

**ADA TITLE II  
(PROGRAM ACCESSIBILITY) COMPLIANCE POLICY**

**POLICY**

It is the policy of Washington County to comply with the provisions of the Americans with Disabilities Act, 42 U.S.C.A Section 121.01, et seq. (ADA). The Americans with Disabilities Act contains five titles. Title I pertaining to employment is administered by the Human Resources Department under a separate policy. Title II pertaining to public services is addressed by this policy.

**PERSONS COVERED**

A qualified person with a disability, as defined by the Americans with Disabilities Act, means an individual with a disability who, with or without reasonable modification to rules, policies or practices, the removal of architectural, communication, or transportation barriers or the provision of auxiliary aids and services meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity. A disability means that the individual has:

1. A physical or mental impairment that substantially limits that person in one or more major life activities; or
2. Has a record of such physical or mental impairment; or
3. Is regarded as having such a physical or mental impairment.

Discrimination against qualified persons with disabilities on the basis of their disability is prohibited.

Qualified persons with disabilities shall not be excluded from participating in or be denied the benefits of any program, service or activity offered by Washington County.

**SERVICES COVERED**

All programs, services, and activities must be readily accessible to and usable by qualified persons with disabilities. Washington County employees, volunteers, and contractors, will communicate effectively with persons with speech, vision, and hearing impairments and provide auxiliary communications aids to qualified persons with

disabilities participating in or benefiting from our programs, services, or activities to afford equal opportunity.

**REQUESTS FOR INFORMATION, REASONABLE ACCOMMODATIONS AND GRIEVANCE PROCEDURE**

Persons who wish to review the self evaluation done under Section 504, the ADA or its interpretive regulation, ask questions about their rights and remedies under the ADA, request a modification to Washington County's policies, practices, or procedures, or file a written grievance with Washington County alleging noncompliance with the ADA, should contact the county's ADA Coordinator.

**RESPONSIBILITIES**

County policy for implementing the ADA Title II (Program Accessibility) will be implemented by the County Board, ADA coordinator and department heads.

The ADA Coordinator is appointed by the County Administrator and is responsible for communication of the county ADA policy, distribution of forms and notices, and receipt and determination of grievances.

Department heads have authority and responsibility in their areas to implement and maintain compliance with the Americans with Disabilities Act (ADA) and county policies for compliance with the ADA. Department heads are responsible for providing appropriate ADA training for departmental staff.

**GUIDELINES**

Notices to the public (see page 4) should be posted on bulletin boards and in brochures available in county departments, at all main entrances to all county facilities and be made available in alternative formats.

A form for accommodation requests (see page 5) is attached. This form may be modified for departmental use. Requests for accommodations beyond the scope of departmental authority should be submitted to the ADA coordinator.

Language on public notices should include: "If you need a reasonable accommodation or assistance please contact...." (Insert contact name and related information.)

**SOURCE**

County Board motion on February 28, 1995

**WASHINGTON COUNTY**  
**AMERICANS WITH DISABILITIES ACT (ADA)**  
**ADA TITLE II PROGRAM ACCESSIBILITY**

**NOTICE TO THE PUBLIC**

Washington County does not discriminate on the basis of an individual's disability status. This non-discrimination policy involves every aspect of all county's functions including one's access to, participation, or treatment in its programs or activities.

If you need information or forms to request a reasonable accommodation or to file a grievance please contact:

**Julie Sorrem, Risk Manager**  
**Washington County Human Resources**  
**Address: 14949 62<sup>nd</sup> Street North**  
**P.O. Box 6**  
**Stillwater, MN 55082-0006**

**Telephone Numbers:**

**Voice: (651) 430-6083**  
**Text (TDD): (651) 430-6246**

**E-Mail: [Julie.Sorrem@co.washington.mn.us](mailto:Julie.Sorrem@co.washington.mn.us)**

**WASHINGTON COUNTY  
PUBLIC REQUEST FOR ACCOMMODATION**

In compliance with Title II (Program Accessibility Requirements)  
of the Americans with Disabilities Act (ADA)

*This form may be available in alternative formats upon request.*

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

On Behalf of  
Self  On Behalf of Another Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Description of accommodation requested. (Please be as specific as possible. Attach additional sheets if necessary.)

Date Accommodation  
Needed: \_\_\_\_\_

Suggested course of action by the county which the requester believes would best resolve the situation:

Requester's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Upon completion, this form should be submitted to:* **Julie Sorrem, ADA Coordinator**  
**Washington County Human Resources**  
**14949 62<sup>nd</sup> Street North**  
**P.O. Box 6**  
**Stillwater, MN 55082-0006**  
**Telephone Numbers**  
**Voice 651-430-6083**  
**Text (TDD) 651-430-6246**

**County Use Only** Request received on: \_\_\_\_\_

**Action Taken:** \_\_\_\_\_

**Final Outcome:**  **Accepted Accommodation as Requested**  
 **Accepted Accommodation with Modification**  
 **Unable to Accept Accommodation**

**Reason:** \_\_\_\_\_

\_\_\_\_\_  
Signature Date