



DISTRICT OF COLUMBIA
BOARD OF ELECTIONS
WASHINGTON, D.C. 20003



**DISTRICT OF COLUMBIA BOARD OF ELECTIONS
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 District of Columbia Board of Elections ("DCBOE"). The District of Columbia Government Personnel Policy governs employment-related complaints of disability discrimination.

If possible, the complaint should be submitted in writing, and contain the complainant's name, address, phone number, and email address (if available), as well as the location, date, and description of the incident that is the basis of the complaint. 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 complainant or his or her designee as soon as possible, but no later than 60 calendar days after the alleged violation to:

**Office of the General Counsel
D.C. Board of Elections
1015 Half Street, SE, Suite 750
Washington, D.C. 20003
call: (202) 727-2525 (Main Office) or 711 (TTY)
email: ogc@dcboe.org**

Within 15 calendar days of receipt of the complaint, the ADA Coordinator or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator 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. The response will explain the position of DCBOE, and offer options for substantive resolution of the complaint.

All written complaints received by the ADA Coordinator or her designee will be retained by DCBOE for at least five years.