

## **NOTICE UNDER THE AMERICAN WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the American with Disabilities Act of 1990 (ADA), the County of Decatur, State of Indiana will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Decatur County 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:** Decatur County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Decatur County programs, services, and activities, including ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Decatur County 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 Decatur County 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 Decatur County should contact the office of Doug Westerfeld, Area Plan Director, 150 Courthouse Square, Suite 117, Greensburg, IN 47240, (812) 663-8451, [dwesterfeld@decaturcounty.in.gov](mailto:dwesterfeld@decaturcounty.in.gov).

as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Decatur County 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 Decatur County is not accessible to persons with disabilities should be directed to the office of Doug Westerfeld, Area Plan Director, 150 Courthouse Square, Suite 117, Greensburg, IN 47240, (812) 663-8451, [dwesterfeld@decaturcounty.in.gov](mailto:dwesterfeld@decaturcounty.in.gov).

Decatur County 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.

**COUNTY OF DECATUR, STATE OF INDIANA**  
**GRIEVANCE PROCEDURE**  
**UNDER THE AMERICANS WITH DISABILITIES ACT**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (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 County of Decatur, State of Indiana. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and or his/her designee as soon as possible, but no later than 60 calendar days after the alleged violation to the ADA Coordinator.

**Doug Westerfeld**

**ADA Coordinator and Area Plan Director**

**150 Courthouse Square, Suite 117**

**Greensburg, IN 47240**

**812-663-8451**

**[dwesterfeld@decaturcounty.in.gov](mailto:dwesterfeld@decaturcounty.in.gov)**

Within 15 calendar days after receipt of the complaint the ADA Coordinator or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Decatur County and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or designee does not satisfactorily resolve the issue, the complainant and or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Board of County Commissioners or their designee.

Within 25 calendar days after receipt of the appeal, the Board of County Commissioners of Decatur County or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 25 calendar days after the meeting, the Board of County Commissioners of Decatur County or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or designee, appeals to the Board of County Commissioners of Decatur County or their designee, and responses from either or both of the two entities will be retained by Decatur County for at least three years.