

## PORTER COUNTY ADA GRIEVANCE PROCEDURE

This Grievance Procedure is established to provide for prompt and equitable resolution of complaints alleging any action that is prohibited by Title II of the Americans 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 Porter 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 procedure to file a grievance is as follows:

**Step 1.** The complaint of the alleged discrimination should be filed on the ADA Grievance Form. 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.

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 allegedly 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 the 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 and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Matthew Stechly, FMA  
Facilities Director/ADA Coordinator  
Porter County Government  
155 Indiana Avenue  
Valparaiso, IN 46383

**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 within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting or completion of the investigation, the ADA Coordinator or his/her designee will respond in writing explaining the position of the Porter County Commissioners and offer options for substantive

resolution of the complaint. Any resolution of the complaint shall be documented in the City's ADA Grievance File.

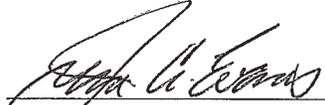
**Step 4.** If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Porter County Board of Commissioners,.

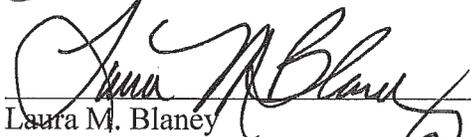
Within thirty (30) calendar days after receipt of the appeal, the County Board of Commissioners or their designee shall review the appeal and make a final determination in writing.

**Step 5.** If the response by the Board President or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may file a complaint with the United States Department of Justice, or other appropriate state or federal agency.

All written complaints received by the ADA Coordinator or his/her designee, appeals to the Board of County Commissioners or their designee, and responses from these two offices will be retained by the ADA Coordinator for at least three years.

BOARD OF COMMISSIONERS  
PORTER COUNTY, INDIANA

  
\_\_\_\_\_  
John A. Evans

  
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Laura M. Blaney

  
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Jeffrey J. Good

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Date 6/14/16