



City of Chino

ADA 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 City of Chino. The City'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 the City's ADA Coordinator:

Michael Heroux, Building and Code Compliance Manager
13220 Central Avenue, Chino, CA 91710
909-334-3308 or mheroux@cityofchino.org

Within 15 calendar days after receipt of the complaint, Mr. Heroux or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 30 calendar days of the meeting, Mr. Heroux 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 City of Chino and offer options for substantive resolution of the complaint.

If the response by Mr. Heroux or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 10 calendar days after receipt of the response to the City Manager or his designee.

Within 15 calendar days after receipt of the appeal, the City Manager or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the City Manager 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 Mr. Heroux or his designee, appeals to the City Manager or his designee, and responses from these two offices will be retained by the City of Chino for at least three years.