

La Porte County Americans with Disabilities Act Grievance Procedure

This Grievance Procedure is to provide for prompt and equitable resolution of complaints alleging any action that is prohibited by Title II of the American with Disabilities Act ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the La Porte County.

Due to the varying circumstances of each grievance, the resolution of any one grievance by the County does not represent a standard upon which the County is bound or upon which other complaining parties may rely. The County's ADA Coordinator shall maintain all ADA grievance files for a period of three years.

The procedure to file a grievance is as follows:

Step 1. The complaint of the alleged discrimination should be filed on an ADA Grievance Form. If the complaint is not filed on the Grievance Form, it should nonetheless contain the following information:

- * Name, address, and telephone number of the person filing the grievance;
- *Name, address, and telephone number of the person discriminated against on the basis of disability, if other than the person filing the grievance;
- *Location, date, and description of the problem;
- *State whether a complaint has been filed with the US Department of Justice or other federal or state civil rights agency or court;
- *Identify agency or court where the other complaint was filed. Include filing date, and the name, address, and telephone number of a contact person with the agency with which the complaint was filed.

The complaint should be submitted by the grievant as soon as possible, but no later than (60) calendar days after the alleged violation to: Mike Yacullo, ADA Coordinator, 555 Michigan Avenue, Suite 203A.

Step 2. The grievance shall be responded to or acknowledged in writing within 15 calendar days of receipt.

Step 3. Validity of the alleged discrimination shall be discerned by the ADA Coordinator by conducting an investigation within (30) calendar days of receipt. If appropriate, the ADA Coordinator shall arrange to meet with the grievant to discuss the matter. Within (15) calendar days of the meeting or completion of investigation, the ADA Coordinator shall respond in writing, explaining the position of La Porte County, and offer options for resolution of the complaint. Any resolution of the grievance shall be documented in the County's ADA Grievance File.

Step 4. The County's grievance procedure is not required to seek out other remedies. If the grievant is unsatisfied with the County's management of the grievance at any stage of the process or does not wish to file a grievance through the County, the grievant may file a complaint directly with the US Department of Justice or other appropriate state or federal agency.

La Porte County Grievance Form
Please read the attached Complaint, Grievance and Appeal Process Policy & Procedures
Please Print Clearly

Today's Date: _____

Grievant: _____

Address: _____

City, State, Zip: _____

Individual Discriminated Against: _____

Address: _____

City, State, Zip: _____

Alleged Violation: Date(s) of Occurrence: _____

Describe violation:

Has complaint been filed with a State or Federal agency: YES _____ NO _____

Name of Agency: _____ Date Filed: _____

Contact Person: _____

Address: _____

Phone: _____

Grievant's Signature: _____

For a complaint to be acted upon, it must be documented in writing with the complainant's signature and address. The initial complaint, whether verbal or written, should be directed to the ADA Coordinator within (60) calendar days of incident.

Forms are available on the La Porte County's website (www.laportecounty.org) and located at the La Porte County Complex, 555 Michigan Avenue, Suite 203, La Porte, IN, 46350. Alternate formats are available upon request. If you require assistance completing this form please call: (219) 326-6808 Ext. 2298.