

CITY OF MONROE

POLICY SUBJECT: PUBLIC ACCESS ADA POLICY

REFERENCE NUMBER: 2003-066

**EFFECTIVE DATE: February 1, 2003
Revised April 1, 2003**

APPROVED:

| | |
|----------------------|--------------------------|
| _____ Mayor | _____ City Administrator |
| _____ Police | _____ Human Resources |
| _____ Clerk | _____ Engineering |
| _____ Finance | _____ Public Works |
| _____ Community Dev. | _____ City Attorney |

The statements contained in this policy are guidelines and summaries. They do not bind the City of Monroe. The City reserves the right to change, revoke or make exceptions to city policies at any time and at its sole discretion.

1.0 PURPOSE AND SCOPE

To establish a policy for ensuring disabled access to services, programs and activities of the City of Monroe and a procedure with which the public can identify and request resolution of accommodation within a service, program or activity of local government.

The City of Monroe does not discriminate on the basis of disability. It is the policy of the City of Monroe to assure disabled persons the opportunity to participate in, or benefit from employment, services, activities and facilities, where possible. The City of Monroe, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act and the Washington Law Against Discrimination.

2.0 EXPLANATION OF KEY TERMS

- 2.1 Disabled Individual – 1) with a physical or mental impairment that substantially limits one or more of the major life activities of such individual, 2) with a record of such an impairment; or 3) who is regarded as having such an impairment.
- 2.2 Reasonable Accommodation – modifications or adjustments that enable an individual with a disability to enjoy equal benefits and privileges as are enjoyed by other individuals without disabilities, without placing an undue hardship on the operation of the City of Monroe.

3.0 PROCEDURE

- 3.1 The City of Monroe’s Human Resources Manager shall be the City of Monroe’s ADA Coordinator.
- 3.2 Requests for accommodation may first be directed to the individual responsible for the program, activity or service to which access is requested.
- 3.3 If access is not accommodated, a formal Request for Accommodation should be submitted in writing or verbally to the Human Resources Manager within 15 days after the complainant becomes aware of the need for accommodation, or as soon as reasonably possible if the 15 days has passed. The Human Resources Manager will provide (or complete if the complaint is called in) the ADA Public Access Accommodation Request Form to record the request. Reasonable accommodation to assist in completing the form is available upon request.
- 3.4 The request must contain the name, address and telephone number of the individual filing the request, briefly describe the alleged barriers to access or service, and the requested accommodation or resolution.
- 3.5 The Human Resources Manager will conduct an informal, but thorough, review affording the individual requesting the accommodation and the affected department(s) an opportunity to submit information relevant to the request for accommodation and potential accommodations/resolution.
- 3.6 A written response and description of the accommodation/ resolution, if any, will be issued by the Human Resources Manager and sent to the individual no later than 30 calendar days after the request is received, unless the complexities of the request require additional time. The accommodation or resolution might not be the same as requested.
- 3.7 The individual may request a reconsideration of the case determination by submitting a request for reconsideration within 10 working days of his/her receipt of the initial determination.

3.8 The Mayor will conduct a review of the request and issue a decision to the complainant within 20 working days of receiving the request for reconsideration unless the complexities of the request require additional time. The Mayor's decision is final.

3.9 The Human Resources Manager will maintain the files and records of the City of Monroe related to ADA requests filed.

3.10 Use of this procedure is an administrative remedy, the result of which may be appealed to an appropriate administrative agency. The individual's right to a prompt and equitable solution of the request will not be impaired by his/her pursuit of other remedies such as filing a grievance of an ADA complaint with the responsible federal department or agency.

4.0 REFERENCE DOCUMENTS

- The Americans with Disabilities Act of 1990, Title II
- Washington State Law Against Discrimination
- ADA Public Access Request for Accommodation Form

END OF DOCUMENT

AMERICANS WITH DISABILITIES ACT PUBLIC ACCESS REQUEST FOR ACCOMMODATION FORM

Name of Entity: City of Monroe

Turn In to: Human Resources Manager

| Name of Individual Requesting Accommodation: | Address: | Phone: |
|---|----------|--------|
| | | |
| <p>Explain the Functional Disability you have that limits your ability to participate in a City of Monroe program or service (e.g., "I am confined to a wheelchair").</p> <p>Describe the program, service or activity you cannot access due to your disability and what you believe are the barriers to access or participate.</p> | | |
| | | |
| Proposed Accommodation/Resolution: | | |
| | | |
| Reserved for Entity Use | | |

| | |
|--------------------------|--|
| Date Received: | |
| Date City Response Sent: | |
| Date sent to HR Manager: | |
| Date City Response Sent: | |