

# HAMBLLEN COUNTY, TN AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

## HAMBLLEN COUNTY AMERICANS WITH DISABILITIES TRANSITION PLAN

In accordance with the Americans with Disabilities Act (ADA), this document shall serve as the Hamblen County's Transition Plan. Included are results of a self-evaluation that addresses barriers within Hamblen County programs and facilities.

The development of this plan has occurred with the assistance of several individuals and organizations throughout the community. The Hamblen County's ADA Coordinator will coordinate all aspects of ADA compliance. Any comments, additions or suggestions about this plan may be directed to the ADA Coordinator(s):

County Mayor 511 W 2 <sup>nd</sup> N St Morristown, TN 37814 423-586-1931 423-585-4699 (fax)	Sheriff 510 Allison St Morristown, TN 37814 423-586-3781 423-587-1658 (fax)
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This Transition Plan will continuously be updated. A public hearing regarding the contents of the plan will be held on a yearly basis. Notice of the public hearing will be given at least two (2) weeks in advance of the hearing. Any comments, suggestions or additions to the plan may be addressed to the Hamblen County's ADA Coordinator throughout the year.

### **EXHIBITS**

- Exhibit A – Notice of ADA Coordinator/Application of Non-Discriminatory Rules
- Exhibit B – ADA Department Coordinators
- Exhibit C – ADA Obstacle List
- Exhibit D – Obstacle Removal Procedure
- Exhibit E – Procedure for Contacting an Interpreter
- Exhibit F – Reasonable Accommodation Request Procedures
- Exhibit G – Complaint Intake Form
- Exhibit H – Emergency Evacuation Planning Guide

STATEMENT OF POLICY  
HAMBLLEN COUNTY CODE  
CHAPTER \_\_\_\_\_, SECTION \_\_\_\_\_

Equal Employment Policy

It is the policy of the Hamblen County to be an equal opportunity employer. No officer or employee of the Hamblen County shall discriminate against any other officer or employee, or applicant for employment on the basis of sex, race, color, religious belief, national origin, sexual orientation, political affiliation, marital status, age or disability unrelated to the person's ability to perform the duties of a particular job or position, except where a bona fide occupational qualification exists.

RULES OF THE HAMBLLEN COUNTY CIVIL SERVICE COMMISSION

Statement of Equal Employment Opportunity

The HAMBLLEN COUNTY Civil Service Commission is committed to a policy of acting affirmatively to attract and utilize the talents of all citizens. No Civil Service Commission member or agent of the Hamblen County shall discriminate against any employee or applicant for employment on the basis of sex, race, color, religious belief, national origin, sexual orientation, political affiliation, marital status, age or disability unrelated to a person's ability to perform the duties of a particular job or position, except where a bona fide occupational qualification exists.

**Title II: Hamblen County Services, Programs, Activities**  
**HAMBLLEN COUNTY Compliance Actions**  
**GENERAL NON-DISCRIMINATORY REQUIREMENTS**  
Designation of ADA Coordinator

County Mayor 511 W 2 <sup>nd</sup> N St Morristown, TN 37814 423-586-1931 423-585-4699 (fax)	Sheriff 510 Allison St Morristown, TN 37814 423-586-3781 423-587-1658 (fax)
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ADA Department Coordinators (contact persons) have been designated:

<p>County Mayor 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-586-1931 423-585-4699 (fax)</p>	<p>Sheriff 510 Allison St Morristown, TN 37814 423-586-3781 423-587-1658 (fax)</p>
<p>Miranda Richey Frazier Human Resources Department 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-586-1931</p>	<p>Barry Poole County Highway Department 3373 Herbert Harville Dr Morristown, TN 37813 423-586-3273</p>
<p>Chris Bell Emergency Management Director 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-581-6225</p>	<p>Michelle Woods Finance Director 511 W 2<sup>nd</sup> N St 423-586-1931</p>
<p>Jeff Gardner Administrator of Elections 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-586-7169</p>	<p>Frank Parker Cherokee Park 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-586-5232</p>
<p>Rich DesGroseilliers LAMTPO Coordinator 100 W 1<sup>st</sup> N St. PO Box 1499 Morristown, TN 37816-1499 423-581-0100 423-585-4679 (fax) <a href="mailto:richd@mymorristown.com">richd@mymorristown.com</a></p>	<p>Keith Ely Property Assessor's 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-586-1852</p>
<p>Dr. Dale Lynch HCBOE 210 E Morris Blvd Morristown, TN 37813 423-586-7700 423-586-7747 (fax)</p>	<p>Sherrie Montgomery Hamblen County Health Dept 331 W Main St Morristown, TN 37814 423-586-6431 423-586-6324 (Fax)</p>
<p>Director Morristown Hamblen Library 417 W Main St Morristown, TN 37814 423-586-6410 423-587-6226 (fax)</p>	<p>Jim Clawson Register of Deeds 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-586-6551</p>

## EEO Policies

- Hamblen County is an equal opportunity employer and the policies of such are set forth in the Hamblen County Code of Ordinances and the Rules of the Hamblen County Civil Service Commission.
- Hamblen County has prepared and distributed notice regarding the application of nondiscriminatory rules (Exhibit A).

## Review of County Hamblen County Code/Policies

\* A review of the Hamblen County Code of Ordinances and any other County-issued policies will be reviewed to ensure proper and uniform terms and definitions are used.

## EQUALLY EFFECTIVE COMMUNICATION

Provide public notice of ADA Coordinator and communication sources

- Hamblen County has published the name, address and phone number of the ADA Coordinator on the Internet, Intranet, and bulletin boards.
- City Council meetings are closed-captioned.
- Hamblen County has closed-captioning of programs and Hamblen County Council Committee meetings aired on cable access Channel 7.

Provide internal notice to Hamblen County employees about ADA issues and compliance steps

- Hamblen County has posted the ADA Compliance Notice on bulletin boards at all work sites (Exhibit A).
- Hamblen County has posted the names of the ADA Department Coordinators on bulletin boards at all work sites (Exhibit B).

Provide internal notice to Hamblen County employees about the obstacle removal procedure

- Hamblen County has prepared and distributed the Hamblen County's ADA Obstacle List to all department coordinators (Exhibit C).
- Hamblen County has prepared and distributed notice regarding ADA Obstacle Removal Procedure (Exhibit D).

Identify equipment needs/access concerns for programs, meetings, etc.

- Hamblen County's emergency evacuation plans include procedures for evacuating persons with disabilities. (Exhibit H).

## PROGRAM ACCESSIBILITY

### Obstacle Removal

- Each Hamblen County department has prepared a summary of all structural/architectural findings. Each department is responsible for budgeting and planning for the removal of structural barriers that exist or may arise in the future.
- Hamblen County will complete the identification/mapping of all curb ramps, evaluating adequateness and developing financial needs:
  - Hamblen County has collected input from interested/affected parties;
  - Hamblen County has established priorities based upon need and cost, as well as impact

on affected population.

- See Exhibit C for a complete record of obstacles removed and those scheduled to be removed.

Access to Hamblen County services and programs

- Hamblen County has provided Braille markings on elevators, floor markings and room numbers on public areas within the Municipal Hamblen County Center Complex.
- Hamblen County has provided for integrated wheelchair seating in the Hamblen County Council Chambers.
- Hamblen County has provided a mechanism for which individuals using wheelchairs can address the Hamblen County Council and utilize the microphone system.
- Hamblen County has developed and published information regarding ADA compliance for each department.
- Hamblen County meetings are identified by the date, time, location and accessibility.
- Alternative formats available on request are:
  - audiotape
  - large-type documents (18-points or larger)
  - Braille
  - sign language interpreter
- Hamblen County will ensure new facilities and remodeling facilities are reviewed for compliance with ADA and/or International Building Code (IBC) standards.
- Hamblen County websites are compliant with the latest ADA accessibility standards, as described by the U.S. Department of Justice.

## **EMPLOYMENT**

Job Descriptions

- Job duties and requirements are reviewed to identify non-essential items and/or to eliminate barriers to persons with disabilities. Requests for accommodations within specific positions are evaluated on a case-by-case basis.

Job Applications

- Position vacancies are announced through local newspapers, the Hamblen County's website, [www.hamblencountyttn.gov](http://www.hamblencountyttn.gov), on the Office of Human Resource's job posting bulletin board and are sent to a variety of social service and employment agencies throughout the Hamblen County area.
- Job applications are made, upon request, in alternative formats. Accommodation for completing applications is provided upon request.

Interpreter

- Hamblen County has implemented a system where various interpreters within the Hamblen County area may be contacted on a 24-hour notice by Hamblen County of Hamblen County personnel to assist in providing services to persons who are deaf or hard of hearing. (Exhibit E)
- Job applicants requesting an interpreter will be asked if they would like a certified interpreter. If so, a certified interpreter would be contacted. One or more noncertified interpreters are employed by the Hamblen County and may provide services to those

who do not wish to have a certified interpreter.

#### Interviews

- Employment interviews conducted by Hamblen County are conducted in accordance with federal law that protects qualified individuals with disabilities from inquiries designed to identify the existence of an applicant's disability. Supervisors have been trained in this area and have been given "The Hiring Process" manual that explains why certain interview questions are prohibited and helps interviewers develop questions that reveal an applicant's ability to perform the essential functions of the job.

#### Pre-employment medical exams

- Applicants for certain job classifications are required to undergo a pre-employment medical exam which may include a physical examination, drug screening and/or psychological examination. These examinations are all conducted post-job offer and are given to all candidates who are offered a position within that job classification.

- Rules of the Hamblen County Civil Service Commission states, "In accordance with State statutes, the Commission may set medical, physical or health standards that are clearly job-related, making reasonable accommodation for persons with disabilities."

#### Reasonable Accommodation Requests

- Hamblen County has consistently reviewed all formal and informal requests for reasonable accommodations and has approved such requests unless they have imposed an undue hardship.
- Formal procedures and a request form for employees requesting a reasonable accommodation have been developed. Such procedures will be distributed to employees and department heads. (Exhibit F).

### **OTHER**

#### Grievance Procedure

- The Hamblen County Code of Ordinances outlines the grievance procedure for county employees.
- Hamblen County has established a grievance procedure for the general public relating to disability/access-related complaints (Exhibit G).
- Hamblen County will ensure all employees are aware of the grievance procedure.

#### Cooperation from Organizations/Advocates of Persons with Disabilities

- Hamblen County utilized public input during the self-evaluation process.
- Hamblen County ADA representatives continue to meet with individual advocates/organizations on ADA compliance issues.
- Hamblen County ADA Coordinator will continue to serve as an ad-hoc member of the Hamblen County Disabilities Commission and will serve as a liaison between the Commission and the Mayor's Office.

- Hamblen County maintains an on-going list of persons interested in assisting the Hamblen County in its compliance efforts.

#### Crisis Intervention Team

- A joint Hamblen County/County Crisis Intervention Team has been formed to assist local law enforcement when they encounter a potentially volatile situation involving a person with a mental disability.
- The Hamblen County ADA Compliance Coordinator will continue to sponsor programs that provide information on a variety of disability-related topics.



**EXHIBIT A  
NOTICE  
HAMBLLEN COUNTY  
ADA COMPLIANCE COORDINATOR**

The Hamblen County does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. The Hamblen County does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

**Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to the Hamblen County's designated ADA Compliance Coordinator.**

County Mayor 511 W 2 <sup>nd</sup> N St Morristown, TN 37814 423-586-1931 423-585-4699 (fax)	Sheriff 510 Allison St Morristown, TN 37814 423-586-3781 423-587-1658 (fax)
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**Days/Hours Available:  
Monday-Friday, 8:00 a.m.- 4:30 p.m.**

**Individuals who need auxiliary aids for effective communication in programs and services of the Hamblen County are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice is available in large print, on audio tape, and in Braille from the ADA Coordinator.**

**EXHIBIT B**

Americans with Disability Act  
Obstacle Removal Coordinators

**TO REPORT AN OBSTACLE ON COUNTY PROPERTY,  
PLEASE CONTACT ONE OF THE COORDINATORS BELOW**

<p>County Mayor 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-586-1931 423-585-4699 (fax)</p>	<p>Sheriff 510 Allison St Morristown, TN 37814 423-586-3781 423-587-1658 (fax)</p>
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<p>Chris Bell Emergency Management Director 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-581-6225</p>	<p>Michelle Woods Finance Director 511 W 2<sup>nd</sup> N St 423-586-1931</p>
<p>Jeff Gardner Administrator of Elections 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-586-7169</p>	<p>Frank Parker Cherokee Park 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-586-5232</p>
<p>Rich DesGroseilliers LAMTPO Coordinator 100 W 1<sup>st</sup> N St. PO Box 1499 Morristown, TN 37816-1499 423-581-0100 423-585-4679 (fax) <a href="mailto:richd@mymorristown.com">richd@mymorristown.com</a></p>	<p>Keith Ely Property Assessor's 511 W 2<sup>nd</sup> N St Morristown, TN 37814 423-586-1852</p>
<p>Dr. Dale Lynch HCBOE 210 E Morris Blvd Morristown, TN 37813 423-586-7700</p>	<p>Sherrie Montgomery Hamblen County Health Dept 331 W Main St Morristown, TN 37814 423-586-6431</p>

423-586-7747 (fax)	423-586-6324 (Fax)
Director Morristown Hamblen Library 417 W Main St Morristown, TN 37814 423-586-6410 423-587-6226 (fax)	Jim Clawson Register of Deeds 511 W 2 <sup>nd</sup> N St Morristown, TN 37814 423-586-6551

Location	Item/ Obstacle List	Review Date	In Compliance	NOT In Compliance	Estimated Compliance Date	Actual Compliance Date
Hamblen County Center						
Public Works Bldg						
Cherokee Park						
Fire Station 1						
Fire Station 2						

Location	Item/ Obstacle List	Review Date	In Compliance	NOT In Compliance	Estimated Compliance Date	Actual Compliance Date
Fire Station 3						
Fire Station 4						
Fire Station 5						
Library						
Sheriffs Dept						
Health Dept						

## **HAMBLLEN COUNTY OBSTACLE LIST**

\*Sidewalks: The Hamblen County Disabilities Commission will be updated on an ongoing (at least annual) basis as budgetary parameters are determined and the specific details/nature of sidewalk projects are identified. A major presentation will be made by the Hamblen County Department of Public Works regarding sidewalks and curb cuts as a part of the annual ADA Public Hearing. The contents of this presentation will be added as an addendum to this report.

- There were approximately \_\_\_\_\_ corner curb cuts completed during the construction season from \_\_\_\_\_
- There were approximately \_\_\_\_\_ square feet of sidewalk repair and replacement completed during the construction season from July 1, 2014 to June 30, 2015.
- Public Works expects to complete a minimum of \_\_\_\_\_ in the construction season of \_\_\_\_\_
- Public Works expects to complete a minimum of \_\_\_\_\_ square feet of sidewalk repair and replacement during the construction season from \_\_\_\_\_

\*\*Library: The main facility of the Hamblen County Hamblen Co Library (417 W Main St) is a fully ADA accessible library for the Hamblen County. All public programming activities are currently and will continue to be conducted at this location. The Library Board has undertaken a strategic planning process to determine our long-term strategy for library facilities. As that strategy is implemented and branch libraries are relocated, a primary consideration will be to guarantee full accessibility for persons with disabilities.

\*\*\*Parks: ADA Improvement Park Areas around Lake Morristown - Currently, the department is planning on budgeting for ADA repairs/upgrades for FY16 (calendar year 2015).  
The department continues to research available grants and applies for these grants as they become available.

## **EXHIBIT D**

### **ADA OBSTACLE REMOVAL PROCEDURE**

#### **Purpose**

The purpose of the procedure is the elimination of the physical obstacles in the Hamblen County's facilities that limit the accessibility of its programs or activities to persons with disabilities.

#### **Procedure**

The Hamblen County will prepare a list of obstacles in Hamblen County facilities and on Hamblen County property. The list shall be maintained on a regular basis. The Hamblen County's fiscal year starts on March 1st. The

department coordinator will inform the department budget analyst of those obstacles that will be submitted for the budget. The obstacles should be presented by the 1st of August in order to be considered for the budget. The Hamblen County ADA Coordinator will prepare and monitor the list. The

Coordinator may pass any obstacle (budgetary, non-budgetary, critical, or non-critical) to the responsible Department for correction when deemed appropriate.

Public Works, Police Department, Fire Department, Community Services, OBM, and CWLP, will

provide a coordinator to coordinate the activities with the ADA Coordinator. Other departments are encouraged to submit coordinators. These coordinators will provide the following functions:

1. Report to the Hamblen County ADA Coordinator any known obstacles.
2. Receive the non-budgetary and budgetary obstacle list from the Hamblen County ADA coordinator -
3. When possible have non-budgetary obstacles eliminated and report them to the Hamblen County coordinator.
4. Submit budgetary obstacles to the budget process.
5. Report to the Hamblen County ADA coordinator list of obstacles on the approved budget
6. Report to the Hamblen County ADA coordinator the budgeted obstacles that have been eliminated.

The report activities are to be reported on standardized forms.

Employees should report any obstacle to their department coordinator. Employees in departments

without a department coordinator and the general public should report all obstacles to the Hamblen Countywide Coordinator.

## **EXHIBIT E**

# **POLICY AND PROCEDURE FOR COMMUNICATION WITH PEOPLE WHO ARE DEAF AND HARD OF HEARING**

### **I. POLICY FOR THE POLICE DEPARTMENT**

It is the policy of the Hamblen County to insure that steps are taken to provide for effective communication for persons that are deaf and hard of hearing.

### **II. PROCEDURES**

A. When a Hamblen County responding police officer comes in contact with a person who is deaf or hard of hearing, that person must determine if he/she is capable of providing effective communications with the deaf or hard of hearing person to resolve the issue.

B. Several techniques or process can be used to effectively communicate with a person who is deaf or hard of hearing.

1. Use of hand written notes.
2. Use of typewritten notes or text.
3. Use of sign language.
4. Use of an approved interpreter.

#### **C. Contacting the Interpreter**

If the technique or process that most effectively communicates with the deaf or hard of hearing person is the use of an approved interpreter, the following procedure will be used:

1. The responding police officer will contact his supervisor and advise the supervisor of the need for an interpreter so that effective communications with the deaf or hard of hearing person will occur.
2. The responding police officer or supervisor will contact Sangamon County Combined Dispatch (SCCDS) and ask SCCDS to contact an approved interpreter for a deaf or hard of hearing person.
3. Upon arrival at the scene of the interpreter, the responding police officer will brief the interpreter on the situation, and the message/information that needs to be relayed to the person who is deaf or hard of hearing.
4. When the person who is deaf or hard of hearing requires immediate hospitalization, it is the ambulance driver who "Will notify the hospital emergency room of the need for an interpreter; the hospital will then contact an interpreter.

#### **D. Payment Responsibility**

When the use of an interpreter is requested by the responding police officer in order to provide for effective communications, the Police Department will be responsible for the cost.

*Note I: It is anticipated that Office of Community Relations shall be allocated future*



*funds to pay the interpreter.*

*Note 2: When the person who is deaf or hard of hearing is sent to the hospital by ambulance, the hospital will be responsible for payment to the interpreter.*

Upon the conclusion of the interpreter's service, the responding police officer will complete a requisition form to commence the process to compensate the interpreter.

a. The requisition form will contain at a minimum

- 1) Name, Address, Hamblen County, State, Zip Code, Phone number of the interpreter.
- 2) The name of the requesting police officer and supervisor
- 3) The date, time, location, file number of the call for police service
- 4) Approximate cost of the services rendered.
- 5) An invoice or bill from the interpreter (if provided)
- 6) A copy of the police report will be attached to the requisition form.

b. The completed requisition form will be forwarded for processing through the proper chain of command.

E. (Sangamon County Combined Dispatch Services (SCCD) Procedures

1. SCCD personnel will maintain an up to date roster of approved interpreters for persons who are deaf or hard of hearing.
2. This roster can be obtained from the web site [www.idhhc.state.il.us](http://www.idhhc.state.il.us) .

## **EXHIBIT F**

### **REASONABLE ACCOMMODATION REQUEST PROCEDURES**

#### I. POLICY

It is the policy of the Hamblen County to inform employees and applicants of the right to reasonable accommodations and to provide such accommodations in the most cost effective manner available unless it would impose an "undue hardship".

#### II. PURPOSE

The purpose of the policy is to ensure that requests for reasonable accommodations are considered in a timely manner and in a way that is consistent with the Americans with Disabilities Act.

#### III. DEFINITIONS

"Qualified Individual with a Disability" - an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job that such individual holds or desires.

"Reasonable Accommodation" - any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or perform essential functions of the job.

"Undue Hardship" - an action requiring significant difficulty or expense.

#### IV. PROCEDURES

A. An employee must request any and all reasonable accommodations on a "*Request for Reasonable Accommodation Form*". This form can be obtained from the employee's immediate supervisor or the Office of Human Resources. The employee is responsible for adequately responding to all questions on the form. Once completed, the form, along with any medical documentation supporting the request, shall be submitted to the employee's immediate supervisor.

B. The immediate supervisor shall:

1. Grant the request if able to do so without obtaining further authorization. The immediate supervisor shall then indicate on the "*Request for Reasonable Accommodation Form*" that the accommodation has been made and forward the completed form to the ADA Coordinator; OR
2. Make a recommendation to the Division Head regarding the request within five (5) working days of receipt of the completed "*Request for Reasonable Accommodation Form*" and forward the request directly to the Division Head.

C. The Division Head shall make a recommendation regarding the request

within five (5) working days of receipt of the "*Request for Reasonable Accommodation Form*" and shall forward the request directly to the Director.

D. The Director will make the final decision regarding the request within five (5) working days of receipt of the "*Request for Reasonable Accommodation Form*". A copy of the Director's decision shall be given to the Division Head, immediate Supervisor and ADA Coordinator. The immediate Supervisor shall be responsible for providing the employee with a copy of the response within five (5) working days of receipt of the Director's decision. If the recommendation is to grant the request, the immediate supervisor shall be responsible for the implementation of the request.

E. All reviewers shall consider each request based on the following criteria:

- The relationship between the accommodation and essential functions of the job;
- Necessity;
- Cost effectiveness;
- Undue hardship; and
- Compatibility with existing equipment (where applicable).

## V. UNDUE HARDSHIP

Reasonable accommodations do not have to be granted if they impose an undue hardship. However, consideration must be given to whether another accommodation exists that would not result in an undue hardship. Factors to be considered in determining whether a reasonable accommodation request poses an undue hardship include:

- the nature and cost of the accommodation;
- the overall financial resources of the facility , number of employees at such facility and the effect on expenses and resources;
- the overall financial resources and size of the employer, including the number of employees and the number, type and location of its facilities;
- the type of operation including composition, structure and functions of the workforce, geographic separateness and administrative or fiscal interrelationship;
- the impact of the accommodation on business operations.

## VI. APPEAL OF DECISION

If the employee wishes to appeal the Director's decision, the employee must file an appeal with the Hamblen County's ADA Coordinator within ten (10) working days of notification of the decision. The request shall include the reasons for the request for reconsideration and, if appropriate, alternative suggestions for a reasonable accommodation. A decision shall be made and the employee notified within ten (10) working days of receipt of the appeal. The decision of the ADA Coordinator constitutes the final administrative action.

## VII. EXTENSION OF TIME LIMITS

The time limitations provided in Section IV may be extended if circumstances warrant; e.g., absence of a person needed to make the determination, addition information required, etc. The individual requesting the reasonable accommodation shall be notified if an extension is required and shall be given the date of the extended deadline.

## VIII. MEDICAL VERIFICATION

At anytime during the review process, medical documentation may be required to assess the accommodation request. It will be the responsibility of the employee/applicant to provide this information. The medical report(s) must include documentation supporting the need for the specific requested accommodation.

## IX. JOB APPLICANTS

This policy shall also apply to applicants for positions with the Hamblen County. Applicants who are requesting a reasonable accommodation to perform the essential functions of the job will also be required to complete the "*Request for Reasonable Accommodation Form*". Applicants may request the "*Request for Reasonable Accommodation Form*" from the Office of Human Resources.

**EXHIBIT G**

**COMPLAINT FORM**

Employee (E)\_\_\_\_\_

Non-employee/citizen(NE)\_\_\_\_\_

file number date opened date closed\_\_\_\_\_

complainant notified of findings\_\_\_\_\_

last name first name\_\_\_\_\_

address city zip\_\_\_\_\_

phone number\_\_\_\_\_

date of birth \_\_\_\_\_

sex: M/F\_\_\_\_\_

Filed with: ADA coordinator other(specify)  
\_\_\_\_\_

Location/place where incident/situation occurred  
applicable Hamblen County department involved  
\_\_\_\_\_

Summary of complaint:  
\_\_\_\_\_  
\_\_\_\_\_

Outcome:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EXHIBIT H**

### **Emergency Evacuation Plan for People with Disabilities:**

1. Some people with disabilities may not want assistance.

In such cases, the fire warden should alert the fire department to their last known location.

2. For those who do want assistance, below are some suggestions:

a) People who are unable to walk - If located on an upper floor, the employee may be assisted to a stairwell landing to await evacuation or further instructions by fire department personnel. It is important that the co-worker or "buddy" who is assigned to the person with the disability stay with the person until the emergency is over or insure that the person with the disability is provided with a walkie-talkie, and, is capable of using it.

b) People who can walk with assistance: These employees may not be able to travel to a safe area quickly. A co-worker or "buddy" may be designated to assist and accompany the person in descending the stairs in the event additional help is needed, or the individuals may choose to wait in a stairwell for fire department personnel to assist them. It is important to inform the fire department personnel of this decision. Someone should be assigned to stay with this person until the emergency is over, or, insure that the person with the disability is provided with a walkie-talkie and is capable of using it.

c) Visual Impairment: Those individuals with poor vision or no vision may not realize the extent or location of an emergency, and may walk into unexpected objects in paths of escape. An employee with a visual impairment can proceed down the stairs with minimal assistance from a sighted coworker. The individual may prefer to hold on to the sighted person's elbow and walk a half-step behind. Someone should follow behind to protect the employee from being pushed down in the event of crowding. It is best if someone remains with the employee until the emergency is terminated.

d) Deaf or Hard-of-Hearing: Deaf and hard-of-hearing individuals may not be able to distinguish audible warning alarms or respond to voice communications. They may be able to see a visual alarm; if so, they should be able to evacuate with the other employees. If there is no visual alarm nearby, personal notification in the form of sign or hand gestures will be necessary. It is especially important that the floor warden check in restrooms, copy rooms, and kitchens in case an alarm may not be seen from that area. To get the attention of deaf or hard-of-hearing employees, flick the room light switch on and off to convey the need to communicate.

## **Evacuation Procedure for People with Disabilities:**

1. The floor warden must know the whereabouts of every person with a disability who is in the work area and know who that person is.
2. Each floor warden shall designate an assistant and an alternative to assist the person with the disability to the secure stairwell.
3. Before leaving the person with the disability and the co-worker/buddy in the area of refuge, the floor warden shall give the person(s) a walkie-talkie set.
4. If the person with disability is capable of operating the walkie-talkie, the coworker/buddy may choose to proceed out the building to the assigned meeting area.
5. The floor warden shall keep the other walkie-talkie for communication with the person(s) in the area of refuge.
6. The safety supervisor and the floor warden shall descend the stairwell making sure all the doors in the stairwell are closed.
7. The floor warden shall exit the building and shall notify the fire personnel where the persons with disabilities are located in the areas of refuge

