



CDPS Discrimination Complaint Procedure

Federal law prohibits discrimination on the basis of race, color, creed, national origin, age, sex (including pregnancy, sexual orientation, gender identity), disability, religion, low-income, limited English proficiency (LEP), and environmental justice, in any CDPS programs, services or activities. This prohibition applies to all divisions of CDPS, agencies and organizations that receive money from CDPS, contractors, consultants, and anyone else who act on CDPS's behalf.

Federal law requires that CDPS investigate, track, and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty days of submission. If you need assistance to file your complaint or need interpretation services, please contact the Title VI Civil Rights Program in the Executive Director's Office at (303) 239-4413.

Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any CDPS program, service or activity because of their race, color, national origin, age, sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation, and disparate impacts from a program, service or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discrimination conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

How do you file a complaint?

Complaints must be filed in writing within **180 days** from the last date of the alleged discrimination. However, contact the OCR if you believe your complaint may fall outside this deadline.

CDPS will make reasonable efforts to assist persons with disabilities, non-English speakers, and other unable to file a written complaint. For assistance in filing a complaint, please contact the Title VI Civil Rights Program in the Compliance and Professional Standards Office at (303) 239-4413.

While not required, complainants are encouraged to use the CDPS Discrimination Complaint Form can be found at [www. Colorado Department of Safety Equity Diversity and Inclusion](http://www.ColoradoDepartmentofSafetyEquityDiversityandInclusion).

Complaints may be submitted via email, fax or in person to one of the following:

CDPS Title VI Civil Rights Section

Executive Directors Office

Colorado Department of Public Safety

700 Kipling Street

Lakewood, Colorado 80215

Email: cdps.titlevi.civilrights@state.co.us

Website: <https://publicsafety.colorado.gov/equity-diversity-inclusion>

Phone: (303) 239-4413

Fax: (303) 239-5775

Complaints may also be filed directly with one of the following agencies:

Colorado Civil Rights Division

1560 Broadway, Suite 1050

Denver, Colorado 80202

Phone: (303) 894-2997

Hotline Española: (720) 432-4294

(800) 262-4845 (toll-free number)

Fax: (303) 894-7830

E-Mail: ccrd@dora.state.co.us

Website: <https://www.colorado.gov/pacific/dora/civil-rights>

If you are an individual with a disability and require an accommodation in order to access CCRD's services, please call (303) 894-2997 (local), (800) 262-4845 (voice), 711 TTD – Relay, Hotline Española: (720) 432-4294, send an email to dora_CCRD@state.co.us, or request an accommodation in person at CCRD's office.

Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice

810 7th Street, N.W.

Washington, DC 20531

Phone: (202) 307-0690

Fax: (202) 616-9865

TDD/TTY: (202) 307-2027

E-Mail: askOCR@ojp.usdoj.gov

Website: <http://www.ojp.usdoj.gov/about/offices/ocr.htm>

U.S. Equal Employment Opportunity Commission

3300 North Central Avenue, Suite 690

Phoenix, AZ 85012-2504

Phone: (800) 669-4000

TTY: (800) 669-6820

E-Mail: info@eeoc.gov

Website: <http://www.eeoc.gov/>

DHS Office for Civil Rights and Civil Liberties (CRCL)

U.S. Mail: U.S. Department of Homeland Security

Office for Civil Rights and Civil Liberties

Compliance Branch

245 Murray Lane, SW

Building 410, Mail Stop

#0190

Washington, D.C. 20528

E-mail: CRCLCompliance@hq.dhs.gov (fastest method to submit your complaint) •

Fax: 202-401-4708

• Website for additional information: <https://www.dhs.gov/file-civil-rights-complaint>

What happens after a complaint is filed with CDPS?

Most complaints will be investigated within **sixty days**. Investigating a complaint includes interviewing all parties involved and key witness. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties.

Complaints related to employment with CDPS will be investigated by the Human Resources Director in accordance with CDPS policy. All other complaints will be investigated by Director of the Civil Rights Office and upon completion of the investigation - formal findings will be issued to the complainant. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, CDPS must forward complaints to either the Colorado Civil Rights Division or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the state or federal employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

Questions?

Contact the Title VI Civil Rights Program in the Compliance and Professional Standards Office at (303) 239-4413 or email cdps.titlevi.civilrights@state.co.us.