

Jefferson County Sheriff's Office Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (the "ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Jefferson County Sheriff's Office (the "JCSO"). The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, 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 by the grievant and/or his/her designee as soon as possible but no later than sixty (60) calendar days after the alleged violation to:

**Investigator Travis Olson
ADA Coordinator and Safety and Compliance Coordinator
Jefferson County Sheriff's Office
200 Jefferson County Parkway
Golden, Colorado 80401**

Within fifteen (15) calendar days after receipt of the complaint, Investigator Olson or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, Investigator Olson or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the JCSO and offer options for substantive resolution of the complaint.

If the response by Investigator Olson or his designee does not satisfactorily resolve the issue, the complainant and/or his designee may request reconsideration of the decision within fifteen (15) calendar days after receipt of the response to the County Compliance Manager/ADA Coordinator Stephanie Speer.

Within fifteen (15) calendar days after receipt of the request for reconsideration, ADA Coordinator Speer or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, Coordinator Speer or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Investigator Olson or his designee, including requests for reconsideration, and responses will be retained by the Sheriff's Office for at least three (3) years.