

# TIPPECANOE COUNTY ADA NOTICE OF NON-DISCRIMINATION

## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with the requirements of the Americans with Disabilities Act of 1990, Tippecanoe County will not discriminate against qualified individuals with disabilities on the basis of disability in the County's employment, services, programs or activities.

**Employment:** The 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 the Americans with Disabilities Act (ADA).

**Effective Communication:** The County will generally, upon request, provide appropriate auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the County's programs, services, and activities, including qualified sign language interpreters, documents in Braille, documents in alternative formats, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The County will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy all County programs, services, and activities.

*For example:* individuals with service animals are welcomed in County offices, even where pets are generally prohibited. The County will not impose unnecessary eligibility standards or rules that deny individuals with disabilities the opportunity to participate in service, programs or activities.

**Surcharges:** The 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.

**Architectural Barriers:** The County will take all required action to provide access to its building and facilities to individuals with disabilities.

**Fundamental Alterations/Undue Burden:** The ADA does not require the County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

**Requesting an Accommodation:** Anyone who needs an auxiliary aid or service should contact the County's ADA Coordinator or fill out a "Request for Auxiliary Aids and Service Form" as soon as possible but no later than 48 hours before the scheduled event.

**Grievances:** Complaints that a County program, service, activity, or facility is not accessible to persons with disabilities should be directed to:

Paula Bennett  
ADA/Title VI Coordinator  
County Commissioner's Office  
20 N. 3rd Street  
Lafayette, IN 47901

[plbennett@tippecanoe.in.gov](mailto:plbennett@tippecanoe.in.gov)

Phone: (765) 423-9215

TTY: 711

TIPPECANOE COUNTY  
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 Tippecanoe. 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, telephone 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 grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Tippecanoe County Board of Commissioners Office  
Attn: ADA Coordinator  
Paula L. Bennett  
20 North Third Street  
Lafayette, IN 47901

Within 15 calendar days after receipt of the complaint, the ADA Coordinator and two other ADA Project Team members will meet with the complainant to discuss the complaint and the possible solutions. Within 15 calendar days of the meeting, the ADA Coordinator 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 County and offer options for substantive resolution of the complaint.

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 entire ADA Project Team.

Within 15 calendar days after receipt of the complaint, the ADA Project Team will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Project Team will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the ADA Project Team and offer options for

substantive resolution of the complaint if different from those indicated by the sub-ADA Project Team in the first step.

If the response by the ADA Project Team 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 Commissioners.

Within 15 calendar days after receipt of the appeal, the Board of Commissioners will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Commissioners 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, appeals to the ADA Project Team, appeals to the Board of Commissioners, and responses from these groups will be retained by Tippecanoe County for at least three years.

Tippecanoe County  
Complaint Form  
Americans with Disabilities Act (ADA)

Section 1:

Please fill in completely and legibly. If the information is incomplete or it cannot be read, the complaint will not be investigated.

First Name	Middle Initial	Last Name	
Street Address	City	State	Zip Code
Telephone Number (including area code)	Best time to call this number		
Alternate Telephone Number (including area code)	Best time to call this number		
Email Address			

Section 2:

Please provide a complete description of the specific issue(s) you believe are inconsistent with Title II of the Americans with Disabilities Act (use additional pages as necessary and provide documentation supporting the allegation).

---

---

---

---

---

---

---

---

Section 3:

Please provide the specific location(s) of the ADA issues prompting this complaint.

---

---

---

---

Section 4:

Please provide the date when the ADA non-compliance occurred/was noted.

---

Section 5:

Please state as specifically as possible what you think should be done to resolve the complaint.

---

---

---

---

---

---

---

---

---

---

Please sign and date this form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail completed complaint form to:

Tippecanoe County Board of Commissioners  
Attn: ADA Compliance Officer  
Paula L. Bennett  
20 N 3<sup>rd</sup> Street  
Lafayette, IN 47901

For Office Use Only:

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Investigated

Results (with supporting documentation or photographs):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date Complainant Contacted

Method of Contact

Phone  
Letter  
Email

Complaint Resolved?

Yes  
No