

## CROOK COUNTY ADA GRIEVANCE PROCEDURE

Crook County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans With Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to:

Crook County & Prosecuting Attorney  
Crook County Courthouse, 309 Cleveland Street  
P. O. Box 397  
Sundance, WY 82729  
Telephone: (307) 283-1090  
FAX: (307) 283-1091

who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name, address, and phone number of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violations. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted under the authority of the Crook County Attorney. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint. Under the Department of Justice regulations, the Crook County Attorney need not process complaints from applicants for

employment or from applicants for admission to post-secondary educational institutions.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Crook County Attorney, and a copy forwarded to the complainant and the Board of County Commissioners in and for Crook County not later than ninety (90) days after its filing.
5. The ADA Coordinator shall maintain the files and records of Crook County relating to the complaints filed.
6. The Board of County Commissioners, or the Board in question, or the complainant shall request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within fifteen (15) days to the Crook County Attorney.
7. If the complainant is dissatisfied with the County Attorney's reconsideration then the respective Board or complainant shall notify the County Attorney within thirty (30) days and the matter shall be reviewed by the Board of County Commissioners for a final decision.
8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible Federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
9. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Crook County, Wyoming, complies with the ADA and implementing regulation.

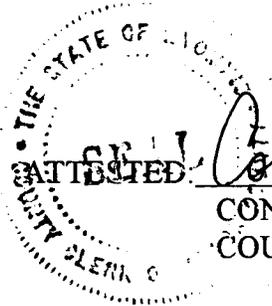
Dated this 6<sup>th</sup> day of January, 1998.

BOARD OF COUNTY COMMISSIONERS  
IN AND FOR CROOK COUNTY, WYOMING

BY [Signature]  
ALAN ROBERTS, CHAIRMAN

BY [Signature]  
MARK A. SEMLEK, VICE CHAIRMAN

BY [Signature]  
MERLE CLARK, MEMBER



[Signature]  
CONNIE D. TSCHETTER,  
COUNTY CLERK