



STATE OF INDIANA  
ALCOHOL AND TOBACCO COMMISSION

302 West Washington Street  
IGCS Room E114  
Indianapolis, IN 46204  
Telephone 317 / 232-2430  
Fax 317 / 233-6114  
www.IN.gov/atc

### SECTION 504 GRIEVANCE PROCEDURE

It is the policy of Indiana Alcohol and Tobacco Commission ("Commission") not to discriminate on the basis of disability. The Commission 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 (29 U.S.C. 794).

Section 504 of the Rehabilitation Act of 1973 requires that any entity receiving federal financial assistance must ensure that persons with disabilities are not discriminated against in any and all aspects of employment, or denied access to the goods or services that these federal fund recipients provide.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Commission to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

#### Procedure:

- Grievances must be submitted to the Commission's Section 504 Coordinator within sixty (60) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- Grievances must be submitted to the Commission's designated Section 504 Coordinator:

Indiana Alcohol and Tobacco Commission  
Attn: Ashley Merritt, General Counsel & Section 504 Coordinator  
302 W. Washington Street, Room E-114  
Indianapolis, IN 46204  
[amerritt@atc.in.gov](mailto:amerritt@atc.in.gov)  
(317) 232-2469

- A complaint must be in writing, containing the name, address, phone number and email address (if applicable) of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the Commission relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance, in a format accessible to the complainant, no later than thirty (30) days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Chair of the Commission within fifteen (15) days of receiving the Section 504 Coordinator's decision. The Chair of the Commission (or her/his designee) shall issue a written decision in response to the appeal no later than thirty (30) days after its filing.

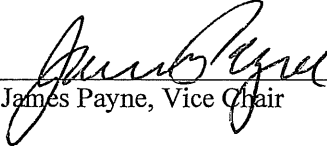
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Justice (DOJ) Office for Civil Rights (OCR), and/or the Indiana Civil Rights Commission.

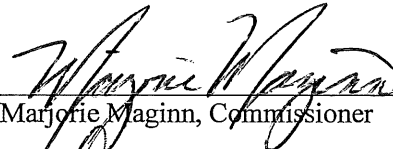
The Commission will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.


Adopted this 2<sup>nd</sup> day of August, 2022.

**Indiana Alcohol and Tobacco Commission**

\_\_\_\_\_  
Jessica Allen, Chair

  
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James Payne, Vice Chair

  
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Marjorie Maginn, Commissioner

  
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Dale Grubb, Commissioner