

Notice of the City of Plymouth, Indiana's Title VI and Nondiscrimination Policy

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI") and other applicable laws, the City of Plymouth, Indiana has adopted the following policy:

It is the express policy of the City of Plymouth that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program, services, or activities receiving federal funds on the grounds of race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status, or limited English proficiency in accordance with federal law. It is also the policy of the City of Plymouth to make every effort to ensure nondiscrimination with respect to race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status, limited English proficiency, or familial status for all City programs, services, and activities, regardless of its funding source.

City of Plymouth, Indiana Grievance Procedure under Title VI of the Civil Rights Act of 1964

This Grievance Procedure is established to meet the requirements of Title VI of the Civil Rights Act of 1964 ("Title VI"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status, limited English proficiency, or familial status in the provision of services, activities, programs, or benefits by the City of Plymouth, Indiana. The City's Personnel Policy governs employment-related complaints of discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Sean Surrisi
Plymouth City Attorney/Title VI Coordinator
124 N. Michigan St.
Plymouth, IN 46563**

Within 15 calendar days after receipt of the complaint, the City Attorney/Title VI Coordinator or his designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting, Mr. Surrisi or his designee will respond in writing, or where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio

tape. The response will explain the position of the City of Plymouth and offer options for substantive resolution of the complaint.

If the response by Mr. Surrisi or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Mayor or his designee.

Within 15 calendar days after receipt of the appeal, the Mayor or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint. If the complainant is not satisfied with the resolution of the complaint, he/she may appeal the decision to the appropriate federal or state agency or judicial body. The final notice provided to the complainant will contain a statement regarding rights of appeal

All written complaints received by Mr. Surrisi or his designee, appeals to the Mayor or his designee, and responses from these two offices will be retained by the City of Plymouth for at least three years.