



NOTICE TO THE PUBLIC CONCERNING THE AMERICANS WITH DISABILITIES ACT



Per Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Department of Corrections (“Department”) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Effective Communication: The Department will generally, upon request, provide appropriate aids and services leading to effective communication for qualified individuals with disabilities so they can participate equally in the Department’s programs, services, and activities. This may include providing qualified sign language interpreters, documents in Braille or alternative format, and other ways of making information and communications accessible to individuals who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Department will make reasonable modifications to policies and programs to ensure that individuals with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a Department program, service, or activity should contact the ADA Coordinator as soon as possible, but no later than 72 hours before the scheduled event.

The ADA does not require the Department to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a Department program, service, or activity is not accessible to individuals with disabilities should be directed to the ADA Coordinator.

Individual with disabilities will not be charged a fee to cover the Department’s cost for providing auxiliary aids/services or reasonable modifications of policy.

**DEPARTMENT OF CORRECTIONS (DOC)
GRIEVANCE PROCEDURE UNDER THE
AMERICANS WITH DISABILITIES ACT**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). This procedure applies to members of the public who wish to file a complaint alleging discrimination by the Department of Corrections ("Department") on the basis of disability in the provision of programs, services, and activities.

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

The grievant or his/her designee should submit the complaint to the ADA Coordinator as soon as possible, but no later than 30 calendar days after the alleged violation.

Upon receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant in person, by telephone, or by other means to discuss the complaint and the possible resolutions. Following the meeting, the ADA Coordinator/designee will respond in writing and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio recording. The response will explain the Department's position and offer options for substantive resolution of the complaint.

If the ADA Coordinator/designee's response 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 Appointing Authority or his/her designee.

Upon receipt of the appeal, the Appointing Authority or his/her designee will arrange to meet with the complainant in person, by telephone, or by other means to discuss the complaint and possible resolutions. Following the meeting, as promptly as feasible, the Appointing Authority/designee will respond in writing and, where appropriate, a format accessible to the complainant with a final resolution of the complaint.