

**City of Beech Grove, Indiana
ADA Grievance Procedure**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("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 of the City of Beech Grove. The City's Personnel Policy governs complaints of disability discrimination related to employment.

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 60 calendar days after the alleged violation to:

**Joe Prindle
ADA Coordinator
806 Main Street
Beech Grove, IN 46107-2006
(317) 784-3003**

Within 15 days after receipt of the complaint, the ADA Coordinator or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 days of the meeting, the ADA Coordinator 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 City of Beech Grove and offer options for the substantive resolution of the complaint.

If the response by the ADA Coordinator or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Board of Public Works and Safety or their designee.

Within 15 calendar days after receipt of the appeal, the Board of Public Works and Safety or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the Board of Public Works and Safety or their designee will respond in writing, and where appropriate in a format accessible to the complainant, with final resolution of the complaint.

All written complaints received by the ADA Coordinator or his designee, appeals to the board of Public Works and Safety or their designee, and responses from these two offices will be retained by the City of Beech Grove for at least three years.