

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

TOM GREEN COUNTY, TEXAS

Purpose

Tom Green County is committed to complying with the Americans with Disabilities Act of 1990 (ADA), as amended, and all applicable federal and state laws prohibiting discrimination on the basis of disability. The County will provide equal access to its programs, services, activities, and facilities for qualified individuals with disabilities.

Policy Statement

It is the policy of Tom Green County to ensure that no qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in any County program, service, activity, employment practice, or facility. The County will make reasonable modifications to policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless doing so would fundamentally alter the nature of the program, service, or activity or create an undue financial or administrative burden.

ADA Coordinator / Public Point of Contact

The County designates the Risk Manager as the primary point of contact for ADA-related matters and requests from the public.

ADA Coordinator / Risk Manager
Tom Green County
113 W Beauregard Ave.
San Angelo, TX 76903
Phone: (325) 657-6509
Email: HR@co.tom-green.tx.us

Requests for Accommodations

Individuals with disabilities who require an accommodation, auxiliary aid, service, or modification to participate in a County program, service, activity, meeting, or event should contact the Risk Manager no later than forty-eight (48) hours before the scheduled event when feasible. The County will make every reasonable effort to provide appropriate accommodations in a timely manner.

Effective Communication

The County will provide appropriate auxiliary aids and services when necessary to ensure effective communication with individuals with disabilities unless doing so would result in an undue financial or administrative burden or a fundamental alteration.

Accessibility of Facilities

The County is committed to maintaining accessible facilities and removing barriers where required by law. Individuals who encounter accessibility barriers are encouraged to notify the Risk Manager.

Limitations on Accommodations

The County will make reasonable accommodations and modifications when required by law. However, the County is not required to provide an accommodation that would:

- Fundamentally alter the nature of a County program, service, or activity;
- Create an undue financial or administrative burden on the County; or
- Require the County to provide services, equipment, or resources that are not reasonably available.

If a requested accommodation cannot be provided as requested, the County will engage in an interactive process to determine whether an alternative accommodation can be provided that allows meaningful access. In situations where a requested accommodation cannot be arranged within the requested timeframe, the County will make reasonable efforts to identify an effective alternative accommodation whenever practicable. Determinations of undue burden or fundamental alteration will be made on a case-by-case basis in consultation with the Risk Manager and appropriate County officials.

ADA Grievance Procedure

Any individual who believes they have been subjected to disability discrimination by the County may file a complaint with the Risk Manager using the ADA Compliance Complaint Form. Complaints should include the complainant's contact information, a description of the issue, the date and location of the incident, and supporting documentation. Complaints should be submitted within sixty (60) days. The County will review complaints promptly and provide a response when appropriate.

Non-Retaliation

The County prohibits retaliation against any individual who requests an accommodation, files an ADA complaint, participates in an investigation, or otherwise exercises rights protected by the ADA.

Policy Administration

The County Risk Manager shall coordinate ADA compliance efforts, receive accommodation requests and complaints, and maintain appropriate records related to ADA matters. The County reserves the right to interpret, administer, and modify this policy as necessary to comply with applicable laws and operational requirements.