiscrimination in all of its federally funded program activities.

The City of Platteville may post Title VI Notices in a taxi or van or bus and post in our organization's administrative offices where other public notices can be found. The City of Platteville's Title VI Notice to the Public Policy will also be posted on the City's Website [www.platteville.org](http://www.platteville.org).

#### **THE CITY OF PLATTEVILLE NOTICE**

The City of Platteville operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Platteville.

For more information on the City of Platteville Civil Rights Program, and the procedures to file a complaint, contact 608.348.9741; email: [citymanager@platteville.org](mailto:citymanager@platteville.org); or visit our administrative office at 75 N Bonson St., Platteville, WI 53818.

For more information, visit [www.platteville.org](http://www.platteville.org).

## **TITLE VI COMPLAINT PROCEDURE**

### **City of Platteville Title VI Complaint Procedure**

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Platteville may file a Title VI complaint by completing and submitting the City of Platteville's Title VI Complaint Form.

The City of Platteville investigates complaints received no more than 180 days after the alleged incident. The City of Platteville will process complaints that are complete.

Once the complaint is received, the City of Platteville will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The City of Platteville has 30 days to investigate the complaint. If more information is needed to resolve the case, the City of Platteville may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the City of Platteville can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 10 days after the date of the letter or the LOF to do so.

If there is a complaint involving Shared Ride Taxi, a person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Ave., SE, Washington, DC 20590.

# CITY OF PLATTEVILLE - TITLE VI COMPLAINT FORM

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III:</b>				
<p>I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin Date of Alleged Discrimination (Month, Day, Year): _____ Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				

<b>Section IV</b>		
Have you previously filed a Title VI complaint with this agency?	Yes	No
<b>Section V</b>		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes; <input type="checkbox"/> No		
If yes, check all that apply: <input type="checkbox"/> Federal Agency; <input type="checkbox"/> Federal Court; <input type="checkbox"/> State Agency; <input type="checkbox"/> State Court; <input type="checkbox"/> Local Agency		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
<b>Section VI</b>		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

We cannot accept a complaint if it has not been signed. Please sign and date below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit this form in person at the address below, or email this form to [citymanager@platteville.org](mailto:citymanager@platteville.org)

City of Platteville, 75 N Bonson, PO Box 780, Platteville, WI 53818