



POLICY MANUAL

Section: I – Administrative – General

Approved:


Policy No. I.A.13

Originating Dept.: Administration

Subject: Americans with Disabilities Act Policy


Chair


Vice Chair


Commissioner

Effective Date: September 9, 2014

Replaces: N/A – New Policy

I. **Purpose:** The purpose of this policy is to ensure compliance with the requirements of Title I and Title II the Americans with Disabilities Act of 1990 (ADA) and provide a protocol for grievances under the ADA.

II. **Policy Statement:** La Plata County does not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. La Plata County likewise 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.

III **Definitions:**

- A. ADA Coordinator: The individual or individuals named by the County Manager as the contact person(s) for ADA assistance and/or complaints from the public.
- B. Auxiliary aid: Aids or services that enable effective communication for qualified persons with disabilities so they can participate equally in County programs, services and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.
- C. Service Animals: Service animals are defined under the ADA as dogs that are individually trained to do work or perform tasks for people with disabilities.

IV **Applicability:** This policy applies to all La Plata County departments and offices.

V **Compliance:** Each department director and/or elected official is responsible to ensure compliance with this policy.

VI **General Provisions:**

- A. La Plata County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all La Plata County programs,

services and activities. For example, individuals with service animals are welcomed in La Plata County offices, even where pets are generally prohibited.

- B.** Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a La Plata County program, service or activity should contact the La Plata County ADA Coordinator in the La Plata County Administration Dept. at 970-382-6200 (TDD 970-382-6218) as soon as possible but no later than 48 hours before the scheduled event at which such auxiliary aid or service is requested. The ADA does not require La Plata County to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.
- C.** Complaints that a La Plata County program, service or activity is not accessible to persons with disabilities should be directed to the La Plata County ADA Coordinator in the La Plata County Administration Dept., 1060 E. 2nd Ave., Durango, CO 81301. 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 ADA Coordinator shall investigate the complaint in accordance with La Plata County's established grievance procedure. The grievance procedure is available from, may be updated as necessary by, the ADA Coordinator.
- D.** The County's Personnel Policy governs employment-related complaints of disability discrimination. Any such complaint should be made to the La Plata County Human Resources Dept., 1060 E. 2nd Ave., Durango, CO 81301 in writing and contain information about the alleged discrimination such as name, address, phone number of the 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 La Plata County Human Resources Director, or her/his designee, shall investigate the complaint in accordance with La Plata County's established grievance procedure. The grievance procedure for employees is available from, may be updated as necessary by, the La Plata County Human Resources Director.