

GENESEOPARK DISTRICT

Access and Inclusion Internal Complaint Procedure

The Geneseo Park District welcomes participation by people with disabilities. Towards that end, it has adopted an internal complaint procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Federal regulations implementing Title II of the Americans with Disabilities Act, Section 504 of the 1973 Rehabilitation Act, or other federal or state statutes and regulations applicable to District operations, sites, and facilities.

Title II states, in part that "no otherwise qualified disabled individual shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by the Geneseo Park District.

Complaints are to be addressed to:

Scott Himmelman, Superintendent of Facilities
Geneseo Park District
541 E North St
Geneseo, IL 61254

Complaints may be mailed by way of the US postal service, delivered in person, delivered by a delivery service, or emailed. If emailed, the email address is shimmelman@geneseoparkdistrict.org.

1. A Complaint shall contain the name and address of the Complainant, and describe the nature and the date of the alleged violation of the title II regulations, Section 504, or other requirements applicable to the Geneseo Park District. The Complaint must be signed by the Complainant or by someone authorized to do so on his or her behalf. A handwritten or digital signature is acceptable.
2. A Complaint must be received within 30 calendar days after the Complainant becomes aware of the alleged violation. Accepting and reviewing allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.
3. The Geneseo Park District's ADA Coordinator will meet with the Complainant not later than 5 working days after receipt of the Complaint. An investigation, if needed, may follow the meeting. The investigation shall be conducted by the Geneseo Park District ADA Coordinator. Any investigation should be informal but thorough, affording all interested persons an opportunity to submit information relevant to the Complaint.
4. Following the meeting and if one is conducted, the investigation, a decision will be made regarding the complaint by the ADA Coordinator. A letter acknowledging the Complaint, and describing the decision, if any, shall be issued by the Geneseo Park District ADA Coordinator as soon as is possible, but no later than 30 days after its

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filing. A copy shall be provided to the Complainant at the time of issue by the same format in which the complaint was received (mail, delivery, or email). The decision of the ADA Coordinator may not be appealed.

5. The ADA Coordinator shall maintain the files and records of the Geneseo Park District relating to the complaints filed and the results of those complaints.
6. The right of a person to file a Complaint under this procedure shall not affect the Complainant's right to pursue other remedies.