



## MAINE STATE POLICE GENERAL ORDER

### E-131

**SUBJECT:** MAINE STATE POLICE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION TITLE VI PROGRAM COMPLIANCE PLAN

**EFFECTIVE DATE:** 09.9.2025

**EXPIRATION DATE:** 09.9.2026

**RECENT HISTORY:** AMENDED (9.9.2025); AMENDED (9/19/24); AMENDED (09.06.2022); AMENDED (06.28.2021); AMENDED (RE-ISSUED WITHOUT SUBSTANTIVE AMENDMENTS)(05.25.2021); AMENDED (08.19.2020); AMENDED (08.01.2020); RE-ISSUED WITHOUT SUBSTANTIVE AMENDMENTS (07.26.2019); RE-ISSUED WITHOUT SUBSTANTIVE AMENDMENTS (08.06.2018); AMENDED (07.26.2017); NEW (12.07.2016)

**DISTRIBUTION CODE:** 2 (MAY BE PUBLICLY DISCLOSED)

**APPLICABILITY CODE:** C, S, Z

**SIGNATURE OF COLONEL:**

#### I. PURPOSE

1. The purpose of this General Order is to establish the Federal Motor Carrier Safety Administration Title VI Program Compliance Plan of the Maine State Police.

## II. POLICY

1. The policy of the Maine State Police is:
  - A. To comply with [49 C.F.R. Part 21, "Nondiscrimination in Federally assisted Programs of the Department of Transportation,"](#) and [49 C.F.R. Part 303, "Civil Rights"](#);
  - B. To comply with the ["United States Department of Transportation Standard Title VI Program/Non-Discrimination Assurances,"](#) attached hereto and incorporated into this Order by reference as [APPENDIX 1](#); and
  - C. To designate a Title VI Program Coordinator for the Maine State Police, who shall have sufficient responsibility and authority to ensure that the plan established by this Order is effectively implemented and administered.
    1. The Title VI Program Coordinator is the Commander of the Office of Professional Standards.

## III. DEFINITIONS

1. For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.
  - A. Complainant. "Complainant" means a person who initiates a complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability.
  - B. Department of Public Safety Equal Employment Opportunity Coordinator. "Department of Public Safety Equal Employment Opportunity Complaint Coordinator" ("DPS EEO Coordinator") means the Equal Employment Opportunity Coordinator for the Maine Department of Public Safety, whose contact information is provided in [APPENDIX 2](#).
  - C. FMCSA. "FMCSA" means the Federal Motor Carrier Safety Administration.
  - D. Maine State Police Title VI Program Coordinator. "Maine State Police Title VI Program Coordinator" ("MSP Title VI Program Coordinator") means the individual designated by the Colonel, or her or his designee, to ensure that the plan established by this Order is effectively implemented and administered.
    1. The Title VI Program Coordinator is the Commander of the Office of Professional Standards.

- E. Sub-recipient. "Sub-recipient" means an agency that receives FMCSA funding through the Maine State Police.
- F. Title VI. "Title VI" references, collectively, Title VI of the Civil Rights Act of 1964 and those statutory, regulatory, and Presidential Executive Orders identified in [APPENDIX 1](#).

#### IV. PROCEDURE

##### 1. DESCRIPTION OF FEDERAL-AID PROGRAMS

- A. The description of Federal-aid programs is included in [APPENDIX 4](#) of this Order.

##### 2. NOTIFICATION TO BENEFICIARIES/PARTICIPANTS

- A. The Maine State Police shall notify members of the general public of the protections against discrimination afforded by Title VI, as well as the Title VI obligations of the agency, as listed in [APPENDIX 1](#).

- 1. Such notification shall be made via the Department of Public Safety "home" website and/or Maine State Police "home" website, as well as, to the extent possible, by the posting of notices and provision of informational handouts at Maine State Police offices and facilities that are accessible to the general public.

- a. An example of such a notice is the
- b. [Public Notice of Title VI Program Rights](#)

- B. At a minimum, such notification should include the following:

- 1. A statement that the Maine State Police operates the Federal aid programs identified in Part IV, Section 1, above, without regard to race, color, national origin, sex, age, or disability;
- 2. Procedures to be followed by members of the public to request additional information about the Maine State Police's Title VI obligations; and
- 3. Procedures to be followed by members of the public to file discrimination complaints against the Maine State Police.

- a. Such procedures should include the names of the MSP Title VI Program Coordinator and the DPS EEO

Coordinator, and those respective coordinators' business contact information.

### 3. SUB-RECIPIENT COMPLIANCE REPORTS

A. To the extent the Maine State Police awards funding received from the FMCSA to sub-recipients, the Maine State Police shall:

1. Ensure that each sub-recipient is duly notified of its Title VI obligations as a sub-recipient of FMCSA funding;
2. Require each sub-recipient to establish, prior to receiving FMCSA funding, a compliance plan like the one established by this Order;

a. The plan must include the assurances stated in the assurances document attached to this Order in [APPENDIX 1](#);

3. Establish procedures to generally monitor the effective administration of the program implemented by each subrecipient to ensure the sub-recipient's compliance with its Title VI obligations;

a. Such procedures may include, as appropriate, documentation audits or on-site visits;

4. Require each sub-recipient to report any and all discrimination complaints received by the sub-recipient in relation to programs or services provided by the sub-recipient that are funded by FMCSA funding.

### 4. TRAINING

A. Annually, the Maine State Police shall train Maine State Police sworn and civilian personnel on the Title VI obligations of the agency.

1. Such training may include online training, the distribution and required review of this Order and/or instructional material (such as the Power Point presentation, "[FMCSA Basic Title VI Program Training](#)" (as of September 2020)
2. <https://powerdms.com/link/MaineStatePol/document/?id=2972535> and/or in-person classes, and

3. Such training will include, whether online or in person, FMCSA Enforcement Memorandum MC-SEE-2025-0001 or as updated. LINK ATTACHMENT #.  
<https://powerdms.com/link/MaineStatePol/document/?id=2630789>

5. ACCESS TO RECORDS

- A. The Maine State Police shall ensure that records relating to the implementation of this Title VI Program compliance plan -- including, but not limited to, FMCSA compliance review-related documentation and FMCSA complaint investigation-related documentation -- are available upon request for review by the FMCSA during the normal business hours of the Maine State Police.

6. COMPLAINT DISPOSITION PROCESS

- A. Maine State Police personnel shall promptly communicate a complaint alleging discrimination by a member of the Maine State Police, to the MSP Title VI Program Coordinator.
- B. The Maine State Police Title VI Program Coordinator shall then:
  1. Notify the DPS EEO Coordinator of the complaint;
  2. Contact the complainant to acknowledge the MSP Title VI Program Coordinator Office's receipt of the complaint; and
  3. Send the "Discrimination Complaint Information Form " (*see [APPENDIX 3](#)*) to the complainant for completion and submission back to the MSP Title VI Program Coordinator.
- C. Upon receipt of the completed "MSP Discrimination Complaint Information Form" form from the complainant, the MSP Title VI Program Coordinator shall contact the DPS EEO Coordinator to discuss how they will work together to most effectively and efficiently review the complaint.
  1. This discussion should include, but not be limited to, determining the extent to which further investigation and/or additional information from the complainant, or other parties, might be needed.
- D. Upon completion of the MSP Title VI Program Coordinator and DPS EEO Coordinator's review, the MSP Title VI Program Coordinator shall notify the complainant of whether the complaint was or was not sustained.

1. If, following review, a complaint is sustained, the MSP Title VI Program Coordinator may inform the complainant of the general remedial steps the agency will take as a result. Such information shall **not** include, however, any records or information confidential pursuant to 5 M.R.S. sec. 7070(2)(E).

E. The Maine State Police shall maintain a Title VI Program "Complaint Log," which at a minimum must include the following information for each complaint received:

1. Name of complainant;
2. Basis of complaint (i.e., alleged discrimination based on race, based on national origin, etc.);
3. Allegation(s) made, and the date when allegation(s) made;
4. Determination made at the conclusion of the investigation, and the date of that determination;
5. Any other information thought to be relevant and appropriate that relates to each investigation.

The Maine State Police shall make this complaint log available to the FMCSA upon request.

7. STATUS OF CORRECTIVE ACTIONS IMPLEMENTED BY THE MAINE STATE POLICE TO ADDRESS DEFICIENCIES PREVIOUSLY IDENTIFIED DURING A TITLE VI PROGRAM COMPLIANCE REVIEW

A. To the knowledge of Maine State Police Administration, the agency has not needed to implement any corrective actions to address deficiencies previously identified during a Title VI Program Compliance Review.

8. COMMUNITY PARTICIPATION PROCESS PLAN ELEMENT

A. The Maine State Police is not required to have Community Participation Process element in this plan.

9. BIAS-BASED POLICING IN ENFORCING MOTOR CARRIER SAFETY REGULATIONS STRICTLY PROHITED

A. In accordance with the Maine State Police General Order M-5 <https://powerdms.com/link/MaineStatePol/document/?id=1549702> and

Maine State Police General Order E-145  
<https://powerdms.com/link/MaineStatePol/document/?id=22413>  
81 bias-based policing in the enforcement of motor carrier safety laws and regulations is strictly prohibited.

**ATTACHMENT(S)**

**[APPENDIX 1, "United States Department of Transportation Standard Title VI Program/Non-Discrimination Assurances"](#)**

**[APPENDIX 2, "Maine Department of Public Safety Equal Employment Opportunity Coordinator Contact Information"](#)**

**[APPENDIX 3, "Discrimination Complaint Information Form"](#)**

**[APPENDIX 4, "Description of Federal-Aid Programs"](#)**

**NOTICE**

**THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRDPARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.**

September 9, 2025

## **APPENDIX 4**

### **DESCRIPTION OF FEDERAL-AID PROGRAMS**

As of the date indicated below, the Maine State Police ( MSP ) is applying for Motor Carrier Safety Assistance Program ( MCSAP ) Basic and Incentive grants through the Federal Motor Carrier Safety Administration ( FMCSA ).

Further, the MSP also is applying for additional FMCSA grant funding through High Priority, Safety Data Improvement, New Entrant Safety Grant, Border Enforcement, and Performance and Registration Information Systems Management grant programs.

The MSP has been designated by the Governor of Maine to be the State s lead MCSAP agency, and as such the agency is responsible for developing strategies aimed at reducing crashes, injuries, and fatalities involving large trucks and buses. The receipt of federal aid from the FMCSA enables the Maine State Police to further our safety mission to the equal benefit of all those who travel our highways.

**SIGNATURE:** 

**DATE: 09-23-2025**