



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Policy No.	120-02
Subject:	Adoption of ADA Notice and ADA Grievance Policy
Resolution No.	N/A
Issue Date:	January 20, 2005
Revision Date:	N/A
Prepared By	Ken Nordhoff, Assistant City Manager
Approved By:	Rod Gould, City Manager
ADA Access Advisory Committee Approval Date:	February 2, 2005
DOJ S.A.	17, 19

PURPOSE:

Adoption of the “Federal Notice Under the Americans with Disabilities Act” and the “City of San Rafael Grievance Procedure Under the Americans with Disabilities Act”.

RESPONSIBILITY:

All City Departments, Divisions, and City Officials.

REFERENCES:

Americans with Disabilities Act of 1990

POLICY:

The City of San Rafael does hereby adopt the Notice Under the Americans with Disabilities Act and City of San Rafael Grievance Procedure Under the Americans with Disabilities Act, as attached hereto and marked as “Exhibit A” and “Exhibit B,” respectfully.

PROCEDURE:

1. The Notice Under the Americans with Disabilities Act acknowledges the City’s intent to comply with the requirements of Title II of the Americans with Disabilities Act of 1990 in the provision of services, programs, or activities. Compliance therewith shall include, but not be limited to, non-discriminatory employment practices; effective communication, and appropriate aids and services leading to communication with persons with disabilities so that persons with disabilities may participate equally in City programs, services, and activities; and all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities.

Adoption of ADA Notice and ADA Grievance Policy

2. The City of San Rafael Grievance Procedure Under the Americans with Disabilities Act shall administer the receipt and processing of complaints alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City.
3. The Notice and the Grievance Procedure identifies the City's ADA Coordinator as the proper person to receive requests for communication aids or services, modification of policies or procedures, to receive complaints regarding lack of accessibility, and to receive grievances and complaints alleging discrimination on the basis of disability in the provision of City services, activities, programs, or benefits.
4. The Notice Under the Americans with Disabilities Act has been distributed to all Department Directors, published in a newspaper of general circulation serving the City of San Rafael, posted on the City's website, and posted in conspicuous locations with the City's public buildings. The notice shall be replaced with updated information as necessary. Copies of this notice shall be provided to any person upon request.
5. The City of San Rafael Grievance Procedure Under the Americans with Disabilities Act has been distributed to all Department Directors, posted in conspicuous locations within the City's public buildings, and posted on the City's website. The Grievance Procedure shall be replaced with updated information as necessary. A copy of this procedure shall be provided to any person upon request.

APPROVED BY:



ROD GOULD, City Manager

02/02/05

Date