

ADMINISTRATIVE REGULATION
Americans with Disabilities Act Title II Compliance

Effective Date: February 2012

SCOPE:

Anyone interacting with City of Lakewood programs, facilities and property, employees, and employment opportunities.

PURPOSE:

Following the requirements of the Americans with Disabilities Act of 1990 (ADA) and its updates, the City of Lakewood will not discriminate against qualified individuals with disabilities in its hiring or employment practices.

POLICY:

Title II of the ADA prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities. The City will ensure that individuals with disabilities are not excluded from services, programs, and activities because existing buildings or aspect of the program are inaccessible. The City will also conduct an ongoing self-evaluation of current policies and practices. Title III requires the City to remove barriers in existing facilities where it is “readily achievable.”

To meet all of these requirements, the City will generally, with at least 72 hours’ notice, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City programs, services, and activities. The City will also make 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. Services or reasonable policy modifications will be free to the individual or group using them. However, the ADA does not require the City to take action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Employees who need service animals may bring to work either service dogs or service miniature horses. Other animals do not qualify as service animals under Colorado law.

Anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of Lakewood may file a grievance. Within 15 calendar days of receipt of the written complaint, the City's ADA Coordinator will follow up with the complainant to discuss the complaint and the potential resolutions. The complaint will also be provided with a written response, which will explain the position of the City and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision with 15 calendar days after receipt of the response to the City Manager. Within 15 days of receipt of the appeal, the City Manager (or designee) will follow up with the complainant to discuss the complaint and possible resolutions. Within 15 days of that meeting, the City Manager (or designee) will respond in writing with a final resolution. The City will retain all written complaints, appeals, and responses for three years.

More information is available at www.ada.gov.

Submitted By: Employee Relations

Approved by:

Kathleen E. Hodgson, City Manager

Date