

Office of the State Attorney, 18th Judicial Circuit

Section 504 Grievance Procedure

For Victims, Witnesses, Program Participants Only

POLICY:

It is the policy of the State Attorney's Office, Eighteenth Judicial Circuit, Brevard and Seminole County, Florida not to discriminate on the basis of disability. The State Attorney's Office has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794). Section 504 prohibits discrimination on the basis of disability in any program or activity that receives federal financial assistance. Any person who believes he/she has been denied access to services in the federally funded program and subjected to discrimination on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability may file a grievance under this procedure. It is against the law for the State Attorney's Office to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

PURPOSE:

It is the purpose of this procedure to establish a means for resolving complaints without requiring the complainant to resort to federal complaint procedures. The availability and use of the State Attorney's Office 504 Grievance Procedure does not prevent a person from filing a complaint of discrimination on the basis of disability at the federal level. If a service discrimination complaint involves a program receiving federal financial assistance from the U.S. Department of Justice, (USDOJ), the complainant may file a complaint with:

U.S. Department of Justice, Office of Justice Programs

[Office for Civil Rights](#)

810 7th Street NW

Washington, DC 20531

202-307-0690

Fax: 202-616-9865

TTY: 202-307-2027

<http://ojp.gov/about/ocr/complaint.htm>

PROCEDURE:

- Grievances must be submitted to the Section 504 Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing and include the name and address of the person filing it. It must state the problem or action alleged to be discriminatory and the remedy or relief that is sought.
- The Section 504 Coordinator will conduct an informal investigation and will allow all interested persons an opportunity to submit evidence. The files and records of the grievance will be maintained by the 504 Coordinator and be retained pursuant to State of Florida general records schedule, GS1-SL, for State and Local Government Agencies.
- The Section 504 Coordinator will issue a written decision on the grievance within 30 days of filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the State Attorney, within 15 days of receiving the decision of the Section 504 Coordinator.
- The State Attorney will issue a written decision in response to the appeal within 30 days after its filing.

DESIGNATION OF COORDINATOR:

The 504/ADA Coordinator for the State Attorney's Office, Eighteenth Judicial Circuit is:

Ms. Debbi Davis

Office of the State Attorney, 18th Judicial Circuit

2725 Judge Fran Jamieson Way, Bldg D

Viera, FL 32940

Phone: 321-617-7228

The State Attorney's Office will make arrangements to ensure accommodations are provided to the complainant during the grievance process if requested.

NOTE: THIS PROCEDURE IS NOT USED OR INTENDED FOR
EMPLOYMENT PRACTICES COMPLAINTS

REVISED March 1, 2017