

Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the County of Sumter, SC will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

EMPLOYMENT

The County of Sumter 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 ADA.

EFFECTIVE COMMUNICATION

The County of Sumter will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so that they can participate equally in County of Sumter services, programs, 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 County of Sumter will make all 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. For example, individuals with service animals are welcomed in County of Sumter 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 service, program, or activity of County of Sumter, should contact Christopher Hilditch, 13 E Canal Street, Sumter, SC 29150, 803-436-2307, as soon as possible, but no later than 48 hours before the scheduled event.

The ADA does not require the County of Sumter 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 program, service or activity of County of Sumter is not accessible to persons with disabilities should be directed to Christopher Hilditch, 13 E Canal Street, Sumter, SC 29150, 803-436-2307.

The County of Sumter 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.

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 County of Sumter. The County'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, telephone 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:

Christopher R. Hilditch, ADA Coordinator
13 E Canal Street, Sumter, SC 29150
803-436-2307 (office)
803-436-2335 (fax)
childitch@sumtercountysc.org

Within 12 business days after receipt of the complaint, Christopher Hilditch or his designee will meet with the Complainant to discuss the complaint and the possible resolutions. Within 12 business days of the meeting, Christopher Hilditch or his designee 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 County of Sumter and offer options for substantive resolution of the complaint.

If the response by Christopher Hilditch or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 12 business days after receipt of the response to the County Administrator or his designee.

Within 12 business days after receipt of the appeal, the County Administrator or his designee will meet with the Complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Administrator 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 Christopher Hilditch or his designee, appeals to the County Administrator or his designee, and responses from these two offices will be retained by the County of Sumter for at least three years.

County of Sumter
Sumter, South Carolina
Reasonable Accommodation/Complaint/Comment Form

The County of Sumter is committed to the assurance of accessibility, with reasonable accommodations of the County of Sumter's services, facilities, programs, and employment for all individuals, in compliance with the applicable Federal Laws.

(If necessary, assistance will be provided to complete this form.)

Please Print

Today's Date ___/___/___

Your Name _____

Address: Street _____

City/County _____ State _____ Zip _____

Phone Number (____) _____ - _____

Statement _____

Signature: _____

Please return form to: Christopher R. Hilditch, ADA Coordinator
Sumter County Administration Building
13 East Canal St
Sumter, South Carolina 29150
(803) 436-2307
childitch@sumtercountysc.org

This section for ADA Coordinator's Use Only:

Action
Taken: _____

Signature _____ Date ___/___/___