

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 Town of Plainfield may file a Title VI complaint by completing and submitting the Town of Plainfield Title VI Complaint Form. The Town of Plainfield investigates complaints received no more than 180 days after the alleged incident. The Town of Plainfield will process complaints that are complete.

Once the complaint is received, the Town of Plainfield 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 Town of Plainfield will notify the Connecticut Department of Transportation's Title VI Coordinator of any Title VI complaints filed, within 10 business days of receipt.

The Town of Plainfield has 60 days to investigate the complaint. If more information is needed to resolve the case, the Town of Plainfield may contact the complainant. The complainant has 15 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 15 business days, the Town of Plainfield can administratively close the case. A case can also be administratively closed 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 any other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days after the date of the letter or the LOF to do so.

A person may file a complaint with:
Town of Plainfield
Attn: Jordan Lumpkins, Title VI Coordinator
8 Community Ave,
Plainfield, CT 06374

A person may also file a complaint directly with CTDOT at:
Connecticut Department of Transportation
Office of Contract Compliance
Attn: Title VI Coordinator
2800 Berlin Turnpike, Newington, CT 06111

Or directly with the Federal Transit Administration, at:
FTA Office of Civil Rights
1200 New Jersey Avenue SE, Washington, DC 20590.

Any questions or concerns regarding a Title VI complaint may be directed to Town of Plainfield Title VI Coordinator Jordan Lumpkins at (860) 230-3003 or jlumpkins@plainfieldct.org