



SECTION: RISK MGMT: ADA
TOPIC: "ADA NOTICE"
JULY, 2011

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: AMERICANS WITH DISABILITIES – "ADA NOTICE"

1. All Dane County Departments must comply with the "ADA Notice" Policy.
2. All Dane County Departments will post the "ADA Notice" poster in conspicuous places, such as departmental bulletin boards, so that job applicants, employees, and the general public may read it.
3. If anyone has difficulty reading the "ADA Notice" poster, they may request the "ADA Notice" poster in an "alternate format." Once a request for an "alternate format" has been made, the name and contact information for that individual will be forwarded to the Dane County ADA Coordinator.
4. The ADA Coordinator will be responsible for handling requests for "alternate formats" of the "ADA Notice." The ADA Coordinator is responsible for getting the alternate format ADA Notice to the individual.
5. Department of Administration is the responsible agency to maintain files on all information regarding the complaints.

END OF POLICY



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SUBJECT: AMERICANS WITH DISABILITIES – “ADA NOTICE”

Definition: “ADA Notice:” This "ADA Notice" poster briefly describes the rights and protections that individuals with a disability have when interacting with Dane County Government.

In accordance with the ADA law, the attached "ADA Notice" poster needs to be distributed to all DC departments so that each DC department will post it in conspicuous places, such as departmental bulletin boards, so that employees, job applicants, and the general public may read it.

To comply with the ADA, attached here is the “ADA Notice” poster to be printed out and posted by each department:

If an employee, job applicant or a member of the general public needs a copy of this “ADA Notice” in an **alternate format**, then either the individual making the request or a member of the department will contact the ADA Coordinator at 267-1520 or 266-4941 (TTY) to obtain the “ADA Notice” in an alternate format.

The ADA Coordinator will arrange for the alternate format of the “ADA Notice” to be made. Once the alternate format is ready, the ADA Coordinator will provide the “ADA Notice” to the individual.

END OF NARRATIVE



ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: AMERICANS WITH DISABILITIES – "ADA NOTICE"

Document Needed:
"ADA Notice"

RESPONSIBILITY

ACTION

- | | |
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| Department | 1. Obtain copy of the "ADA Notice" and post it in conspicuous places, such as departmental bulletin boards, so that employees, job applicants, and the general public may read it. |
| Citizen/DC job applicant/DC employee | 2. If the posted "ADA Notice" is not accessible to an individual, the individual can request the "ADA Notice" in an alternate format (such as Brailled, large print, or other).
a. The request for an alternate format can be made to the Department staff or to the ADA Coordinator (267-1520; or 266-4941(TTY)).
b. If the request is made to a department staff, that staff person will pass on the request to the ADA Coordinator and will include the name and contact information for the person who made the request. |
| ADA Coordinator | 3. The ADA Coordinator will arrange for the alternate format of the "ADA Notice" to be made.
a. Once the alternate format is ready, the ADA Coordinator will provide the "ADA Notice" to the individual. |

END OF PROCEDURE