



Bonner County Risk Management **NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT**

1500 Hwy 2
Office #337
Sandpoint, Idaho
83864
208-265-1456

Bonner County will not discriminate against qualified individuals with disabilities on the basis of the disability in the County's services, programs, activities or employment practices.

Effective Communication: Bonner County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the County's programs, services and activities.

Modifications to Policies and Procedures: Bonner County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of Bonner County, should contact the appropriate department as soon as possible but no later than 48 hours before the scheduled event. The ADA does not require Bonner County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Bonner County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

Grievance Procedures: This Grievance Procedures may be used by anyone who wishes to file a complaint alleging discrimination on the basis of a disability in the provision of services, activities, programs or benefits by Bonner County. The County's Personnel Policy and Procedure Manual governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address and 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:

Cindy Binkerd, ADA Coordinator
Bonner County
Cbinkerd@bonnercountyid.gov
1500 Highway 2, Suite 337, Sandpoint, ID 83864
208-265-1456 (phone), 208-265-1457 (fax)

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or her designee will contact the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the discussion, the ADA Coordinator or her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of Bonner County and offer options for substantive resolutions of the complaint.

If the response by the ADA Coordinator or her 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 Bonner County Board of Commissioners or its designee.

Within 15 calendar days after receipt of the appeal, the Bonner County Board of Commissioners or its designee will meet with complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting, the Bonner County Board of Commissioners or its 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 the ADA Coordinator or her designee, appeals to the Bonner County Board of Commissioners or its designee and responses from these two offices will be retained by Bonner County for at least three years.