

LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS

EFFECTIVE DATE: JANUARY 9, 2023

SUBJECT: AMERICANS WITH DISABILITIES ACT (ADA)

I. POLICY

The LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS (hereinafter referred to as LSBPSE) is fully committed to ensuring compliance with the requirements of the Americans with Disabilities Act and its Amending Act of 2008 (collectively ADA) and Louisiana Revised Statute 46:2594. This includes engaging in the interactive process and providing reasonable accommodations to qualified individuals with a disability for purposes of:

- Participating in the application and interview process;
- Performing the essential functions of the job;
- Providing equal opportunity to access the benefits and privileges of employment;
- Ensuring effective communication, through the provision of auxiliary aids and services, for individuals with speech, hearing or vision impairments; and/or
- Providing equal opportunity to access the agency's programs, services, activities, and facilities.

II. APPLICABILITY

This policy applies to all LSBPSE employees, applicants for employment, and members of the general public that receive services from the LSBPSE.

III. ACCOMMODATION REQUEST PROCEDURE

It is the responsibility of the qualified individual with a disability to request a reasonable accommodation(s) when needed. To do so, the individual may initiate a request either verbally or in writing to the Agency ADA Coordinator, whose name and contact information is provided below:

Name: **Stephanie Richardson**
Phone #: **(225) 272-2310, Ext. 217**
Email: stephanie@lsbpse.com

Upon receipt of an accommodation request, the ADA Coordinator is responsible for engaging in the interactive process with the Requestor to evaluate and determine an appropriate resolution. Documentation of the interactive process shall be maintained by the ADA Coordinator, including: the accommodation requested and discussed; any equally effective accommodation(s) identified; business reasons for decisions made; and action taken on the accommodation request. This documentation is necessary in order to satisfy annual reporting requirements pursuant to La. R.S. 46:2596.

IV. INTERNAL COMPLAINT PROCEDURE

Individuals with disabilities may file an internal complaint regarding the disposition of an accommodation request or asserting any action that would be prohibited by the ADA. Complaints may be elevated to the LSBPSE Executive Secretary, Carl F. Saizan, Jr., by writing to: LSBPSE, ATTN: Executive Secretary, 15703 Old Hammond Highway, Baton Rouge, LA 70816; or calling (225) 272-2310, Ext. 220.

V. PROTECTIONS

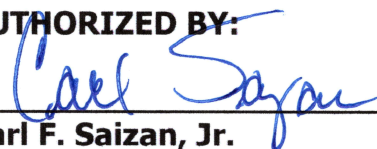
No individual shall be discriminated or retaliated against, coerced, intimidated, threatened, harassed, or interfered with for:

- Making an accommodation request;
- Opposing any act or practice made unlawful by the ADA;
- Filing a charge, testifying, assisting, or otherwise participating in an investigation, proceeding, or hearing to enforce any provision of the ADA;
- Aiding or encouraging another individual in the exercise of any right granted or protected by the ADA; or
- Having a family, business, social or other relationship or association with an individual with a known disability.

VI. PUBLIC NOTICE

To ensure accessibility by all interested persons, this policy is available on the LSBPSE's public website located at www.lsbpse.com, as well as posted conspicuously for access by the public in the LSBPSE office, located at 15703 Old Hammond Highway, Baton Rouge, LA 70816.

AUTHORIZED BY:



Carl F. Saizan, Jr.
LSBPSE Executive Secretary

1-9-2023
Date