



## CRIMINAL JUSTICE COORDINATING COUNCIL

### 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, because of the disability, in the provision of services, activities, programs, or benefits by the **Criminal Justice Coordinating Council (CJCC)**. The **Georgia Department of Administrative Services (Ga DOAS)** State Personnel Board Rules 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 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:

**Sherille Eunice / ADA Coordinator/HR Director**  
**Office of Human Resources**  
**104 Marietta Street NW Suite 440**  
**Atlanta, Georgia 30303**  
[Sherille.eunice@cjcc.ga.gov](mailto:Sherille.eunice@cjcc.ga.gov)

Within 15 calendar days after receipt of the complaint, ***Sherille Eunice, ADA Coordinator*** or ***Leshelle Taylor***, designee will meet with the complainant to discuss the complaint and the possible resolutions.

Within 15 calendar days of the meeting, ***Sherille Eunice, ADA Coordinator*** or ***Leshelle Taylor***, designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **Criminal Justice Coordinating Council** and offer options for substantive resolution of the complaint.

## Grievance Procedure under The Americans with Disabilities Act (*cont'd*)

If the response by ***Sherille Eunice, ADA Coordinator*** or ***Leshelle Taylor, 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 ***Executive Director, Jay Neal*** or ***Deputy Director, Steven Hatfield*** or ***designee***.

Within 15 calendar days after receipt of the appeal, the ***Executive Director, Jay Neal*** or the ***Deputy Director, Steven Hatfield*** or ***designee*** will meet with the complainant to discuss the complaint and possible resolutions.

Within 15 calendar days after the meeting, ***Executive Director Jay Neal***, or ***Deputy Director, Steven Hatfield*** or ***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 ***Sherille Eunice, ADA Coordinator*** or ***Leshelle Taylor***, designee, appeals to the ***Executive Director, Jay Neal*** or the ***Deputy Director, Steven Hatfield*** or ***designee*** and responses from these two offices will be retained by the ***Criminal Justice Coordinating Council*** for three years.