

**Lincoln County Government
Americans with Disabilities Act (ADA)
Grievance Procedure
For County Services, Programs or Facilities**

Lincoln County Government has adopted the following internal grievance procedure related to County Services, Programs or Facilities. The purpose of this procedure is to ensure the responsive and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) Legislation as more fully defined in United States Public Law 101-336.

Complaints related to County Services, Programs or Facilities should be addressed to the following appointed officer of Lincoln County Government, who has been designated Americans with Disabilities Act (ADA) Coordinator for Lincoln County:

Mrs. Alisa C Simmons ADA
Coordinator

Lincoln County Courthouse
112 Main Ave Rm 203 Fayetteville, TN 37334

Telephone: (931) 433-2334
E-mail: lisasimmons@lincolntncourts.com

Office Hours: 8:00 a.m. to 4:00 p.m. Monday through Friday

Grievance Procedure

1. Any and all grievances and/or complaints shall be submitted in writing to the office of the ADA Coordinator. The written documentation shall include:
 - A) The name, address and telephone number of the complainant;
 - B) The names, addresses and telephone numbers of associated witnesses;
 - C) A narrative and/or statement, in sufficient written detail including date and time of the incident to fully define and explain the alleged violation of the ADA regulations;
 - D) A narrative and/or statement, in sufficient written detail, identifying proposed recommendations, from the complainant's viewpoint, to adequately resolve the alleged violation; and
 - E) Any other written information or documentation to more fully explain or identify the alleged violation.
2. Any and all grievances and/or complaints shall be filed no later than thirty (30) days after the complainant becomes aware of an alleged violation.
3. An investigation, as may be appropriate, shall be initiated following the filing of a grievance and/or complaint. The investigation shall be under the administrative direction of the ADA Coordinator and involve the appropriate county staff members as deemed necessary. This procedure contemplates informal but thorough investigations, affording the complainant, county staff and all other interested parties and their representatives, if required, an opportunity to further explain or provide additional evidence beyond that submitted or known when the complaint was filed.

4. The ADA Coordinator, at his or her discretion, may meet in person with the complainant, and county staff members, as appropriate, or other interested parties or representatives to discuss the alleged violation, the resultant investigation and any pertinent aspects of the complaint situation.
5. A written determination as to the validity of the written grievance and/or complaint filed along with a description of resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant via Certified Mail no later than thirty (30) days after the initial grievance or complaint filing. This thirty (30) day period may be extended upon the approval of the complainant and the ADA Coordinator in instances where investigation or research requires additional time for proper grievance or complaint consideration.
6. The ADA Coordinator shall maintain the files and records of any and all ADA grievances and/or complaints filed.
7. A complainant may request a reconsideration of a written grievance and/or complaint filed in instances where he or she is dissatisfied with the resolution decision made by the ADA Coordinator. A request for reconsideration shall be made in writing to the Lincoln County Mayor. This written request must be received by the Office of the County Mayor within ten (10) days after receipt of the ADA Coordinator's determination in which the complainant is aggrieved, including the complainant's rebuttal to these conflict areas. The County Mayor, at his or her discretion, may meet in person with the complainant, ADA Coordinator, county staff members or other interested parties or representatives to discuss the reconsideration issue. A written determination as to the validity of the written reconsideration request along with a description of resolution, if any,