



## **WASHINGTON STATE PATROL PUBLIC ACCESSIBILITY AND GRIEVANCE PROCESS**

The Washington State Patrol (WSP) is committed in providing the public equal access in its programs, services, and activities for persons with disabilities. Therefore, this document will provide information as to 1) how and who to request an accommodation under the American with Disabilities Act (ADA), and 2) how and who to file an ADA grievance. This document does not pertain to current WSP employees.

### **Requesting an accommodation under the ADA**

If there is a WSP program, services, or event that you would like to participate in but would like to receive accommodation under the ADA, please do the following:

1. Contact the WSP Human Resource Division (HRD) Employee Health and Safety Team Section 504 ADA Coordinator at (360) 704-2317. You can also contact the coordinator at [employeehealthsafetyteam@wsp.wa.gov](mailto:employeehealthsafetyteam@wsp.wa.gov). More information regarding how to contact the 504 ADA coordinator is at the bottom of this document.
2. Provide the following information to the coordinator:
  - a. The specific event (program, service, activity) you will be participating in.
  - b. The WSP unit (if known) announcing the event, the date, time, and location of the event.
  - c. The specific accommodation you are requesting so that you are able to fully participate in the event.
3. Provide your full name, phone number and/or e-mail address in the event the coordinator requires more information. No more than 5 working days from the event you will be contacted by the coordinator regarding the status of your request for accommodation.

All disability information provided by the requestor will be held, managed, and filed as confidential information.

### **Filing a ADA Grievance**

This grievance procedure below may be used by the grievant or his or her designee, who wishes to file a complaint alleging discrimination on the basis of a disability in the provision of services by or access to activities, programs or facilities of the Washington State Patrol. This grievance

procedure does not apply to complaints relating to employment by the Washington State Patrol. When filing a grievance please do the following:

1. The complaint should be in writing and sent to the Employee Health and Safety Coordinator no later than one hundred eighty (180) calendar days after the alleged violation. You can send the written complaint to [employeehealthsafetyteam@wsp.wa.gov](mailto:employeehealthsafetyteam@wsp.wa.gov).
2. The complaint needs to contain the following information:
  - a. Full name, phone number and/or e-mail address.
  - b. The name of the event, date, time, and location that the alleged violation occurred.
  - c. Provide specific information about the alleged violation.
  - d. If applicable, the date the grievant requested an accommodation to the ADA 504 Coordinator
3. No more than 5 working days upon receipt of the grievance, the coordinator will contact the grievant to discuss the grievance and possible resolutions.

The complainant's use of this grievance process as a means to achieve a prompt and equitable resolution of the grievance will not be impaired by the complainant's pursuit of other remedies such as filing of a complaint with the responsible federal and state agencies. Use of this grievance process is not a prerequisite to pursuing other remedies with outside agencies.

### **WSP 504 ADA Coordinator**

Ms. Sherry Moe, ADA /504 Program Coordinator  
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