

# **OKANOGAN COUNTY DISTRICT COURT GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT**

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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 Okanogan County District Court. The Okanogan 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.

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:

Darla Schreckengast  
PO Box 980  
Okanogan, WA 98840  
509-422-7170 ext 7173

Within 15 calendar days after receipt of the complaint, ADA Coordinator or their] designee will respond to the complainant to discuss the complaint and the possible resolutions. Within 15 days of the initial response, the ADA coordinator or their 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 the Okanogan County District Court and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or their 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 Okanogan County District Court Presiding Judge.

Within 15 calendar days after receipt of the appeal, the Presiding Judge will respond to the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Presiding Judge 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 their designee, appeals to the Presiding Judge, and responses from these two offices will be retained by the court for at least three years.