

Clinton County Grievance Procedure

Under the Americans with Disabilities Act (ADA)

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 Clinton County. Employment related claims of disability discrimination are governed by the Clinton County Work Policies.

The complaint should be in writing and on the County's ADA Complaint Form with the filing being no later than 60 calendar days after the date of the alleged violation. 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 sent to:

Theresa Martin
ADA Compliance Coordinator
125 Courthouse Square
Frankfort, IN 46041
(765) 659-6309

Within 15 days after receipt of the complaint, the County's ADA Compliance Coordinator, or her Designee, will meet with the complainant to discuss the complaint and to explore possible resolutions. Within 15 Calendar days of the meeting, the County's ADA Compliance Coordinator, or her 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 Clinton County, Indiana and offer options for substantive resolution of the complaint.

If the ADA Compliance Coordinator's or her Designee's response does not satisfactorily resolve the issue, the complainant, and/or his/her may appeal the decision to the Board of Commissioners. The appeal request must be made in writing and filed with the County Auditor within 15 days after receipt of the response from the ADA Coordinator, or her Designee.

Within 15 days after receipt of the appeal, the Board of Commissioners of Clinton County, Indiana or its designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 days after the meeting, the Board of Commissioners of Clinton County,

Indiana or its 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 Theresa Martin, ADA Coordinator or her designee, appeals to the Board of Commissioners of Clinton County, Indiana or its designee, and responses from these two offices will be retained by Clinton County, Indiana for at least three years.

CLINTON COUNTY BOARD OF COMMISSIONERS

Michael A. Beard, President

William J. Beard

George F. Evans

ATTEST: _____

Cathy J. Hamilton
Auditor of Clinton County

Date this _____ day of November, 2012