

# WAUKEGAN PARK DISTRICT

**In accordance with** the requirements of the Americans with Disabilities Act (ADA), the Waukegan Park District advocates full participation, which prohibits discrimination in the provision of programs, services or activities to individuals with disabilities. Please call us if we can assist you Monday through Friday from 9am to 9pm, and Saturday, 9am to 2pm @ (847) 360-4700 or the Special Recreation office Monday through Friday 9am to 5pm @ (847) 360-4760.

## **Full Access for All - ADA**

The District is committed to meeting your unique individual leisure needs. Every attempt at reasonable accommodations will be made so that individuals may participate in desired programs.

## **TTY Assistance Available:**

Residents using TTY's please be aware that you can contact the Park District during our regular office hours of 9am to 5pm, Monday through Friday at either our direct TTY number (847) 662-3800 or using the Illinois Relay Center. The Relay Center uses specially trained operations to relay information between hearing and hearing impaired persons. To use the service call 1-800-526-0857 (voice).

## **Special Accommodations:**

Please attach a description of any accommodations needed to your registration form. This procedure will help ensure your enjoyment of our programs. It is the responsibility of the parent or participant to notify the District of any medical, physical and/or mental condition that may require special consideration by the District staff. This is for everyone's protection, and your confidentiality will be respected.

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## **Notice Under the Americans with Disabilities Act**

**In accordance with** the requirements of title II of the Americans with Disabilities Act of 1990, the Waukegan Park District, Waukegan, Illinois will not discriminate against qualified individuals with disabilities on the basis of disability in the Waukegan Park District services, programs, or activities.

**Employment:** The *Waukegan Park District* does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

**Effective Communication:** The *Waukegan Park District* 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 *Waukegan Park District* programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The *Waukegan Park District* will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all *Waukegan Park District* programs, services, and activities. For example, individuals with service animals are welcomed in *Waukegan Park District* offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a *Waukegan Park District* program, service, or activity, should contact the office of Mike Trigg, Supt. of Parks, 2000 Belvidere Street, Waukegan, IL 60085 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the *Waukegan Park District* to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a *Waukegan Park District* program, service, or activity is not accessible to persons with disabilities should be directed to Mike Trigg, Supt. of Parks, 2000 Belvidere Street, Waukegan, IL 60085.

The *Waukegan Park District* 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, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Attachment A to Settlement between the United States of America and Waukegan Park District, in Waukegan, Illinois. DJ# 204-23-212

## **Grievance Procedure under the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by 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 Waukegan Park District. The Waukegan Park District's Personnel Policy governs employment-related complaints of disability discrimination.

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

*Mike Trigg, Supt. of Parks, 2000 Belvidere Street, Waukegan, IL 60085.*

Within 15 calendar days after receipt of the complaint, *Mike Trigg* or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, *Mike Trigg* or his designee will respond in writing, and where appropriate, in format accessible to the complainant such as large print, Braille, or audio tape. The response will explain the position of the *Waukegan Park District* and offer options for substantive resolution of the complaint.

If the response by *Mike Trigg* or his 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 *Mr. Greg Petry, Executive Director* or his designee.

Within 15 calendar days after receipt of the appeal, the *Executive Director* of the *Waukegan Park District* or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the *Executive Director* or his 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 *Mike Trigg* or his designee, appeals to the *Executive Director* or his designee, and responses from these two offices will be retained by the *Waukegan Park District* for at least three years.