

## **PUBLIC POSTING OF AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). 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 **Caddo Parish Parks and Recreation ("The Department")**. The Department'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:

Assistant Director/ADA Coordinator  
2900 Hearne Avenue, Suite B | Shreveport, LA 71103  
(318) 212-0220

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his designee and Human Resources representative will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or his designee and/or Human Resources representative will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Department/Parish and offer options for substantive resolution of the complaint.

If the response of the ADA Coordinator or his designee and/or Human Resources representative 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 the Caddo Parish Parks and Recreation's Director or Director of Human Resources.

Within 15 calendar days after receipt of the appeal, the Directors of Parks and Recreation Human Resources will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director(s) 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 the ADA Coordinator appeals to the Directors of Parks and Recreation/Human Resources Departments, and responses from these mentioned offices will be retained by the respective Departments for at least three years.