



## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the State Board of Pardons and Paroles will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The State Board of Pardons and Paroles does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** The State Board of Pardons and Paroles will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the State Board of Pardons and Paroles' programs, services, and activities, including qualified sign language interpreters, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The State Board of Pardons and Paroles will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the State Board of Pardons and Paroles' offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the State Board of Pardons and Paroles, should contact the appropriate division's ADA Coordinator as soon as possible but no later than 72 hours before the scheduled event. The division ADA Coordinators are: Lisa Copeland (Clemency Investigations and

Interviews); Alan Smith (Parole Revocation Hearings); Keir Chapple (Victim Issues); and Steve Hayes (Public Meetings/Events). They can be reached by calling 404-656-4661.

The ADA does not require the State Board of Pardons and Paroles 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 program, service, or activity of the State Board of Pardons and Paroles is not accessible to persons with disabilities should be directed to Eris McKennon, Grievance Coordinator for the State Board of Pardons and Paroles. A complaint can be filed by either calling 404-656-4661 or completing an "ADA Grievance" Form (available at [www.pap.ga.gov](http://www.pap.ga.gov)) and submitting it to the Grievance Coordinator via email ([ADAGrievance@pap.ga.gov](mailto:ADAGrievance@pap.ga.gov)) or U.S. Mail (Georgia Board of Pardons and Paroles, 2 MLK, Jr. Dr., SE, Suite 458, Balcony Level, East Tower, Atlanta, Georgia 30334).

The State Board of Pardons and Paroles will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.