



MUNICIPAL BUILDING

655 Blacklick Street
Groveport, OH 43125
614-836-5301
FAX: 614-836-1953
www.groveport.org

Americans with Disabilities Act Complaint Process

As described in Section 2.02 of the City of Groveport's *Code of Personnel Practices and Procedures*, the City of Groveport endeavors to maintain in operable working order all features of facilities and equipment which are for the use, benefit, aid, or service of the public, in a manner which is readily accessible to and usable by persons with disabilities.

Each service, program, and activity shall be operated in a manner that, when viewed in its entirety, shall be readily accessible to and usable by individuals with disabilities.

The City of Groveport shall ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. The City shall ensure that all interested persons can obtain information on the existence and location of accessible services, activities, and facilities.

Notwithstanding the above commitments to accessibility, taking action to achieve accessibility is not required when it would result in a fundamental alteration in the nature of a service, program, or activity, or cause undue financial and administrative hardships.

The Administrator is the City of Groveport's EEO/Americans with Disabilities Act (ADA) Coordinator. The Coordinator will receive and resolve complaints involving non-accessibility of services, programs, or facilities and alleged discrimination against disabled individuals.

Complaint/Comment Procedure

Complaints, comments, or questions regarding:

1. accessibility to any of the City of Groveport's programs, services or facilities; or
2. discrimination against individuals with disabilities; or
3. the City of Groveport's compliance with the ADA;

should be filed as follows:

Town Hall 648 Main Street, Groveport, Ohio 43125
Recreation Center 7370 Groveport Road, Groveport, Ohio 43125
Public Works 7400 Groveport Road, Groveport, Ohio 43125
The Links at Groveport 1005 Richardson Road, Groveport, Ohio 43125



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The complaint shall be filed in writing within a reasonable period of time following the incident which gave rise to the complaint, and contain the following information:

Name of Complainant
Address of Complainant
Contact Information for Complainant (how best to reach complainant)
Reason for claiming discrimination
Date of incident
Nature of disability
Resolution requested
Signature and Date

The Administrator will notify the City of Groveport's Ohio Department of Transportation (ODOT) representative immediately upon receipt of a disability-related complaint pertaining to transportation.

The Administrator shall investigate all complaints and respond to the complainant as soon as the investigation is completed. If the Administrator is the subject of the discrimination complaint, the complaint may be filed with the City of Groveport's legal counsel.

Any employee who has been found by the Administrator, after appropriate investigation, to have committed an act of illegal discrimination against another person in their capacity as an employee of the City of Groveport, will be subject to appropriate disciplinary action.

If any program, service, or facility is found to be non-accessible to disabled individuals, the City of Groveport shall take steps to achieve accessibility according to the law.

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