

The Louisiana Department of Justice, Office of the Attorney General's 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"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Louisiana Department of Justice, Office of the Attorney General. The Louisiana Department of Justice, Office of the Attorney General's Personnel Policy governs employment-related complaints of disability 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 qualified 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:

Sandra Schober
ADA Coordinator, Deputy Director of Administration, Human Resources
P.O. Box 94005
Baton Rouge, La 70804-9005

Within a reasonable time after receipt of the complaint, the Deputy Director of Administration, Human Resources or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within a reasonable time of the meeting, if it is deemed appropriate to do so, the Deputy Director of Administration, Human Resources or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. If applicable, the response will explain the position of the Louisiana Department of Justice, Office of the Attorney General and offer options for substantive resolution of the complaint.

If the response by the Deputy Director of Administration, Human Resources or her 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 Chief Deputy or his designee.

Within a reasonable time after receipt of the appeal, the Chief Deputy or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within a reasonable time after the meeting, the Chief Deputy or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Deputy Director of Administration, Human Resources or her designee, appeals to the Chief Deputy or his designee, and responses from these two offices will be retained by the Louisiana Department of Justice, Office of the Attorney General for at least three years.