

# Alaska Department of Public Safety Procedures for Responding to Discrimination Complaints against Subrecipients

<b>Subject:</b> Procedures for responding to employment and services discrimination complaints from clients, customers, program participants, employees, applicants, or consumers of an Alaska Department of Public Safety subrecipient receiving federal financial assistance from the U.S. Department of Justice.
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<b>Policy Number:</b> 2011-01
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<b>Effective:</b> October 2011; <b>Updated:</b> October 2013; March 2019
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## I. Purpose

As a recipient of federal financial assistance from the U.S. Department of Justice (DOJ), the Alaska Department of Public Safety (DPS) is committed to, as a matter of principle, and in conformance with applicable federal laws, to prohibiting discrimination and behaviors which could constitute discrimination. Accordingly, this document establishes written procedures for individuals and DPS employees to follow in filing an employment or services discrimination complaint with DPS alleging discrimination by a DPS subrecipient receiving federal financial assistance from DOJ.

Complaints alleging discrimination by the DPS itself are processed in accordance with the State Ethics Act (AS 39.52 and 9AAC 52) and the Office of Professional Standards' Operating Procedures Manual, Chapter 101 (Standards of Conduct) and Chapter 111 (Department Investigations/Disciplinary Procedures) located on the DPS intranet at <http://dpsportal/Comm/OPM/Forms/AllItems.aspx>

## II. Policy

DPS directs that all transactions, and the operation of the all DOJ-funded subrecipient programs, activities, and services, will not discriminate or retaliate on the basis of race, color, religion, national origin, sex, age, or disability. This policy applies to all employees of DPS and its DOJ-funded subrecipients.

## III. Procedures

### A. Filing a Complaint

A person who believes they have been harassed or subject to discriminatory treatment by a DOJ-funded subrecipient because of race, color, national origin, sex, age, retaliation or disability, or has been retaliated against for engaging in protected activity, is urged to file a complaint through the Department of Public Safety, Grants Office, 5700 East Tudor Road, Anchorage, AK 99507. Formal complaints should be filed within 180 days from the date of the alleged act of discrimination. The complaint may be filed in a letter, email, in person, or over the phone. An individual may contact the Grants Office at 907-269-5082 to obtain policy clarification, advice, or assistance in filing a complaint.

### B. External Agencies

While DPS encourages individuals to file any employment or services discrimination complaint with the DPS, the agency's policies and procedures are not intended to impair or limit the rights of anyone to seek a remedy available under state or federal law. The aggrieved parties have the right to know they

can file complaints of discrimination directly with the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, NW, Washington, DC 20531

### **C. Policy Dissemination**

These Procedures for Responding to Discrimination Complaints against Subrecipients will be made available to all employees, clients, customers, program participants, applicants, DOJ-funded subrecipients, and consumers. This policy will be included with information materials given to all new employees and to DOJ-funded subrecipients, posted in common areas of the agency's building, and available on the DPS website. Non-discrimination clauses will also be incorporated in all agreements and award packets with DOJ-funded subrecipients.

### **IV. Training**

DPS will provide training for agency employees who manage DOJ grant awards on the Procedures for Responding to Discrimination Complaints against Subrecipients once each grant cycle. The training will include an overview of complaint policies and procedures and online Civil Rights training offered by the Office of Civil Rights at <https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>