
State of Vermont
Department of Public Safety
45 State Drive
Waterbury, Vermont 05671-1300
<http://dps.vermont.gov/>

MEMORANDUM

TO: Environmental Justice Advisory Council

FROM: Commissioner Jennifer Morrison, Department of Public Safety

SUBJECT: Environmental Justice and Title VI Complaint Report per 3 V.S.A. § 6004(d)
Implementation of State Policy

DATE: March 15, 2024

Title VI Civil Rights and Environmental Justice Complaint Reports

[3 V.S.A. § 6004. Implementation of State policy:](#)

(d) The covered agencies shall submit an annual summary beginning on January 15, 2024 and annually thereafter to the Environmental Justice Advisory Council, detailing all complaints alleging environmental justice issues or Title VI violations and any agency action taken to resolve the complaints. The Advisory Council shall provide any recommendations concerning those reports within 60 days after receipt of the complaint summaries. Agencies shall consider the recommendations of the Advisory Council pursuant to subdivision 6006(c)(1)(E) of this title and substantively respond in writing if an agency chooses not to implement any of the recommendations, within 90 days after receipt of the recommendations.*

** Due Date: The original due date of January 15, 2024 was extended to March 15, 2024.*

Department of Public Safety Complaint Processes

Title VI Civil Rights:

A civil rights complaint is a formal grievance or allegation submitted by an individual pursuant to Title VI of the Civil Rights Act of 1964 ("Title VI"). Title VI complaints may allege discrimination on the basis of race, color, or national origin, which includes language proficiency.

The Department of Public Safety (DPS) has two dedicated complaint intake processes for civil right complaints, A-GEN-003 Discrimination Complaint Procedure and a complaint process embedded within our Language Access Plan. These procedures are posted publicly on the Department of Public Safety websites (<https://dps.vermont.gov/document/dps-discrimination-complaint-procedures> and <https://publicservice.vermont.gov/about-us/policies-and-procedures/language-access-plan>). Links to the documents and a summary of those processes are below:

STATE OF VERMONT – DEPARTMENT OF PUBLIC SAFETY DISCRIMINATION COMPLAINT PROCEDURES

The purpose of this document is to establish written procedures for the Department of Public Safety (DPS) employees to follow when they receive a complaint alleging discrimination from beneficiaries of DPS or employees and beneficiaries of a subrecipient implementing funding from the U.S. Department of Justice (DOJ). This policy serves as the DPS Method of Administration (MOA) to ensure compliance with civil rights obligations.

COMPLAINT PROCEDURES (Page 3, 2022_8)

Posting Complaint Procedure

This complaint procedure will be posted to the Department of Public Safety internal and external websites so that it is accessible to department employees and members of the public.

Submission:

Submission of Complaints to the Department of Public Safety Submission:

- A member of the public can submit complaints directly to the Vermont Department of Public Safety: DPS.HR@vermont.gov
- or mailed to: The Vermont Department of Public Safety Human Resources Department
Attn: Complaint Coordinator 45 State Drive Waterbury, VT 05676
- or submit to the Office for Civil Rights: The Office for Civil Rights (OCR) Office of Justice Programs (OJP) U.S. Department of Justice (DOJ) 810 7th Street NW, Washington, DC 20531

Include:

- The name of the complainant, organization & address, and an email and/or telephone number.
- The date when the discrimination occurred.
- A detailed documentation of the discrimination including the DPS employee(s) involved.

Timeframe - Complaints should be submitted within either 180 days or one year from when the discrimination occurred.

[Language Access Plan](#): (Original issue date 11/15/2021).

STATE OF VERMONT – DEPARTMENT OF PUBLIC SAFETY LANGUAGE ACCESS PLAN (Page 18, 2021_11)

Individuals who have complaints about language access may direct their complaints to the Title VI Coordinator, who is responsible for tracking and resolving language access complaints.

Individuals may use the Language Access Complaint form (Attachment B) to submit their complaint. The Language Access Complaint form will be available in the following languages: English, French, Spanish, Other Indic Languages, Chinese, Vietnamese, Arabic, Burmese, Kirundi, Lingala, Nepalese, Serbo-Croatian, Somali and Swahili. Other languages will be translated as needed.

Signage describing how to make a language access complaint will be posted in all public facing facilities and included on DPS websites in the following languages: English, French, Spanish, Other Indic Languages, Chinese, Vietnamese, Arabic, Burmese, Kirundi, Lingala, Nepalese, Serbo-Croatian, Somali and Swahili.

XX. TITLE VI COORDINATOR

A. Purpose

The Title VI Coordinator is responsible for language assistance services and oversees the performance and implementation of the language access plan.

B. Name and Contact Information

DPS's Title VI Coordinator is the Deputy Commissioner of the Department of Public Safety (or designee), who can be reached at the following contact information:

- By telephone at (802) 244-8727
- By email at DPS.LanguageAccess@vermont.gov
- By first class mail at 45 State Dr, Waterbury Village Historic District, VT 05676

DPS Civil Rights Complaints Summary:

Since May 31, 2022, the Department of Public Safety has not received any Title VI, 42 U.S.C. § 2000d complaints nor any Title VI, 42 U.S.C. § 2000d complaints.

Environmental Justice:

An Environmental Justice complaint is a formal grievance or allegation brought forward by individuals, groups, or organizations to address specific instances of environmental injustice or violation of environmental rights. Environmental Justice is defined in the VT EJ Law, 3 V.S.A. § 6002(3). EJ complaints may assert that certain populations, often marginalized or disadvantaged communities based on factors such as race, income, or ethnicity, are disproportionately burdened with environmental burdens or lack access to environmental benefits. Environmental justice concerns or informal inquiries encompass broader issues or problems related to environmental justice, while environmental justice complaints involve specific allegations or grievances brought forward through a formal process to seek redress for environmental injustices or violations.

The Department of Public Safety does not have a dedicated complaint intake process for receiving environmental justice complaints.

Prior to submission of the next annual report in 2025, DPS plans to do the following:

- Review other state agencies' environmental justice complaint procedures and complaint intake systems.
- Develop a procedure for handling environmental justice complaints.
- Develop a public facing webpage that explains the process for submitting and addressing environmental justice complaints.

The Department of Public Safety welcomes the Council's recommendations and guidance to continue the important work of identifying civil rights violations and environmental justice violations to improve the health and well-being of all Vermont residents.