



CITY OF GRIFFIN, GEORGIA

Title II - Americans With Disabilities Act- Policy

The City of Griffin is committed to complying with the provisions outlined in the Americans with Disabilities Act (“ADA”) regarding barrier free access to all City programs, services and activities. Title II of the Americans with Disabilities Act prohibits discrimination against qualified individuals with disabilities by public entities in the operation of all services and programs offered by the entity. All City facilities, programs and services are to be accessible to and usable by disabled individuals, unless providing access results in an undue hardship to the City or causes a fundamental alteration of the programs or services. In addition, it is the City’s policy that members of the public shall not experience discrimination or harassment based upon disability. As such, any and all complaints of discrimination on the basis of disability will be promptly and thoroughly investigated. When appropriate, effective and prompt remedial action will be taken to address and remedy any complaints.

Your Rights Under Title II of the ADA: The Americans with Disabilities Act was signed into law on July 26, 1990. The purpose of the ADA is to ensure that people with disabilities are afforded the same rights and privileges as non-disabled people. The ADA prohibits discrimination on the basis of disability in employment, state and local government services, public accommodation and commercial facilities.

Requests for Reasonable Accommodation: Individuals who are disabled may request reasonable accommodation to assist the individual in accessing City facilities, programs or services. An individual is considered a person with a disability if he or she: 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such impairment; or 3) is regarded as having such impairment. Major life activities include, but are not limited to; functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Effective Communication: Upon request, the City of Griffin, will provide reasonable accommodations such as auxiliary aids or services which include, but are not limited to; extra staff assistance, language interpreters, sign language interpreters, assistive listening devices, electronic documents, paper and pen.

Requests: The City of Griffin will make reasonable accommodation to ensure that qualified individuals with disabilities have an equal opportunity to enjoy programs, services, and activities. To make a request, contact the Human Resources Director who serves as the ADA Coordinator, Stephanie Woods at swoods@cityofgriffin.com or 770-233-2923. A request for reasonable accommodation may take up to thirty (30) working days to be reviewed. Please note that depending on the request and unforeseen circumstances, some requests may take more than thirty (30) working days.

Title II – Americans with Disabilities Act Grievance Procedures

The grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination, harassment, or retaliation on the basis of disability in the provision of services, activities, programs, or benefits by the City of Griffin.

The complaint should be in writing and contain information about the alleged discrimination such as the name, address, phone number, email address of complainant, location(s), date(s), and description(s) of the problem. Alternative means of filing a complaint, 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 as soon as possible, and within sixty (60) days of the alleged violation to:

Stephanie Woods, Human Resources Director
100 S. Hill Street, Suite 400
Griffin, GA 30224
770-233-2923
swoods@cityofgriffin.com

Barring unforeseen circumstances, within thirty (30) working days after receipt of the complaint, the Human Resources Director will confer with the complainant regarding the complaint and possible resolutions, if available. Within fifteen (15) working days of final discussions, the Human Resources Director will respond in writing, and where appropriate, in a format that is accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of Griffin and offer options for substantive resolution of the complaint, if any are warranted.

If the response by the Human Resources Director does not satisfactorily resolve the issue, the complainant may appeal the decision within thirty (30) calendar days after receipt of the response to the City Manager or his or her designee. Within thirty (30) working days after receipt of the appeal, the City Manager or his or her designee, will confer with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) working days of the meeting, the City Manager or his or her designee will respond in writing, and where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint.