

HARRISON COUNTY, INDIANA

Americans with Disabilities Act Self-Evaluation and Transition Plan - Update



FINAL VERSION

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Prepared by:



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TABLE OF CONTENTS

List of Abbreviations/Acronyms	v
Executive Summary	vi
1.0 Introduction and Overview	2
1.1 Introduction	2
1.2 Purpose	2
1.3 Transition Plan Overview	3
1.4 Legislative Background & Framework.....	4
1.5 Facility Access versus Program Access.....	5
1.6 Undue Burden	6
1.7 ADA Self-Evaluation and Transition Plan Requirements.....	6
1.8 Self-Evaluation and Transition Plan Process	7
1.9 Facility Audit.....	7
1.10 County Administration and Departments.....	9
1.11 Department Self-Evaluation.....	12
1.12 Public Outreach.....	12
2.0 Self-Evaluation of County PSAs - Findings & Recommendations.....	15
2.1 Program Evaluation Interdepartmental Memo	15
2.2 Overall Findings – General Policies and Practices.....	15
2.3 Public Information	16
2.4 Designation of ADA Coordinator.....	17
2.5 Grievance/Uniform Complaint Procedures	18
2.6 Public Meetings.....	19
2.7 Accommodations to Access PSAs.....	21
2.8 Special Events and Private Events on County Property	22
2.9 Ordinances, Design Standards, and Other Documents.....	23
2.10 Contracted Services and Contractors	24
2.11 Customer Service, Satisfaction, and Input	25
2.12 Equally Effective Communication	25
2.13 Alternate Communication Formats	30
2.14 Fees and Surcharges	30
2.15 Information and Signage.....	31
2.16 Staff Training.....	31
2.17 Emergency Evacuation Procedures.....	33
2.18 Employment.....	37
2.19 Department Self-Evaluation Findings and Recommendations	41
2.20 Facility Self-Evaluation Findings and Recommendations.....	42
3.0 Self-Evaluation of Pedestrian Facilities within the Public ROW – Pedestrian Access Route and Curb Ramp Inventory	46
3.1 Pedestrian Access Route.....	46
3.2 Curb Ramps	48
3.3 Overall Compliance	54

4.0 Transition Plan56

4.1 Phasing of Corrections 56

4.2 Public Outreach and Public Comments..... 57

4.3 Priorities for Barrier Removal 57

4.4 Transition Plan Phasing 62

4.5 Plan Updates and Enforcement 63

5.0 ADA Tool Kit.....65

5.1 Introduction 65

5.2 Federal Accessibility Standards and Regulations..... 65

5.3 Resources for Providing Accessible Programs & Facilities 69

5.4 Technical Resources 70

6.0 Definitions78

FIGURES

Figure 1-1 – Harrison County Location Map

Figure 1-2 – Harrison County Facilities Location Map

TABLES

Table 4-1 – Cost of Correction for Interior and Exterior Elements by Site.

APPENDICES

Appendix A – 2024 Facilities Self-Evaluation Physical Barrier Summaries

Appendix B – County Questionnaires

Appendix C – Forms and Notices

List of Abbreviations/Acronyms

AASHTO – American Association of State Highway and Transportation Officials
ABA – Architectural Barriers Act of 1968
ADA – Americans with Disabilities Act of 1990
ADAAG – 1991 ADA Accessibility Guidelines
ADASAD – 2010 Americans with Disabilities Act Standards for Accessible Design
ALS/ALD – Assistive Listening System/Assistive Listening Device
ASL – American Sign Language
CFR – Code of Federal Regulations
DOJ – U.S. Department of Justice
DOT – U.S. Department of Transportation
DW – Detectable Warnings
FHWA – U.S. DOT Federal Highway Administration
HR – Human Resources Department
INDOT – Indiana Department of Transportation
ISA – International Symbol of Accessibility
IT – Information Technology
MUTCD – Manual on Uniform Traffic Control Devices
NVDA – Non-Visual Desktop Access
OPDMD – Other Power-Driven Mobility Devices
PAR – Pedestrian Access Route
PCA – Pedestrian Circulation Area
PROWAG – Accessibility Guidelines for Pedestrian Facilities in Public Right-of-Way
PSA – Programs, Services, and Activities
RA – Rehabilitation Act of 1973
ROW – Right-of-Way
SETP – Self-Evaluation and Transition Plan
TDD – Telecommunications Devices for Deaf Persons
TS – Turning Space
UFAS – Uniform Federal Accessibility Standards
VP – Video Phone
VRI/VRS – Video Remote Interpretation/Video Relay System
WAI – Web Accessibility Initiative
WAVE – Web Accessibility Evaluation Tool
WCAG – Web Content Accessibility Guidelines

Executive Summary

The Americans with Disabilities Act (ADA) is a comprehensive Federal civil rights statute enacted in 1990. Comprised of five major parts, or “titles”, the ADA’s stated purpose was to provide a “clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities”. It is estimated by the U.S. Census Bureau that over 50 million U.S. residents have a disability, and over 50% of senior citizens aged 65 or older have a disability. Title II requires that all public entities with 50 or more employees perform a self-evaluation, prepare a transition plan, make the transition plan available for three years, publish a notice of non-discrimination, designate an ADA Coordinator, and develop a formal complaint form and grievance procedure.

Harrison County (County) completed a full self-evaluation and transition plan (SETP) project in 2013-14 that included the self-evaluation of all County facilities, including facilities within the public right-of-way (ROW), programs, and procedures, and preparation of a Transition Plan. This update to the original SETP is intended to evaluate areas of new facilities that house County programs, the limited pedestrian facilities within County ROW, and update the Programs, Services, and Activities (PSA) review based on what is currently in place.

The County has made efforts over the years to improve accessibility, including contracting a consultant to assist with meeting their ADA compliance obligations for both the initial SETP and this updated plan, and making improvements specifically to improve accessibility based on the recommendations of the 2014 SETP. The scope of the facility evaluations was limited as noted below for the facilities included in this update. Most accessibility issues noted in the 2014 SETP should be assumed to remain in need of corrective action to meet the 2010 ADA Standards for Accessible Design (ADASAD). These areas were assessed at the following County facilities:

County Facilities (Owned, Leased, or Hosting Programs)

- Harrison County Highway Department – all public and employee common areas within this new facility were reviewed
- Pedestrian access routes (sidewalks) and curb ramps were reviewed within four (4) residential developments and along two (2) commercial corridors, with two residential areas and one commercial area being evaluated for the first time
 - Crescent Hill Drive NE
 - Old Capital Ridge
 - Edsel Lane

This Transition Plan update, combined with previous findings from the 2014 SETP, outlines the necessary steps to become compliant with the requirements of Title II of the ADA. The County will strive to ensure that all residents and visitors are able to access all PSAs and will promptly investigate any formal grievance filed according to the grievance procedures outlined. Additionally, the County will strive to include annual budgetary allotments to make required improvements that will eventually make the various facilities fully accessible, with emphasis given to the improvements that most impact the ability of persons with disabilities to access facilities or programs. Where access cannot be attained, an alternate means to offer the same opportunities to persons with disabilities should be provided.

In addition to County facilities, the self-evaluation reviewed existing County PSAs within each department. The focus of this review began with distribution of a questionnaire to each department, followed by interviews or other data gathering if needed to better understand the responses or the operation of each

department. Key items reviewed within each department included ADA-specific training of employees, past interaction and accommodation of persons with disabilities, review of publications produced by each department, and staff suggestions to help them accommodate persons with disabilities. Following this review, recommendations were made to improve accessibility of programs for each department.

It is the goal of the County to make facilities for all PSAs fully accessible within 30 years, though this will be largely dependent on a number of economic factors and future changes to the ADASAD or other unforeseen requirements that would necessitate additional improvements to County facilities. The County has committed to provide training for staff on the requirements of the ADA and make accommodations for employees with disabilities, many of which can be done without costly architectural renovations. The Transition Plan will be reviewed and updated periodically to ensure the County is fully compliant with ADASAD and Title II.

The self-evaluation update identified architectural barriers at County facilities within the limited areas of the scope of review. The estimated cost to correct these deficiencies is over **\$2,287,120**, which includes costs for the limited pedestrian right-of-way facility deficiencies identified. In some cases, the cost of corrective action could not be defined due to additional investigation being needed that is outside the scope of an ADA self-evaluation. Investigation of structural walls, plumbing and other utilities within walls, compliance with plumbing and other codes, etc. are examples of additional investigations that might make estimating costs difficult as part of this plan. The degree to which these barriers limited accessibility and their priority for corrective action was subjectively categorized as “High”, “Medium”, or “Low”. “High” priority included barriers that effectively prohibited access to a service or program or present a safety hazard. “Medium” priority included barriers that either partially prohibited access or made it quite difficult. “Low” priority barriers typically do not limit access but are not compliant with standards. In some cases, the priority was adjusted based on the type of facility and proximity to high use areas. The improvements will be categorized into a 30-year phasing program to spread out the cost for implementation and address the most serious deficiencies at the most used County facilities. The actual implementation schedule, budgeting, and prioritization is up to the administration and is likely to be impacted by complaints, new regulations and requirements, and availability of funding. Note that these costs are to resolve accessibility issues by making architectural improvements and in many instances, there are procedural changes or other modifications that can be made to provide equal access to County programs. Additions and some modifications are not required until renovations are completed. These modifications are noted within this report.

The County welcomes input on the contents of this Transition Plan at any time. Comments, requests, suggestions, etc. should be provided to Chad Shireman, at (812) 738-8241 or email at cshireman@harrisoncounty.in.gov.

The statements and findings contained in this Transition Plan and supporting information are the opinion of DLZ based on our knowledge and interpretation of ADA requirements. Nothing in this document should be considered as legal advice. Clients are urged to seek appropriate legal assistance as needed on ADA issues. Some links provided within this document may be outdated due to recent changes in the web address.

1

Introduction and Overview



1.0 Introduction and Overview

1.1 Introduction

The [Americans with Disabilities Act of 1990](#) (ADA), enacted on July 26, 1990, is a Federal civil rights statute, under the jurisdiction of the United States Department of Justice (DOJ), which provides civil rights protection to qualified individuals with disabilities in the areas of employment, public accommodations, state and local government services, transportation, and telecommunications. The DOJ is the lead agency that oversees the ADA. The ADA itself is not enforceable by any state or local governmental unit code official. The law states its purpose is “to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities”. Similar protections are provided by Section 504 of the Rehabilitation Act of 1973. The ADA was signed into law by President George Bush on July 26, 1990, extending civil rights protections to individuals with physical or mental disabilities in the following areas:

1. **Title I** – Employment (all Title II employers and employers with 15 or more employees)
2. **Title II** – Public Services (state and local government, including public school districts and public transportation)
3. **Title III** – Public Accommodations and Services operated by Private Entities
4. **Title IV** – Telecommunications
5. **Title V** – Miscellaneous

Harrison County is located in southcentral Indiana (Figure 1-1). The County had a population of 39,654 at the 2020 Census and contains a total land area of approximately 486 square miles. The County is classified as a “public entity” pursuant to Title II of the ADA and is also required to comply with Title I, which requires state and local government entities to practice non-discrimination in all parts of the employment process.

1.2 Purpose

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once a calendar year and is issued on a quarterly basis.



Figure 1-1 – Harrison County Location Map

Relative to the ADA, on July 26, 1990, the DOJ issued rules implementing Title II, which is codified at [28 CFR Part 35](#), and applies to Harrison County. Title II requires state and local governments to make their PSAs accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events, but also to policy changes that state and local governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the PSAs of state and local governments.

The ADA regulations [ref. U.S. DOJ [28 CFR Part 35, Subpart A, 35.105 and 35.150\(a\) and \(d\)](#)] require state and local governments to conduct a self-evaluation of their PSAs to identify barriers to access. One of the fundamental reasons for performing the self-evaluation is to identify potential problems before they occur, so that discrimination complaints will not be necessary. By identifying the PSAs that do not comply, the County can take action to remove those barriers to ensure that the County is not discriminating against individuals with disabilities. Title II of the ADA stipulates that Harrison County is required to perform six administrative responsibilities:

The County is committed to complying with the tenets of Title II of the ADA of 1990, and other Federal and state statutes and regulations intended to make County-owned and operated facilities and PSAs accessible to persons with disabilities. This ADA Self-Evaluation & Transition Plan (SETP) establishes a new benchmark for compliance with ADA and identify a plan to remove barriers.

1.3 Transition Plan Overview

Harrison County became aware of the need to be in full compliance with the requirements of the ADA by the Indiana Department of Transportation (INDOT), who sent letters to all local public agencies requiring them to have a compliant ADA Transition Plan to remain eligible for federal funding. The County responded by contracting with DLZ Indiana, LLC, to assist in 2013 with the original SETP and again in 2023 when INDOT sent similar letters to local agencies requiring an update to their existing SETP be prepared.

The SETP for County-owned and operated facilities for compliance with ADA has been previously completed for all public areas of existing facilities, except for facilities that the County did not own at the time of the 2014 SETP. Facility audits have been performed only in those areas open to the public, with employee common-use areas not being reviewed. Work areas within County-owned facilities that are not accessible to the public must also be accessible for employees with disabilities as a requirement of Title I. Accessibility in employee work areas will need to be assessed on a case-by-case basis based on the needs of the individual and nature of their disability. The County is committed to ensuring that all work spaces are accessible pursuant to the requirements of each job and making the necessary modifications and reasonable accommodations when needed for an employee with a disability to perform essential job functions. Data for County public ROW was collected and

TITLE II ADMINISTRATIVE RESPONSIBILITIES

Title II of the ADA stipulates that the Title II entities are required to perform six administrative responsibilities as part of the transition plan process:

- Publicize the name and contact information of the designated ADA Coordinator responsible to oversee compliance [[28 CFR 35.107 \(a\)](#)]
- Administer and write a self-evaluation of the programmatic barriers in services offered by the local government and provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments on the transition plan [[28 CFR 35.105](#)]
- Publicize and inform applicants, participants, and beneficiaries of the policy of non-discrimination on the basis of disability related to City services, programs, and activities [[28 CFR 35.106](#)]
- Establish a complaint/grievance procedure to respond to complaints of non-compliance from the public [[28 CFR 35.107 \(b\)](#)]
- Develop a transition plan if structural changes are necessary for achieving program accessibility [[28 CFR 35.150 \(a\) and \(d\)](#)]
- Retain the self-evaluation and provide it for public inspection for three years [[28 CFR 35.105 \(c\)](#)]

was analyzed in detail for compliance with the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities within Public Right-of-Way (PROWAG) during the 2014 SETP project, with review in 2024 including only areas with new ROW facilities constructed since the 2014 project.

All the recommendations in this plan for structural or programmatic solutions to facilitate the opportunity of access to all individuals are subject to review, revision, and approval of the County Commission and appropriation of funding to implement the improvements. These recommendations are intended to serve as the transition plan and framework for implementation.

This transition plan update is an on-going, dynamic document that will need periodic review and updating. In particular, additional evaluations will be required when updates are made to the ADA or supporting statutes, existing accessibility guidelines change, or new guidelines are established. In its efforts to maintain compliance, the County has several mechanisms in place to provide for an ongoing update of the transition plan:

- Designated ADA Coordinator is empowered with oversight responsibility for implementation of the requirements of the ADA.
- Implementation activities will be part of the County's annual Capital Improvement Plan and other budgetary allotments for various improvements required.

1.4 Legislative Background & Framework

For more than 50 years, Harrison County has been subject to many of the non-discrimination provisions contained in the ADA. Significant precursory legislation to the ADA includes the [Architectural Barriers Act of 1968](#) (ABA) and [Section 504 of the Rehabilitation Act of 1973](#) (RA).

Congress' first significant effort to address discrimination on the basis of disability was its enactment of the ABA, which provided that all buildings constructed, altered, leased, or financed by the U.S. Government shall be accessible to, and usable by, individuals with physical disabilities.

Section 504 of the Rehabilitation Act states: "No otherwise qualified individual with a disability in the United States shall, solely by reason of his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive Agency". It also requires Federal agencies to provide accessible programs and facilities.

The ADA was effective on January 26, 1992 and modeled after Section 504. The ADA applies to state and local government entities, public accommodations, public transportation, and commercial establishments. The key points of understanding for ADA are:

- The ADA is fundamentally civil rights legislation. This legislation protects the rights of people with disabilities in employment, transportation, public accommodation, and access to services offered to the public.
- The ADA addresses facility access and access to PSAs. Buildings are required to be accessible and the activities that are offered inside and outside those buildings also must be accessible.
- Outdoor recreation standards as they relate to ADA for a variety of facilities were included in the 2010 ADASAD. Standards for amusement rides, boating and fishing facilities, exercise machines and

equipment, golf and miniature golf facilities, play areas, and swimming/wading pools and spas went into effect on March 15, 2012, for all new or altered facilities.

The primary focus of this SETP update is to assess the compliance of new areas of Harrison County facilities and PSAs related to Title II of the ADA.

Governmental entities must ensure effective communication, including the provision of necessary auxiliary aids and services, so that individuals with disabilities can participate in civic functions. Public entities are not required to take actions that would result in undue financial and administrative burdens. However, they are required to make reasonable modifications to PSAs where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

One important way to ensure that Title II's requirements are being met in communities of all sizes is through self-evaluation, which is required by the ADA regulations. Self-evaluation enables local governments to pinpoint the facilities and PSAs that must be modified or relocated to ensure that local governments are complying with Title II requirements of the ADA. A public entity that employs 50 or more employees must retain its self-evaluation for a minimum of three (3) years.

1.5 Facility Access versus Program Access

The ADA addresses two types of accessibility:

- Facility accessibility
- Program accessibility

Facility accessibility requires that a building or structure be physically accessible. Individuals with disabilities cannot be provided access to PSAs if a building is inaccessible. Program accessibility includes facility accessibility, but also means that a person with a qualified disability receives the same benefits from a program or service and has an equal opportunity to participate as any other participant. The ADA requires all County programs, but not all County buildings, to be accessible. The regulation implementing Title II, 28 CFR Part 35 (as amended September 15, 2010) contain two "safe harbor" provisions. Under the first "safe harbor" provision, elements of existing facilities that already comply with either the 1991 ADA Accessibility Guidelines (ADAAG) or Uniform Federal Accessibility Standards (UFAS) are not required to comply with the 2010 ADA Standards unless they were altered on or after March 15, 2012. Under the second "safe harbor" provision elements comprising a path of travel to an altered primary function area are not required to comply with the 2010 ADA Standard merely as the result of an alteration to a primary function area, provided those elements comply with the 1991 ADA Standard or UFAS.

There is some flexibility with regard to program accessibility. Not every building (or each part of every building) needs to be accessible. Structural modifications are required only when there is no alternative available for providing program access.

The County is required to provide program access, which means that PSAs when viewed in their entirety, are readily accessible to and usable by individuals with disabilities. When choosing a method of providing program access, the County will give priority to the one that results in the most integrated setting appropriate to encourage interaction among all users, including individuals with disabilities. In accordance with Title II program accessibility requirements, the County is required to:

- Provide equal access to PSAs as provided to other members of the community. [[28 CFR 35.130\(a\)-\(b\)\(1\)\(vii\)](#)]
- Provide PSAs in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity. [[28 CFR 35.130\(b\)\(2\); \(d\)](#)]
- Absorb any costs necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters. [[28 CFR 35.130\(f\)](#)]
- Allow a person with a disability to participate in a program, service or activity regardless of disability. [[28 CFR 35.130\(g\)](#)]
- Eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy PSAs unless necessary for the provisions of the program, service or activity. [[28 CFR 35.130\(b\)\(8\)](#)]
- Modify policies, practices, or procedures that deny equal access to individuals with disabilities [[28 CFR 35.130\(b\)\(7\)](#)]
- Furnish auxiliary aids and services when necessary to ensure effective communication. [[28 CFR 35.160\(b\)\(1\)-\(2\)](#)]
- Provide appropriate signage and structural communication to inform and alert individuals with visual, mobility, and hearing disabilities. [[28 CFR 35.163](#)]
- Eliminate physical barriers to PSAs by remodeling existing facilities, constructing new facilities, or moving PSAs to an accessible location. [[28 CFR 35.150\(b\)\(1\)](#)]
- Ensure that newly constructed or altered buildings and facilities are free of physical and communication barriers that restrict accessibility of people with disabilities. [[28 CFR 35.151](#)]

1.6 Undue Burden

The County does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden. A fundamental alteration is a change to such a degree that the original program, service, or activity is no longer the same. For example, assume that a community sponsors college-level classes that may be used toward a college degree. To be eligible to enroll, an individual must have either a high school diploma or a General Educational Development certificate ("G.E.D"). If someone lacks a diploma or G.E.D. because of a cognitive disability, it is unlikely that the community would have to alter the requirement to provide equal access. Modifying the rule would change the class from college level to something less than college level and would fundamentally alter the original nature of the class.

The determination that an undue financial burden would result must be based on an evaluation of all resources available for use in a program. For example, if a barrier removal action is judged unduly burdensome, the County must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program or activity.

1.7 ADA Self-Evaluation and Transition Plan Requirements

The purpose of this ADA SETP is to document the County's review of access to facilities and PSAs by individuals with disabilities in order to determine if there are any discriminatory or potentially discriminatory practices, policies, or procedures.

In accordance with the Title II requirements for self-evaluation, the County:

- 1) Identified all the public entity's PSAs. [28 CFR 35.105(a)]
- 2) Reviewed all the policies and practices that govern the administration of the County's PSAs. [28 CFR 35.105(a)]

If structural changes are identified to provide program accessibility as part of the self-evaluation, the ADA identifies specific elements to be included in the transition plan. At a minimum, the elements of the transition plan are:

- 1) A list of the physical barriers in the County's facilities that limit the accessibility of its PSAs to individuals with disabilities. [28 CFR 35.150 (d)(3)(i)]
- 2) A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible. [28 CFR 35.150 (d)(3)(ii)]
- 3) The schedule for taking the necessary steps to achieve compliance with Title II of the ADA. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period. [28 CFR 35.150 (d)(3)(iii)]
- 4) The name of the official responsible for the plan's implementation. [28 CFR 35.150 (d)(3)(iv)]

1.8 Self-Evaluation and Transition Plan Process

A work plan and method to assess County-owned and operated facilities and PSAs for compliance with the ADA will be implemented to complete the ADA SETP. This work plan included:

- Facility audits in limited facilities and areas of those facilities
- Self-evaluation of County PSAs
- Confirming the County has met all administrative procedures
- Identify required/suggested training for County staff
- Prioritize facilities improvements for accessibility
- Develop transition plan
- Adoption

Recommendations included in the SETP update are intended to serve as the transition plan and framework for implementation. All the recommendations in the plan for structural or programmatic solutions to facilitate the opportunity of access to all individuals are subject to review, revision, and approval of the County Commission.

1.9 Facility Audit

In 2013, audits of building and facility interiors and exterior site features were performed by DLZ staff. The building and facility audits included only those areas of each that are open to the public. Review of the new County Highway Department facility and new ROW facilities was completed in 2024, including:

- Crescent Hill Drive NE
- Old Capital Ridge
- Edsel Lane

The reviews identified physical and architectural barriers and provided recommendations to comply with Federal accessibility requirements. The locations of the County Highway Department and three areas with new ROW facilities that were reviewed are shown on Figure 1-2; the address for the County Highway Department can be found in the appendix.

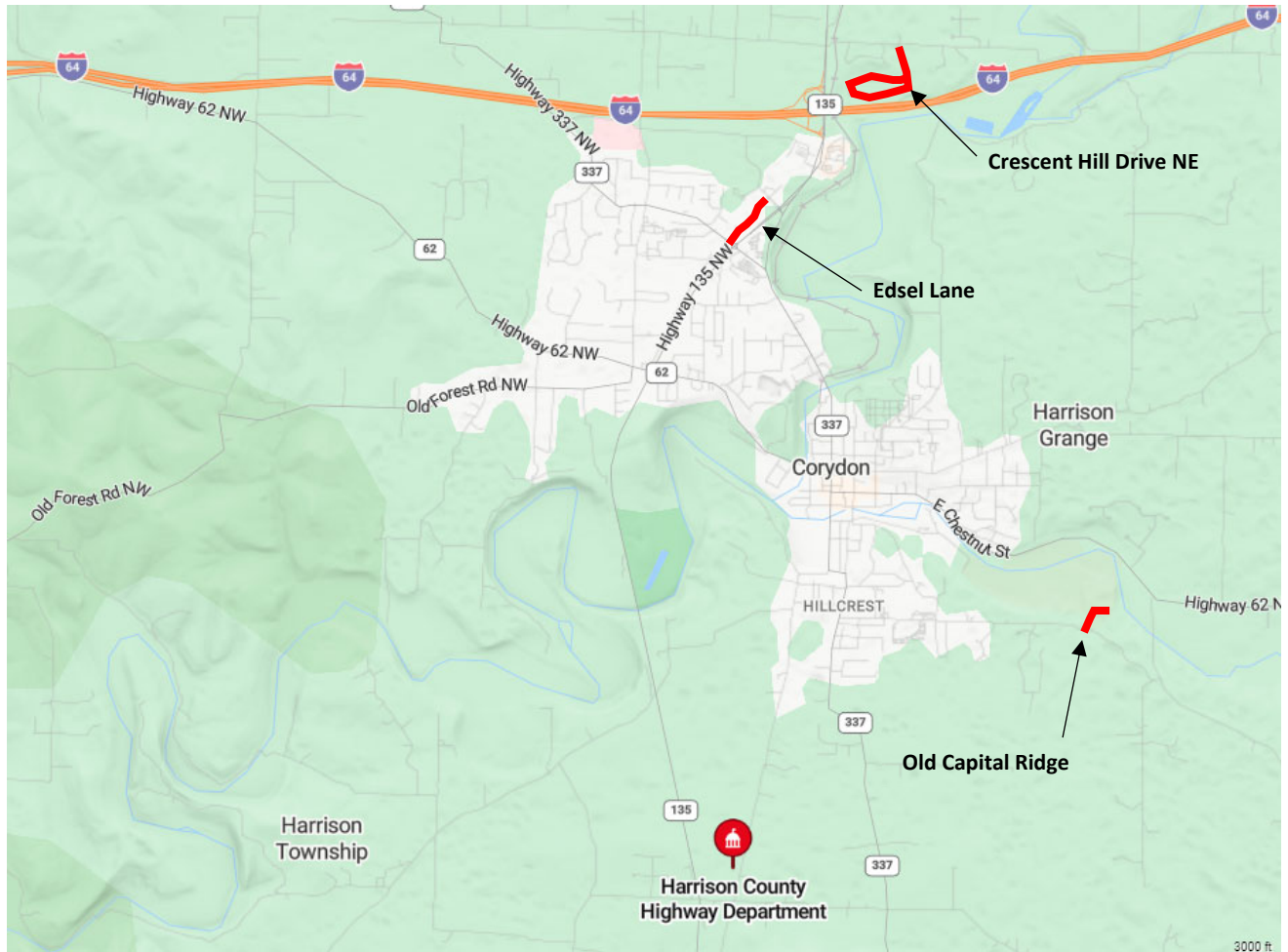


Figure 1-2. Harrison County Facilities Location Map. Source: Bing Maps

Photographs of architectural and site conditions at the time of inspections for building amenities were taken for the record. The specific site and architectural improvements recommended to remove barriers and improve accessibility will be listed in the Transition Plan appendices. In addition, the County is responsible for limited facilities within the unincorporated areas near the City of Corydon and all County roads. The review of sidewalks and curb ramps was done for ROW under the control of the County, with the primary focus for compliance being within the three new areas constructed since the 2014 SETP.

In addition to the facilities noted above from both this and the previous facility reviews, ensuring program access at other facilities that are not owned or leased by the County is very important. Perhaps the most important is polling places. Harrison County is responsible for all elections and utilizes various polling locations within the County for 34 different voting precincts. Information about accessibility items that needed to be addressed following review of polling locations by Harrison County staff was included in Appendix G of the 2014 SETP. No details were provided regarding how the review of polling facilities was performed. Information on the County website showed a total of 45 precincts currently at 12 polling locations. No complaints have been received related to accessibility of polling places.

1.10 County Administration and Departments

Harrison County is governed by the Board of County Commissioners. The Board of County Commissioners is responsible for passing ordinances, resolutions, orders and motions for the governing of the County, the control of the County's property and finances, and the appropriation of money. The Board of Commissioners is comprised of one member from each of three districts in the County. The Board of Commissioners is given the authority to prepare and administer the County budget and formulate policy.

There are a number of departments that provide County PSAs that are accessible to the public. The level of interaction of each Department is classified as extensive (high numbers daily), regular (variable but generally low numbers daily to weekly), limited (generally weekly or less), or none. Departments are located within the Harrison County Government Center (245 Atwood Street NE, Corydon) unless noted otherwise. These Departments and descriptions of their functions and types and regularity of interaction with the public are:

- **Commissioner's Office (Government Center, 1st Floor)** – The County Commissioners have the responsibility of executing the acts legislated by the County Council and managing the day-to-day functions for County government. The three (3) commissioners are elected to serve a four-year term, one each from three districts of the County. In addition to fielding general questions and being asked to solve problems from the general public, the Commissioner's Office also has responsibility for meetings with various groups or individuals to improve conditions in the County for residents and businesses. Interaction with the public is extensive.
- **County Council (Government Center, 1st Floor)** – The County Council has the ultimate decision-making power over fiscal affairs, approving and fixing annual operating budgets of all County departments, setting priorities for the allocation of public funds, establishing salaries and other compensation, authorizing the expenditure of public funds for specific purposes, fixing tax rates and levies, and authorizing the borrowing of money in the form of bonds and notes. The seven (7) council members are elected to serve a four-year term, one each from four districts of the County and three at-large members. The County Council has regular interaction with the public. Interaction with the public is regular.
- **Circuit Court (300 N. Capitol Avenue, 3rd Floor)** – The Circuit Court is responsible for administering criminal and civil cases in the county. The Judge is responsible for all court staff and is elected by the voters in the judicial circuit to the position for six (6) years. The Circuit Court has extensive interaction with the public, including court plaintiffs, defendants, witnesses, attorneys, and jurors. Seating is available for the public to watch trials as well.
- **Court Appointed Special Advocates (300 N. Capitol Avenue, Suite 103)** – The Court Appointed Special Advocate (CASA) is under the Circuit Court and has the mission to advocate for the best interests of abused and neglected children through the services of specially selected and trained community leaders. CASA volunteers are trained community volunteers appointed by a judge as Officers of the court to speak up for children in court, and to help to humanize the often frightening and confusing child welfare and legal systems for these children. CASA has regular interaction with the public.
- **Superior Court (1445 Gardner Lane, 2nd Floor)** – The Superior Court is responsible for administering small claims, infractions and ordinance violations not associated with a felony charge, protective orders, and civil cases. The judge is elected and is responsible for all court staff and rules over the selection of a jury when required. The Superior Court has extensive interaction with the public, including court plaintiffs, defendants, witnesses, attorneys, and jurors. Public seating is available for the public to watch trials.
- **County Prosecutor (1445 Gardner Lane, Suite 3101)** – The County Prosecutor is charged with prosecuting persons who have committed crimes in the county and has extensive interaction with the public. Additionally, this division collects past due child support and restitution in criminal cases. The

department also provides advocate services for crime victims. The County Prosecutor is elected to office by the voters of the County.

- **Superior Court Probation Department (1445 Gardner Lane, Suite 3023)** – The County Adult Probation Department has extensive interaction with the public. Duties of this office include conducting investigations, preparing reports, assisting the courts, prosecutor, and law enforcement officials, supervising and assisting persons on probation imposed by the Courts, notifying the Court of probation violations, and other duties required by law or as directed by the Court.
- **Public Defender (Government Center, Suite 120)** – The Public Defenders provides criminal defense services for indigent individuals with criminal cases in Harrison County Superior Court. Public interaction is regular.
- **Circuit Court Juvenile Probation Department (300 North Capitol Avenue, Room #305)** – The County Probation Department has extensive interaction with the public. Duties of this office include conducting investigations, preparing reports, assisting the courts, prosecutor, and law enforcement officials, supervising and assisting persons on probation imposed by the Courts, notifying the Court of probation violations, and other duties required by law or as directed by the Court.
- **County Clerk (300 N. Capitol Avenue, Room #203)** – The County Clerk's Office performs a number of services and has extensive interaction with the public. The clerk is elected to office by the voters of the County. The Clerk's Office is responsible for administering official court records of all court cases with jurisdiction in Harrison County, prepares the Court's permanent historical record, performs marriage ceremonies, processes marriage applications and issues marriage licenses, processes applications for passports, processes Indiana Department of Revenue tax warrants for collection, processes and distributes documents for court cases, collects, distributes and reconciles monies related to court cases and is subject to regular audits by the Indiana State Board of Accounts and administers all Federal, state, county, municipal, and special elections for Harrison County.
- **County Assessor (Government Center, Suite 221)** – The County Assessor's Office staff provides real estate information and real estate and personal property assessments. The assessor is elected to office by the voters of the County. Public information collected by this office is made available on the county Geographic Information System (GIS) and is also available for public review. Interaction with the public is regular.
- **County Treasurer (Government Center, Suite 213)** – The County Treasurer is responsible for collection of property taxes and other county taxes. The staff has regular interaction with the public. The County Treasurer is elected by voters of the County.
- **County Auditor (245 Atwood St NE, Suite 211)** – The County Auditor is responsible for handling all receipts and disbursements of County funds, creating financial statements, completing annual reports for review by the State Board of Accounts, maintaining payroll for County employees, handling transfers of ownership of real property, preserving plat maps of the County GIS system, maintaining tax duplicates, controlling distribution of tax collections and other revenue for all units of government in the County, and acting as secretary to the County Council. The Auditor is also the ADA Coordinator for the County. Staff within this department performs HR duties for the County and has the additional requirement of ensuring Title I compliance. The auditor is elected to office by the voters of the County. The County Auditor's office has extensive public interaction.
- **County Recorder (245 Atwood Street NE, Suite #201)** – The County Recorder's Office is responsible for recording deeds, mortgages, releases and assignments, military discharges, power of attorney, contracts, surveys and plats, and commercial code documents. The County Recorder is elected and has regular interaction with the public.

- **County Surveyor (Government Center, Suite 219)** – The County Surveyor’s Office is responsible for maintaining a legal survey record book and planning and supervising all surveying and civil engineering work of the County. The County Surveyor is elected to four-year terms. The County Surveyor has limited contact with the public.
- **Plan Commission (Government Center, Suite 215)** – The Harrison County Plan Commission is responsible for planning the orderly development of the County. The office processes change of zone applications, subdivision applications, variance and special exception requests. Improvement location permits (building permits), building inspections, certificates of occupancy, issuance of addresses and sign permits are also included in the departments duties.
- **Veterans Service (Government Center, Suite 102)** – The County Veteran’s Service Office assists veterans, their widows, spouses, and dependents in making application for benefits and also offers certain services to active duty, National Guard, reserve, and retired military personnel. A significant number of the public they have contact with has a disability (estimated at 80% by staff). The office has regular interaction with the public.
- **County Health Department (241 Atwood Street)** – The County Health Department provides copies of birth and death records, child and adult immunizations, mosquito control, septic system and well permits and inspections, inspection of retail food establishments, investigates food-related complaints and food borne illnesses, information on health issues, and administers the County Health Board. The Health Department has extensive public interaction.
- **Harrison County – Purdue Extension (247 Atwood Street)** – Purdue Extension offices are cooperative service agencies based in each of the 92 Indiana counties. They develop programs for public participation on topics such as Agriculture and Natural Resources, Economic Community Development, Health and Human Sciences, and 4-H Youth Development. Public interaction is regular.
- **Highway Department (1359 Old HWY 135 SW)** – The Harrison County Highway Department is responsible for maintaining Harrison County's roadway system. This includes everything from patching potholes, mowing the rights-of-way, replacing culverts and bridges, paving roads, snow removal from roads, bridges, and small structures within the County which are not located on either state highways or within the corporate limits of a city or town and removal of trees. They also provide design and construction administration of road and bridge projects throughout the County and also oversees design and construction of all subdivisions located within Harrison County's unincorporated areas.
- **Sheriff (1445 Gardner Lane NW, Suite 1000)** – The Sheriff is an elected position and oversees several operations in the department, including police services, the County jail, and various administrative services. The department has extensive public interaction and provides many services, including enforcing the laws and ordinances of the state and County, issuance of gun permits, public relations and information to various community and school groups, and performing investigations of crimes. The jail is administered by the jail commander. The commander oversees and administers the operation of the county jail, including the jail officers, and sets policies for visitation of inmates. The jail has limited areas open to the general public and few programs, primarily related to contact and interactions with persons visiting inmates.
- **Emergency Management Agency (Government Center, Suite 122)** – The EMA operates the 9-1-1 system and various administrative services. The EMA works with the Indiana Department of Homeland Security, U.S. Department of Homeland Security, Office for Domestic Preparedness, and other state and Federal agencies and city and county agencies to ensure preparedness and response capabilities exist for any manmade or natural disaster in the county. The EMA is also responsible for writing, updating, and disseminating various plans, procedures, and agreements and disbursing grant funds to emergency response agencies in the county. Generally the EMA has limited to no public interaction except in the

event of an emergency, at which time their services would be crucial and public interaction would be extensive.

- **Harrison County Parks (126 E. Walnut Street)** – The Parks and Recreation Department has a large number of parks and park programs that they administer, including camping, shelters, petting zoo, boat rentals, swimming, sport courts and fields, playgrounds, community garden, and trails. Their interaction with the public is extensive and includes providing the public with information about the county parks and recreation opportunities. Each park is overseen by a park manager responsible for maintenance and operational concerns.
- **Weights & Measures (233 North Capitol Ave, Room #201)** – The Harrison County Weights & Measures Department is responsible for the oversight of commercial transactions involving the weighing of commodities and the accurate weights and proper weighing practices on behalf of the buyer and the seller. The Weights and Measures Department performs unannounced inspections to verify accuracy and fairness throughout the County. This department has limited interaction with the public.
- **County Coroner (241 Atwood Street)** – The Coroner is responsible for investigating deaths in the county and issuing death certificates. The Coroner is elected and has limited public contact.
- **Animal Control (3132 Hope Lane NW)** – The Harrison County Animal Control Office is responsible primarily for enforcement of the Harrison County Animal Control Ordinance, as well as providing homes for unwanted animals through adoption and maintaining a clean, healthy shelter for dogs and cats. They have regular interaction with the public.
- **Solid Waste (3151 Progress Blvd.)** – The Harrison County Solid Waste District offers information, Adopt-a-County Road Programs, and other recycling services for the residents of Harrison County. The public is welcome to drop off solid waste at this facility or satellite facilities throughout the County. It has limited public interaction.
- **Land Conservation (Government Center, Suite 215)** – Harrison County Land Conservation Program (HCC) is a branch of County Government dedicated to conserving agricultural land, forest land and open spaces in order to maintain a long-term business environment for agriculture and forestry in Harrison County, to protect the rural character of the County, and to maintain the quality of life of county residents. The program is administered by the Harrison County Land Conservation Committee which is made up of seven (7) members who reside in Harrison County. Public interaction is regular.

1.11 Department Self-Evaluation

As part of this self-evaluation, DLZ provided department questionnaires to better understand the operation and services offered by various County departments regarding ADA compliance. A questionnaire was also provided that requested general information about County PSAs. A copy of the blank questionnaires is in Appendix B. Responses provided by each department were used to compile the information in this SETP. PSAs were evaluated, and in the case where policies are not currently in place, this report provides recommendations for the implementation of corrective actions to comply with the ADA. Refer to Section 2.19 Department Self-Evaluation - Findings & Recommendations.

1.12 Public Outreach

Public outreach was performed during the initial ADA Transition Plan development in 2013. Information about the results of that outreach is contained in that document. It is suggested that the County advertise the availability of this updated Transition Plan and make it available for public review and comment on the County website.

The County welcomes input on the contents of their Transition Plan at any time. Comments, requests, suggestions, etc. should be provided to the ADA Coordinator, Chad Shireman, at (260) 355-2329, or email at cshireman@harrisoncounty.in.gov.

2

Self-Evaluation of County PSAs – Findings & Recommendations



2.0 Self-Evaluation of County PSAs - Findings & Recommendations

This section of the self-evaluation summarizes the review of current County-wide PSAs based on correspondence with County staff and responses to the program accessibility questionnaire received from County departments and divisions. The findings and recommendations contained in this section will provide the basis for the implementation of specific improvements for providing access to County programs. Within the following sections, items quoted directly from a source are enclosed in quotes (“”) and italicized. In some cases, emphasis or special attention to portions of text is justified. In those cases, text is bolded and underlined as well (“***emphasis added***”). Some of the information provided in the following sub-sections was previously provided in the 2014 SETP and not all information in the 2014 SETP is necessarily repeated below.

2.1 Program Evaluation Interdepartmental Memo

The self-evaluation of the County's PSAs required and involved the participation of all County departments. Harrison County evaluated its PSAs to determine current levels of service and the extent to which its policies and programs created barriers to accessibility for persons with disabilities. DLZ distributed a questionnaire to the County contact as one measure to determine the level of ADA compliance. Each department was also issued a department specific questionnaire (See Appendix B).

The primary purpose of the questionnaires was to allow DLZ staff to better understand how each department operates and the programs provided by each so that an accurate assessment can be made of architectural and procedural barriers and how each can be corrected to provide access. The level of investigation into the operations of the various departments was generally consistent with the amount of interaction with the public and the extent of the public programs offered by each. Note that the response rate to the questionnaire is often less than 100%. In some instances, the information provided below may not be accurate due to either lack of response to the questionnaire, inaccurate answers being provided on submitted questionnaires, or the lack of detail in some responses.

2.2 Overall Findings – General Policies and Practices

The self-evaluation of the Departments identified common accessibility issues between all County departments. The findings from the County departments can be organized into the following general categories:

- Public Information
- Designation of ADA Coordinator
- Grievance/Uniform Complaint Procedures
- Public Meetings
- Accommodations to Access PSAs
- Special Events and Private Events on County Property
- Ordinances, Design Standards, and Other Documents
- Contracted Services and Contractors
- Customer Service, Satisfaction, and Input
- Equally Effective Communication
- Alternate Communication Formats
- Fees and Surcharges
- Information and Signage

- Staff Training
- Emergency Evacuation Procedures
- Employment
- Department Self-Evaluation Findings & Recommendations

The findings and recommendations in the following subsections generally apply to all departments except where noted.

2.3 Public Information

The County is required to notify the public of their rights and protections under the ADA ([28 CFR 35.106](#)), which states: *“A public entity shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this part and its applicability to the services, programs, or activities of the public entity, and make such information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination assured them by the Act and this part.”* In addition, notices regarding ADA should be included in a number of other situations to inform the public of their rights and opportunities to ensure accessibility, including signage directing the public to accessible routes and entrances.

Self-Evaluation General Findings:

- The County adopted Ordinance 2013-15 ‘An Ordinance of the Board of Commissioners of Harrison County, Indiana Adopting the Notice Under the Americans with Disabilities Act and the Grievance Procedure’ (Appendix C).
- Harrison County has within Section I of their ‘Title VI Nondiscrimination Plan and Policy’ document a ‘Policy Statement’ for Title VI and ADA (see Appendix C), and other applicable statutes. The statement notes that *“Harrison County, Indiana, **will not exclude from participation in, deny the benefits of, or subject to discrimination any individual on the ground** of race, color, or national origin, sex, age, **disability**, limited English proficiency, or income status.”*
- The Harrison County Board of Commissioners formally appointed by resolution (Resolution 2013-03) the County Auditor or their designee as the ADA Compliance Officer at their regular meeting on September 3, 2013.
- A poster entitled “Equal Opportunity is the Law”, defining the requirements of Title VII, is posted in the employees break room and in the Auditor’s Office in the Government Center and at all other County buildings on a bulletin board in plain view.
- Public notices, public meeting agendas, and other information published by the County do not have an ADA compliance statement or information on who to contact for accommodations, if needed.
- Signage directing visitors to County buildings along an accessible route is lacking and the International Symbol of Accessibility (ISA) is not present or in clear view at all accessible entrances.
- The website provides an ‘ADA Review’ Quick Link on the home page. The page includes only the 2014 ADA Transition Plan, with no additional documents.
- Printed materials reviewed have no information regarding ADA accommodation.
- Beginning in February 2013, all County Commission and County Council meetings and select Park Board and Plan Commission meetings have been recorded and available for viewing on-line at www.in.gov/counties/harrison/leadership/meeting-video-recordings/. None of the meetings that were checked provide captioning or options to turn on captioning.

Recommended Action:

- Standard language for all public meeting agendas should be provided. This statement should include, at a minimum, language similar to the following: *“Individuals with disabilities who require accommodations for participation in meetings must request accommodations at least 3 business days ahead of the scheduled meeting. Contact the ADA Coordinator, Chad Shireman at (812) 738-8241 or email at cshireman@harrisoncounty.in.gov.”*
- The Policy Statement should be provided as a separate document from the Title VI Plan and be provided on the website, ideally at a dedicated page for all ADA and Title VI information.
- Public notifications should always identify a contact person for individuals with disabilities who may request program modifications, or information on how a hearing or speech impaired person could communicate by telephone.
- Increase outreach to persons with disabilities by finding additional methods and formats to provide information about meetings and other County activities. The County should endeavor to inform the public of the possible modifications required to make its PSAs accessible.
- Non-discrimination language should appear on both hard copies and documents posted on the County website.
- The ADA Coordinator should have a list of qualified individuals to contract for services to provide information in alternate accessible formats when individuals have had a request for accommodation.
- Signage directing visitors to accessible entrances at County buildings should be placed along the accessible routes at locations that are clearly visible to minimize backtracking and the International Symbol of Accessibility (ISA) should be placed in clear view at all accessible entrances. All accessible entrances should prominently display the ISA on the entry door that is visible from the exterior approach.
- The County should consider forming an ad-hoc committee comprised of the ADA Coordinator and representatives from various departments, particularly those that have extensive interaction with the public or those that are responsible for various County facilities. The responsibilities of this committee can be reviewed and established internally in conjunction with the administration.
- Include the following notice on all materials printed by the County that are made available to the public: *“This publication can be made available in alternative formats, such as Braille, large print, audiotape, or .pdf. Requests can be made by calling (812) 738-8241. Please allow at least 3 business days for your request to be processed.”.*
- Provide ADA-related compliance documents on the website (see also Section 2.5).
- List County agencies, departments, and specialized services that offer Telecommunications Devices for Deaf Persons (TDD), video phone (VP), and Video Relay Interpretation/Video Relay System (VRI/VRS) in printed directories (see also section 2.5).
- Maintain a dedicated page for accessibility and other civil rights issues on the County website (see also Section 2.5). Ensure that all relevant documents are provided on the page related to civil rights laws.
- Ensure that all live and recorded videos that are provided on the City’s website include closed captioning.

2.4 Designation of ADA Coordinator

The ADA regulations require any public entity with fifty (50) or more employees to designate at least one employee to coordinate ADA compliance ([28 CFR 35.107 \(a\)](#)). Federal regulations require public entities to make available to interested persons the name, office address and telephone number of the ADA Coordinator. The ADA Coordinator’s role is to plan, coordinate, organize, facilitate, and promote compliance efforts. The Coordinator responds to requests for accommodations or barrier removal. The Coordinator also receives and investigates complaints and grievances.

Self-Evaluation Findings:

- The County Auditor has been formally designated as the ADA Coordinator effective September 3, 2013, by resolution (Resolution 2013-03) of the Harrison County Board of Commissioners. Activities related to ADA compliance should be directed to her, and each County department should designate a liaison for ADA issues and publicize who that person would be.
- The ADA Coordinator is identified within the 'Personnel Policy Handbook' as the County Auditor.
- The website does not identify the person or office of the ADA Coordinator.

Recommendations:

- Information regarding the identity of the County's ADA Coordinator should continue to be provided to staff, posted at all County facility locations, incorporated into employee handbooks, staff and public phone directories, placed in frequently used publications, and on the County website.
- The designated ADA Coordinator must be familiar with the requirements of ADA and get appropriate training to ensure compliance by the County.
- It is strongly suggested that each department have one individual with knowledge of ADA issues that can respond to issues that arise within their department and assist the ADA Coordinator.
- It is recommended the County publish the name, address, e-mail address and phone number of the Harrison County ADA Coordinator in appropriate public notices, agendas, and County publications frequently distributed to the general public. This information should be updated whenever there are changes in personnel.
- Consider providing a dedicated email address for the ADA Coordinator that is directed to multiple staff members. This would assist in ensuring that in the event of a change in the ADA Coordinator or the ADA Coordinator is not available for any reason that any time sensitive issues are able to be reviewed and addressed. At the County level, this email could be directed to the Auditor, Plan Commission staff responsible for many public boards and commissions, HR department, and others with ADA responsibilities. An example could be ADA@harrisoncounty.in.gov.

2.5 Grievance/Uniform Complaint Procedures

A public entity that employs 50 or more employees must adopt and publish grievance procedures which provide for the prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA ([28 CFR 35.107 \(b\)](#)).

Self-Evaluation Findings:

- Harrison County has a grievance procedure that provides for resolution of complaints related to ADA. The procedure was adopted by Ordinance 2013-15 by the Harrison County Board of Commissioners on August 19, 2013, and designates the ADA Coordinator as the person charged with completing the investigation of all grievances and includes an appeal process.
- An ADA Complaint Form has been prepared and is available to the public at the office of the ADA Coordinator (County Auditor). The Complaint Form is not available on the Harrison County web site.

Recommendations:

- The County should ensure proper and comprehensive documentation and tracking of complaints is maintained by the ADA Coordinator. Centralized record keeping of such information will help the County to regularly update its compliance efforts, and plan for additional compliance implementation.
- Information regarding complaint procedures should be available to members of the public in addition to employees and applicants. Procedures should outline the steps needed to resolve a complaint.

- The Grievance Procedure should be updated when necessary to provide information about the ADA Coordinator and contact information for this person that is current.
- The County should review its current administrative policy and be able to provide the ADA Complaint Form in an alternate accessible format, i.e., Braille, audiotape, e-text, large print, etc.
- Administrative policies and procedures should continue to be developed, adopted, and implemented to provide consistency for filing complaints or grievances and record keeping.
- The County should make efforts to inform County staff and the general public of the name of the County's ADA Coordinator, grievance procedures, the steps for handling grievances, and the County policies for remediation of grievances.

2.6 Public Meetings

Public meetings are routinely held by various County departments, boards, and commissions. The ADA prohibits public entities from excluding persons with disabilities from PSAs offered by a public entity. The law does allow a public entity to use both structural and nonstructural methods to achieve accessibility to PSAs ([28 CFR 35.150 \(a\)\(1\); \(b\)\(1\)](#)). While most of the meetings are open to the general public and advertised as required by law, the public does not regularly attend several of the meetings of the groups noted.

Self-Evaluation Findings:

- The following boards/commissions meet at various times on County business and would be considered open meetings that can be attended by anyone: There are additional committees that involve County staff and/or elected officials, but do not have regular published schedules and may not be included below. Meetings are held in the Commissioner's Room, 1st floor of the Harrison County Government Center, unless noted below:
 - Board of County Commissioners, first and third Monday each month
 - County Council, second and fourth Monday each month
 - Alcohol Beverage Board, Courthouse, 300 N. Capitol Avenue, 1st floor courtroom, 1st Tuesday each month
 - 4-H Council, Purdue Building 1st floor conference room, 247 Atwood Street, 1st Monday each month
 - Blue River Regional Water Board, Water Company Building in Marengo, last Tuesday each month
 - Board of Zoning Appeals, 4th Thursday each month
 - Conservation Committee, Plan Commission Office at the Government Center, 2nd Thursday each month
 - Economic Development Commission, meets as-needed
 - Emergency Management Board, EMA Office Conference Room in the Government Center, quarterly
 - Health Board, Health Building Conference Room, 241 Atwood Street, 1st Wednesday each month
 - National Organization of Disability, meets as-needed
 - Park Board, Harrison County Discover Center, 233 N Capitol Ave, Corydon, 3rd Wednesday each month from January to October and the 4th Wednesday each month during November and December
 - Plan Commission, 1st Thursday each month
 - Regional Sewer District, Community Foundation Building Conference Room, 1523 Foundation Way NE, 3rd Wednesday each month
 - Solid Waste Board, Solid Waste Breakroom, 3151 Progress Blvd., 2nd Tuesday each month
 - The Government Center had no significant access barriers noted in the 2014 SETP. The Commissioner's Room is located immediately inside the front entrance and has no fixed seating.
-

- The Commissioner's Room has an audio amplification system, with no Assistive Listening System (ALS) being provided during the 2014 SETP, which noted in error due to misinterpretation of the ADASAD scoping provisions for assembly areas that the lack of fixed seats did not require an ALS be provided. It was recommended in the 2014 SETP that an ALS and Assistive Listening Devices (ALD) be made available for persons with hearing impairments but it is a requirement.
- County public notices and agendas include no statement for accommodations to allow a person with a disability to participate in public meetings.
- Beginning in February 2013, all County Commission and County Council meetings and select Park Board and Plan Commission meetings have been recorded and available for viewing on-line at www.in.gov/counties/harrison/leadership/meeting-video-recordings/. None of the meetings that were checked provide captioning or options to turn on captioning.
- The Circuit Court has 2 courtrooms, each with an amplification system with a wireless transmitter. A total of eight (8) wireless receivers and four (4) neckloop telecoil couplers are available.
- The Superior Court has a wireless transmitter and 3 receivers that accept a standard headphone insert. A sign is located on the door of the courtroom advertising their availability but does not indicate where the receivers are available. The pictogram on the sign is not the International Symbol of Access for Hearing Loss, the pictogram field is less than the 6" height required, and the sign is located on the doors instead of to the right of the double doors as required.
- County staff reported that there have been no requests for assistive listening devices in the courtroom or other assembly areas within the courthouse.
- Agendas for the County Commissioners and County Council are available on the County website at the same location as the recorded videos (www.in.gov/counties/harrison/leadership/meeting-video-recordings/). Information for other County boards and commissions was generally not found anywhere else on the website and no meeting minutes were found.
- No requests for special accommodations, including American Sign Language or other interpreters, has been made at public meetings.

Recommendations:

- The County should continue to schedule and hold public meetings in the most accessible locations whenever possible. Meetings which the public regularly attends should be made the highest priority. This would include meetings administered by County staff on behalf of the smaller Towns for various services, such as planning and zoning.
- Address the highest priority barriers to program access identified in the 2014 and 2024 self-evaluations.
- The County should develop procedures for providing auxiliary aids such as assistive listening systems and obtaining sign language interpreters, readers, descriptive services, and other assistive technologies when requested.
- The County should make reasonable modifications to enable individuals with disabilities to attend and participate in all public meetings.
- Provide meeting agendas and minutes in alternative formats when requested.
- The County should maintain a list of readily accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request.
- The County should create a simple checklist for creating accessible meetings and selection of accessible meeting spaces. This checklist should be utilized and available to all County departments for their programs and events.
- Ensure that agendas and minutes for County boards and commissions are provided in accessible formats on the website and ensure that they are relatively easy to find.



- Ensure that a compliant ALS and required number and types of ALDs are provided in the Commissioner's Room and all courtrooms and other assembly areas. Ensure that there are also the required number of hearing-aid compatible listening devices available and post signage conspicuously outside and within all rooms with an ALS.
- Other rooms that may be used for meetings (e.g., conference rooms) do not utilize audio amplification. If installed in the future, these rooms should also be equipped with and ALS and the appropriate number of assistive listening devices. The County should review which meetings are held in locations without audio amplification and consider the ability of someone with hearing loss to participate in those meetings.
- Standard language on all County publications regarding availability of and requests for accommodations should be provided to departments.
- Ensure that all live and recorded videos of public meetings of County boards and commissions include an option for closed captioning.
- Ensure that meeting agendas for all boards and commissions are posted and published in advance with enough lead time to allow persons that may require an accommodation to make such request.
- The County should develop procedures for obtaining and providing auxiliary aids such as sign language interpreters, readers, descriptive services, and other assistive technologies. (See also section 2.11.)
- The County should make reasonable modifications to enable individuals with disabilities to attend and participate in all public meetings.

2.7 Accommodations to Access PSAs

The ADA prohibits public entities from excluding persons with disabilities from PSAs offered by a public entity. A public entity may not adopt policies that are discriminatory or engage in practices that are discriminatory. This prohibition applies to policies that are explicitly exclusionary and to those which appear to be neutral but have discriminatory effect. The law does allow a public entity to use both structural and nonstructural methods to achieve accessibility to PSAs ([28 CFR 35.130 \(b\)\(3\)](#); [35.150 \(a\)\(1\)](#); [\(b\)\(1\)](#)).

Self-Evaluation Findings:

- There is no evidence of intentional discriminatory practices, intentional exclusion of individuals with disabilities, or practices to segregate individuals with disabilities or limit access to County PSAs.
- Public meetings are generally held in locations (primarily the Commissioner's Room at the Government Center) that are thought to be accessible to persons with mobility impairments and staff had no recollection of any previous complaints of issues.
- In addition to the facilities owned by the County that have been evaluated for both this and the previous facility reviews, Harrison County is responsible for all elections and has a number of non-County facilities used for both early voting and election day for elections. Election staff indicated on the questionnaire that all polling locations are ADA compliant and that inspections have been done for accessibility but there is no documentation of those inspections. Elections staff also noted that all polling locations have voting booths that can accommodate a wheelchair.
- County staff cited many examples of accommodations that have been made by employees of the County to afford individuals with disabilities the opportunity to have equal access to programs, services, and activities (see Section 2-19).
- The Sheriff noted that someone needing to be transported that used a wheelchair would be assisted into a patrol vehicle or they would call for transport by a medical transport service.

- The Sheriff noted that they have an internal policy of expediting the processing of suspects with special needs.
- Staff in some departments noted circumstances where they have improvised to achieve satisfactory solutions to remove barriers to the best of their ability.

Recommended Action:

- Information directing the public how to request accommodations should appear on all public notices, announcements, and agendas. All County departments and divisions should be provided with the County's ADA compliance statement for accommodations.
- Front line staff such as administrative assistants, receptionists, and staff that has everyday contact with the public, should receive training on interacting and accommodating individuals with disabilities. This would include various scenarios for interacting with persons with hearing loss, including when writing notes back and forth may be effective and when either the length or technical nature of the interaction would suggest involvement of an ASL interpreter. This may also include working with advocates for people with disabilities to develop a form to be completed by persons requesting an accommodation that lists the options that are available and which the applicant believes would be effective.
- Ensure that all polling locations provide the required accessible features, including accessible parking, accessible routes to building entrances, and accessible features within the facilities to the areas used by voters. Training for staff and election volunteers should include how to assist voters all polling places.
- The County should provide additional and ongoing training for staff, including volunteers, regarding the requirements of the ADA and accommodations that provide equal access to PSAs.
- The County should ensure that staff understands how to utilize the services provided for telephone interaction with persons with hearing loss (TDD, Relay Indiana, Deaf Link, etc.) to provide two-way communication for persons with hearing disabilities.
- The ADA Coordinator should monitor programmatic access, making any necessary changes to ensure access and document compliance efforts.

2.8 Special Events and Private Events on County Property

The County could provide opportunities for private organizations to utilize County facilities for special or private events. Contained within the ADA are two titles that pertain to public and private entities. Public entities are not subject to Title III of the ADA. Conversely, private entities are not subject to Title II. In many situations, however, public entities have close relationships with private entities that are covered by Title III (Public Accommodations), with the result that certain activities may be at least indirectly affected by both Titles. This is the case with certain special events or private organizations that may use County facilities.

Self-Evaluation Findings:

- The Parks & Recreation Department sponsors a number of special programs, including Civil War Reenactments, holiday events, an observatory, nature programs, etc.
- The Parks & Recreation Department leases a number of amenities/facilities to individuals and groups at the various parks. This includes, but is not limited to:
 - Buffalo Trace Park – cabin and shelter rental, canoe, paddle boat, and row boat rental
 - South Harrison Park – campsites, shelterhouses, ball diamonds
 - Hayswood Nature Reserve – shelters
- The County Parks and Recreation Department has made a number of improvements to accessibility at various facilities.

Recommended Action:

- Ensure that facilities available to the public are accessible to the greatest extent possible and that fully accessible facilities and amenities are clearly identified on the County website. For example, picnic pavilions at some parks or some pavilions within a park with multiple pavilions may not all be accessible. County staff should identify which pavilions are accessible and identify those on the website and other information available to the public until all are made accessible. For facilities/amenities that are not accessible, consider including what the conditions are (with photos) to allow people to determine if the issue would present a barrier to access for their specific needs for access.
- Continue to ensure that outside organizations comply with all civil rights laws consistent with all federal, state, and local statutes and case law.

2.9 Ordinances, Design Standards, and Other Documents

Title II entities typically have a number of documents that specify requirements, design standards, and other requirements for construction of various facilities. Often, these documents reference pertinent guidance, such as state DOT, International/State Building Codes, etc. A review of documents that contain, or should contain, provisions related to accessibility was done by searching key words where possible. Note that not all documents were checked for compatibility of screen reading programs.

Self-Evaluation Findings:

- The Plan Commission staff reviews and issues permits for building construction, conducts inspections, processes zoning and variance requests, and a variety of other planning and building services within unincorporated areas. The County utilizes the 2014 Indiana Building code, 2014 Indiana fire code, 2009 Indiana Electrical code, 2012 Indiana Plumbing Code, 2014 Indiana Mechanical code, 2014 Fuel Gas code, 2010 Energy Conservation code, 2010 Indiana Accessibility code, and 2020 Indiana Residential code.
- No information was provided regarding any specific training for plan reviewers or inspectors related to ADA requirements.
- The County Highway Department bases its standards on INDOT's curb ramp design standards, including a library of standard technical specifications and construction detail drawings, which establish minimum standards for improvements and assure ADA compliance. These specifications identify the requirements for detectable warnings, maximum slope, landings, and other geometric features. The purpose of INDOT construction standards is to regulate and ensure the construction of improvements result in the coordinated and compliant development of curb ramps, sidewalk, and pedestrian facilities throughout the County.
- Design of roads, bridges, sidewalks, and ADA curb ramps are the responsibility of the Highway Department, subdivision developers, or consultants that they hire.
- The 'Driveway Permit' application includes no requirements for submittal of drawings or other information to confirm the driveway is constructed where sidewalks are provided in compliance with PROWAG requirements for cross slopes for pedestrian access routes.
- The Harrison County 2040 Long Range Transportation Plan, prepared by Lochmueller Group and adopted August 5, 2019, was reviewed. The following items are noted:
 - The document notes that few sidewalks are in good condition and most would likely not meet ADA standards.
 - Suggests that the County attempt to improve transportation access for the aging population and people with disabilities by upgrading existing sidewalks to current ADA standards and increasing the percentage of public facilities that are ADA accessible.

- The County does not appear to have a policy on service animals being permitted in all County facilities and no signage was observed noting they are permitted.
- The County has very limited ROW facilities. There does not appear to be a policy or ordinance about the use of mobility devices, including other power-driven mobility devices (OPDMD), within the ROW.

Recommended Action

- Continue specifically referencing the most current versions of INDOT, ADASAD, and PROWAG related to compliance of facilities and ROW for consistency. Ensure that all documents adhere to the most stringent standard when they are updated.
- For all documents, ensure updates reflect current nomenclature. For example, remove all forms and tenses of “handicap” and replace with the appropriate tense of “accessible” or “disability”.
- Provide training for plan reviewers and field inspectors on the requirements of ADA facilities and ensure that design plans meet the relevant standards, with construction reflecting the design plans.
- Ensure that all standards and details of other entities that are used comply with PROWAG and ADASAD and provide adequate direction for all dimensional, slope, and other requirements.
- Provide relevant references to the various ADA standards and guidelines in all documents that reference design and construction.
- Consider utilization of special funding opportunities, including American Rescue Plan Act funding, to make improvements specific to disability access at County facilities.
- Consider providing regulations or ordinances, as appropriate for the following:
 - Prohibiting the blocking of all public sidewalks, even temporarily, by parked vehicles or other obstructions (e.g., trash and recycling containers).
 - Ensuring that site plans include ADA-compliant facilities as part of the improvements. This would include, but not be limited to, the public sidewalk within the property boundaries, driveways, accessible entrances and signage, etc. Facilities that pre-exist the development should be required to be brought up to code as part of the development.
- Consider an educational campaign regarding the barriers presented, and the prohibition by ordinance, to persons with mobility impairments of blocking sidewalks with parked vehicles, even when those vehicles are within driveways, and other temporary obstructions.
- Address all the other items noted above to ensure County documents properly and adequately address ADA requirements for all properties in the County.
- Ensure that ordinances or County policies that apply are consistent with the ADA requirements of OPDMD. OPDMD is defined in the new rules as *“any mobility device powered by batteries, fuel, or other engines . . . that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices... such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair”*. OPDMDs are required to be permitting in all locations where wheelchairs are allowed unless there is a clear and obvious safety reason to exclude them in some areas. See guidance on OPDMDs at the USDOJ website at www.ada.gov/opdmd.pdf.
- Consider developing a service animal policy that meet the requirements of federal law in regard to where service animals (dogs) must be allowed and the conditions in which they can be asked to be removed or restricted. See guidance at www.ada.gov/service_animals_2010.htm.

2.10 Contracted Services and Contractors

Public entities cannot use contract procurement criteria that discriminates against persons with disabilities ([28 CFR 35.130 \(b\)\(5\)](http://www.federalregister.gov/documents/2012/07/26/2012-15068)). In addition, selected contractors should be held to the same nondiscrimination rules as the County.

Self-Evaluation Findings:

- No discriminatory or exclusionary practices were evident in the selection of contractors and contracted services.
- The County contracts with outside entities for hosting of their GIS (Schneider Geospatial at harrisonin.elevatemaps.io/#extent=338188.8888888889,60411.111111111124,1159890.625,984109.375,2244) and website (IN.gov at www.in.gov/counties/harrison/).

Recommended Action:

- All County contracts should be reviewed to ensure that they include specific, detailed ADA language to require that contractors that provide County services to the public comply with the ADA.
- It is recommended that the County consider a means to maintain compliance when contracting for services or when leasing facilities by:
 - Including ADA compliance requirements in new requests for proposals.
 - Reviewing ADA requirements when contracts or leases are negotiated, revised, or renewed.

2.11 Customer Service, Satisfaction, and Input

ADA requires a public entity to provide an opportunity to interested persons and organizations to participate in the self-evaluation process. For three years after completion of the self-evaluation, a public entity must maintain a record of any problems identified ([28 CFR 35.105](#)).

Self-Evaluation Findings:

- The 2014 draft Transition Plan was made available on the County's website, the Harrison County Public Library, and the County Auditor's Office for public review and comment beginning on January 20, 2014. Comments could also be provided via e-mail as advertised and posted. The public comments were incorporated in the final report. The Transition Plan was submitted to the County Commissioners for public hearing and adoption at its regular meeting on February 3, 2014. No additional outreach or notices were provided for this updated Transition Plan.
- No complaints or grievances were reported related to inability to accommodate customers with disabilities or inability of persons with disabilities to access County programs or facilities.

Recommended Action:

- Conduct periodic customer satisfaction surveys or gather input from recipients of County services using an alternate method, such as public hearings or focus groups. An additional emphasis should be made to survey individuals with disabilities and organizations representing individuals with disabilities.
- Partner with persons with disabilities, their caregivers, and advocates for people with disabilities to identify concerns and gather comments on capital improvement projects to improve accessibility to people with disabilities during design. Valid comments provided to the County should be considered in the scheduling and prioritization of projects.

2.12 Equally Effective Communication

The ADA calls for public entities to provide applicants, participants, members of the public, and companions with disabilities with communication access that is equally effective as that provided to persons without disabilities ([28 CFR 35.160\(a\)-\(d\)](#)). The regulations also require that the public entity provide the appropriate auxiliary aids and services where necessary to give people with disabilities an equal opportunity to participate in, and enjoy the benefits of a service, program, or activity of a public entity. The law stipulates that the

individuals can request the auxiliary aids and services of their choice and that the County will honor the request unless a suitable substitute exists or the request is not required under the law. In addition, the County may provide qualified interpreters via video from a remote location as long as it can meet the performance requirements of [28 CFR 35.160\(d\)](#).

AUXILIARY AIDS AND SERVICES

Self-Evaluation Findings:

- The County has not provided people with disabilities written materials and publications in Braille or large print text, nor have they been asked to do so.
- The Circuit Court has 2 courtrooms, each with an amplification system with a wireless transmitter. A total of eight (8) wireless receivers and four (4) neckloop telecoil couplers are available.
- The Superior Court had a wireless transmitter and 3 receivers that accept a standard headphone insert during the 2013 evaluation. A sign is located on the door of the courtroom advertising their availability but does not indicate where the receivers are available. The pictogram on the sign was not the International Symbol of Access for Hearing Loss and the pictogram field was less than the 6" height required. It is unknown if there have been any changes.
- The County Commissioner's Room, which is the meeting room utilized for most County board and commission meetings, has an ALS in place. Details about the system and the number and types of receivers is not known.
- The County has assisted customers with disabilities by modifying procedures to provide alternate means to complete transactions and offered assistance to complete County forms.
- Some departments stated that they have hired/utilized transcription services and readers.

Recommended Action:

- The County should provide staff training and information regarding auxiliary aids and effective communication, including the use of TDD and relay services for communicating with persons with hearing loss.
- The County should ensure that all courtrooms and other County meeting rooms have an ALS and also ensure the proper number of listening devices and types of devices are available. Compliant signage that includes the International Symbol of Access for Hearing Loss should be provided outside of all entries to rooms that provide an Assistive Listening System and Devices. Signs should include guidance on where the devices are located.
- The County should confirm and update a complete list of auxiliary service providers, i.e., Braille transcription services, computer assisted transcript, dictation and transcription, assistive listening system, etc.
- The County should have a complete list of auxiliary service providers, i.e., Braille transcription services, computer assisted transcript, dictation and transcription, American Sign Language (ASL) interpreters, etc.
- Staff should continue to assist customers through various means of accommodation for program access and be offered training on various techniques that may be used to provide instant assistance rather than having to wait for a translator to be hired to assist.

INTERPRETER SERVICES

Self-Evaluation Findings:

- There is not a County-wide contract for qualified sign language interpreters for departments to select from.
- The Probation Department stated that they have contracted with American Sign Language interpreters.
- The County has no contracts in place for on-site interpretation services.

Recommended Action:

- The County should consider a County-wide contract for qualified sign interpreter services that departments could utilize as needed. A list of interpreters should be maintained by the ADA Coordinator.
- Interpreters should be provided upon request for accommodations or in situations where an interpreter is known to be required.
- The County should explore the viability of providing qualified sign interpreters from a remote location and transmitting people with disabilities participant's response to the interpreter in accordance with [28 CFR 35.160\(d\)](#).

TELECOMMUNICATIONS DEVICES FOR THE DEAF

Self-Evaluation Findings:

- Harrison County's 9-1-1 system is equipped with TDD.
- The County's website lists no TDD numbers.
- No departments indicated that they have used a relay system in the past to communicate with hearing-impaired customers.
- Phone systems in the Veterans Office and the Auditor's office are currently compatible with TDD systems.

Recommended Action:

- Where the County uses an automated answering system for receiving and directing incoming telephone calls, the County should enable this system to provide real-time communication with individuals using auxiliary aids and services, including TTY and telecommunications relay systems ([28 CFR 35.161\(b\)](#)).
- The County should consider the purchase of a network PC compatible TDD/TTY system that would allow individual computers to be networked and access TDD/TTY calls, instead of purchasing separate TDD/TTY units that require a dedicated line. The advantages of a networkable system will allow the user to transfer calls, conduct conference calls, and utilize voice mail.
- All staff responsible for responding to incoming telephone calls should be trained in the protocol and use of TDD/TTY communications. Information and training should be provided on an ongoing basis.
- The County should provide a centralized, direct, TDD/TTY telephone in the office of the ADA Coordinator.
- The ADA requires all Public Safety Answering Points (PSAPs) to provide direct, equal access to their services for people with disabilities who use teletypewriters (TTYs) or TDDs, including 9-1-1 services. The Title II regulation specifically prohibits emergency telephone service providers from relying on relay services. Relay services do not provide "direct access," because they require the services of a third party and are far more time-consuming than direct TTY calls. However, if a person placing a call to a PSAP voluntarily chooses to rely on a telephone relay service, the PSAP must answer and respond appropriately to such a call. PSAPs must train their call takers to effectively recognize and process TTY calls. Call takers must be trained in the use of TTY equipment and supplied with information about communication protocol with individuals who are deaf or hard of hearing, or who have speech impairments. Ensure compatibility of 9-1-1 equipment and proper training of staff.
- All staff responsible for responding to incoming telephone calls should be trained in the protocol and use of TDD, Video Phone (VP), and Video Relay Interpretation/Video Relay System (VRI/VRS) communications. Information and training should be provided on an ongoing basis.

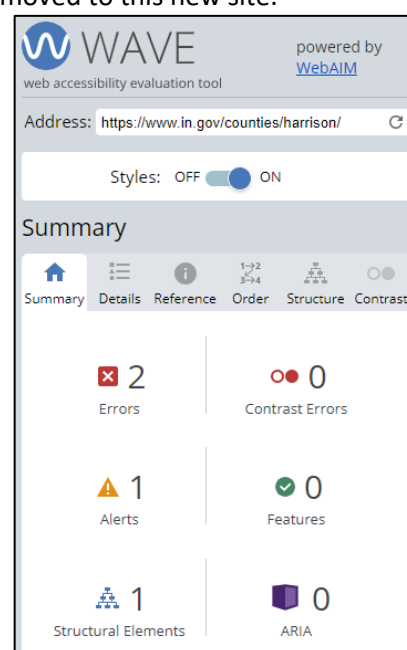
WEBSITE

The USDOJ has issued its final rule revising the regulation implementing Title II of the ADA to establish specific requirements for web and mobile applications that provide PSAs for local governments. The rule is effective June 24, 2024, and requires compliance for communities with population of 50,000 or more by April 24, 2026, and smaller communities by April 24, 2027. The Web Content Accessibility Guidelines (WCAG) 2.1,

published in June 2018 (<https://www.w3.org/TR/2018/REC-WCAG21-20180605/> and <https://perma.cc/UB8A-GG2F>), have been adopted as the technical standard for web content and mobile applications, with the applicable conformance level being Level AA. The WCAG 2.1 Level AA requirements are not restated in full in the final rule but rather incorporated by reference. Harrison County has a population that is less than 50,000, requiring compliance with the rule by April 24, 2027.

Self-Evaluation Findings:

- The County website home page address is www.in.gov/counties/harrison/. The website has been moved from the location in the 2014 SETP and is now housed on the State of Indiana website.
- The website appears to be in the process of being updated or moved to this address. There were several locations with 'Coming Soon!' displayed when navigating to the page, including Meeting Minutes, Connect to Our Community, and others, and the information provided on some pages was quite limited. This suggests that the site may still be in progress of being updated or moved to this new site.
- The website has a special Accessibility Settings feature provided by accessiBe (<https://accessibe.com/>) that allows users to customize their experience for the accessibility profile that they need, including vision impaired, ADHD-friendly, blind users, and others and also has a number of Content Adjustments, such as adjust font sizing and line height, highlighting, color adjustments, and modifications to the orientation of the information.
- Running an accessibility check with the Web Accessibility Evaluation Tool plugin for Google Chrome (can also be run at WAVE - wave.webaim.org/) generated the following information (see report for the home page to the right). Very few errors were found but running the same check with the WAVE browser extension displayed additional errors with structural elements, features, and ARIA. Other web pages on the County site had similar results.
- Most County forms appear to be available on the website in Portable Document Format (PDF). Some PDF documents are scanned documents and may not be readable by all screen reading programs used by persons with visual impairments.
- The website includes an 'ADA Review' quick link that provides only the 2014 SETP, with no other information or documents provided or identification of the ADA Coordinator.
- Content on the website is generally readable by the screen reader program Non-Visual Desktop Access (NVDA).
- The website has links to outside websites for some listed departments, including the Soil & Water Conservation District, Regional Sewer District, Land Conservation Office, and Extension Offices. From the 'Departments' page users are directed to the respective websites of the Indiana Association of Soil and Water Conservation Districts (iaswcd.org/), Regional Sewer District (www.hcrsd.com/), Land Conservation Office (www.harrisonfarmland.org/), and Purdue University (extension.purdue.edu/county/harrison/). No accessibility review was done for these websites.
- Harrison County Parks has a website separate from other County departments that is not on the state server at <https://www.harrisoncountyparks.com/>. The WAVE accessibility check identified many more errors and items to be addressed than was found on the County home page. The Parks website has none of the accessibility features of the web pages housed on the State of Indiana website.
- No direct links to any social media sites were provided on the website and a search of several social media sites found none for the County or County departments, though the search was not exhaustive.



- The County IT staff has no formalized training on the ADA and compliance requirements for websites.
- The GIS site for the County is provided by a link to the Elevate website of Schneider Geospatial (<https://harrisonin.elevatemaps.io/>). The accessibility of the website was not evaluated.

Recommended Action:

- The County website should be reviewed regularly by the web developer to maintain, update, and monitor website accessibility. As the website is updated (which seems to be in progress), consider providing a “Documents” page that includes all documents the public would normally look for, such as meeting agendas, minutes, forms, etc. The following may provide useful information:
 - Utilize an accessibility checklist similar to that published by the [Access Board](#).
 - The University of Wisconsin Trace Center (<https://minds.wisconsin.edu/handle/1793/6747>) provides resources and on-line information that might assist the County in development and implementation of an accessible website.
 - The Web Accessibility Initiative (WAI) provides guidance on making websites fully accessible (www.w3.org/WAI/).
 - The [General Services Administration \(GSA\)](#) provides resources on their website for development of compliant websites.
 - The ADA National Network provides regular live webinars, which are also archived, with information on various ADA topics. Registration is free. An archived presentation entitled ‘Evaluating Websites for Accessibility’ (from September 5, 2019) can be found at <https://www.accessibilityonline.org/ao/archives/110746>.
 - The County should consider providing a dedicated ADA webpage and include all documents and policies related to accessibility issues, as well as Title VI if desired. The site should prominently display the name and contact information for the County ADA Coordinator, and also provide direct links to all ADA-related documents (2014 Transition Plan and updates, grievance and complaint procedures, self-evaluation/transition plan, etc.).
 - The County’s website development team for all internally managed sites should work to develop and refine procedures to design, maintain, update, and monitor website accessibility. Utilize an accessibility checklist similar to that published by the [Access Board](#).
 - The County should continue to take proactive steps to ensure its web pages provide for access for the cross-section of disabilities covered under the ADA and should ensure that web pages do not exclude individuals when describing PSAs.
 - Ensure that all PDF documents are directly converted to PDF and not a scan of the original document. Scans are not compatible with many reader programs and cannot always be converted to a readable format by free PDF reader programs. For documents with signatures, consider inserting scanned signatures in JPG or similar format or simply noting where a signed original can be obtained if needed. Ensure that non-PDF format documents are properly formatted and usable by screen reader programs. Consider running a test of all documents to be posted to the website to ensure compliance and compatibility with screen readers prior to posting.
 - Ensure that all documents are updated to provide the name of the current ADA Coordinator. Include the identification and contact information of the ADA Coordinator on the website.
 - Consider having the Information Technology (IT) Department and other staff responsible for web content download NVDA or other commonly used screen reader program to test content (www.nvaccess.org/download/) and also consider having vision impaired advocates assist with review of the website and various documents for readability by programs.
 - If social media pages are currently used or intended for use in the future to provide public information, consider providing a link on the web pages for those departments to simplify access.
-

- Consider adding a general disclaimer on the website *“Harrison County cannot confirm the accessibility or security of third party websites”*.
- Provide compliant captioning of all video live stream and video recordings provided on the website to allow persons with hearing loss to have access to this program of the County. In addition, provide equally effective communication upon request, which could include written transcripts of meetings.

2.13 Alternate Communication Formats

A public entity has a responsibility to provide information in alternative formats to comply with [28 CFR 35.160](#). This section of the ADA requires state and local government entities to communicate effectively with individuals who are deaf, hard-of-hearing, or have a speech, vision, or learning disability. Communication access involves providing content in methods that are understandable and usable by people with reduced or no ability to: speak, see, or hear and limitations in learning and understanding. Some alternative formats can be produced in-house at minimal costs, i.e., large print, disks, and e-mail attachments. Other formats, such as Braille and audio-formats, may need to be produced by a vendor. Alternate communication formats that are likely to be requested include, but are not limited to: audio-formats, Braille, large print, captioned films and video, electronic text/disk/CD-ROM, or sign interpreted films and video.

Self-Evaluation Findings:

- The ADA Coordinator (County Auditor) is the main point of contact for requesting and providing information in alternate formats upon request for accommodation.
- Many County departments and offices produce printed information that is distributed and available to the public.
- No departments stated that they had received requests for documents to be provided in alternate formats.
- The County has not been asked to provide written materials and publications in Braille or large print text.

Recommended Action:

- The ADA Coordinator should be the main point of contact for requesting and providing information in alternate formats on a request for accommodation basis and should communicate with other departments as needed when accommodation requests are received.
- The County should provide staff training regarding the requirements of accessible alternate formats, what accessible alternate formats are, and how to provide accessible alternate formats.
- Procedures and methods should be established for the development of accessible alternate formats to ensure that requests are handled in a uniform and consistent manner.
- The County should centralize the production of alternate formats for agendas, publications, and documents, which may result in efficiency and a cost savings.

2.14 Fees and Surcharges

Public entities may not charge a fee or add a surcharge to a fee to cover the cost of making its facilities and PSAs accessible to persons with disabilities ([28 CFR 35.130\(f\)](#)).

Self-Evaluation Findings:

- There was no evidence of fees charged to individuals *with* disabilities that were not charged to individuals *without* disabilities to access PSAs.

Recommended Action:

- The County should continue to monitor and review policies and practices to ensure that fees and surcharges are not charged to individuals *with* disabilities that were not charged to individuals *without* disabilities.

2.15 Information and Signage

A public entity is required to ensure that individuals with disabilities are directed to an accessible entrance to a building and to the location and existence of accessible services, activities, and facilities. The ISA shall be used at each accessible entrance of a facility (28 CFR 35.163). Paragraph (b) requires the public entity to provide signage at all inaccessible entrances to each of its facilities that directs users to an accessible entrance or to a location with information about accessible facilities.

Self-Evaluation Findings:

- Accessible directional and informational signs are limited or not present at all County facilities and County-owned sites. Signs have been added at several locations since the 2014 SETP.
- Not all inaccessible entrances provide signage directing users to accessible entrances.
- Signage within County buildings varies. Signage outside of all permanent spaces (i.e., rooms) are required to have a compliant sign that includes visual and tactile letters and Braille that is positioned according to ADASAD. Some areas, including restrooms, stairways, etc. should also provide a compliant pictogram on the sign. Some of facilities provide mostly compliant signage, but other facilities frequently exhibit non-compliances including the following issues with signs: signage that is missing, signage mounted in the wrong location or wrong height, signs that provide no tactile characters and/or Braille, signs that have Braille or fonts that are not compliant, etc.

Recommended Action:

- An accessible signing strategy for County facilities should be developed for interior and exterior directional, informational, and permanent room signs. See the Appendix A of this updated SETP and the appendix in the 2014 SETP for details.
- Design standards for accessible signs should be created to guide the production and installation of the accessible signs.
- Signage replacement projects should include replacement or installation of accessible signs as required.

2.16 Staff Training

On-going compliance with the ADA can only be achieved if County staff receives training and education about the rights of persons with disabilities and the obligations of public entities and its employees under Title II of the ADA. Although specific training is not required by the ADA (other than ensuring that users of VRI technology and other involved individuals can quickly and efficiently set up and operate the VRI), training regarding the requirements of the ADA is strongly recommended to fully understand the County's obligations for compliance.

Self-Evaluation Findings:

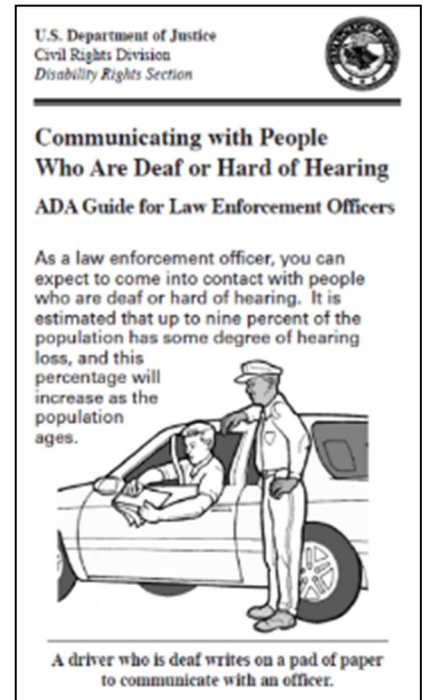
- Election volunteers and workers are trained to show voters how to use the accessible voting equipment provided. No detailed information was provided about this training.
- No information was provided about how the review of polling places was performed.
- The Highway Department Director/County Engineer has attended ADA training sessions at the annual Purdue Road School conference.

- The Sheriff's Department requires annual state-mandated training for officers and utilizes Police One Academy or IU Online for annual continuing education training. All Jail officers have received a 2-hour state mandated ADA training block in the ILEA Basic Jail Officer Course.
- The State of Indiana mandates various training for police officers and all officers are required to take 24 hours of training annually for continuing professional training. Relevant topics available through the Indiana Law Enforcement Academy (ILEA) on the website (<https://www.in.gov/ilea/mandated-in-service-training/>) includes courses on Mental Health, Disabilities, Autism, Alzheimer's, and Dementia.
- EMA staff noted that they taken the following training courses:
 - IS 403 – Introduction to Individual Assistance, U.S. Dept. of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), January 2024
 - IS 20.22 – Diversity Awareness Course, FEMA, October 2022
 - IS 909 – Community Preparedness, FEMA, October 2022
 - Addiction and Disabilities, Harrison County Police, 2018
 - Autism Awareness and Response, Harrison County Police, 2013
- No information was provided regarding a variety of policies related to law enforcement agencies that should be developed and in place in all departments to provide consistency and direction for officers.

Recommended Action:

- Ensure that all polling places/vote centers are accessible in all areas used for voting purposes. Where necessary, consider the accommodations needed at polling locations that may have barriers to ensure access for people with disabilities on voting day and provide the necessary training for staff and volunteers.
- The ADA Coordinator should explore training opportunities on various accessibility issues. In addition, the ADA Coordinator should explore the same for other staff that may be available, both in person and remotely. Ensure that all documentation is maintained by the ADA Coordinator of all training related to ADA that is taken by employees or provided to the employees, including the topic, location, date(s), and record of attendance.
- The County should provide training to staff regarding ADA and related civil rights legislation. Suggested training topics include, but are not limited to:
 - Requirements of the ADA for Harrison County
 - Consequences of Non-Compliance
 - Acceptable Terminology and Phrases
 - Grievance/Complaint Procedures
 - Reasonable Accommodations
 - Awareness and Sensitivity
 - Disability Etiquette – a good resource is <https://unitedspinal.org/disability-etiquette/>
 - Accessible Locations for Meetings
 - Consequences of Non-Compliance
 - Barriers to Access – Programmatic and Physical
 - Auxiliary Aids and Services
 - TDD/TTY
 - Building Evacuation Procedures to Assist Persons with Disabilities, especially in multi-story buildings with public access to upper floors
- Training materials and handbooks should be prepared/provided, if needed, in alternate formats for all employee training.
- The ADA Coordinator should provide or coordinate additional ADA training to all Department managers and staff who have regular contact with the public.

- It is recommended that the Sheriff's Department continue to receive training on ADA accessibility issues related to their activities and mandated annual training required by ILEA. In particular, training on communicating with people who are deaf or hard of hearing (reference <https://archive.ada.gov/lawenfcomm.htm>) and developing a policy on the topic as well (refer to www.ada.gov/lawenfmodpolicy.pdf). Review of other guidance should be done as well, including the publication "Commonly Asked Questions About the Americans with Disabilities Act and Law Enforcement" (www.ada.gov/qanda_law.pdf).
- Consideration should be given to developing policies related to law enforcement specifically impacting officer interactions with disabled persons. Consider a formal policy be developed to provide consistency and direction for officers on topics that could include:
 - Conducting traffic stops and effective communication for drivers with hearing loss.
 - Accommodations that can be provided for special programs that may be implemented to ensure access to residents with disabilities, such as ride along programs, Blue Santa or similar holiday programs, etc.
 - Policy on the transportation, detention, and interrogation of detainees that require special accommodations due to:
 - The use of a mobility device, especially a wheelchair, that require special vehicles.
 - Transportation policy for service animals and the ability of the detainee to retain their animal during detention, including conditions when the person may be separated from their service animal and how the service animal will be cared for to ensure it is segregated from other animals at a shelter and be immediately available to the detainee upon their release.
 - Consideration of expedited procedures for procession of detained persons with disabilities, especially non-violent offenders that require special medical attention, have a service animal, etc. for processing and release.
 - A policy on when mobility devices or other personal property may be removed from the detainee when it may be a security concern or used as a weapon, including mobility aids (walkers, canes, etc.) and prosthetics.
- Additional training materials may be made available to officers on "Disabilities and Law Enforcement", which is available on the U.S. Department of Justice web site (www.ada.gov/policeinfo.htm).
- County inspectors and plan reviewers should be familiar with the requirements of ADA standards and guidelines that pertain to the facilities they are responsible for. This would include ensuring compliance with the most stringent regulation (ADA-specific at a minimum) for County facilities constructed by County or private contractors prior to acceptance or approval.



2.17 Emergency Evacuation Procedures

The County is required to establish emergency evacuation procedures to safely evacuate persons with disabilities who may need special assistance in an emergency. These plans and procedures should include identification of assembly locations for persons with disabilities in each facility, staff assigned to ensure that assembly areas are checked prior to leaving buildings during an emergency, identification of assembly locations for pickup and transport of persons with disabilities, and location of accessible shelters to be used

for various types of emergencies. Depending on the nature of the emergency, some shelters may not be appropriate.

Self-Evaluation Findings:

- The Harrison County EMA (EMA) works in conjunction with the Indiana Department of Homeland Security (IDHS), United States Department of Homeland Security, and the Office for Domestic Preparedness, and many other State and Federal agencies. They also work with city and county response agencies of all types, ensuring preparedness and response capabilities for any manmade or natural disaster that may occur anywhere within Harrison County. EMA is responsible for writing, updating and disseminating the Harrison County Emergency Operations Plan (EOP), Strategic Preparedness Plan, Standard Operating Procedures, Memoranda of Understanding (MOU), and Mutual Aid Agreements. They receive new and updated requirements from IDHS and relay them to County agencies.
- The EMA noted that the Harrison County Comprehensive Emergency Management Plan (CEMP) includes the following accessibility items. The CEMP was not reviewed to confirm the following or other relevant items:
 - Harrison County has developed a Shelter Plan in cooperation with a variety of community partners and the facilities are considered and evaluated for ADA compliance and access. These facilities include ground level or wheelchair accessible restrooms.
 - The shelter plan allows for transport, access, and support of persons with disabilities.
 - The evacuation plan includes partnerships with facilities who own and operate transport vehicles with wheelchair assistance and access. Persons with disabilities may identify their needs and restrictions to our 911 dispatch where notes are added to the address. This address advisory will provide these notes upon accessing the address in the call system.
- During disaster operations, numerous private sector and private non-profit organizations provide resources. Included among these are the American Red Cross, Salvation Army, various church-related groups, United Way, Chamber of Commerce, etc. These organizations readily communicate with each other and exchange ideas, supplies, equipment, and volunteers.
- The County utilizes both the CodeRED Emergency Notification System and the Integrated Public Alert Warning System (IPAWS), a service provided by Motorola to make emergency notifications to cell phones. Both services allow for communication with the hearing impaired. The County website includes an online enrollment in CodeRED at <https://public.coderedweb.com/CNE/en-US/BF32B57B5CF1>. EMA also has a partnership with a local radio station for communication during an emergency and use of television broadcasts is an option in major events.
- EMA has been present at the county fair and other large events to assist with mass notification registration in the emergency notification systems.
- The EMA noted in the questionnaire response that they have provided special assistance to persons with disabilities, including delivering water to residents not able to get to a distribution center when a water line was severed and transporting a person with a medical transport vehicle to a shelter facility during a storm event.
- The 'Harrison County Government Building Emergency Response Procedures' document was reviewed. The document includes various guidance and instructions for employees for a variety of potential emergencies (i.e., lockdown, adverse weather, fire, etc.) and how to respond at the various County facilities. The 'Standard Response Protocol' on page 4 includes within the 'Evacuation' section the statement, "**Assist people with disabilities**", referring to the need for employees to assist people with disabilities in the event of a building evacuation. This is the only guidance provided for assistance.
- The EMA works with the American Red Cross, who maintains a list of shelters to be used in the event of an evacuation or emergency and assists in coordinating transportation for the public to these locations

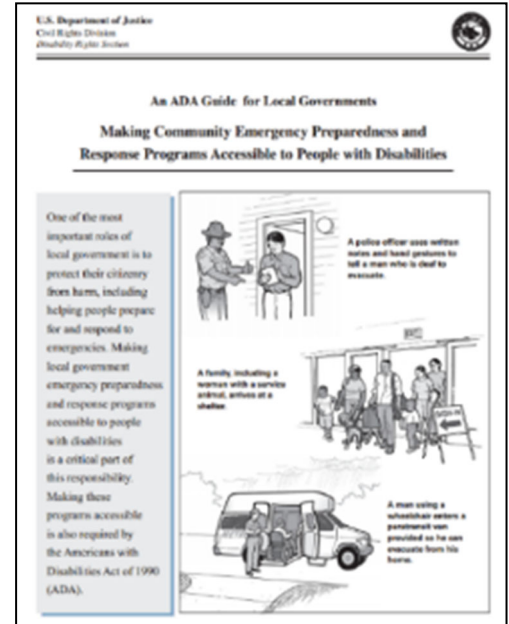
depending on the nature of the emergency. Shelters in Harrison County include several churches, colleges, schools, and other suitable facilities.

- Emergency evacuation plans were in place during the 2014 SETP project for several County buildings. It is not known whether those or additional facilities have current or updated plans.

Recommended Action:

- The EOP should review and address the specific needs for evacuation of persons with disabilities or other special needs. The County should review and update, if necessary, response procedures to include evacuation procedures to evacuate people with disabilities from all buildings, as well as from the community, to suitable shelters depending on the nature of the emergency. Excellent resources can be found at:
 - www.ada.gov/emergencyprepguide.htm
 - www.access-board.gov/files/ada/guides/amoe.pdf
- The EMA should clearly identify and publicize in their EOP evacuation routes and shelters to be used for various types of emergencies and ensure that vehicles used to evacuate residents are accessible, as are all of the emergency shelters. This would facilitate persons in the community knowing the closest emergency shelter prior to an emergency and allowing them to get there sooner and without having to contact the county or other agency to find out where they should go. This is especially important for caregivers of persons with disabilities and group homes that are able to transport their clients.
- The County should provide additional training and information regarding emergency evacuation procedures, particularly with regard to the evacuation of persons with disabilities, to all employees and volunteers charged with assisting in evacuations.
- Stress the importance of ensuring that non-profit agencies that coordinate and maintain the list of shelters identify and communicate which are accessible for various disabilities. Work closely with advocacy groups to update lists of homebound individuals and others needing assistance in the event of evacuation.
- All County staff should be made aware of the location of the posted accessible evacuation routes within their facilities as emergency evacuation plans are developed or altered. These routes should be conspicuously posted for the public within each facility.
- Include within evacuation plans for each building guidelines for the evacuation of persons with disabilities for various emergency situations. Each Department should use these guidelines to create their own emergency evacuation plans, which should:
 - Address what to do when an alarm is triggered;
 - Establish meeting places for assistance and evacuation at staircases;
 - Establish floor captains who will ensure that each floor is vacated prior to leaving themselves and ensuring that persons that need assistance are removed to safety.
- Ensure that in any emergency plans that are prepared or revised that the County includes specific information related to the special needs of people with disabilities during the various types of emergency situations. Examples could include:
 - Involve persons with disabilities and their advocates and caregivers in planning for emergencies.
 - Identify potential sources of equipment that can be made available for persons with disabilities in the event of an emergency. This equipment could include wheelchairs, walkers, etc. that might be left behind at homes or damaged during an evacuation.

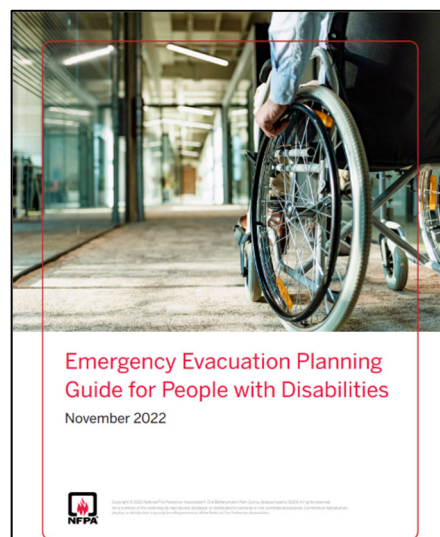
- Determine the feasibility of a voluntary, confidential registration of residents that would need special assistance during an evacuation or emergency that require utilization of temporary or longer-term sheltering. This may an option for CodeRED and/or IPAWS.
- Ensure that designated shelters are accessible and able to meet the needs of persons with disabilities, including those with service animals.
- Consider the potential special food and dietary requirements for some persons with disabilities in the provision of food in the event of an emergency.
- Seek out volunteers with special training to assist persons with disabilities in all phases of an emergency and particularly at shelters, including American Sign Language (ASL) interpreters, mental health services, etc.
- Ensure that all departments with emergency responsibilities understand them and know what is required for different types of emergencies.
- Continue to partner with groups able to provide specialized assistance in emergencies and ensure each understands the potential needs on them.
- Consider including details for Emergency Support Functions (ESF) that pertain to assisting persons with different disabilities for the different types of emergencies.
- Provide additional details after consultation with experts on how to ensure equally effective communication is provided to disabled populations in an emergency. Examples could include ensuring closed captioning is provided on television broadcasts, that ASL interpreters are provided for all televised briefings and updates, etc.
- Consider special events at County facilities to offer voluntary registration for residents without internet access and those that may need assistance with the registration process.
- Revisit emergency plans and signage for each facility. Include guidelines for the evacuation of persons with disabilities for various emergency situations. Verify on a regular basis that each department is aware of what to do when an alarm is triggered; aware of meeting places for assistance and evacuation at staircases; and have identified floor captains who will ensure that each floor is vacated prior to leaving themselves and ensuring that persons that need assistance are removed to safety or sheltered safely until emergency personnel can evacuate them.
- Consider providing special equipment for evacuation of persons in wheelchairs in multi-story facilities and/or ensuring the County emergency personnel have this type of equipment available. This equipment allows emergency personnel to safely transport people down stairs that are not able to do so independently and without having to be carried where elevators cannot be used for evacuation.
- County EMA staff should review and complete the Title II Emergency Management checklist at www.ada.gov/pcatoolkit/chap7emergencymgmtadd1.htm for additional information about ensuring the Hazard Mitigation Plan considers persons with disabilities adequately.
- Excellent additional resources can be found at:
 - [U.S. Department of Homeland Security](http://www.dhs.gov)
 - [National Fire Protection Association](http://www.nfpa.org)
 - www.ada.gov/emergencyprepguide.htm
 - [U.S. Department of Health and Human Services](http://www.hhs.gov)



- onlinepubs.trb.org/onlinepubs/tcrp/tcrp_rpt_150.pdf
- www.nad.org/resources/emergency-preparedness/

2.18 Employment

Title I of the ADA requires public entities not to discriminate against persons with disabilities in all parts of the recruitment and employment process ([28 CFR 35.140](#) and [29 CFR 1630.4](#)). It is recommended that employment-related items be discussed with a labor attorney and/or human resources specialist familiar with ADA and case law related to essential job functions, reasonable employee accommodation, and other employment issues. The findings and recommendations below are based on limited knowledge of these issues but warrant mention and consideration to allow the County to further evaluate the need for potential updates and/or changes.



Self-Evaluation Findings:

- The County appears to enlist the assistance of Waggoner, Irwin, Scheele, & Associates, Inc., a human resources management consulting firm for various services.
- A scanned form 'Reasonable Accommodation Request' prepared by Waggoner, Irwin, Scheele, & Associates, Inc., was provided (see Appendix C) and reviewed. This form asks several questions that an employee is requested to complete when asking for an accommodation. All questions are specific about the job functions the employee is not able to perform without accommodation and what accommodation(s) are requested. The form also asks what 'equipment, aides (*sic*) or services' that the employee is willing to provide and utilize, which does not appear to be a relevant question if the employee could do so and not need to request an accommodation.
- A scanned form 'Problem Resolution Compliant Form' prepared by Waggoner, Irwin, Scheele, & Associates, Inc. was provided (see Appendix C). This form is to be used by employees in the event of unfair treatment or mistake in administration of County policy.
- A scanned 'Application for Employment' prepared by was provided (see Appendix C), and includes the statement that the County is 'an Equal Opportunity Employer' and that **"The County of Harrison, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services."**
- The HR Department primarily provides services to job applicants, County employees, and retirees.
- The Personnel Policies Handbook (adopted April 11, 2011, and amended June 16, 2014) was prepared by Waggoner, Irwin, Scheele, & Associates, Inc. for the County. The same consultant also prepared a Personnel Policies Handbook-Highways (dated April 2022) and Personnel Policies Handbook-Public Safety (dated April 5, 2022). All three handbooks are substantially similar on issues related to ADA.
 - Section 1.4 'Equal Employment Opportunity' states, **"It is the policy of the County of Harrison to provide equal opportunity in employment to all employees and applicants for employment and to prohibit discrimination in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other classification protected under applicable law. This policy applies to all terms, conditions, and privileges of employment, including, but not limited to, hiring, probation, training, promotion, transfer, compensation, benefits, layoff, recall, employee facilities, discharge, and retirement."**
 - Section 2.10 'Personnel Files' states, **"3. Medical File: The employee's medical file shall contain all medical information, including health insurance enrollment and beneficiary forms, disability**

information, ADA accommodations, workers' compensation documents, and medical related information. This confidential file shall be deemed as exempt under the Indiana Public Records Law. This file shall be maintained by Auditor's Payroll Deputy/Auditor."

- Section 4.7 'Americans with Disabilities Act (ADA)' includes the following:
 - **"It is the policy of Harrison County that *qualified individuals with disabilities not be excluded* from participating in or benefiting from the services, programs, or activities of the County. It is the policy of the County not to discriminate against a qualified individual with a disability in: job application procedures; the hiring, advancement, or discharge of employees; employee compensation; job training; and other terms, conditions, and privileges of employment. *It is the intent of this County to comply with all applicable requirements of the Americans with Disabilities Act (ADA).*"**
 - **"If a person is not able to perform the essential functions of a job, even with reasonable accommodation, then the person is not qualified for the position. The County will reasonably accommodate persons with a disability.** Such reasonable accommodation may include: making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or other similar accommodations."
 - **"Accommodations may not create an undue hardship for the County or other employees.** An individual who cannot be reasonably accommodated for a job, without undue hardship, will not be selected for that position. All employees are required to comply with safety standards. Applicants who pose a direct threat, which cannot be eliminated by reasonable accommodations, to the health or safety of other individuals in the workplace, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave."
 - **"Disabled individuals cannot pose a direct threat to the safety of themselves or others. Generally, a "direct threat" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation."**
 - **"Benefits provided to disabled individuals who are qualified to perform the work are not different from the benefits provided to other employees."**
 - **"Members of the public, including individuals with disabilities and groups representing individuals with disabilities, are encouraged to submit suggestions to the County ADA Coordinator (the County Auditor) on how Harrison County might better meet the needs of individuals with disabilities pursuant to this policy."**
 - **"Any individual who believes he/she has received treatment inconsistent with the policies set forth above or any other requirement of the Americans with Disabilities Act (ADA), can file a complaint within ninety (90) days of the date of the alleged discriminatory act or practice with the County ADA Coordinator (the County Auditor)."**
- Section 5.7.3 'Be Respectful' states, **"Examples of such conduct include *offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of* race, sex, *disability*, religion or any other status protected by law or County policy."**
- The HR Department provides reasonable accommodations to applicants or employees with a disability upon request.
- Review of a limited number of various examples of job descriptions for positions at the County noted the following relevant items:
 - Job descriptions appear to be prepared internally by County staff but similarities in format to other area municipalities could be due to being prepared by the County's HR consultant (Waggoner, Irwin, Scheele, & Associates, Inc.). All job descriptions reviewed provide a date of when they were prepared

- and revised with none of those provided and evaluated being prepared more recently than October 2018, and none having been updated since being prepared.
- All job descriptions include the following statement at the top, *"To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. **Harrison County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.**"*
 - The job descriptions reviewed were consistent in the format, headings, job descriptions, qualifications, etc. All include headings of 'Duties', 'Job Requirements and Difficulty of Work', 'Responsibility', 'Personal Work Relationship', and 'Physical Effort and Work Environment'.
 - Job descriptions for 'Duties' do not identify which are essential for the position and includes *"Performs related duties as assigned"*.
 - All job descriptions provide an 'Applicant/Employee Acknowledgement' at the end that is to be signed that states *"The job description for the position of _____ for the _____ Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions."* There is also the question *"Is there anything that would keep you from meeting the job duties and requirements as outlined?"*
 - Job descriptions include within the 'Job Requirements' section the statement, *"Ability to communicate orally and in writing with . . . and the public, including being sensitive to . . . disabilities."*
 - All job postings reviewed included a summary of the position and included at the end the statement *"Harrison County is an Equal Opportunity Employer"*. Job postings all have similar format and appear to be a summary of the job description.
 - Not all job descriptions required a valid driver's license, with those that did appearing to be limited to positions that required operation of County vehicles in the performance of the job.

Recommended Action:

- The County should ensure any inquiries regarding an employee's disability include written authorization for a physician or other qualified medical personnel to complete any form or provide any private medical information from the employee. Ensure that all inquiries and requests for accommodation by employees include enough information to allow the County to work with the employee to provide a reasonable accommodation if it is determined necessary to allow the employee to perform essential job functions.
- The County should continue to practice the County policies of non-discrimination as required by ADA and other applicable laws.
- The County should consider providing on-going training in providing services to persons with a range of disabilities and developing strategies for appropriate modifications.
- The County should confirm that HR staff members and others that receive phone calls are trained in the use of TDD equipment or other means of communicating over the telephone with a person with hearing disabilities.
- Ensure all applicable web pages and documents include a statement about the County being an 'Equal Employment Opportunity' employer or other statements compliant with applicable laws.
- Determine the potential need for alternate ways for individuals to apply for jobs if they do not have internet access. This could include providing information about where computers can be available

(libraries, schools, County facilities, etc.), providing hard copies of applications for employment in both regular and alternate formats (e.g., large print).

- The County should continue to practice the County policies of non-discrimination as required by ADA and other applicable laws.
- Ensure that electronic copies of all documents are available to County employees which are fully accessible and usable by persons that use screen reading programs. Existing scanned documents should be replaced by original PDF conversions. If signatures are desired, insert them as a picture in the PDF and ensure alt-text is provided. Run an accessibility test of all documents to ensure issues are repaired prior to the distribution of the documents to employees.
- The County should continue to practice the County policies of non-discrimination as required by ADA and other applicable laws for recruiting, hiring, training, assignments, compensation, benefits, transfers, layoffs, returns from layoffs, education, and promotion.
- Members of the public, including individuals with disabilities and groups representing individuals with disabilities, should be encouraged to submit suggestions to the County ADA Coordinator and HR Department on how the County might better meet the needs of individuals with disabilities pursuant to employment policies.
- Consider requiring all County employees, including police officers, to document all interactions with persons with disabilities, including the type of disabilities encountered, communication and any other issues due to the disability, and how the County employee was able to effectively communicate with the individual(s). This type of documentation can be good examples to share with other County employees, including in training, and also create a documented file of ADA compliance efforts for the County.
- The County should consider carefully examining and updating all job descriptions as needed. Updates should ensure a standardized format for all job descriptions and could include modernizing language to simplify the existing information as often suggested by HR professionals at the National ADA Symposium, as well as a job analysis to ensure accuracy of information relied upon to update job descriptions, if needed.
 - Provide job functions identified as 'Essential' based on documentable evidence about the existence of the position for performance of the function, the limited number of employees that can perform the function, and the specialization and expertise required to perform the function. Further evidence would include employer judgment, amount of time performing the function, the consequences being serious if an infrequently performed function is not performed when needed, etc.
 - Ensure that 'Performs Related Duties as Assigned' is not included as an essential job function.
 - Do not include marginal or peripheral functions of positions within Essential Job Functions area, though these lesser functions can be included elsewhere if appropriate.
 - Use clear, concise, non-technical language and avoid gender-specific language, jargon, technical language, ambiguity, and language that may screen out individuals with disabilities.
 - Updates should include 'ADA Compliant Language'. Examples include modifying statements such as 'stand or sit' to 'stationary position', 'talk/hear' to 'communicate, convey, express oneself, exchange information', 'use hands/fingers to handle or feel' to 'operate, activate, use, prepare, inspect, detect, position', 'see' to detect, perceive, identify, recognize, observe, inspect, assess', 'carry or lift' to 'transport, move, position, put, install'.
 - Ensure requirements in all sections are actual requirements of the position and avoid use of subjective words such as 'normal' when describing visual acuity, hearing, etc. Determine need for requirements such as sense of smell or taste, depth and/or texture perception, color perception, etc., which for many jobs is unlikely to be needed to perform the duties of the job.
 - Ensure that all job descriptions include a brief statement at the bottom regarding reasonable accommodations being provided to allow qualified persons to perform essential job functions.

- Review which jobs require a valid driver's license or commercial driver's license for the employee to perform job duties due to the need to operate a County vehicle. Remove the requirement from jobs that do not since many persons with disabilities are not able to obtain a driver's license, instead substituting the requirement with providing a valid photo ID issued by a governmental agency.
- Ensure that the job description for the position that is designated as the County's ADA Coordinator includes this within the duties and the person in this position should have relevant experience and knowledge of the ADA and other civil rights laws related to Title I and Title II.
- An excellent resource to review when considering updates or modifications to various documents, including job descriptions, is the Job Assistance Network at <https://askjan.org/topics/jobdesc.cfm> and the U.S Department of Labor, Office of Disability Employment Policy at <https://www.dol.gov/odep/#>.

2.19 Department Self-Evaluation Findings and Recommendations

DLZ distributed a questionnaire to the ADA Coordinator that requested information about various departments, policies, and procedures of the County. This information included departmental specific items to provide information to help DLZ better understand the policies and procedures of each related to ADA understanding, training, and accommodation (see Appendix B). DLZ reviewed responses and coordinated clarifications and questions with the ADA Coordinator. The questionnaire also allows DLZ to gain an understanding of how well the person completing the questionnaire understands the obligation to ensure their programs are accessible and how to provide accommodations. Additional inquiries were also made during the facility evaluations. A general summary follows.

Self-Evaluation Findings:

- The County has numerous departments with extensive, daily public interaction that is both in person and over the telephone.
- Few departments reported having interacted with persons with various disabilities and expressed an ability to find a way to successfully provide accommodation.
- No departments identified a person that was a direct liaison with the ADA Coordinator.
- No departments responded that the programs offered for persons with disabilities were different in any way.
- Many departments have publications, documents, and forms that are reviewed, provided, or submitted to them by the public. Many of these documents are completed at the service counter.
- The County has no ADA Committee comprised of individuals from several departments or Citizens Committee comprised of residents with disabilities, advocates, and caregivers.

Recommended Action:

- Public interactions with persons needing special accommodation due to a disability is likely to occur for all departments at some point. Training should be provided to all departments to review how to accommodate various disabilities and provide the same level of service.
- All departments should have a liaison identified that will interact with the ADA Coordinator and be responsible for ADA compliance in their department.
- Continue to ensure that all programs offered do not segregate customers with disabilities or not provide the same type and level of service.
- Ensure that all publications, documents, and forms that are provided to the public can be made available in alternate formats easily. This would include large print versions and electronic versions in multiple file formats. All departments should have an accessible work space or clipboard that can be provided to someone that cannot reach counters that are above required height.

- All departments evaluated in either 2013 or 2024 have barriers present, all of which can be addressed by architectural modifications, various methods of equal accommodation, or changes in procedures.
- Funding will be a key component in some instances but many improvements in service to persons with disabilities can be done inexpensively and within a short time frame.
- The report includes a number of ways that departments can accommodate persons various disabilities but circumstances and barriers vary between departments. Training of staff is a key component to knowing how to accommodate and provide equal service to persons with disabilities of all kinds.

2.20 Facility Self-Evaluation Findings and Recommendations

As part of this SETP update, DLZ performed a self-evaluation of the following County facilities. As noted earlier, facilities not reviewed in 2024 were reviewed during the original 2014 SETP. In most cases, items noted as not meeting ADASAD remain and will continue to be addressed annually as the County implements their Transition Plan.

- Harrison County Highway Department – all public and employee common areas within this new facility were reviewed
- Pedestrian access routes (sidewalks) and curb ramps were reviewed within four (4) residential developments and along two (2) commercial corridors, with two residential areas and one commercial area being evaluated for the first time
 - Crescent Hill Drive NE
 - Old Capital Ridge
 - Edsel Lane

A comprehensive review of accessibility at all various areas of these facilities was performed consistent with ADASAD and the scope of the work. Specific information by facility can be found in Appendix A.

Recommended General Actions:

- Specific priorities for each facility and corrections needed, with costs, to fully comply with ADA standards are included in the following section of this report and the appendix of this update and the 2014 Transition Plan.
- In some cases, comprehensive costs for alteration of some spaces, especially restrooms, may not be possible due to additional investigation required outside the scope of an ADA self-evaluation. Additional investigations required for spaces that need to be enlarged by removing a wall could include structural review for load bearing, review of plumbing or ductwork in the wall, etc. The Appendix identifies the cost for these items as “TBD”.
- There are many interim fixes that can be implemented immediately to address various deficiencies and provide equal access to all users until permanent solutions are implemented. Other improvements are relatively low cost and should also be considered for implementation in early phases of the Transition Plan. These include:
 - Restripe parking lots to provide compliant spaces and access aisles, with proper signage, at locations closest to accessible entrances at all facilities. When a facility has multiple parking lots, precedence should be given to the lots that have the most use by the public and are closest to facility entrances or amenities. However, all lots that serve an accessible entrance must provide accessible spaces.
 - Develop a master signage plan for all facilities that includes exterior directional signage to accessible entrances and required signage within each facility. Ensure that at least one entrance at all facilities is

fully accessible until the required 60% of public entrances can be made accessible and that non-accessible entrances are adequately signed to direct the public to the accessible entrance(s).

- For objects that protrude inside buildings, either move these items closer to the floor where they are cane detectable, move them outside the pedestrian circulation route in buildings, or place a permanent object that is cane detectable below them. Ensure that vegetation is trimmed so it does not protrude into the path of circulation outside of facilities.
- Provide a cup dispenser at all interior non-compliant drinking fountains below 48" height at a level location that can be used by anyone at functional drinking fountains, along with a waste container, until a new compliant hi-lo drinking fountain is installed. Note that this is a very short-term solution since some users may not be able to utilize a cup to drink for various reasons.
- Develop a lockset replacement plan for all doors that have knobs and/or locks that require grasping and turning to operate. In rooms with doors that have knobs, ensure staff can see into the hallway in the event someone on the outside cannot open the door. Consider a policy that doors with non-compliant hardware are left open at all times during business hours.
- In rooms with light switches above 48" that are operated by the public, consider installation of occupancy sensors and timer controls for lighting control. The 1991 ADAAG allows up to 54" height, so in many cases this recommendation is not required until the space is altered.
- In areas that have all electrical outlets below 15" and/or above 48", consider mounting a power strip or extension cord to the wall that is accessible within the required height range. This is especially important in today's electronic age, with people often looking to charge their mobile devices.
- Ensure that compliant pedestrian routes exist from parking to the accessible entrances for all buildings. This may entail new construction or reconstruction of existing sidewalks. Also ensure that compliant accessible routes are provided from the public ROW to accessible entrances to County facilities.
- Determine if adjustments can be made to interior door closers to reduce the opening pressure to 5 pounds or less and/or slow the closing time to at least 5 seconds from 90 degrees open to 12 degrees from closure. If this cannot be attained, a new closer will need to be purchased and installed. Closers can also be removed from some doors.
- Review corrective actions needed for at least one accessible set of restrooms for each facility initially and provide signage to direct persons from non-accessible restrooms to the accessible one. Depending on the size and use of a facility, one set may not be adequate and one set per floor or wing may be more appropriate.
- Ensure that all public assembly areas (meeting rooms) with audio amplification have the proper number and types of assistive listening devices available and signage is installed alerting people where they are available.
- Consider automatic door openers at facilities with inadequate space in alcoves, excessive opening force requirements, or closing speeds that are too fast for exterior doors.
- Ensure that all departments that have public contact at service counters with a surface above 34" have compliant work surfaces available for persons to complete paperwork or review documents. A clipboard can be used as an accommodation temporarily until the counter can be altered.
- Move furniture or other obstructions that could be in the way of required clear spaces for persons using wheelchairs, such as door maneuvering spaces, operable parts of various items, etc.
- Lower or install an additional coat hook in each restroom stall and room where coats may be hung on the wall that is at 48" maximum height.
- Consider installation of kick plates and filler strip on the push side of all doors with glass or vents below 10" above the floor to prevent glass breakage by wheelchair users.

- Reposition items in restrooms that are too high, including soap dispensers, mirrors, paper towel dispensers, etc. In some instances, it may be less costly to provide an additional amenity within compliant height (e.g., add a second mirror on different wall, install a second soap dispenser, etc.).

3

Self-Evaluation of Pedestrian Facilities in the Public ROW – Sidewalk and Curb Ramp Inventory



3.0 Self-Evaluation of Pedestrian Facilities within the Public ROW – Pedestrian Access Route and Curb Ramp Inventory

This section of the SETP summarizes the review of pedestrian facilities within the public ROW, including both pedestrian access routes (PAR) and curb ramps. Harrison County contains over 800 miles of public streets but has very limited areas with pedestrian facilities outside of incorporated areas or along routes under the jurisdiction of INDOT, being limited to a number of residential developments around the city of Corydon and limited commercial areas within Corydon. Title II of the ADA ([28 CFR Section 35.150 \(d\)](#)) requires that state and local governmental entities develop a Transition Plan that includes a self-evaluation of PAR and curb ramps or other sloped areas at locations where walkways cross curbs. A curb ramp (or sometimes referred to as a curb cut) is a short sidewalk ramp cutting through a curb or built up to it.

DLZ previously evaluated the limited ROW facilities during the 2013-14 SETP process and identified a number of issues to address when the PAR and curb ramps were altered. Since the original SETP, the County has completed limited alterations of the ROW facilities and additional developments have constructed facilities, which were reviewed during the self-evaluation for this SETP update. The locations reviewed, as provided by the County and noted to be under their jurisdiction, included:

- Residential area along the south side of Sky Way Drive, a total of approximately 1725' of PAR
- Residential area along both sides of Settlers Trace, Frontier Court NW, Colonial Drive NW, and Liberty Way NW, a total of approximately 5200' of PAR
- Residential area along both sides of Crescent Hill Drive NE, a total of approximately 9400' of PAR
- Residential area along the west and north side of Old Capital Ridge, a total of approximately 835' of PAR
- Commercial area along the south side of Edsel Lane NW, a total of approximately 1350' of PAR
- Commercial area along the west side of Old Highway 135, a total of approximately 2250' of PAR

3.1 Pedestrian Access Route

Per R105.5 of PROWAG, *“a pedestrian access route is a continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path.”* R204.2 adds that *“A pedestrian access route shall be provided within sidewalks and other pedestrian circulation paths located in the public right-of-way. The pedestrian access route shall connect to accessible elements, spaces, and facilities required by section 206.1 of appendix B to 36 CFR part 1191 or section F206.2.1 of appendix C to 36 CFR 1191 that connect building and facility entrances to public streets and sidewalks.”* R204.3 and R204.4 note that pedestrian street crossings and pedestrian overpasses and underpasses are considered part of the pedestrian access route.

Per the Technical provisions of the PROWAG, the PAR consists of multiple elements that are listed in R302.2, which must meet the following general criteria:

- R302.3 Continuous Width – the continuous clear width of the PAR shall be 4' minimum exclusive of the width of curb, with 5' width required at all medians and pedestrian refuge islands. Five feet of width is preferred, as this provides greater flexibility to the pedestrian to accommodate changes in direction, passing movements, and turning spaces.
- R302.4 Passing Spaces – when the clear width of the PAR is less than 5', passing spaces a minimum of 5' wide must be provided every 200' maximum.

- R302.5 Grade (Running Slope) – the grade (running slope) of the sidewalk PAR shall not exceed 5% or the grade of the adjacent street if the street is over 5%. The second part of this requirement that was included in the 2011 PROWAG is significant for many communities, particularly in areas with more geologic relief. Without this provision in PROWAG, the amount of non-compliance of the PAR could increase dramatically due to running slope issues.
- R302.6 Cross Slope – the cross slope of the sidewalk PAR shall be 2% maximum. Exceptions to this rule occur only at pedestrian street crossings without yield or stop control or midblock crossings. During the evaluation, it was noted that many areas exhibited some level of non-compliance for cross slope. While this included some areas with minor deviations that may not be compliant but are ultimately highly useable, many of the issues are often more severe. The most significant issues often are at driveways and where the sidewalk has heaved due to tree roots. The transition along the PAR at many driveways accommodates the driveway without consideration of the resulting cross slope of the PAR. Many driveways are built through the sidewalk, with a severe cross slope presented to pedestrians crossing the driveway. In some instances, a vertical level change (curb) is constructed at the edge of the sidewalk in an apparent attempt to not have to perform work on sidewalk panels adjacent to the driveway.
- R302.7 Surfaces – the surface of the PAR shall be firm, stable, and slip-resistant. Grade breaks shall be flush. Vertical surface discontinuities (changes in level) shall be $\frac{1}{2}$ " maximum with those between $\frac{1}{4}$ " and $\frac{1}{2}$ " being beveled at a slope not steeper than 50% across the entire discontinuity. Horizontal openings in gratings and joints shall not permit passage of a sphere more than 13 mm (0.5 in) in diameter. Elongated openings in gratings shall be placed so that the long dimension is perpendicular to the dominant direction of travel.
- R402.2 Obstructions, Protrusions, and Utility Considerations – protruding objects are those objects with leading edges more than 27" and not more than 80" above the finish surface which protrude more than 4" horizontally into pedestrian circulation paths. Per R210, street furniture and other objects may not reduce the minimum clear width of the PAR. These items would be considered an obstruction of the continuous clear width provided. Obstructions typically include light and utility poles, newspaper and mailboxes, vegetation, signs, hydrants, and site furnishings. Other barriers include, but are not limited to, manholes, valve covers, open grate castings, and access boxes. These conflicts are generally classified as vertical displacements and slip hazards. Obstructions can also be temporary in nature, including trash and recycling containers that are placed weekly at the curb on the PAR, cars in residential driveways, and chairs and tables for outdoor dining outside of businesses.

Self-Evaluation Findings:

- The County has very few pedestrian facilities located within their ROW, with most facilities being located with the ROW of either INDOT or within incorporated cities and towns. Pedestrian volumes are likely very low in the commercial areas due to lack of connectivity to other areas and pedestrian use within residential areas has similar issues, with no facilities connecting outside of the developments.
- Design of sidewalks are typically the responsibility of consultants hired by developers.
- The County bases its standards on INDOT and PROWAG requirements.
- Nearly all driveway crossings of the PAR have the driveway constructed through the PAR, often resulting in severe cross slopes for pedestrians. There does not appear to be any process for review of design plans for driveways and adjacent PAR to ensure that the transition and the crossing comply with PROWAG requirements.
- Several sections of sidewalk were noted in the 2014 SETP as not meeting the 48" minimum width, likely due to contractor error in setting forms. Often the deviation is 1-2" and of minimal impact on accessibility but does not meet PROWAG requirements.

- Most areas of PAR are 48" maximum width and provide no 60" wide passing space every 200' as required by PROWAG.
- The original self-evaluation identified many areas of PAR with compliance issues, including vertical and horizontal displacements, excessive cross slope, width less than 48", and missing segments of PAR that results in a non-continuous route.
- Few if any ROW facilities have been improved since the 2014 SETP.
- No obvious programs or policies were noted regarding providing temporary accessible routes during construction projects.

Recommended Action:

- The County should consider a more comprehensive review of design plans for ROW facilities and also perform inspections prior to taking over the facilities. This could assist in reducing the amount of new construction that is not compliant and improve pedestrian accessibility within the public ROW.
- The County should develop a sidewalk reconstruction program to correct deficiencies when sidewalks and driveways are reconstructed in the future. Consideration could be given to attempting to determine if any persons with disabilities utilize the non-compliant areas to assist with prioritization.
- Many of the noted issues within the ROW may prohibit use and some cross slopes are severe enough to be a potential hazard to a person using a wheelchair. Severe driveway and other PAR cross slopes can cause a wheelchair to tip over and be a safety issue.
- The County should consider establishing construction guidelines and procedures for monitoring and maintaining accessible paths of travel throughout construction for pedestrians and bicyclists, i.e., sidewalk detour plans, consistent with the requirements of MUTCD and PROWAG.
- Provide advance notice of all street or sidewalk closures on informational materials and the County website.
- The County should continue to update its design standards to meet any additions or changes to ADA standards.

Photographs of typical issues documented in 2024 in all the areas with County ROW facilities and representative of each area are included in Appendix A.

3.2 Curb Ramps

Curb ramps are an essential facility within the public ROW that allows for continuation of the PAR at street crossings. ADA regulations require that a curb ramp be provided at intersections where a PAR is present. The requirements for curb ramps, as contained in R304 of PROWAG, include standards for running slope (1:12 or 8.33% maximum), cross slope (1:50 or 2% maximum), width (48" minimum), presence of landings and/or turning spaces (TS), clear spaces, grade breaks, and detectable warnings (DW).

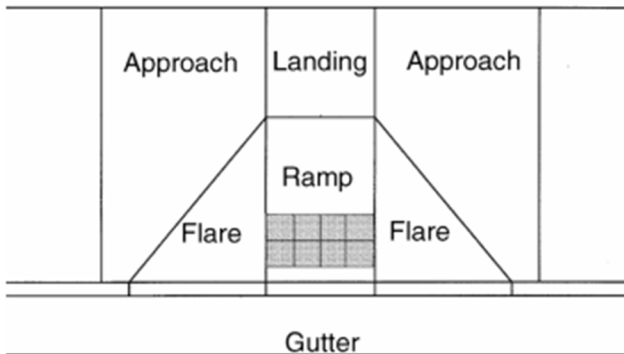
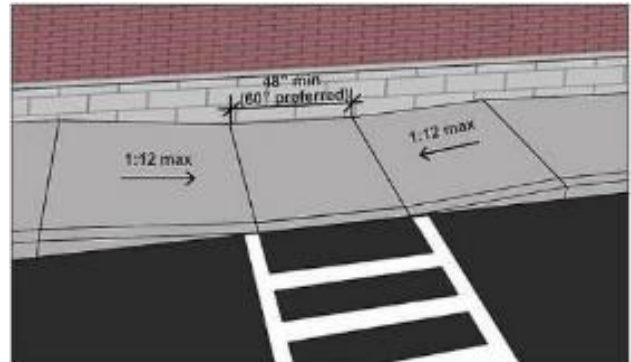
Curb ramp types are classified based on the orientation of the ramp to the adjacent curb. As stated in Advisory R304.1 of the PROWAG, the following types of curb ramps exist:

Perpendicular Curb Ramp

Perpendicular curb ramps have a running slope that cuts through or is built up to the curb at right angles or meets the gutter break at right angles where the curb is curved. The general direction of the curb ramp is perpendicular to the curb. Perpendicular curb ramps do not require edge delineation where the adjacent area is not part of the pedestrian circulation area (PCA) and is cane-detectable (e.g., turf). Where a PCA is adjacent on one or both sides, side flares are required.

Parallel Curb Ramp

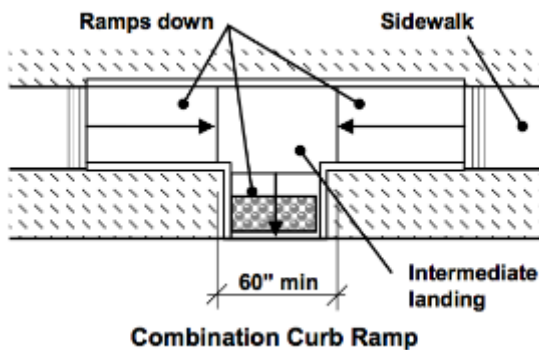
Parallel curb ramps have a running slope that is parallel to the curb and have a ramp in each direction from the point of entry from the street. Parallel ramps can be useful where ROW is limited to get a pedestrian from street level to the sidewalk in a shorter depth space. Parallel ramps are also useful along PARs where driveway transitions require either elevation or lowering of the PAR approach to the driveway.



Typical configuration of a perpendicular curb ramp (left) and parallel curb ramp (right).

Combination Curb Ramp

Parallel and perpendicular curb ramps can be combined and utilized where the sidewalk approaches are much higher in elevation than the street level at the intersection. A parallel curb ramp is often used to lower the sidewalk to a mid-landing/turning space and a short perpendicular curb ramp connects the landing to the street. Combination curb ramps can be provided where the sidewalk is at least 6.0 feet wide and can provide access in situations where the sidewalk is much higher than 6" above the street elevation.



Example combination curb ramp, with a perpendicular ramp to a common landing and adjacent parallel ramps.

Blended Transition

Blended transitions are raised pedestrian street crossings, depressed corners, or similar connections between pedestrian access routes at the level of the sidewalk and the level of the pedestrian street crossing that have a grade of 5 percent or less. Blended transitions are suitable for a range of sidewalk conditions. In many locations, particularly in downtown business districts, diagonal blended transitions were commonly used where there were subtle differences between the PAR and adjacent roadway at intersections. As discussed below, diagonal curb ramps/blended transitions may not be permitted in every situation per PROWAG but where constraints exist they can be an effective tool for connecting the PAR to pedestrian street crossings.

Diagonal Curb Ramp/Blended Transition (“Depressed Corner”)

A very common type of curb ramp, especially in urban areas and intersections with small radius curbs, are diagonal curb ramps. Diagonal curb ramps can be either perpendicular or blended transitions (sometimes called depressed corners). Regardless of the type, diagonal curb ramps provide access to multiple directions of street crossings. Per R207.1 of PROWAG, two ramps are typically required at each corner. Diagonal curb ramps are not the preferred method of construction due to lack of directional cues for pedestrians using the crossing and safety concerns created by vehicles misconstruing pedestrian intentions. Per R207.2, where existing physical constraints prevent compliance with R207.1, a single diagonal curb ramp shall be permitted to serve both pedestrian street crossings.



Diagonal blended transition/depressed corner. Note the level transition from the street crossing to the PAR.

PROWAG includes within R207.1 the provision that ‘A curb ramp, blended transition, or a combination of curb ramps and blended transitions complying with R304 shall connect the pedestrian access routes at each pedestrian street crossing. The curb ramp (excluding any flared sides) or blended transition shall be contained wholly within the width of the pedestrian street crossing served.’ R207.1 essentially requires a dedicated curb ramp be provided for each direction of street crossing for all new construction and alterations, with the exception in R207.2 that ‘alterations where existing physical constraints prevent compliance with R207.1, a single diagonal curb ramp shall be permitted to serve both pedestrian street crossings.’

Per the Technical provisions of R304 and R305 of PROWAG, curb ramps must meet the following general criteria. Some of the requirements are specific to the type of ramp, whereas others are common requirements of all ramps. Additional discussion about most is included in following subsections:

- Turning Spaces
 - R304.2.1 Perpendicular Ramp – a turning space 4.0 feet minimum by 4.0 feet minimum shall be provided at the top of the curb ramp and shall be permitted to overlap other turning spaces and clear spaces. Where the turning space is constrained at the back-of-sidewalk, the turning space shall be 4.0 feet minimum by 5.0 feet minimum, with the larger dimension provided in the direction of the ramp run.

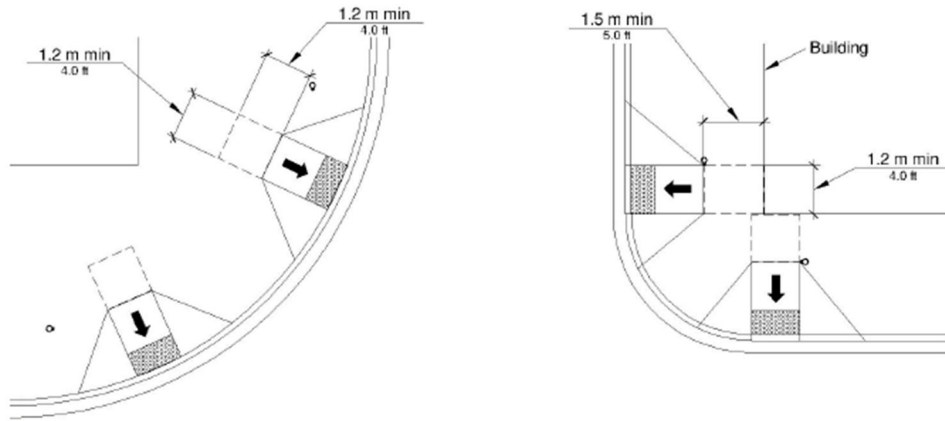


Figure R304.2.1
Turning Space

- R304.3.1 Parallel Ramp – a turning space 4.0 feet minimum by 4.0 feet minimum shall be provided at the bottom of the curb ramp and shall be permitted to overlap other turning spaces and clear spaces. If the turning space is constrained on two or more sides, the turning space shall be 4.0 feet minimum by 5.0 feet minimum, with the larger dimension provided in the direction of the pedestrian street crossing.

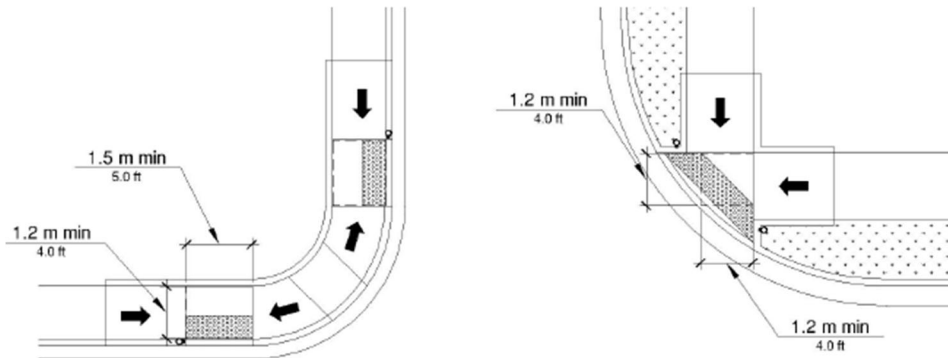


Figure R304.3.1
Turning Space

- Running Slopes
 - R304.2.2 Perpendicular Ramp – the running slope of the curb ramp shall cut through or shall be built up to the curb at right angles or shall meet the gutter grade break at right angles where the curb is curved. The running slope of the curb ramp shall be 5% minimum and 8.3% maximum but shall not require the ramp length to exceed 15.0 feet.
 - R304.3.2 Parallel Ramp – the running slope of the curb ramp shall be in-line with the direction of sidewalk travel. The running slope of the curb ramp shall be 5% minimum and 8.3% maximum but shall not require the ramp length to exceed 15.0 feet minimum. The running slope of the turning space shall be 2 percent maximum.
 - R304.4.1 Blended Transition – the running slope of blended transitions shall be 5% maximum.
- R304.2.3 Perpendicular Ramp Flared Sides – where a pedestrian circulation path crosses the curb ramp, flared sides shall be sloped 10 percent maximum, measured parallel to the curb line.
- R304.5.1 Width – the clear width of curb ramp runs (excluding any flared sides), blended transitions, and turning spaces shall be 4.0 feet minimum. The ramp width is typically measured at the point that the curb is at or very near the same level as the street.

- R304.5.2 Grade Breaks – grade breaks at the top and bottom of curb ramp runs shall be perpendicular to the direction of the ramp run. Grade breaks shall not be permitted on the surface of ramp runs and turning spaces. Surface slopes that meet at grade breaks shall be flush.
- R304.5.3 Cross Slope – the cross slope of curb ramps, blended transitions, and turning spaces shall be 2% maximum. At pedestrian street crossings without yield or stop control and at midblock pedestrian street crossings, the cross slope shall be permitted to equal the street or highway grade.
- R304.5.4 Counter Slope – the counter slope of the gutter or street at the foot of curb ramp runs, blended transitions, and turning spaces shall be 5% maximum.
- R304.5.5 Clear Space – beyond the bottom grade break, a clear space 4.0 feet minimum by 4.0 feet minimum shall be provided within the width of the pedestrian street crossing and wholly outside the parallel vehicle travel lane.

In addition to the dimensional and slope technical provisions for curb ramps noted above, all curb ramps are required to meet the same requirements as the PAR for R302.7 and 402.2 (obstructions, protrusions, and horizontal and vertical displacements) and also provide compliant detectable warnings (DW). Detectable warning (DW) surfaces indicate the boundary between pedestrian and vehicular routes where there is a flush rather than curbed connection (i.e., at curb ramps). Per R208.1, DW surfaces are required at curb ramps and blended transitions at pedestrian street crossings, pedestrian refuge islands (unless at street level AND less than 6' in length), pedestrian at-grade rail crossings not located within a street or highway and transit stops, and some boarding platforms for transit. DWs are not intended to provide guidance for wayfinding for blind or low vision pedestrians.

DWs have historically been poorly understood and misapplied in many situations that create confusion for blind and low vision pedestrians. Often, they are overused and installed at curb ramps outside of the public ROW where they serve no purpose of their intent, which is to indicate to blind pedestrians that they are at the interface of pedestrian and vehicle areas. DWs should not be provided at crossings of residential driveways or most commercial driveways as the pedestrian ROW continues across driveway aprons. They can be provided at high traffic volume commercial driveways that function similarly to roadways, such as those found at large commercial centers. Detectable warnings are not generally required outside the public ROW other than at some transit platforms.

Per R305.1, detectable warning surfaces are required to provided truncated domes with very specific size and spacing. The DWs are typically arranged on a metal, plastic, or other material plate and installed either embedded into the PAR or applied to the surface after placement of the PAR material. The DW surface is required to visually contrast with the adjacent gutter, street, and PAR. R305.1.4 specifies the size of the DW, noting that they shall extend 2.0 feet minimum in the direction of pedestrian travel and also be the full width (48" min.) of the ramp run (excluding any flared sides), blended transition, or turning space. Some DW products require a concrete border for proper installation, which is not allowed to exceed 2 inches per Advisory R305.2.

For perpendicular curb ramps, DWs are required per R305.2.1 to be placed:

1. Where the ends of the bottom grade break are in front of the back of curb, detectable warning surfaces shall be placed at the back of curb.
2. Where the ends of the bottom grade break are behind the back of curb and the distance from either end of the bottom grade brake to the back of curb is 1.5 m (5.0 ft) or less, detectable warning surfaces shall be placed on the ramp run within one dome spacing of the bottom grade break.

- Where the ends of the bottom grade break are behind the back of curb and the distance from either end of the bottom grade brake to the back of curb is more than 1.5 m (5.0 ft), detectable warning surfaces shall be placed on the lower landing at the back of curb.

The required placement of DWs at both parallel curb ramps and blended transitions is not nearly as complex as requirements for perpendicular ramps. DWs at parallel curb ramps are required to be placed on the turning space at the flush transition between the street and sidewalk (R305.2.2) at the curb. Similarly, DWs for blended transitions are required to be placed at the back of curb or flush transition between the street and sidewalk.

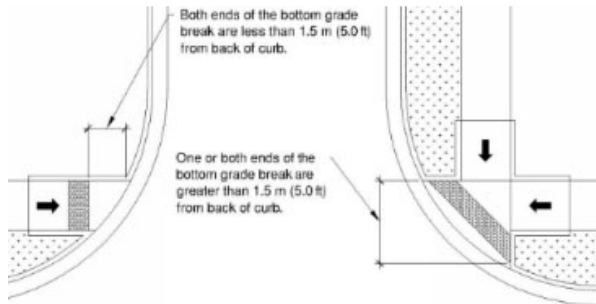


Figure R305.2.1
Perpendicular Curb Ramps

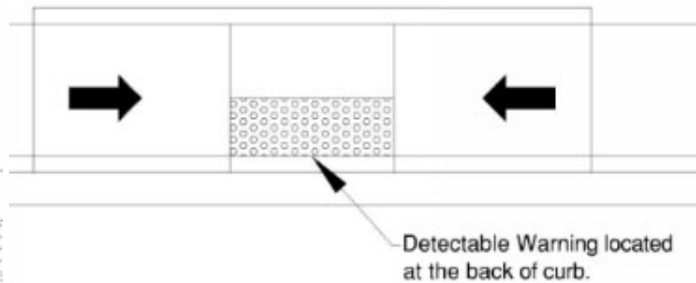


Figure R305.2.2
Parallel Curb Ramps

Where pedestrian refuge islands are provided, whether in the form of a splitter island or median, DWs are required only if the length of the PAR through the island is 6' or more, with the DW to be placed at the edges of the island. For at-grade railroad crossings not located within a street, DWs are required to be placed on each side of the rail crossing per R305.2.5. The edge of the DW nearest the rail crossing is required to be 6' minimum and 15' maximum from the centerline of the nearest rail where no pedestrian gates are provided. If pedestrian gates are provided, the DW is required to be placed on the side of the gates opposite the rail.

Self-Evaluation Findings:

- The County has very few pedestrian facilities located within their ROW and some areas with PAR do not provide any curb ramps.
- Design of ADA curb ramps are the responsibility of consultants hired by developers.
- The County bases its standards on INDOT and PROWAG requirements.
- The original evaluation for curb ramps identified missing ramps at the interface of the PAR and adjacent street, a lack of DW or DW that were not installed per PROWAG, landings with excessive slopes, utility structures within the curb ramp area, and lack of maintenance to remove accumulated debris and sediment.
- Few if any ROW facilities have been improved since the 2014 SETP, and new curb ramps have been added in areas with new construction.
- The issues noted for consideration in the previous 2014 SETP remain valid.

Recommended Action:

- The County should consider a more comprehensive review of design plans for ROW facilities and also perform inspections prior to taking over the facilities. This could assist in reducing the amount of new construction that is not compliant and improve pedestrian accessibility within the public ROW.
- The County should ensure that curb ramps within the limits of road construction projects are reconstructed as required to be fully compliant per FHWA guidance.

- The County should continue to update its design standards to meet any additions or changes to ADA standards.

Photographs of typical issues documented in 2024 in all the areas with County ROW facilities and representative of each area are included in Appendix A.

3.3 Overall Compliance

The County has very limited ROW facilities, with many of those facilities having issues that may be a severe barrier to access for many pedestrians with a disability. It appears based on the types of issues that many could have been avoided with emphasis during permitting, plan reviews, and inspections that compliant pedestrian facilities are a requirement and put the burden on the contractors and developers to ensure PROWAG compliance. The 2014 SETP identified costs for correction action for sidewalks and curb ramps as:

- Sidewalks - \$192,886
- Curb Ramps - \$14,100

A majority of the issues identified in the 2014 SETP are unresolved and additional areas of non-compliance have been added by new construction. The original 2014 SETP costs, along with the additional quantities of ROW facilities added since then, are included in Section 4 as adjusted for inflation over 10 years.

4

Transition Plan



4.0 Transition Plan

The Transition Plan describes how Harrison County will be transitioning to full compliance with the ADA and the applicable standards. Public entities, like the County, are required to provide access to County PSAs for all recipients. Thus, the County must provide access for individuals with disabilities and document areas of non-compliance. Additional documentation should be provided as barriers are removed.

If structural changes are identified to provide program accessibility as part of the self-evaluation, the ADA identifies specific elements to be included in the transition plan. At a minimum, the elements of the Transition Plan are:

- 1) A list of the physical barriers in the County's facilities that limit the accessibility of its PSAs to individuals with disabilities [\[28 CFR 35.150 \(d\)\(3\)\(i\)\]](#)
- 2) A detailed outline of the methods to be utilized to remove these barriers and make the facilities accessible [\[28 CFR 35.150 \(d\)\(3\)\(ii\)\]](#)
- 3) The schedule for taking the necessary steps to achieve compliance with Title II of the ADA. If the time period for achieving compliance is longer than one year, the plan should identify the interim steps that will be taken during each year of the transition period [\[28 CFR 35.150 \(d\)\(3\)\(iii\)\]](#)
- 4) The name of the official responsible for the plan's implementation. [\[28 CFR 35.150 \(d\)\(3\)\(iv\)\]](#)

The transition plan is a reaction to the findings of the facility audits, assessments of County PSAs, and input from advocacy groups and the public. Recommended actions for County PSAs can be found in Section 2.0.

The specific architectural and site improvement modifications required in the areas of facilities reviewed as part of this Transition Plan update to make programs accessible are listed in the Harrison County Facility Reports (see Appendix A). Facility reports include areas of buildings evaluated within the scope of this updated Transition Plan for limited areas of facilities operated by Harrison County. Each facility report contains a list of items that do not meet current ADASAD standards and barrier removal actions. Not all of these barriers must be removed by making renovations to the facilities in order to provide program compliance with the ADA. Removing barriers limiting access to programs or those which present a safety hazard should be the County's first priority. Additional requirements remain in other facilities and areas of facilities reviewed in 2013 as part of the 2014 SETP.

4.1 Phasing of Corrections

A phased implementation of the required corrections to remove physical barriers at County-owned facilities is recommended and required. The County, like most Title II agencies, has limited funds and cannot immediately make all facilities fully compliant with ADA standards. Prior to setting priorities, baseline criteria needed to be established to develop a starting point for ranking the deficient facilities identified during the self-evaluation.

Site priorities were determined by evaluating each site's level of use, social need, civic function, and the general uniqueness of the site. At the time of the development of this report, few public complaints had been received about County-owned facilities. Complaints were not used as criteria to determine the phasing of improvements for any particular site, though future complaints could be the basis for funding improvements.

Each of these criteria is assumed to have equal weight and no priority over another:

- **Level of Use:** Is the facility utilized quite frequently and by a large cross-section of the public?
- **Social Need:** Does the facility provide a social service or program for less fortunate or transient citizens?
- **Civic Function:** Does the facility provide access to civic PSAs that implement the civil and political rights provided by the government?
- **General Uniqueness of the Site:** Does the building, facility, or site provide a distinct program or service that cannot occur at a different location or facility?

4.2 Public Outreach and Public Comments

Public participation on the 2014 Transition Plan was provided consistent with the requirements of the ADA. The draft Transition Plan was made available on the County's website, the Harrison County Public Library, and the County Auditor's Office for public review and comment beginning on January 20, 2014. Comments could also be provided via e-mail as advertised and posted. The public comments were incorporated in the final report. The Transition Plan was submitted to the County Commissioners for public hearing and adoption at its regular meeting on February 3, 2014. No additional outreach was performed as part of this updated Transition Plan. The County should consider outreach during the implementation of their Transition Plan to solicit input on the prioritization of accessibility improvements and also ensure that complaints about accessibility are given a priority when the barrier can be corrected by alterations to facilities.

In creating priorities, it is the County's intent to evaluate all areas of potential deficiency and to make structural changes where necessary and equal accommodation cannot be made in another manner. The assignment of priorities is intended to facilitate public review and to address specific concerns of the local disabled community. It must be emphasized that it is the County's intention that all individuals with all types of disabilities be reasonably accommodated to provide access to all programs offered at all facilities.

The timing of the improvements by site within each transition phase will be determined by the County based on their preferences and criteria. In general, the required physical improvements to meet ADA specifications at County facilities were split into three priority groups:

- High priority improvements
- Medium priority improvements
- Low priority improvements

4.3 Priorities for Barrier Removal

In creating priorities, it should be the County's intent to evaluate all areas of potential deficiency and to make structural changes where necessary and when equal accommodation cannot be made in another manner. The assignment of priorities is intended to facilitate public review and to address specific concerns of the local disabled community. It must be emphasized that it is the County's intention that all individuals with all types of disabilities be reasonably accommodated to provide access to all programs offered at all facilities.

The timing of the improvements by site within each transition plan implementation phase will need to be determined by the County based on their preferences and criteria as established by elected and appointed official, staff, and the public. Details regarding implementation will need to be developed following acceptance of the Transition Plan, including the public input process for guiding the decision-making process.

In general, the required physical improvements to meet ADA specifications at County facilities were split into three priority groups:

- High priority improvements
- Medium priority improvements
- Low priority improvements

All barriers are not equal in the impact they have on persons with various disabilities to have equal access to County facilities or programs. Following evaluation of all facilities and programs, a prioritization was done to identify a ranking system to utilize when determining which capital improvements need to be considered first and those that could be implemented in subsequent years.

1. **High priority** barriers prohibit access for disabled persons, make access extremely troublesome, or present safety hazards to all users. These barriers likely do not have acceptable alternative routes or treatments to overcome the barrier. Typically, these barriers are significant obstacles located at entry walks and doors, interior corridors, curb ramps, rest rooms, and transaction and information counters. Examples of high priority barriers would include:
 - lack of barrier-free parking
 - lack of accessible route to the building's door
 - stairs where ramps or level surface are needed
 - doors that are too narrow
 - lack of elevator in a multi-level building
 - extremely non-compliant slopes for accessible routes or ramps
 - displacements in walks or high thresholds
 - missing handrails
 - some signage (particularly those related to life/safety)
2. **Medium priority** barriers partially prohibit access or make access quite difficult for disabled persons. For medium priority barriers, alternative routes or treatments to overcome the barrier may or may not exist. Typically, these barriers are obstacles to amenities such as secondary entry points, light switches, vending machines, and drinking fountains. Medium priority barriers may also be barriers which are significant obstacles prohibiting access but for which alternative access is available or assistance is readily available to navigate around the barrier. The presence of the medium priority barrier possibly causes a minor hazard to a disabled person who is attempting to use the facility. Examples of medium priority barriers would include:
 - minor non-compliant slopes
 - some signage
 - minor issues with doors (small dimensional non-compliance, opening force and closing speed)
 - non-compliant dimensional issues (vestibules, corridors, etc.)
 - stairwell/stair issues, particularly where an elevator is not available
 - accessible restrooms
 - accessible work and service counters
 - moderately non-compliant dimensional issues
 - some protruding objects

3. **Low priority** barriers typically do not limit access to facilities or services for disabled persons. For low priority barriers, alternative routes or treatments are typically available or assistance can be provided to overcome the barrier. It is not likely that the presence of a low priority barrier would cause a danger to a disabled person who is attempting to use or access the facility. Examples of low priority barriers would include:

- many signage issues
- minor issues with light switches, electrical outlets, etc.
- minor non-compliant dimensional issues

The County contracted with a local engineering firm in 2023 to review facilities and compare existing conditions to those documented in the 2014 SETP to determine what projects had been completed by various departments at County facilities. Based on their fall 2023 report, the following accessibility improvement projects have been completed or changes in use have occurred:

- Animal Control – exterior sidewalk corrected, protruding ear plug container relocated, single-user restroom paper towel dispenser lowered
- County Courthouse – exterior directional signage added at non-accessible entrances, paper cup dispensers provided at drinking fountains on all levels, 3rd floor drinking fountain protrusion protected by furniture
- Government Center – accessible parking signs added, exterior directional signage added at non-accessible entrances, 1st floor Men’s restroom wheelchair stall width corrected
- Health Department – accessible parking signs added, main entry doors replaced and closing speed adjusted, 1st level and Level B-2 drinking fountain clear space provided, signs added at all stairwell access doors, sink pipes insulated on 1st level and Level B-1 unisex restroom
- Purdue Extension – parking lot restriped, accessible parking signs added
- Justice Center – clear space at drinking fountain provided on 1st floor, toilet seat height corrected at both the Men’s and Women’s 1st floor restrooms and the 2nd floor Women’s restroom, compliant sign added at Superior Court
- Solid Waste – no corrections identified
- Archives – ramp has been replaced at main entrance, latch pull side clearance corrected at 2nd floor restroom door
- Battle of Corydon Park – handrails replaced at cabin access ramp
- Buffalo Trace Park – walk at the shower house has been replaced, drinking fountains have been removed at the beach house and main shelter, access is available at the former tennis courts now used for pickleball, playground at pin oak picnic area removed, new path provided to the main shelter and restrooms and Morgan shelter, water hydrant at camping park shelter corrected, protruding counter in Cabin #1 kitchen protected, mirrors removed in both beach house restrooms, toilet paper dispensers repositioned in both beach house restrooms, toilet paper dispensers and paper towel dispensers repositioned in both camping restrooms, paper towel dispensers in both main shelter restrooms repositioned, clothes hooks in both shower rooms removed
- Walter Q. Gresham Memorial Park – protruding vegetation has been pruned back
- Harrison Poolside Park/Rhoads Pool – separations and vertical alignment on the pool deck was corrected, entry doors replaced
- Haywood Nature Reserve – parking lot and sidewalks were under construction at the time of the 2023 evaluation and assumed to correct deficiencies, playground park shelter replaced, playground and shelters under construction at the time of the 2023 evaluation and assumed to correct deficiencies, restrooms and other interior areas under construction at the time of the 2023 evaluation and assumed to correct deficiencies

- Noe's Rest Park – restroom building has been removed
- South Harrison Park – drinking fountain at the pool removed, drinking fountain at the large south ballfield removed, protruding air conditioner at park office protected, pool building tiles have been removed, pool building door has been replaced, Men's restroom urinal replaced but still not compliant model, toilet paper dispenser in Men's restroom repositioned, coat hook in both pool building restrooms repositioned, the observatory has been permanently closed, the door closers have been adjusted at both restrooms at Shelter #1, paper towel dispensers have been repositioned at both restrooms at Shelter #1, the threshold at the Men's Shelter #1 restroom has been corrected, water controls at Women's restroom at Shelter #1 and #3 have been fixed, paper towel dispensers at both restrooms at Shelter #3 have been repositioned, both restrooms at Shelter #4 have been closed, the water valves at both Campground restrooms have been corrected, the drinking fountain at the press box/restrooms has been removed
- ROW sidewalks along Old 135 on the west side from 337 to the McDonald's have been corrected

In addition to the above, the Highway Department operations have been moved to a new facility that was included in the scope of the 2024 project and evaluated for compliance. The costs to remove barriers by priority for each facility are shown in Table 4-1 and detailed for each facility in Appendices A. Note that no review of the compliance of modifications or updated review of most facilities was performed to update the accessibility issues list based on better understanding of the ADASAD and interpretations that likely would change some of the assumptions in the 2014 SETP. In addition, a time frame had to be identified to determine an average annual budget to consider. For the purposes of this report, a 30-year time frame was utilized. Using this, it is conceivable that at the end of 30 years, all non-compliant ADA issues would be addressed throughout all County-owned facilities. This assumes that standards and guidelines are not modified. This further assumes that funding is available each budget cycle to make the necessary improvements. It is highly unlikely given the economy that this is realistic, particularly when considering that there are also likely to be a large number of other improvements needed by the County as part of regular maintenance, upkeep, and repairs.

Based on the costs developed to address the architectural and engineering improvements required to fully comply with ADASAD and PROWAG standards, a total of approximately \$2,287,120 in improvements would be required (2023 costs) to achieve ADA compliance at all County building facilities listed and the limited ROW areas. It is important to note at this point that many of the noted deficiencies are not significant barriers to access and some improvements are not required until such time as a major building renovation is completed. This does not avoid the need for Harrison County to ensure all programs are accessible by some means. If Harrison County were to set a goal for implementing all of the recommended improvements within a 30-year time frame, it would require an annual budget of approximately \$80,000 (in 2023 dollars) to bring all of the County facilities evaluated in the appendix of this report up to current ADA standards (no inflation included). These costs do not include any costs associated with training of staff, staff time related to training or overseeing implementation, etc. Harrison County's annual General Fund government activities expenses budget varies annually but was approximately \$16 million for 2024, in addition to separate business-type funds for various bonds, highway, local road and street, bridge, health, parks, casino/riverboat, and others that resulted in a total budget for 2024 of over \$50 million for all funds. No guidance regarding the percentage of annual general fund budget allocations to correct ADA issues has been provided and the reasonableness of this plan would be up to regulatory authorities to determine. Harrison County should consider forming a committee comprised of various department heads and facility staff to identify the most urgent access needs based on their experiences and features of each courtroom. There may be grants available to make some of these improvements and this should be investigated further.

TABLE 4-1. HARRISON COUNTY – ADA SELF-EVALUATION STUDY AND TRANSITION PLAN UPDATE					
Cost of Correction for Interior and Exterior Elements by Site					
Facility Name	Low Priority	Medium Priority	High Priority	2014 SETP Cost Estimate Adjusted	Total Project Cost
Highway Department	\$12,950	\$700	\$850	n/a	\$14,500
Animal Control				\$15,589	\$15,589
Circuit Court				\$36,179	\$36,179
Government Center				\$27,053	\$27,053
Health Department				\$20,683	\$20,683
Purdue Extension				\$29,808	\$29,808
Justice Center				\$46,929	\$46,929
Solid Waste				\$8,776	\$8,776
Archives				\$18,748	\$18,748
Battle of Corydon Memorial Park				\$12,962	\$12,962
Buffalo Trace Park				\$279,152	\$279,152
Harrison Poolside Park/Rhoads Pool				\$50,988	\$50,988
Hayswood Nature Reserve				\$83,330	\$83,330
Noe's Rest Park				\$12,122	\$12,122
South Harrison Park				\$172,492	\$172,492
Walter Q Gresham Memorial Park				\$45,720	\$45,720
County ROW – Curb Ramps	\$32,000			\$18,949	\$50,949
County ROW – Sidewalks	\$811,300			\$252,771	\$1,361,140
TOTAL ESTIMATED COST					\$2,287,120

Notes:

1. Only the new Highway Department facility and limited ROW facilities were evaluated as noted within this report. Costs within the 2014 SETP that have been corrected based on the 2023 review by the County's agent have been removed, with all other items assumed to remain as non-compliant and had a 3% annual inflation cost added since 2014 (10 years).
2. A number of the corrective actions identified and priced out would not be required if equal facilitation/access is provided in another manner, or changes are made to the County's procedures. Other non-compliant items have low cost alternatives until permanent solutions are implemented.
3. Costs included are only to provide compliance under Title II of the ADA and is limited to areas of County facilities open and accessible to the public at all times. This does not eliminate the need for the City to provide accessibility for employees with disabilities, as needed, to allow them to perform their required job duties. Cost includes only construction estimates.
4. Actual schedule for implementation of the Transition Plan is dependent on a number of factors unknown at the time of preparation of the Transition Plan, including, but not limited to: availability of funding with the County budget, reprioritization based on input from disabled persons, award of grants or other funding to make corrective actions, changes to the ADA Accessibility Guidelines or other guidance that is not available at this time, etc.
5. Priority for ROW facilities was not included since the review was not included within the contract but performed at a cursory level to evaluate general compliance of areas existing in 2013 and new areas constructed since then.

In some instances, it may be advantageous to construct all improvements at a site at once rather than correct the high priority barriers first and come back at a later date to correct the medium or low priority barriers. For some sites, the total cost of construction for the corrections requires that they be spread out over two or more phases. Harrison County has the right to modify the priorities based on funding levels and changes in County PSAs to have flexibility in accommodating community requests and complaints. Interim resolutions, such as assigning aids, temporary signing for alternate routes or sites, and modifications of PSAs may be implemented at the County's discretion to handle existing insufficiencies or access complaints received. All costs noted in Appendix A and Table 4-1 are 2023 cost opinions with unresolved 2014 SETP issues updated for inflation, based on the conditions noted in each appendix, and subject to change based on market conditions, economic conditions, inflation, material selection, etc. Multiple phases of projects, multiple bidding packages, design parameters, etc. all have an impact on project costs that cannot be finitely

identified in a study with this level of detail and uncertainty related to funding. No costs are included for design, inspection, or other costs likely to be incurred as part of any construction project at County facilities.

4.4 Transition Plan Phasing

One of the most important compliance efforts for a Title II entity is to ensure that all programs provided to the public are accessible in some manner. Often there are short-term or temporary accommodations that can be made to provide this accessibility. Where these types of accommodations can be made, the priority for permanent corrections is reduced until an alteration is made to correct architectural barriers. Often, removal of architectural barriers can be accomplished during implementation of normal maintenance activities at the various facilities or as part of other capital improvements already anticipated.

An entity as large as Harrison County has the daunting task of reviewing a large number of facilities and programs to ensure access is provided. The programs of the County cross numerous departments and facilities, with some programs not being provided in County-owned facilities (primarily voting). The phasing of improvements for accessibility is not something to typically be done by any one individual without consultation of various department heads. The completion of this Transition Plan is a key first step to identifying the required facility and programmatic access needs. The next logical step is the formation of a committee of key department heads to review the results and formulate a strategy and capital improvement plan to make the necessary alterations. This committee is typically chaired by the ADA Coordinator and Facilities Department. Procedural and other changes that cross department lines should also be reviewed by a committee of key department heads, typically chaired by the ADA Coordinator and Human Resources Director. Changes within departments can be done by each department head for their individual department.

Generally, the improvements to be made are suggested in the following order, though there may be facilities where the prioritization may differ:

1. Approach and Entrance – compliant parking, accessible route from parking to the public accessible entrance, and an accessible entrance are essential to providing a way for disabled users to be able to enter a facility. Without a means of getting into a facility, any amenities or programs inside are not accessible even if all items inside comply with ADA standards.
2. Access to Services – within each facility, ensuring that all programs have an accessible route and are physically accessible. This especially includes access to assembly areas, meeting spaces, service counters, and other public uses. As noted earlier, in some cases it may be possible to modify the location of a program within an accessible facility or provide equivalent facilitation to provide the same service level to people with disabilities until physical improvements can be completed.
3. Restroom Access – access to a compliant, wheelchair accessible restroom, preferably one per floor for each gender or unisex. In many facilities that do not provide compliant restrooms, additional investigation is required to determine the extent and feasibility of alterations. This is especially true when the number of fixtures may be reduced, as these are set by other codes. In the absence of being able to provide fully compliant facilities, there are provisions to provide facilities that comply with ADA to the greatest extent possible without violating other codes. However, in the absence of providing something that is usable, other options may be a better solution.
4. Other Access – access to lower priority items, such as drinking fountains, electrical outlets, etc.

Considering the above general recommendations, each facility needs to focus on the above priority order for improvements. Highest use facilities need to have improvements done to provide at least basic access to programs or determine another means to provide access. That could include relocating a program elsewhere

within the facility that is accessible or relocating a program to an accessible facility until it can be accessible at its current location. Utilization of signage to identify the location of the accessible routes and entrances, accessible restroom locations, etc. can be very helpful until all necessary improvements can be made.

The ADA Coordinator, possibly through an ADA Committee, should work closely with the County Commission to make funding available where possible to make the most urgent improvements to ensure all programs are accessible. Note that actual phasing, transitioning of improvements, etc. can be impacted by a number of factors that may be unknown currently, as well as economic conditions, grant opportunities, etc. The County is committed to becoming ADA compliant within the confines of preserving existing PSAs to all and budgetary limitations. Many of the items that are not compliant with current standards may be compliant with previous standards and are not required to be modified until a building renovation is completed. Any facility changes after the sites were surveyed are not reflected in these basic cost estimates. Additionally, it is the County's responsibility, as required by the ADA mandate, to regularly update the Transition Plan based on the latest requirements of the ADA and relevant standards and guidance and to document constructed improvements and facilities that are brought up to current ADA standards. Finally, the site surveys performed for this report are not to design level detail and are intended to be used to give a framework to the Transition Plan. When the Transition Plan is approved, and the planning stages are begun for implementation of the first improvements, a more detailed survey of each site may need to be performed, and improvements designed by licensed professionals that are knowledgeable with ADA as well as all other applicable codes, including building and fire codes. At this time, costs are estimated but precise costs cannot be determined until final design, and the Transition Plan should be adjusted to reflect this knowledge.

Note that if any complaints are received regarding access to specific facilities or County programs, it may alter the priorities of the improvements. If the County receives complaints about access at a particular site that is not slated for upgrades for several years, they should consider adjusting the Transition Plan phasing to accommodate the implementation of improvements to be sooner or as necessary.

4.5 Plan Updates and Enforcement

Changes to Harrison County's PSAs should be drafted, implemented, and documented by the ADA Coordinator. Examples of some of these changes were provided in the Self-Evaluation. These changes should have little cost of implementation, mainly consisting of the time to develop the language of the policy and program changes, time to train County staff, and administrative costs. Some of the suggested language for County ADA documentation has been suggested in this report, but these suggestions are not exhaustive. It is also important for the ADA Coordinator to receive the necessary training to implement this Transition Plan and keep apprised of changes to ADA standards and guidelines.

Consideration should also be given to regular updates to this plan and updated reviews of high public use areas of facilities to document conditions that could be improved to meet ADASAD. Facilities reviewed during the 2014 SETP process should be re-evaluated on a limited basis to ensure compliance with current requirements and interpretations of ADASAD that were not in place during previous evaluations.

5

ADA Tool Kit



5.0 ADA Tool Kit

5.1 Introduction

In order to facilitate access to all County programs and departments, the County will maintain program accessibility guidelines, standards, and resources. This information is available to all employees and volunteers. The County will add to these guidelines when necessary to address its needs and include information and technological devices that help staff and volunteers communicate with individuals with a variety of disabilities. The County will periodically review the components of this section, as new technologies are developed in order to ensure that the best types of modifications are included. This section also contains the accessibility standards of care that govern new construction and alterations to facilities.

If you need any additional assistance, please contact:

Chad Shireman, ADA Coordinator
(812) 738-8241
Email – cshireman@harrisoncounty.in.gov.

5.2 Federal Accessibility Standards and Regulations

U.S. Department of Justice

The U.S. DOJ provides many free ADA materials including the ADA text. Printed materials may be ordered by calling the ADA Information Line [(800) 514-0301 (Voice) or (800) 514-0383 (TTY)]. Publications are available in standard print as well as large print, audiotape, Braille, and computer disk for people with disabilities. Documents, including the following publications, can also be downloaded from the DOJ website (www.ada.gov).

The ADA publications identified below may not have been updated to reflect the revisions to the ADA regulations that took effect on March 15, 2012.

- *ADA Regulation for Title II*. This publication describes Title II of the ADA (www.ada.gov/regs2010/ADAregs2010.htm#titleII_final_2010), Pub. L. 101-336, which prohibits discrimination on the basis of disability by public entities. Title II of the ADA protects qualified individuals with disabilities from discrimination on the basis of disability in the PSAs of all state and local governments. This rule adopts the general prohibitions of discrimination established under Section 504, as well as the requirements for making programs accessible to individuals with disabilities and for providing equally effective communications. It also sets forth Standards for what constitutes discrimination on the basis of mental or physical disability, provides a definition of disability and qualified individual with a disability, and establishes a complaint mechanism for resolving allegations of discrimination.
- *Title II Technical Assistance Manual (1993) and Supplements*. This 56-page manual (www.ada.gov/taman2.html) explains in lay terms what state and local governments must do to ensure that their PSAs are provided to the public in a nondiscriminatory manner. Many examples are provided for practical guidance.
- *Accessibility of State and Local Government Websites to People with Disabilities*. This is a 5-page publication providing guidance (www.ada.gov/websites2.htm) on making state and local government websites accessible.

U.S. Access Board

The full texts of Federal laws and regulations that provide the guidelines for the design of accessible facilities and PSAs are available from the U.S. Access Board. Single copies of publications are available free and can be downloaded from the Access Board's website (<https://www.access-board.gov/>). In addition to regular print, publications are available in large print, disk, audiocassette, and Braille. Multiple copies of publications can be ordered by sending a request to pubs@access-board.gov. In addition to the guidelines, guidance material is also available to assist staff in understanding and implementing Federal accessibility guidelines.

The following publications are currently available from the U.S. Access Board.

Guidelines and Standards for Facilities

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The County should have a regular practice of reviewing research materials posted to the U.S. Access Board's website and updating local guidelines and practices as new standards are adopted or existing standards are revised.

- *ADA Standards for Accessible Design* (ADASAD). This document (www.ada.gov/2010ADASTandards_index.htm) contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the ADA, including special provisions where applicable for elements designed specifically for children ages 12 and under. These scoping and technical requirements are to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by Federal agencies, including the DOJ and the DOT, under the ADA.
- *Public Right-of-Way Accessibility Guidelines* (PROWAG). The Access Board has completed rulemaking and issued the final rule that provides minimum guidelines for the accessibility of pedestrian facilities in the public right-of-way. These guidelines (www.access-board.gov/prowag), once adopted, would ensure that facilities used by pedestrians, such as sidewalks and crosswalks, constructed or altered in the public right-of-way by Federal, state, and local Governments are readily accessible to and usable by pedestrians with disabilities. When the guidelines are adopted, with or without modifications, as accessibility standards in regulations issued by other Federal agencies implementing the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Architectural Barriers Act, compliance with those enforceable accessibility standards is mandatory. The final rule is effective September 7, 2023, and will be mandatory after they are adopted for enforcement by the Department of Justice and the Department of Transportation under Title II of the ADA.
- *Accessibility Guidelines for Play Areas*. The Access Board has developed accessibility guidelines for newly constructed and altered play areas. This bulletin is designed to assist in using the play area accessibility guidelines and provides information regarding where the play area guidelines apply, what a play component is considered to be, how many play components must be an accessible route, and the requirements for accessible routes within play areas. (www.access-board.gov/guidelines-and-standards/recreation-facilities/guides/play-areas)
- *Accessibility Guidelines for Recreation Facilities*. The Access Board issued accessibility guidelines for newly constructed and altered recreation facilities in 2002. The recreation facility guidelines are a supplement to ADASAD. They cover the following facilities and elements: amusement rides, boating facilities, fishing piers and platforms, miniature golf courses, golf courses, exercise equipment, bowling lanes, shooting facilities, swimming pools, wading pools, and spas. These summaries were updated following issuance of ADASAD (<https://www.access-board.gov/guidance.html>).

- *Accessibility Guidelines for Federal Outdoor Developed Areas.* The Access Board developed accessibility guidelines for the construction and alteration of facilities covered by the Americans with Disabilities Act (ADA) of 1990 and the Architectural Barriers Act (ABA) of 1968. The guidelines ensure that the facilities are readily accessible to and usable by people with disabilities. The Access Board issued the current guidelines in 2004, which contained provisions for several types of recreation facilities, including boating facilities, fishing piers and platforms, golf facilities, play areas, sports facilities, and swimming pools. The Access Board amended the 2004 guidelines in 2013 by adding new provisions for trails, picnic and camping facilities, viewing areas, and beach access routes constructed or altered by Federal agencies or by non-federal entities on Federal land on behalf of a Federal agency pursuant to a concession contract, partnership agreement, or similar arrangement. (<https://www.access-board.gov/files/aba/guides/outdoor/outdoor-guide.pdf>).

Guidance Material and Advisory Reports for Facilities

The following publications provide additional information on specific aspects of the above guidelines and standards for facilities. Employees are encouraged to refer to these publications to obtain more detailed and up-to-date information when evaluating and implementing accessibility improvements to facilities. Note that several websites have been reconfigured and some outdated information removed. Some web addresses or hyperlinks may not be functional and not all information contained in the documents references current standards.

- *U.S Access Board Technical Guide, Using the ADA Standards.* This document covers the facilities covered by the ADA, the ADA regulations, and the ADA accessibility standards. (<https://www.access-board.gov/files/ada/guides/using-ADASTandards.pdf>)
- *Detectable Warnings Update (March 2014).* Currently, the Access Board is in the process of developing guidelines on public rights-of-way that, once finalized, will supplement the new ADASAD and be the enforceable standard for ROW facilities. This update was expected in 2013 but as of publication of this SETP is still pending. While ADASAD covers various features common to public streets and sidewalks, such as curb ramps and crosswalks, further guidance is necessary to address conditions unique to public ROW. Constraints posed by space limitations at sidewalks, roadway design practices, slope, and terrain raise valid questions on how and to what extent access can be achieved. Guidance on providing access for blind pedestrians at street crossings is also considered essential. This bulletin outlines the requirements of detectable warnings, a distinctive surface pattern of domes detectable by cane or underfoot, which are used to alert people with vision impairments of their approach to streets and hazardous drop-offs. Note that detectable warnings are required in very few locations outside of the public ROW and are often installed in parking lots and similar site conditions where they are not required and should not be placed. Overuse of detectable warnings can lead to confusion for persons with vision loss and can create unsafe conditions for persons using mobility devices. (<https://www.access-board.gov/prowag/other/dw-update.html>)
- *Assistive Devices for People with Hearing, Voice, Speech, or Language Disorders.* The terms assistive device or assistive technology can refer to any device that helps a person with hearing loss or a voice, speech, or language disorder to communicate. These terms often refer to devices that help a person to hear and understand what is being said more clearly or to express thoughts more easily. With the development of digital and wireless technologies, more and more devices are becoming available to help people with hearing, voice, speech, and language disorders communicate more meaningfully and participate more fully in their daily lives. Health professionals use a variety of names to describe assistive devices:

- *Assistive Listening Devices (ALDs)* – help amplify the sounds you want to hear, especially where there’s a lot of background noise. ALDs can be used with a hearing aid or cochlear implant to help a wearer hear certain sounds better.
- *Augmentative and Alternative Communication (AAC) Devices* – help people with communication disorders to express themselves. These devices can range from a simple picture board to a computer program that synthesizes speech from text.
- *Alerting Devices* – connect to a doorbell, telephone, or alarm that emits a loud sound or blinking light to let someone with hearing loss know that an event is taking place.

Information about assistive devices can be found at www.nidcd.nih.gov/health/assistive-devices-people-hearing-voice-speech-or-language-disorders.

Guidelines for Transportation

- *ADA Accessibility Guidelines for Transportation Vehicles*. This publication provides minimum guidelines and requirements for accessibility standards for transportation vehicles required to be accessible by the ADA, including over-the-road bus and tram systems. (www.access-board.gov/guidelines-and-standards/transportation/vehicles/adaag-for-transportation-vehicles).
- *ADAAG for Transportation Vehicles; Over-the-Road Buses*. This publication outlines the amendments to the accessibility guidelines for over-the-road buses (OTRB) made by the Architectural and Transportation Barriers Compliance Board and the DOT to include scoping and technical provisions for lifts, ramps, wheelchair securing devices, and moveable aisle armrests. Revisions to the specifications for doors and lighting are also adopted. The specifications describe the design features that an OTRB must have to be readily accessible to and usable by persons who use wheelchairs or other mobility aids. (<https://www.access-board.gov/guidelines-standards/vehicles/update-buses-vans/guidelines-text/>)
- *American Association of State Highway and Transportation Officials (AASHTO)*. AASHTO is the organization that maintains the “Green Book” for design of roads and highways and has begun to address accessibility of pedestrian networks. Several AASHTO publications, which can be ordered from the AASHTO website (<https://www.transportation.org/>), address accessible circulation systems, including: *AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities* (1st edition) and *Guide for the Development of Bicycle Facilities* (3rd edition).
- *Federal Transit Administration (FTA)*. FTA regulates and enforces requirements of the ADA covering transportation facilities and systems. FTA maintains a technical assistance line on ADA questions (888-446-4511) and on their website (www.fta.dot.gov).
- *Securement of Wheelchairs and Other Mobility Aids on Transit Vehicles*. As a public or private transit authority, the responsibility of safe, efficient service from public agencies who offer transportation services has been enlarged to affording ridership to people using a wide variety of mobility aids. In considering not only the many types of mobility aid devices, but also the variety and sizes of lifts, and the numerous makes of buses and vans, it can be easily seen that there is no single, definitive solution to accessibility on mass transit vehicles. Various publications can be found that report on the experience of transit agencies that have taken the initiative to involve the ridership in needs assessment and have established policies, educated operators, and informed the public to achieve greater accessibility in their bus transit systems. See the example at trid.trb.org/view/362763.

Guidance Material for Communication

- *Information and Communication Technology, Revised 508 Standards and 255 Guidelines*. These standards address access to information and communication technology (ICT) under Section 508 of the

Rehabilitation Act and Section 255 of the Communications Act. Section 508 requires access to ICT developed, procured, maintained, or used by federal agencies. Examples include computers, telecommunications equipment, multifunction office machines such as copiers that also operate as printers, software, websites, information kiosks and transaction machines, and electronic documents. The Section 508 Standards, which are part of the Federal Acquisition Regulation, ensure access for people with physical, sensory, or cognitive disabilities. The Section 255 Guidelines cover telecommunications equipment and customer-premises equipment — such as telephones, cell phones, routers, set-top boxes, and computers with modems, interconnected Voice over Internet Protocol products, and software integral to the operation of telecommunications function of such equipment. (<https://www.access-board.gov/ict/#508-chapter-1-application-and-administration>).

Federal guidelines and standards are subject to periodic revision based on research findings and guidance from advisory committees. The County should have a regular practice of reviewing research materials posted to the U.S. Access Board's website and updating local guidelines and practices as new standards are adopted or existing standards are revised.

5.3 Resources for Providing Accessible Programs & Facilities

- *ADA Document Portal*: This website (adata.org/ada-document-portal) provides links to more than 7,400 documents on a wide range of ADA topics. The ADA Document Portal is supported by the 10 ADA & IT Technical Assistance Centers.
- *The U.S. Department of Labor, Office of Disability Employment Policy*: www.dol.gov/odep/: The Office of Disability Employment Policy (ODEP) is the only non-regulatory federal agency that promotes policies and coordinates with employers and all levels of government to increase workplace success for people with disabilities.
- *National Center on Accessibility (NCA)*: The Center (<http://ncaonline.org>) is a cooperative effort between the National Park Service (NPS) and Indiana University to provide information and technical assistance, primarily on recreation access. An example of the research activities of the NCA is the National Trails Surface Study. Initiated in 2005, this longitudinal study is primarily the result of questions that the National Center on Accessibility has, for many years and continues to receive from organizations, agencies and individuals who desire to make their trails accessible; are interested in an unobtrusive surface that blends and is friendly to the environment; and provides a quality trail experience for people with and without disabilities.
- *National Center on Health, Physical Activity, and Disability*: Founded in 1999, the National Center on Health, Physical Activity, and Disability (NCHPAD) is a public health practice and resource center on health promotion for people with disability. NCHPAD seeks to help people with disability and other chronic health conditions achieve health benefits through increased participation in all types of physical and social activities, including fitness and aquatic activities, recreational and sports programs, adaptive equipment usage, and more. (<https://www.nchpad.org/>)
- *National Park Service*: NPS has many programs that address the issue of providing accessible recreation services to people with disabilities. These include Wilderness Accessibility for People with Disabilities (www.ncd.gov/publications/1992/December1992#8-1a) and Director's Order #42-Accessibility, which establishes the purpose and role of the NPS Accessibility Program (www.nps.gov/accessibility.htm), lists applicable laws, standards, and authorities, implementation strategies, roles, and responsibilities. It also addresses NPS policies and provides links to additional information sources.

5.4 Technical Resources

The County should utilize the many disability-related resources available through the internet. A former source to begin at was AbleData, which was maintained by the National Institute on Disability and Rehabilitation Research of the U.S. Department of Education. AbleData was discontinued in September 2020 due to a realignment of the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) and no information was provided about when or if the resources previously available (over 40,000) would be provided in the future (<https://acl.gov/about-acl/about-national-institute-disability-independent-living-and-rehabilitation-research>). The previous AbleData site provided up-to-date links to assistive technologies and disability-related resources and to provide objective information on such assistive products as:

- *Aids for Daily Living*: Products to aid in activities of daily living, including bathing, carrying, childcare, clothing, dispenser aids, dressing, drinking, feeding, grooming/hygiene, handle padding, health care, holding, reaching, time, smoking, toileting, and transfer.
- *Blind and low vision*: Products for people with visual disabilities, including computers, educational aids, information storage, kitchen aids, labeling, magnification, office equipment, orientation and mobility, reading, recreation, sensors, telephones, tools, travel, typing, and writing (Braille).
- *Communication*: Products to help people with disabilities related to speech, writing, and other methods of communication, including alternative and augmentative communication, signal systems, telephones, typing, and writing.
- *Computers*: Products to allow people with disabilities to use desktop and laptop computers and other kinds of information technology including software, hardware, and computer accessories.
- *Controls*: Products that provide people with disabilities with the ability to start, stop, or adjust electric or electronic devices, including environmental controls and control switches.
- *Deaf and hard of hearing*: Products for people with hearing disabilities, including amplification, recreational electronics, signal switches, and telephones.
- *Deaf and blind*: Products for people who are both deaf and blind.
- *Education*: Products to provide people with disabilities with access to educational materials and instruction in school and in other learning environments, including classroom and instructional materials.
- *Environmental Adaptations*: Products that make the built environment more accessible, including indoor environment, furniture, outdoor environment, vertical accessibility, houses, polling place accessibility, lighting, and signs.
- *Housekeeping*: Products that assist in cooking, cleaning, and other household activities, as well as adapted appliances. Includes food preparation, housekeeping, cleaning, ironing, laundry, and shopping.
- *Orthotics*: Braces and other products to support or supplement joints or limbs.
- *Prosthetics*: Products for amputees, including lower and upper extremity.
- *Recreation*: Products to assist people with disabilities with their leisure and athletic activities, including crafts, electronics, gardening, music, photography, sewing, sports, and toys.
- *Safety and Security*: Products to protect health and home, including alarm and security systems, childproof devices, electric cords, lights, and locks.
- *Seating*: Products that assist people to sit comfortably and safely, including seating systems, cushions, and therapeutic seats.
- *Therapeutic Aids*: Products that assist in treatment for health problems and therapy and training for certain disabilities, including ambulation training, biofeedback, evaluation, exercise, fine and gross motor skills, perceptual motor, positioning, pressure/massage modality equipment, respiratory aids, rolls, sensory integration, stimulators, therapy furnishings, thermal/water modality equipment, and traction.

- *Transportation*: Products to enable people with disabilities to drive or ride in cars, vans, trucks, and buses, including mass transit vehicles and facilities, vehicles, and vehicle accessories.
- *Walking*: Products to aid people with disabilities who are able to walk or stand with assistance, including canes, crutches, and walkers.
- *Wheeled mobility*: Products and accessories that enable people with mobility disabilities to move freely indoors and outdoors, including wheelchairs (manual, sport, and powered), wheelchair alternatives (scooters), wheelchair accessories, transporters, stretchers, and carts.
- *Workplace*: Products to aid people with disabilities at work, including agricultural equipment, office equipment, tools, vocational assessment, vocational training, and workstations.

Assistive Technology Vendors and Service Providers

- National Center for Accessible Media – A research and development facility dedicated to the issues of media and information technology for people with disabilities in their homes, schools, workplaces, and communities. NCAM has developed an authoring tool to make web- and CD-ROM-based multimedia materials accessible to persons with disabilities. Called Media Access Generator (MAGpie, versions 1.0 and 2.01) create captions and audio descriptions of rich media and can be downloaded on their website (ncam.wgbh.org).
- American Sign Language Interpreters – A pool of on-call American Sign Language (ASL) interpreters should be developed. This list should be routinely updated to ensure their availability. Some programs may need to have a pool of interpreters who are available on a 24-hour basis to handle emergency procedures. The required qualifications of these interpreters should be established. Many non-certified interpreters provided by local services may have excellent skills and be qualified to handle most circumstances. However, unique circumstances, such as the provision of emergency medical services, may require interpreters who are approved by the courts and can ensure a level of confidentiality. Resources and contacts for qualified sign language interpreters and information for the deaf and hard of hearing are at the following locations. Inclusion or exclusion of contacts below is neither an endorsement nor disapproval of their qualifications or abilities. There are a number of additional firms that provide ASL interpretation services:
 - Deaf & Hard of Hearing Services (DHHS), Division of Disability & Rehabilitative Services (DDRS), 402 W. Washington St., Rm. W453, P.O. Box 7083, Indianapolis, IN 46207-7082, 1-800-545-7763, <http://www.in.gov/fssa/ddrs/2637.htm>
 - LUNA Language Services (<https://luna360.com/>) – provides qualified interpreters for on-site ASL interpreting services across the state of Indiana, including Certified Deaf Interpreters (CDIs). Also capable of fulfilling out-of-state appointments when needed, either on-site or via video remote interpreting (VRI). Their ASL Department can provide:
 - Tactile interpreting services
 - Manual forms of English
 - Oral interpreting
 - Real-time captioning and Communication Access Real-Time Translation (CART) services
 - Video Remote Interpreting (VRI)
 - ASL Video Translation
 - Registry of Interpreters for the Deaf – a national membership organization, they play a leading role in advocating for excellence in the delivery of interpretation and transliteration services between people who use sign language and people who use spoken language. In collaboration with the Deaf community, RID supports our members and encourages the growth of the profession through the establishment of a national standard for qualified sign language interpreters and transliterators,

ongoing professional development and adherence to a code of professional conduct (www.rid.org/). The Indiana Chapter of Registry of Interpreters for the Deaf (ICRID) is an affiliate chapter of RID and located on the grounds of the Indiana School for the Deaf in Indianapolis (<https://www.icrid.org/>).

- Deaf Services Center, Inc. – Empowers those who have hearing loss or are non-English users to fully access the English language in communicating with others. (<https://www.dsc.org/>)
- Propio Language Services (<https://propio-ls.com/propio-one/>) provides on-demand audio, video, web conferencing, and telehealth interpretation services, as well as in-person interpretation. Based in Overland Park, Kansas, Propio provides a wide variety of services, including an app (Propio ONE) that can be used over smart devices for VRI and over-the-phone interpretation services with a subscription.

- **Assistive Technology**

Systems and devices amplify sound for persons with hearing disabilities should be available for public meetings and conferences. Different types of devices are more suitable for different types of hearing disabilities. Devices should be chosen to accommodate the greatest number of individuals.

- *Relay Indiana*: Relay Indiana, a service of Indiana Telephone Relay Access Corporation (InTRAC), is a free service that provides full telecommunications accessibility to people who are deaf, hard of hearing, or speech impaired. This service allows users with special telecommunication devices to communicate with standard users through specially trained Relay Operators. InTRAC also provides free, loaned equipment to those who qualify. (<https://relayindiana.com/>)
- *Indiana Assistive Technology Act (INDATA) Project*: Easterseals Crossroads has been providing assistive technology solutions in Indiana since 1979. In 2007, Easterseals Crossroads partnered with the State of Indiana, Bureau of Rehabilitative Services to establish the Indiana Assistive Technology Act (INDATA) Project. The INDATA Project is one of 56 similar federally funded projects designed to increase access and awareness of assistive technology. <https://www.eastersealstech.com/about/the-indiana-assistive-technology-indata-project/> and <https://www.indata.at4all.com/>.
- *Closed Caption Machine* - To the extent practical, County divisions should have access to a device for encoding closed captioning on films and videotapes used for training and other programs.
- *Enlarging Printed Materials* - A copy machine capable of enlarging printed materials should be available for each site where programs or transaction counter services are provided to the public.
- *Optical Readers* - Equipment that can translate printed information into an audio format should be available to Departments.
- *TDD* - To the extent necessary, County Divisions should have access to a text telephone or have access to a telephone transfer service as required by the law and offered by public telephone companies.
- *TDI* – TDI's (formerly known as Telecommunications for the Deaf and Hard of Hearing, Inc.) mission is to promote equal access in telecommunications and media for people who are deaf, hard of hearing, late deafened, or deaf blind. TDI's online resources (tdiforaccess.org/) include information about telecommunications access such as a TTY, pagers, telephony, VoIP, and more.

Guide to Disabilities and Disability Etiquette

The National Organization on Disability reports that more than 59 million Americans have a disability. This section is for anyone — with or without a disability — who wants to interact more effectively with people who are disabled. The ADA was conceived with the goal of integrating people with disabilities into all aspects of American life, particularly the workplace and the marketplace. Sensitivity toward people with disabilities is not only in the spirit of the ADA, it makes good business sense. It can help the County expand its services to citizens, better serve its customers and improve relationships with its employees.

There are a number of excellent resources available on disability etiquette, including:

- United Spinal Association – publishes a disability etiquette guide that offers tips on interacting with people with disabilities (<https://unitedspinal.org/disability-etiquette/>).
- Job Accommodation Network (JAN) – information on recruitment, interview, new employee, and workplace etiquette (<https://askjan.org/topics/disetiq.cfm>) and there is also a link to a downloadable publication on this important topic (<https://askjan.org/publications/Topic-Downloads.cfm?pubid=962715&action=download&pubtype=pdf>)

A summary to disabilities and disability etiquette has been included below. The information will allow staff members to become familiar with a variety of types of disabilities and help them to be more sensitive to the abilities and needs of people with disabilities in order not to offend or demean them. The guide should be periodically updated to ensure that it includes current acceptable language for talking about disabilities.

When supervisors and co-workers use disability etiquette, employees with disabilities feel more comfortable and work more productively. Practicing disability etiquette is an easy way to make all people feel more comfortable and welcomed in their environment.

There is no reason to feel awkward when dealing with a person who has a disability. This section provides some basic tips for County staff to follow. If a County employee is ever unsure how to best serve a person with a disability, just ask them.

- **Ask Before You Help** – Just because someone has a disability, do not assume they need your help. If the setting is accessible, people with disabilities can usually get around fine without assistance. Adults with disabilities want to be treated as independent people. Offer assistance only if the person appears to need it. If they do want help, ask what type of help they would like before you offer any assistance. What you think they may need may not be what they really need.
- **Do Not Touch!** – Some people with disabilities depend on their arms for balance. Grabbing them – even if you mean well – could knock them off balance and create an injury. This is especially true of a person using a cane, crutches, or walker. When someone is in a wheelchair, never pat their head or touch their wheelchair (or scooter) without permission. This equipment is part of their personal space and touching it is considered rude.
- **Engage Your Mind Before Engaging Your Mouth** – Always speak directly to the person with the disability NOT to their companion, aide, or sign language interpreter. Making small talk with a person who has a disability is great; just talk to them like you would anyone else. Respect their privacy and do not ask questions about their disability unless they invite the discussion. If you are with a child who asks, do not make the situation awkward for everyone; let the person with the disability respond directly to the child. They are used to children's questions.
- **Make No Assumptions** – People with disabilities are the best judge of what they can or cannot do. Do not make any decisions for them about participating in any activity or what they may or may not be able to do. Simply respond to their questions and let them make their own decisions. Depending on the situation, it may be a violation of the ADA to exclude someone because of a wrong decision on what they're capable of doing.
- **Respond Graciously to Requests** – When people who have a disability ask for an accommodation at a County-owned property, it is not a complaint. It shows they feel comfortable enough in your establishment to ask for what they need. If they get a positive response, they will enjoy their transaction and feel comfortable to come back again and again. Unless they are asking for something outlandish,

provide what is asked for. If they request something unreasonable, contact your ADA Coordinator for a direction toward a resolution.

- **Terminology** – PUT THE PERSON FIRST! Always say “person with a disability” rather than “disabled person”. This recognizes that they are a person first, not a disability first. If someone has a specific disability, it would be a “person who is blind”, a “person who is deaf”, or a “person with dwarfism”. Each person may have their own preferred terminology, and if you’re not sure what to use, just ask them. Most, however, will recognize the effort when you just refer to them as “people”.
 - Avoid outdated, politically incorrect terms like “handicapped” or “crippled”. Be aware that many people with disabilities dislike jargon and euphemistic terms like “physically challenged” and “differently abled”. Say “wheelchair user” instead of “confined to a wheelchair” or “wheelchair bound”. The wheelchair is what enables the person to get around, but they are neither confined by it nor bound to it. The wheelchair is liberating, not confining.
 - With any disability, avoid negative, disempowering words like “victim” or “sufferer”. Say “person with AIDS” instead of “AIDS victim” or person who “suffers from AIDS”.
 - It’s okay to use idiomatic expressions when talking to people with disabilities. For example, saying “It was good to see you” and “See you later” to a person who is blind is completely acceptable. They will use the same terminology and it’s inappropriate to respond with questions like, “How are you going to see me later?”
 - People in wheelchairs will say things like, “Let’s go for a walk” and it’s okay for you to say it too. The situation will only become awkward if you make it so.
 - Many people who are Deaf communicate with sign language and consider themselves to be members of a cultural and linguistic minority group. They refer to themselves as Deaf (with a capital D) and may be offended by the term “hearing impaired”. Others may not object to the term, but in general it is safest to refer to people who have hearing loss but communicate through a spoken language as “people with hearing loss” and those who have a profound hearing loss as “people who are Deaf”.

Community Groups, Organizations, Associations, and Commissions

There are a large number of groups nationally, regionally, and within each state that provide specialized services, information, and advocacy for persons with all disabilities. A number of advocacy groups are listed below, the list is not intended to be complete by any means:

- *Ability Resources, Inc.*: Ability Resources Inc. (<http://www.abilityresources.org/>) was founded in 1976. Their mission is to assist people with disabilities in attaining and maintaining their personal independence. One way this can be achieved is in the creation of an environment in which people with disabilities can exercise their rights to control and direct their own lives.
- *ADA National Network*: The ADA National Network (<http://adata.org/>) provides information, guidance and training on the Americans with Disabilities Act (ADA), tailored to meet the needs of business, government and individuals at local, regional and national levels. The ADA National Network consists of ten Regional ADA National Network Centers located throughout the United States that provide local assistance to ensure that the ADA is implemented wherever possible.
- *American Council of the Blind*: ACB (www.acb.org) is a national organization advocating on behalf of persons who are blind or have low vision. ACB also publishes A Guide to Making Documents Accessible to People Who Are Blind or Visually Impaired. ACB is located at 1155 15th St. NW, Suite 1004, Washington, DC 20005 (800.424.8666) or by e-mail at info@acb.org.
- *American Association of People with Disabilities*: The American Association of People with Disabilities (www.aapd.com/) is the largest non-profit, non-partisan, cross-disability organization in the United States.

- *National Association of the Deaf*: NAD is a national consumer organization representing people who are deaf and hard of hearing. NAD provides information about standards for American Sign Language Interpreters and the Captioned Media Program on its website (www.nad.org).
- *Indiana Association of the Deaf*: IAD is a dynamic and growing organization with strategic partners, and individual members. The IAD serves as an advocate for more than 400,000 Deaf and Hard of Hearing Hoosiers. The mission of the Indiana Association of the Deaf is to preserve, protect, and promote the civil, human, and American Sign Language (ASL) linguistic rights of Deaf people in Indiana. <https://www.iadhoosiers.org/>
- *National Federation of the Blind*: NFB is a national organization advocating on behalf of persons who are blind or have low vision. NFB provided online resources (www.nfb.org/) for technology for the blind, including a technology resource list, a computer resource list, screen access technology, sources of large print software for computers, and sources of closed-circuit TV (CCTVs). There is also an Indiana state chapter (<https://nfb-in.org/>).
- *National Organization on Disability*: The National Organization on Disability promotes the full and equal participation and contribution of America's 54 million men, women and children with disabilities in all aspects of life. NOD maintains an on-line directory of information and links including transportation-related resources. (www.nod.org/)
- *Paralyzed Veterans of America*: PVA is a national advocacy organization representing veterans. PVA's Sports and Recreation Program promotes a range of activities for people with disabilities, with special emphasis on activities that enhance lifetime health and fitness. PVA's website (www.pva.org/) provides information on useful sports publications and a list of contacts.
- *United Spinal Association*: United Spinal Association is a membership organization serving individuals with spinal cord injuries or disease. Formerly known as the Eastern Paralyzed Veterans Association, the organization expanded its mission to serve people with spinal cord injuries or disease regardless of their age, gender, or veteran status. Information on accessibility training and consulting services and recreational opportunities for people with spinal cord injuries or disease is available on their website (www.unitedspinal.org/)
- *World Institute on Disability*: WID is an international public policy center dedicated to carrying out research on disability issues and overcoming obstacles to independent living. WID maintains an on-line information and resource directory on technology, research, universal design, and the ADA. (www.wid.org/resources)
- *State of Indiana Division of Disability & Rehabilitative Services (DDRS)*: www.in.gov/fssa/ddrs/2637.htm
- *Indiana Disability Rights (IDR)*: <https://www.in.gov/idr/>
- *Disability Resources, Inc., Guide to Disability Resources on the Internet – IN*: Disability Resources, inc. is a nonprofit 501(c)(3) organization established to promote and improve awareness, availability and accessibility of information that can help people with disabilities live, learn, love, work and play independently. www.disabilityresources.org/INDIANA.html
- *Indiana Resource Center for Families with Special Needs (IN*SOURCE)*: The mission of IN*SOURCE is to provide parents, families, and service providers in Indiana the information and training necessary to assure effective educational programs and appropriate services for children and young adults with disabilities. insource.org
- *ADA-Indiana*: The mission of ADA-Indiana is to serve as a statewide resource for promoting the implementation of the Americans with Disabilities Act in Indiana. www.adaindiana.org/
- *Great Lakes ADA Center*: The Great Lakes ADA Center's mission is to increase awareness and knowledge with the ultimate goal of achieving voluntary compliance with the Americans with Disabilities Act. This is accomplished within targeted audiences through provision of customized training, expert assistance, and

dissemination of information developed by various sources, including the federal agencies responsible for enforcement of the ADA. The Center provides information, materials, technical assistance and training on the Americans with Disabilities Act of 1990 (ADA). The six states within the region served by the Center include: Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin. <https://www.adagreatlakes.org/#>

- *Indiana Council on Independent Living (ICOIL)*: Their mission is to effectively lead a statewide Independent Living Movement that empowers people with disabilities. www.icoil.org/index.html
- *The Arc of Indiana*: The Arc of Indiana is committed to all people with developmental disabilities realizing their goals of learning, living, working and playing in the community. www.arcind.org/
- *American Council of the Blind of Indiana (ACBI)*: The American Council of the Blind of Indiana, an affiliate of the American Council of the Blind, strives to increase the independence, security, equality of opportunity, and quality of life, for all blind and visually impaired persons in Indiana. Their mission is to increase the independence, security, equality of opportunity, and quality of life for all blind and visually impaired people. They have multiple chapters within the state and their special interest affiliates cover a wide range of professions, hobbies, and aspects of life. <https://acb-indiana.org/>
- *Deaf Link*: Provides accessible hazard alert system (AHAS), video remote interpreting (VRI), pre-recorded interpreting (PRI), and Shelter Link (an internet-based interpreting service for sheltering and mass care agencies) to provide the highest standard of inclusion for persons who are Deaf, Blind, Hard-of Hearing and Deaf-Blind. www.deaflink.com/.

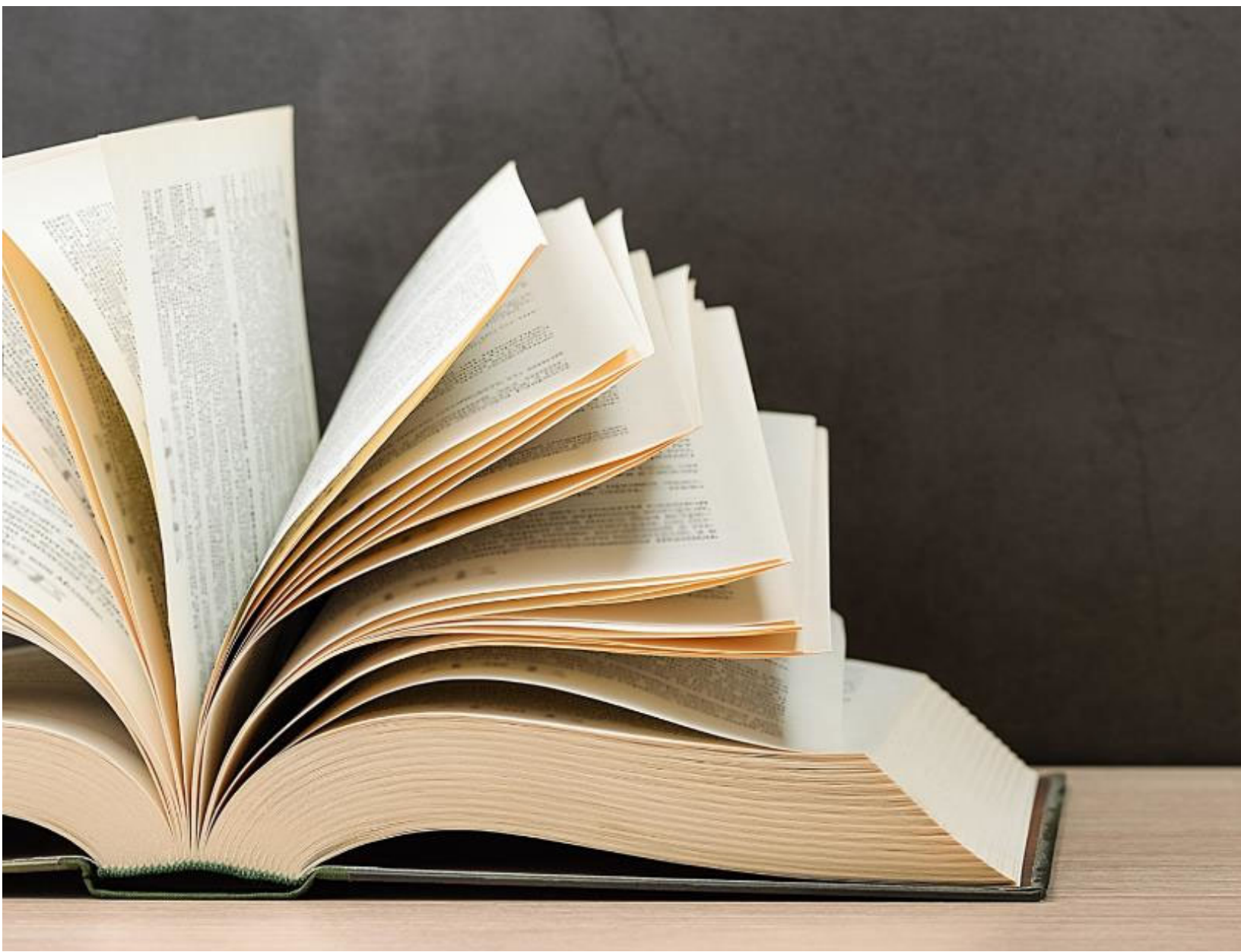
Potential Funding Opportunities

Grants may be available from a wide variety of sources from state and federal agencies to private agencies and non-profits. Some common potential programs are listed below. The list is not intended to be complete by any means and not all grants are funded at all times.

- **Indiana Department of Natural Resources (IDNR)** offers a number of grants for parks and recreation facilities. Refer to their website for a matrix of grant programs and eligibility (<https://www.in.gov/dnr/state-parks/recreation/>).
- **Indiana Department of Transportation** administers several grant programs for transportation-related projects, including Community Crossing Grants (<https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/>).
- **Indiana Office of Community and Rural Affairs (OCRA)** offers the Community Connections for People with Disabilities (CCPWD) grant, in partnership with the Indiana Division of Disability and Rehabilitative Services (DDRS). The CCPWD grant opportunity is a Community Development Block Grant made available due to supplemental CDBG Coronavirus funds authorized under the CARES Act. OCRA has made \$4.9 million in CDBG-CV funds available for this grant opportunity. CCPWD grant applications are reserved for applicants proposing public services activities; public facilities activities are not eligible for consideration under the CCPWD grant opportunity. Proposed public service activities must provide collective benefit to the target population by enhancing municipal and/or provider capacities and programming. <https://www.in.gov/ocra/cdbg/community-connections-for-people-with-disabilities/>

6

Definitions



6.0 Definitions

The words, phrases and definitions summarized below are included in the ADA. Refer to the ADA 28 CFR 35.104 for full definitions. A list of common terms and definitions are included below.

2010 Standards: the 2010 Standards for Accessible Design (SAD), which consist of the 2004 ADA Accessibility Guidelines (ADAAG) and requirements contained in 35.151.

Access Board: an independent Federal agency devoted to accessibility for people with disabilities. The [Access Board](#) developed the accessibility guidelines for the ADA and provides technical assistance and training on these guidelines.

Accessible: refers to a site, facility, work environment, service, or program that is easy to approach, enter, operate, participate in, and/or use safely and with dignity by a person with a disability.

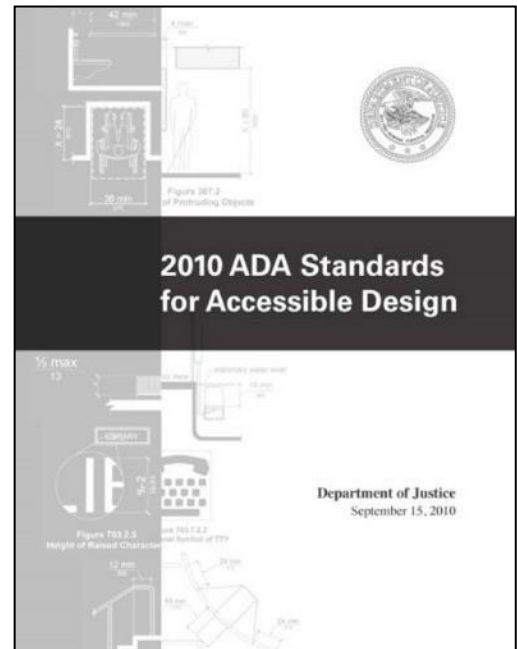
Affirmative Action (AA): a set of positive steps that employers use to promote equal employment opportunity and to eliminate discrimination. It includes expanded outreach, recruitment, mentoring, training, management development and other programs designed to help employers hire, retain and advance qualified workers from diverse backgrounds, including persons with disabilities. Affirmative action means inclusion, not exclusion. Affirmative action does not mean quotas and is not mandated by the ADA.

Alteration: a change to a facility in the public right-of-way that affects or could affect pedestrian access, circulation, or use. Alterations include, but are not limited to, resurfacing, rehabilitation, reconstruction, historic restoration, or changes or rearrangement of structural parts or elements of a facility.

Americans with Disabilities Act (ADA): a comprehensive, Federal civil rights law that prohibits discrimination against people with disabilities in employment, state and local government programs and activities, public accommodations, transportation, and telecommunications.

ADA Standards for Accessible Design (ADASAD): consist of the 2004 ADAAG and requirements contained in 35.151 with scoping and technical requirements (dated September 15, 2010) to be applied during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA to the extent required by regulations issued by Federal agencies, including the DOJ and the Department of Transportation (DOT).

Auxiliary Aids and Services: under Titles II and III of the ADA, includes a wide range of services and devices that promote effective communication or allows access to goods and services. Examples of auxiliary aids and services for individuals who are deaf or hard of hearing include qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs), videotext displays, and exchange of written notes. Examples for individuals with vision impairments include qualified readers, taped texts, audio recordings, Braille materials, large print materials, and assistance in locating items. Examples for individuals with speech impairments include TDDs, computer terminals, speech synthesizers, and communication boards.



Civil Rights Act of 1991: Federal law that capped compensatory and punitive damages under Title I of the ADA for intentional job discrimination. The law also amended the ADA's definition of an employee, adding "with respect to employment in a foreign country, such term includes an individual who is a citizen of the United States."

Complaint: a written statement, alleging violation of the ADA, which contains the complainant's name and address and describes the County's alleged discriminatory action in sufficient detail to inform them of the nature and date of the alleged violation. It shall be signed by the complainant or by someone authorized to do so on his or her behalf. Complaints filed on behalf of classes or third parties shall describe or identify (by name, if possible) the alleged victims of discrimination.

Covered Entity: under the ADA, "covered entity" is an entity that must comply with the law. Under Title I, covered entities include employers, employment agencies, labor organizations, or joint labor-management committees. Under Title II, covered entities include state and local government instrumentalities, the National Railroad Passenger Corporation, and other commuter authorities, and public transportation systems. Under Title III, covered entities include public accommodations such as restaurants, hotels, grocery stores, retail stores, etc., as well as privately owned transportation systems.

Cross Slope: the grade that is perpendicular to the direction of pedestrian travel.

Curb Ramp: a ramp that cuts through or is built up to the curb. Curb ramps can be perpendicular or parallel, or a combination of parallel and perpendicular ramps.

Direct Threat: a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

Disability: with respect to an individual, means: a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment. Discrimination on the basis of disability: means to:

- Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- Limit, segregate, or classify a participant in a program or activity offered to the public in a way that may adversely affect opportunities or status because of the participant's disability;
- Participate in a contract that could subject a qualified citizen with a disability to discrimination;
- Use any standards, criteria, or methods of administration that have the effect of discriminating on the basis of disability;
- Deny equal benefits because of a disability;
- Fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual unless it can be shown that the accommodation would impose an undue burden on the County's operations;
- Use selection criteria that exclude otherwise qualified people with disabilities from participating in the programs or activities offered to the public; and
- Fail to use tests, including eligibility tests, in a manner that ensures that the test results accurately reflect the qualified applicant's skills or aptitude to participate in a program or activity.

Employer: a person engaged in an industry affecting commerce who has 15 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding calendar year, and any agent of such person, except that, for two years following the effective date of this subchapter, an employer means a person engaged in an industry affecting commerce who has 25 or more employees for each working day in each of 20 or more calendar weeks in the current or preceding year, and any agent of such

person. Exceptions: The term "employer" does not include the United States, a corporation wholly owned by the government of the United States, or an Indian tribe; or a bona fide private membership club (other than a labor organization) that is exempt from taxation under section 501(c) of Title 26 [the Internal Revenue Code of 1986].

Equal Employment Opportunity Commission (EEOC): the Federal agency charged with enforcing Title I of the ADA.

Essential Job Functions: the fundamental job duties of the employment position that the individual with a disability holds or desires. The term "essential functions" does not include marginal functions of the position.

Equal Employment Opportunity: an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to an average similarly situated employee without a disability.

Existing Facility: refers to buildings that were constructed before the ADA went into effect. A public building constructed before the effective date of Title II does not have to be fully accessible unless the removal of barriers, including structural ones, is readily achievable.

Facility: all or any portion of buildings, structures, improvements, elements, and pedestrian or vehicular routes located in the public right-of-way.

Grade Break: the line where two surface planes with different grades meet.

Historic Properties: those properties that are listed or eligible for listing in the National Register of Historic Places or properties designated as historic under State or local law.

Job Analysis: a formal process in which information about a specific job or occupation is collected and analyzed.

Job Description: a detailed summary, usually written, of the major components of a job. A typical job description consists of six major components: essential job functions, knowledge and critical skills, physical demands, environmental factors, the roles of the ADA and other Federal laws such as the Occupational Safety Health Act, and any explanatory information that may be necessary to clarify job duties or responsibilities.

Job Related and Consistent with Business Necessity: standard used to determine whether a qualification standard or employment policy concerns an essential aspect of the job and is required to meet the needs of the business.

Light Duty: generally, "light duty" refers to temporary or permanent work that is physically or mentally less demanding than normal job duties. Some employers use the term "light duty" to mean simply excusing an employee from performing those job functions that s/he is unable to perform because of an impairment. "Light duty" also may consist of particular positions with duties that are less physically or mentally demanding created specifically for the purpose of providing alternative work for employees who are unable to perform some or all of their normal duties. Further, an employer may refer to any position that is sedentary or is less physically or mentally demanding as "light duty". The term is often associated with workers compensation programs.

Major Life Activity: term used in the ADA definition of disability. It refers to activities that an average person can perform with little or no difficulty, such as walking, seeing, speaking, hearing, breathing, learning, performing manual tasks, caring for oneself, and working. These are examples only. Other activities such as sitting, standing, lifting, or reading are also major life activities.

Marginal Job Functions: functions that are not considered essential to a job. Employers must consider removing marginal job functions as an accommodation under the ADA, but do not have to remove essential functions as an accommodation.

Medical Examination: a procedure or test that seeks information about an individual's physical or mental impairments or health. The following factors should be considered to determine whether a test (or procedure) is a medical examination: (1) whether the test is administered by a health care professional; (2) whether the test is interpreted by a health care professional; (3) whether the test is designed to reveal an impairment or physical or mental health; (4) whether the test is invasive; (5) whether the test measures an employee's performance of a task or measures their physiological responses to performing the task ; (6) whether the test normally is given in a medical setting; and, (7) whether medical equipment is used. In many cases, a combination of factors will be relevant in determining whether a test or procedure is a medical examination. In other cases, one factor may be enough to determine that a test or procedure is medical.

Mitigating Measures: medical treatment or devices that lessen the effects of an impairment, such as medication, a prosthesis, or a hearing aid. When determining whether a person has a disability under the ADA, the effect of mitigating measures is to be considered.

Other Power-Driven Mobility Devices (OPDMD): any mobility device powered by batteries, fuel, or other engines that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility device (such as the Segway® PT), or any mobility device designed to operate in areas without defined pedestrian routes, but which is not a wheelchair.

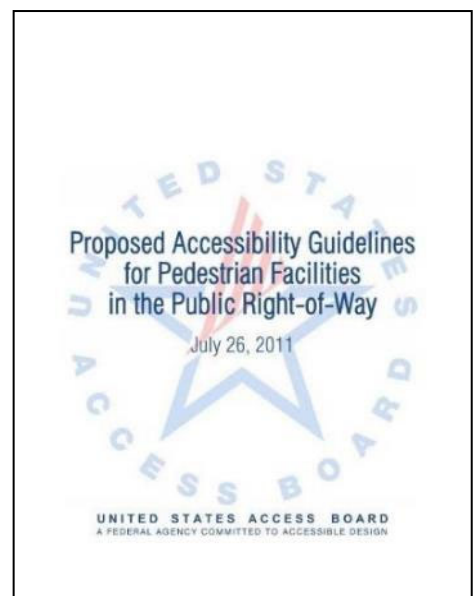
Pedestrian Access Route (PAR): a continuous and unobstructed path of travel provided for pedestrians with disabilities within or coinciding with a pedestrian circulation path.

Pedestrian Circulation Path: a prepared exterior or interior surface provided for pedestrian travel in the public right-of-way.

Physical or Mental Impairment: a physical or mental limitation that may include, but are not limited to: vision, speech, and hearing impairment; emotional disturbance and mental illness; seizure disorders; mental retardation; orthopedic and neuromotor disabilities; learning disabilities; diabetes; heart disease; nervous conditions; cancer; asthma; hepatitis B; HIV infection (HIV condition); and drug addiction if the addict has successfully completed or is participating in a rehabilitation program and no longer uses illegal drugs.

- The following conditions are not physical or mental impairments: tranvestism, illegal drug use; homosexuality or bisexuality; compulsive gambling; kleptomania; pyromania; pedophilia; exhibitionism; voyeurism; pregnancy; height; weight; eye color; hair color; left-handedness; poverty; lack of education; a prison record; and poor judgment or quick temper if not symptoms of a mental or physiological disorder.

PROWAG: Proposed Accessibility Guidelines for Pedestrian Facilities within Public Right-of-Way. These proposed guidelines (dated July 26, 2011) provide design criteria for public streets and sidewalks, including pedestrian access routes, street crossings, curb ramps and blended transitions, on-street parking, street furniture, and other elements. The specifications comprehensively address access that accommodates all types of disabilities, including



mobility and vision impairments, while taking into account conditions and constraints that may impact compliance, such as space limitations and terrain.

Public Accommodations: entities that must comply with Title III. The term includes facilities whose operations affect commerce and fall within at least one of the following 12 categories: places of lodging (e.g., inns, hotels, motels) (except for owner-occupied establishments renting fewer than six rooms); establishments serving food or drink (e.g., restaurants and bars); places of exhibition or entertainment (e.g., motion picture houses, theaters, concert halls, stadiums); places of public gathering (e.g., auditoriums, convention centers, lecture halls); sales or rental establishments (e.g., bakeries, grocery stores, hardware stores, shopping centers); service establishments (e.g., laundromats, dry-cleaners, banks, barber shops, beauty shops, travel services, shoe repair services, funeral parlors, gas stations, offices of accountants or lawyers, pharmacies, insurance offices, professional offices of health care providers, hospitals); public transportation terminals, depots, or stations (not including facilities relating to air transportation); places of public display or collection (e.g., museums, libraries, galleries); places of recreation (e.g., parks, zoos, amusement parks); places of education (e.g., nursery schools, elementary, secondary, undergraduate, or postgraduate private schools); social service center establishments (e.g., day care centers, senior citizen centers, homeless shelters, food banks, adoption agencies); and places of exercise or recreation (e.g., gymnasiums, health spas, bowling alleys, golf courses).

Public Entity: entities that must comply with Title II. The term is defined as: any state or local government; any department, agency, special purpose district, or other instrumentality of a state or local government; or certain commuter authorities as well as Amtrak. It does not include the Federal government.

Qualified Individual with a Disability: an individual with a disability who, with or without reasonable modification to rules, policies, or practices, removal of architectural, communication, or transportation barriers, or the provision of auxiliary services or aids, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the County.

Readily Achievable: easily accomplishable and able to be carried out without much difficulty or expense. In determining whether an action is readily achievable, factors to be considered include nature and cost of the action, overall financial resources and the effect on expenses and resources, legitimate safety requirements, impact on the operation of a site, and, if applicable, overall financial resources, size, and type of operation of any parent corporation or entity. Under Title III, public accommodations must remove barriers in existing facilities if it is readily achievable to do so.

Reasonable Accommodation: under Title I, a modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Reasonable accommodation is a key non-discrimination requirement of the ADA.

Reasonable Program Modifications: if an individual's disabilities prevent them from performing the essential functions of the program or activity, it is necessary to determine whether reasonable program modifications would enable these individuals to perform the essential functions of the program or activity.

Reasonable program modification is any change in a program or activity, or in the way things are customarily done, that enables an individual with a disability to enjoy equal program opportunities. Accommodation means modifications or adjustments:

- To a registration or application process to enable an individual with a disability to be considered for the program or activity;
- To the program or activity environment in which the duties of a position are performed so that a person with a disability can perform the essential functions of the program or activity; and

- That enables individuals with disabilities to enjoy equally the benefits of the program or activity as other similarly situated individuals without disabilities enjoy.

Modification includes making existing facilities and equipment used by individuals readily accessible and usable by individuals with disabilities. Modification applies to known disabilities only. Modification is not required if it changes the essential nature of a program or activity for the person with a disability, it creates a hazardous situation, adjustments or modifications requested are primarily for the personal benefit of the individual with a disability, or it poses an undue burden on the County.

Record of an Impairment: an individual is disabled if he or she has a history of having an impairment that substantially limits the performance of a major life activity or has been diagnosed, correctly or incorrectly, as having such an impairment. An example: a man, who is in line for a promotion, has a history of cancer treatment, although he is now free of cancer. He is not given the promotion because his bosses are worried that, if his cancer returns, he won't be able to do the job. He does not, at this point, meet the first part of the definition of disability because he does not have a physical or mental impairment that substantially limits one or more major life activities. However, based on his "record of" an impairment, he is being discriminated against.

Regarded as Having a Disability: an individual is disabled if he or she is treated or perceived as having an impairment that substantially limits major life activities, although no such impairment exists. An example: a woman applies for a job as a customer service representative at a department store. Her face is badly scarred from an automobile accident. The interviewer doesn't want to give her the job, in spite of her skills and experience, because he thinks customers will be uncomfortable looking at her. She is not substantially limited in any major life activity, but the interviewer is "regarding her as" if she has a disability.

Running Slope: the grade that is parallel to the direction of pedestrian travel.

Safe Harbor: elements of existing facilities that already comply with either the 1991 ADA Standards or UFAS are not required to comply with the 2010 ADA Standards unless they were altered on or after March 15, 2012 and elements comprising a path of travel to an altered primary function area are not required to comply with the 2010 ADA Standard merely as the result of an alteration to a primary function area, provided those elements comply with the 1991 ADA Standard or UFAS.

Service Animal: any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. See the 2010 revised requirements at https://www.ada.gov/service_animals_2010.htm.

Substantial Limitation on Major Life Activities: an individual is disabled if she or he has a physical or mental impairment that (a) renders her or him unable to perform a major life activity, or (b) substantially limits the condition, manner, or duration under which she or he can perform a particular major life activity in comparison to other people.

In determining whether physical or mental impairment substantially limits the condition, manner, or duration under which an individual can perform a particular major life activity in comparison to other people, the following factors shall be considered:

- The nature and severity of the impairment;
- The duration or expected duration of the impairment; and
- The permanent or long term impact (or expected impact) of, or resulting from, the impairment.

Title V of the Rehabilitation Act of 1973: title of the law that prohibits discrimination on the basis of a disability by the Federal government, Federal contractors, by recipients of Federal financial assistance, and in Federally conducted programs and activities.

Transition Plan: refers to a requirement that state and local governments employing 50 or more people develop plans detailing structural changes necessary to achieve facility and program accessibility.

Undue Burden: means significant difficulty or expense incurred in the provision of accommodation. Undue burden includes, but is not limited to, financial difficulty. Undue burden refers to any modification that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature of operation of the business of the County. Whether a particular accommodation will impose an undue hardship is determined on a case-by-case basis. If a particular modification is determined to cause an undue burden to Harrison County, the County shall attempt to identify another modification that would not pose such a burden. If cost causes the undue burden, the County must consider whether funding for the modification is available from an outside source. If no such funding is available, the County must give the person with a disability the opportunity to provide the modification or to pay for that portion of the modification that constitutes an undue burden.

Undue Hardship: with respect to the provision of an accommodation under Title I of the ADA, significant difficulty or expense incurred by a covered entity, when considered in light of certain factors. These factors include the nature and cost of the accommodation in relationship to the size, resources, nature, and structure of the employer's operation. Where the facility making the accommodation is part of a larger entity, the structure and overall resources of the larger organization would be considered, as well as the financial and administrative relationship of the facility to the larger organization. Employers do not have to provide accommodations that cause an undue hardship.

Uniform Federal Accessibility Standards (UFAS): one of two standards that state and local governments can use to comply with Title II's accessibility requirement for new construction and alterations that took place before March 15, 2012. The other standard is the ADA Accessibility Guidelines, which is the enforceable standard for new construction or alterations done after March 15, 2012.

U.S. Department of Justice: Federal agency that is responsible for enforcing Titles II and III of the ADA.

U.S. Department of Transportation: Federal agency that enforces non-discrimination in public and private transportation. Non-discrimination includes access to public bus, train and paratransit, as well as privately operated bus and shuttle transportation. The ADA does not cover air transportation, which is subject to the Air Carrier Access Act.

Video Remote Interpretation (VRI): Video remote interpreting (VRI) is a video telecommunication service that uses web cameras, videophones, or other devices to provide sign language or spoken language interpreting services via a remote or offsite interpreter. VRI facilitated communication with persons with hearing loss and cannot utilize voice communication systems.

Appendix A

Building Facilities
Physical Barrier Summaries

Mapping of ROW Facilities

HARRISON COUNTY ADA SELF EVALUATION STUDY AND TRANSITION PLAN

NON-ROW FACILITY SUMMARY

Name & Location	Ownership Status	Low Priority	Medium Priority	High Priority	Total Probable Cost
Harrison County Highway Garage 1359 Old Highway 135 SW, Corydon, IN 47112	County Owned	\$12,950	\$700	\$850	\$14,500
TOTAL		\$12,950	\$700	\$850	\$14,500

General Notes: The facility evaluations included all public areas and employee common use areas. All cost estimates for County facilities are based on a estimated 2023 probable costs from various sources. Bidding in different manners or different time periods will likely require adjustments to the probable project costs. All items indicated as 'TBD' require further evaluation for feasibility due to historical, topographical, or structural concerns. Costs for TBD items are not included above and many corrective action alteration costs cannot be determined within the scope of this review. In most cases, those costs have had an order of magnitude placeholder included, which is likely to vary especially where multiple options are available and/or there are undiscovered issues that will impact costs (e.g., hidden items within walls, etc.). In some facilities, a cost placeholder was included to provide an order of magnitude understanding of the potential costs for alteration of the facility. Soft costs are not included in costs provided, which may include survey, design, construction observation, etc.

Harrison County Highway Garage

1359 Old Highway 135 SW, Corydon, IN 47112



Data collected: January 2024

General Facility Notes:		NOTE: This facility houses the offices and operations of the County Highway Engineer, including several storage buildings and main office with vehicle maintenance shop. Only the main building includes public and common areas and was the only building included in the evaluation, other than the locker rooms accessed from within the maintenance shop and the emergency egress doors within that area. Entrances to the main office include the public entrance on the south side and an employee entrance on the north side and within the fenced area into the maintenance garage. The main building includes parking on the east and south side for the public and visitors. Staff parking is scattered on the site, including on the east side of the main building. The facility is not wired for visual fire alarms.						
Item # & Feature (See Photolog for Shaded Items)		Description		Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Exterior								
Public/Main Office Parking								
NOTE: Parking for the public and employees is provided at the front/side of the building and a total of 41 spaces are provided including 2 accessible (1 van) spaces. Based on parking count a minimum of 2 accessible spaces, including 1 van-accessible parking space, is required.								
1	Restricted Entrance Parking	If a restricted entrance is provided (e.g., employee only entrance) accessible parking provided to serve 1 entrance.	206.4.7, 208.3, 502	YES	No	Low	TBD	
	Comment: No accessible parking spaces provided at employee entrance. Determine need to provide given the option of using the public entrance.							
Exterior Accessible Routes								
NOTE: There is an accessible route to both the public and employee entrances and include a curb ramp at both locations. All sidewalks are compliant.								
2	Detectable Warnings	Truncated domes height.	705.1.1	0.2"	<0.2"	Low	TBD	
	Comment:	Facilities constructed with federal USDOT funding require detectable warnings on all curb ramps per 406.8. Confirm funding source and respond to above accordingly when replaced. If USDOT funding was not included, detectable warnings are not required and should be removed when the sidewalk is replaced, along with removal of grooves in ramp. Existing truncated domes are brick pavers and have been sheared during snow removal operations. If detectable warnings are required, provide durable type plate (vinyl, steel, etc.) and ensure plate is full width of ramp.						
Main Building								
Public Entrance and Lobby								
NOTE: The lobby includes a small waiting area with chairs and a compliant service desk with knee space.								
3	Means of Egress Signs	Door has both visual and tactile signage inside adjacent to the door.	216.4, 703.1, 703.2, 703.5	YES	No	High	\$150	
	Comment:	Entry door lacks tactile sign, only visual illuminated sign present. Provide tactile sign at door.						
4	Door and Gate Surfaces	Height of smooth surface provided from finish floor measured vertically on the push side extending full width of door. (sliding doors and tempered glass doors without stiles	404.2.10	10" min.	8-3/4"	Low	\$300	
	Comment:	Provide kick plate and filler on push side of door to min. 10" height from bottom of both doors.						
Employee Office Hallways								
NOTE: No signage is provided within this hallway at exempt permanent spaces. The hallway includes an exterior access door for employees only at the north end and two side hallways with entry doors to the garage. The hallway includes 1 pair of compliant drinking fountains.								
5	Signage	Signs at permanent spaces have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	No	Low	\$1,650	
	Comment:	No signage is provided at 7 offices, 2 storage/work rooms, 1 mechanical/electrical room, and 1 janitor room, provide sign with visual and tactile features at compliant location outside of door swing.						
6	Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27" 80"	4-1/2" at 31"	Low	\$100	
	Comment:	Two (2) wall-mounted fire extinguishers within the hallway near the conference room and janitor closet. Provide permanent cane-detectable object below each or reposition.						
7	Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27" 80"	6-1/2" at 44- 3/4"	Low	\$50	
	Comment:	First aid kit on wall near the janitor closet. Provide permanent cane-detectable object below or reposition.						
8	Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27" 80"	4-3/4" at 55"	Low	\$100	
	Comment:	Two (2) wall-mounted file holders in front office corridor. Provide permanent cane-detectable object below or reposition.						
9	Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27" 80"	5-1/4" at 50- 3/4"	Low	\$50	
	Comment:	Wall-mounted Safety Data Sheet folder within rack. Provide permanent cane-detectable object below or reposition.						
10	Means of Egress Signs	Door has both visual and tactile signage inside adjacent to the door.	216.4, 703.1, 703.2, 703.5	YES	No	High	\$100	
	Comment:	No tactile sign at employee door, provide compliant egress signage with both visual and tactile features.						
11	Closing Time	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Low	\$450	
	Comment:	Adjust door closer at employee door, cost assumes replacement.						
12	Door and Gate Surfaces	Height of smooth surface provided from finish floor measured vertically on the push side extending full width of door. (sliding doors and tempered glass doors without stiles	404.2.10	10" min.	8-1/4"	Low	\$150	
	Comment:	Provide kick plate and filler on push side of employee door to min. 10" height from bottom of both doors.						
13	Push Side Space	Push side maneuvering space adjacent to latch if both closer and latch are provided.	404.2.4.3	12"	1-3/4" with 10" recess	Low	TBD	
	Comment:	Push side of employee door. Explore options and need to accommodate employees and emergency egress, minor impact on accessibility.						

Item # & Feature (See Photolog for Shaded Items)		Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Unisex Restroom A							
NOTE: This restroom is located within the employee hallway, with 2 similar restrooms provided. Spaces are referred to as "A" (left) and "B" (right) based on side when facing them.							
14	Mirror	Height of reflective surface for mirror above lavatories/countertops height.	603.3	40" max.	41"	Low	Included Above
	Comment: Reposition mirror or provide an additional mirror within the space.						
15	Toilet Clear Space	Clear width from toilet wall to beyond toilet	604.3.1	60" min.	Obstructed	Medium	\$50
	Comment:	Clear space at toilet is obstructed by the paper towel dispenser and trash receptacle. Reposition the paper towel dispenser to wall adjacent to the sink at compliant height and move trash receptacle outside of all clear spaces.					
16	Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	3-3/4"	Low	\$50
	Comment: Reposition toilet paper dispenser to compliant location.						
17	Grab Bars	Grab bar clearance of objects below and at the ends of the bar.	609.3	1-1/2" min.	0"	Low	Included Above
	Comment: Clear area is obstructed by the paper towel dispenser. Reposition the dispenser.						
18	Grab Bars	Grab bar clearance from objects above the grab bar.	609.3	12" min.	5"	Low	Included Above
	Comment: Clear area is obstructed by the paper towel dispenser. Reposition the dispenser.						
Unisex Restroom B							
NOTE: This restroom is located within the employee hallway, with 2 similar restrooms provided. Spaces are referred to as "A" (left) and "B" (right) based on side when facing them.							
19	Mirror	Height of reflective surface for mirror above lavatories/countertops height.	603.3	40" max.	40-1/2"	Low	\$50
	Comment: Reposition mirror or provide an additional mirror within the space.						
20	Toilet Clear Space	Clear width from toilet wall to beyond toilet	604.3.1	60" min.	Obstructed	Medium	\$50
	Comment:	Clear space at toilet is obstructed by the paper towel dispenser and trash receptacle. Reposition the paper towel dispenser to wall adjacent to the sink at compliant height and move trash receptacle outside of all clear spaces.					
21	Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	3-3/4"	Low	\$50
	Comment: Reposition toilet paper dispenser to compliant location.						
22	Grab Bars	Grab bar clearance of objects below and at the ends of the bar.	609.3	1-1/2" min.	0"	Low	Included Above
	Comment: Clear area is obstructed by the paper towel dispenser. Reposition the dispenser.						
23	Grab Bars	Grab bar clearance from objects above the grab bar.	609.3	12" min.	3-3/4"	Low	Included Above
	Comment: Clear area is obstructed by the paper towel dispenser. Reposition the dispenser.						
24	Grab Bars	Bars mounted height above the floor measured to the top of the gripping surface.	609.4	33" min.- 36" max.	36-1/4"	Low	\$250
	Comment: Rear grab bar is mounted too high. Adjust the location to 33-36" height, ensure compliant centerline position also.						
Employee Break Room							
NOTE: This break room/kitchen provides an entrance at each end wall from the hallway and includes 1 sink, stove/oven, microwaves, refrigerator, and small appliances with seating. Both doors were propped open at the time of the evaluation and the one near the conference room had a broken closer. The permanently mounted microwave is too high but a 2nd device is on the countertop within reach ranges.							
25	Signage	Signs at permanent spaces have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	No	Low	\$150
	Comment: No signage is provided at door near the conference room, provide sign with visual and tactile features at compliant location outside of door swing.						
26	Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1A	18"	4-1/2" obstructed	Low	n/a
	Comment: The clear space at door near the conference room is obstructed by a table and chairs. Consider alternate locations for the furniture.						
27	Signage	Signs at permanent spaces have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	No	Low	\$150
	Comment: No signage is provided at door near the garage access door, provide sign with visual and tactile features at compliant location outside of door swing.						
28	Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1F	24"	Obstructed	Low	n/a
	Comment: The clear space at door near the garage access door is obstructed by a trash receptacle. Consider alternate locations for the trash receptacle.						
29	Pull Side Space	Pull side maneuvering space perpendicular to door.	Table 404.2.4.1 F	54"	43" ice machine	Low	n/a
	Comment: Minimal impact on accessibility due to ice machine obstruction at door near the garage access door.						
30	Sink Rim Height	Height of sink rim above the floor.	212.3, 606.3	34" max.	34-1/4"	Low	\$600
	Comment: Explore options and need to provide compliant sink rim height.						
31	Toe Space Depth	Clear Toe Space Height	211.2, 306.2.3, 602.2	9" min. high for 6" min. depth.	Obstructed	Low	n/a
	Comment: The clear space is obstructed, move obstructions.						
32	Soap Dispenser	Obstructed Front Reach (Front Approach) for obstruction 20-25" deep.	308.2.2	44" max.	47" over 20-1/4"	Low	\$50
	Comment: Reposition dispenser to compliant height. Ensure location does not present protrusion.						
33	Work Surface	Height of knee space below the work/dining surface	306.3.1, 902.2	27" min.	25" all	Low	\$200
	Comment: Provide min. of 1 table with 27" knee space below. Cost assumes new table to be purchased.						
34	Storage	Total percent of kitchen storage between 15" - 48" height	212, 804.5, 811.2	50% min.	31%	Low	n/a
	Comment: Ensure all types of items within cabinets fall within reach ranges.						
35	Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	8" at 40"	Low	\$50
	Comment: Paper towel dispenser on wall near pantry cabinet protrudes. Reposition dispenser to compliant height that is outside of the circulation area.						
Conference Room							
36	Signage	Signs at permanent spaces have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	No	Low	\$150
	Comment: No signage is provided at door, provide sign with visual and tactile features at compliant location outside of door swing.						
37	Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	4-3/8" at 33-3/4"	Low	\$100
	Comment: Dry erase board cabinet protrudes, protect both ends with permanent cane-detectable objects.						

Item # & Feature (See Photolog for Shaded Items)		Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Maintenance Garage							
NOTE: The garage is mostly exempted work area but there are common circulation paths within that should be made to comply as needed. This would include exterior access doors on both sides of the service garage. There are 2 doors to the garage on the west side and 4 on the east side.							
38	Tactile Features	Signs at permanent spaces have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	No	Low	\$300
	Comment:	No signage is provided at interior hallway (2) doors to the Garage. Provide compliant sign with visual and tactile features at compliant location outside of door swing.					
39	Operating Force	Operating force to open.	404.2.9	5 lbs. max.	10 lbs	Low	n/a
	Comment:	Entry door to garage from rear hallway rubs on mat and requires excessive effort to open. Reposition the mat outside of door swing.					
40	Vision Lights	Vision panel height from finish floor (if 66" or higher is exempt).	404.2.11	43" max.	44-3/4"	Low	\$800
	Comment:	Modify vision lights on door to garage from rear hallway when space is altered.					
41	Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1 A	18"	14-3/4"	Low	n/a
	Comment:	Entry door to garage from rear hallway. Explore options.					
42	Operating Force	Operating force to open.	404.2.9	5 lbs. max.	10 lbs	Low	n/a
	Comment:	Entry door to garage from front hallway rubs on mat and requires excessive effort to open. Reposition the mat outside of door swing.					
43	Vision Lights	Vision panel height from finish floor (if 66" or higher is exempt).	404.2.11	43" max.	44-3/4"	Low	\$800
	Comment:	Modify vision lights on door to garage from front hallway when space is altered.					
44	Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1 A	18"	15-1/2"	Low	n/a
	Comment:	Entry door to garage from front hallway. Explore options.					
45	Means of Egress Signs	Door has both visual and tactile signage inside adjacent to the door.	216.4, 703.1, 703.2, 703.5	YES	No	High	\$600
	Comment:	Doors lack tactile signs at all 6 exterior egress/entry doors in the garage. Provide compliant tactile signs on the inside of all egress doors.					
46	Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1A	18"	10"	Low	n/a
	Comment:	Fence obstructs the clear space at southeast door, door is not only access. Overhead doors often open and used as well.					
47	Push Side Space	Push side maneuvering space adjacent to latch if both closer and latch are provided for recessed door.	404.2.4.3	12"	0-2"	Low	n/a
	Comment:	All 6 exterior man doors within the garage are recessed and lack of clear space unlikely to impact egress for employees in this area.					
48	Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1A	18"	12"	Low	n/a
	Comment:	Both west doors have substandard clear space on concrete pad outside of door.					
Men's Employee Restroom/Shower/Dressing Room							
NOTE: This space is for male employees and provides showers, lockers, and dressing area from within the garage with 2 sinks, 2 urinals, & 2 toilet compartments. A roll in shower was also present, along with 40 lockers.							
49	Tactile Sign Clear Space	Signs have a clear floor space 18" x 18" centered on the sign located outside of the door swing.	703.4.2	18" x 18" min.	Obstructed	Low	\$50
	Comment:	Existing sign clear space is obstructed by trash receptacle and paper towel dispenser at garage handwash sink. Move/reposition both objects.					
50	Closing Time	Automatic closer sweep time.	404.2.8.1	5 sec min.	3 sec	Low	\$450
	Comment:	Adjust door closer, cost assumes replacement.					
51	Operating Force	Operating force to open.	404.2.9	5 lbs. max.	8 lbs	Low	Included above
	Comment:	Adjust door closer, cost assumes replacement.					
52	Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1A	18"	Obstructed	Low	n/a
	Comment:	The clear space at door is obstructed by a trash receptacle. Consider alternate locations for the trash receptacle, ensure paper towel dispenser is not protruding.					
53	Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27'-80"	17-3/4" at 30-1/4"	Low	\$100
	Comment:	Sinks are open on both sides, protect both sides with permanent, cane-detectable objects.					
54	Stall Door Hardware	Stall has handle on the inside of the door.	213.3, 604.8.1.2	YES	No	Low	\$100
	Comment:	Provide hardware on stall door.					
55	Stall Door	Stall door is self-closing.	213.3, 404.7, 604.8.1.2	YES	No	Low	\$100
	Comment:	Make adjustments to front partition to allow gravity hinge to function properly.					
56	Stall Door	Toilet is located on side wall or partition farthest from stall door (is offset, NOT parallel - see 604.8.1.2).	604.8.1.2	YES	No	Medium	\$600
	Comment:	Explore options, least impacting and least costly option would be to alter the front partition to move the outswinging door to the opposite side of the entrance.					
57	Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	5-1/4"	Low	\$50
	Comment:	Reposition toilet paper dispenser to compliant location.					
58	Rear Grab Bar	Rear grab bar is positioned relative to the centerline of the toilet on both side.	604.5.2	Open side 24" min.	23"	Low	\$250
	Comment:	Adjust location of grab bar to correct orientation relative to toilet centerline.					
59	Roll-In Shower Grab Bars	Grab bar distance from all adjacent walls.	608.3.2	6" max.	8" rear at seat wall	Low	\$500
	Comment:	Compartment width exceeds minimum, resulting in non-compliant grab bar spacing. Provide compliant grab bar.					
60	Benches	A fixed bench is required in all dressing, changing, and fitting rooms.	803.4	YES	Not fixed	Low	\$600
	Comment:	Existing bench is not compliant nor fixed. Provide compliant bench with clear spaces within the room.					
61	Clear Space	Clear floor space at the end of bench seat and parallel to short axis of bench	305, 903.2	30" x 48"	None	Low	Included above
	Comment:	Existing bench is not compliant nor fixed.					
62	Bench Depth	Bench seat depth	903.3	20" min.-24" max.	9-1/2"	Low	Included above
	Comment:	Existing bench is not compliant nor fixed.					
63	Back Support	Bench is mounted to a wall or has a back support	903.4	YES	No	Low	Included above
	Comment:	Existing bench is not compliant nor fixed.					

Item # & Feature (See Photolog for Shaded Items)		Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Women's Employee Restroom/Shower/Dressing Room							
NOTE: This space is for female employees and provides showers, lockers, and dressing area from within the garage with 1 sink & 1 toilet compartment. A roll in shower was also present, along with 12 lockers.							
64	Tactile Sign Clear Space	Signs have a clear floor space 18" x 18" centered on the sign located outside of the door swing.	703.4.2	18" x 18" min.	Obstructed	Low	\$50
	Comment: Existing sign clear space is obstructed by trash receptacle and paper towel dispenser at garage handwash sink. Move/reposition both objects.						
65	Operating Force	Operating force to open.	404.2.9	5 lbs. max.	8 lbs	Low	\$450
	Comment: Adjust door closer, cost assumes replacement.						
66	Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1 A	18"	3-1/8"	High	TBD
	Comment: Poor design of narrow hallway with inswinging door, explore options, including power-assisted door opener on the inside. That does not eliminate the potential for female employee from being trapped within the room due to inability to open the door given the lack of clearance.						
67	Sink Clear Space	A clear, level space in front of the sink for front approach is provided.	305.5, 606.2	30" wide x 48" deep min.	Obstructed	Low	n/a
	Comment: Obstructed by trash receptacle, move the receptacle.						
68	Mirror	Height of reflective surface for mirror above lavatories/countertops height.	603.3	40" max.	40-1/2"	Low	\$100
	Comment: Lock requires tight grasping and pulling. Replace with compliant lock that can be operated with a closed fist.						
69	Stall Door Hardware	Stall has handle on the inside of the door.	213.3, 604.8.1.2	YES	No	Low	\$100
	Comment: Provide hardware on stall door.						
70	Stall Door	Clear space in front of the door for latch side approach.	604.8.1.2	42" min.	41-1/2"	Low	\$1,200
	Comment: Explore options and need to provide compliant depth for female employee. Best option is to modify to side entry.						
71	Coat Hook in Stall	Coat hooks height above the floor.	308, 604.8.3	15" min.- 48" max.	48-1/2"	Low	\$50
	Comment: Reposition or provide additional hook at compliant height.						
72	Toilet Location	Space on side of toilet from side wall/partition to the centerline of the toilet.	604.2	16" min.-18" max.	19-1/4"	Low	\$800
	Comment: Reposition toilet.						
73	Toilet Clear Space	Clear width from toilet wall to beyond toilet	604.3.1	60" min.	Obstructed	Low	n/a
	Comment: Clear space at toilet is obstructed by table. Reposition the table outside of compartment.						
74	Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	4"	Low	\$50
	Comment: Reposition toilet paper dispenser to compliant location.						
75	Rear Grab Bar	Rear grab bar is positioned relative to the centerline of the toilet on both side.	604.5.2	Open side 24" min.	22-3/4"	Low	\$250
	Comment: Adjust location of grab bar to correct orientation relative to toilet centerline after toilet is adjusted.						
76	Benches	A fixed bench is required in all dressing, changing, and fitting rooms.	803.4	YES	None	Low	\$600
	Comment: No bench provided within room used for dressing, only movable chairs provided. Provide compliant bench.						
77	Roll-In Shower Grab Bars	Grab bar distance from all adjacent walls.	608.3.2	6" max.	8" rear at seat wall	Low	\$500
	Comment: Compartment width exceeds minimum, resulting in non-compliant grab bar spacing. Provide compliant grab bar.						
Facility Total:							\$14,500
General Notes:							
1. Exempt spaces in this facility do not provide signage at the entrance to each space. While not required at all permanent spaces entry points, where provided signage must meet visual and tactile requirements. The information above includes recommendations to consider signage at all permanent spaces to maximum accessibility. Signage is required only at egress doors and restrooms.							
2. None of the emergency egress doors in the garage have compliant clear spaces on the latch side, often lacking on both sides of the door.							

EXTERIOR



Item #1

No accessible parking for employee entrance



Item #2

Truncated domes <0.2" high

PUBLIC LOBBY AND EMPLOYEE HALLWAYS



Item #3-4

No tactile signs at exterior egress door, bottom clear area of door <10"



Item #5

Typical entry doors to exempt spaces with no signage present



Item #6

Typical of 2 wall-mounted fire extinguishers that protrude >4"



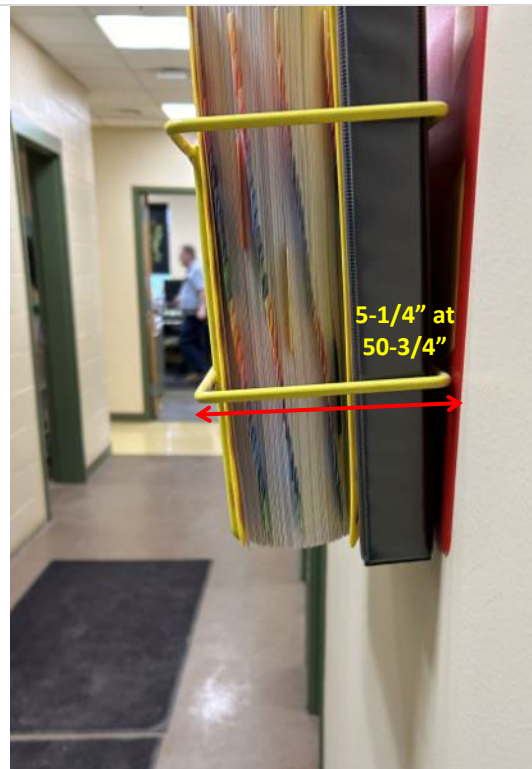
Item #7

Wall-mounted first aid kit that protrudes >4"



Item #8

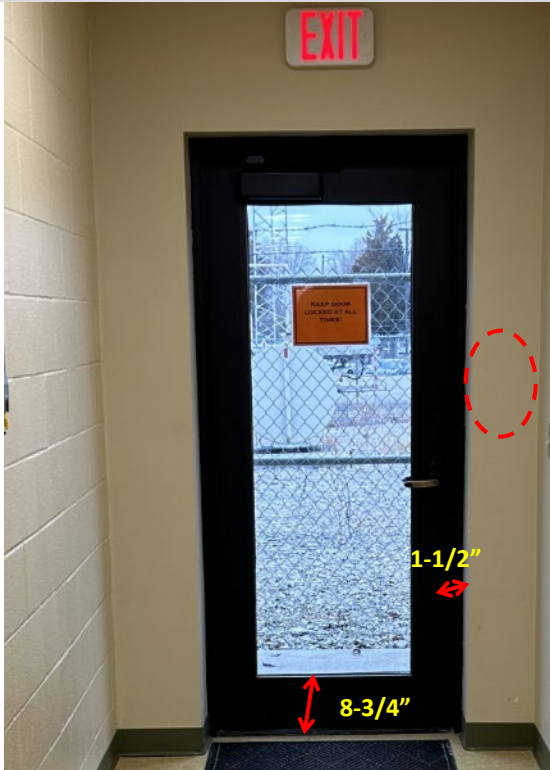
Typical of 2 wall-mounted file holders that protrude >4"



Item #9

Wall-mounted Safety Data Sheet rack that protrudes >4"

UNISEX RESTROOM A (LEFT SIDE)



Item #10, 12-13

No tactile signs at exterior egress door, bottom clear area of door <10", latch push side clearance for recessed door <12"



Item #14

Mirror reflective surface >40"



Item #15, 17-18

Obstructions within 60" toilet clear space, obstructions within 1-1/2" clearance at end of grab bar, obstruction within 12" clear space above grab bar



Item #16

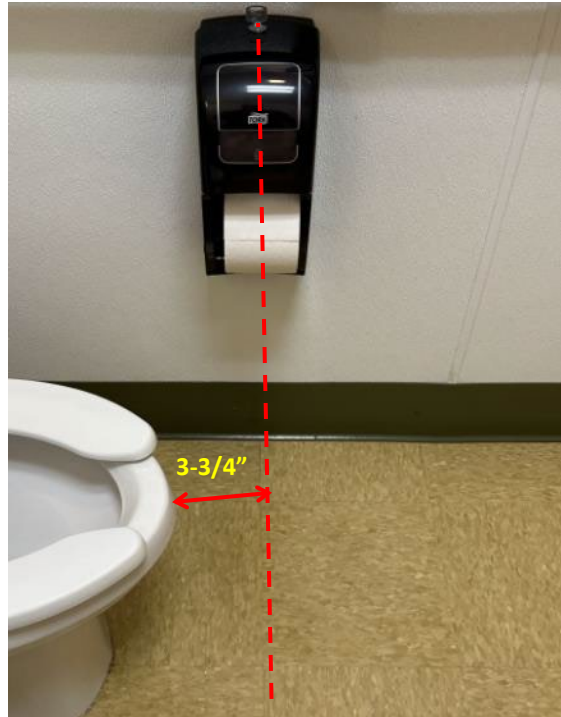
Toilet paper dispenser centerline not 7-9" in front of toilet

UNISEX RESTROOM B (RIGHT SIDE)



Item #19-20, 22-24

Obstructions within 60" toilet clear space, obstructions within 1-1/2" clearance at end of grab bar, obstruction within 12" clear space above grab bar, rear grab bar not 33-36" high



Item #21

Toilet paper dispenser centerline not 7-9" in front of toilet

EMPLOYEE BREAK ROOM



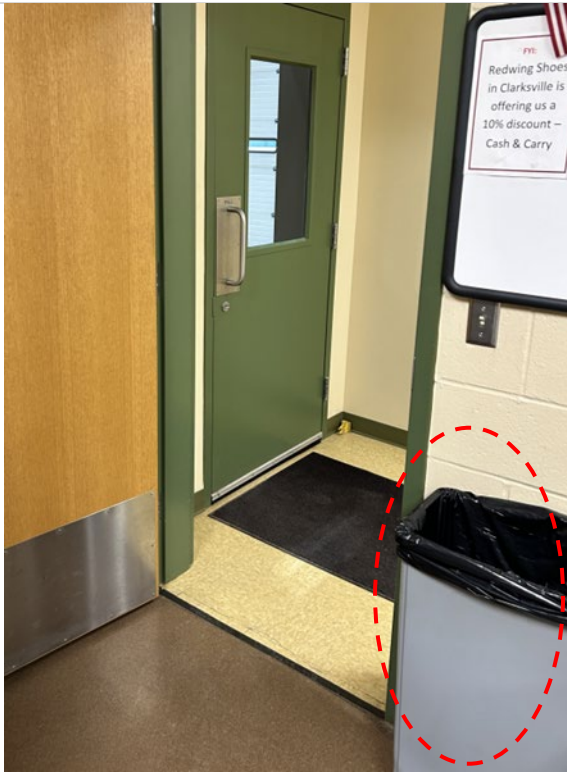
Item #25

Entry door near Conference Room with no signage



Item #26

Entry door near Conference Room with obstructed latch pull side clear space



Item #28

Entry door near garage entry door with obstructed latch pull side clear space



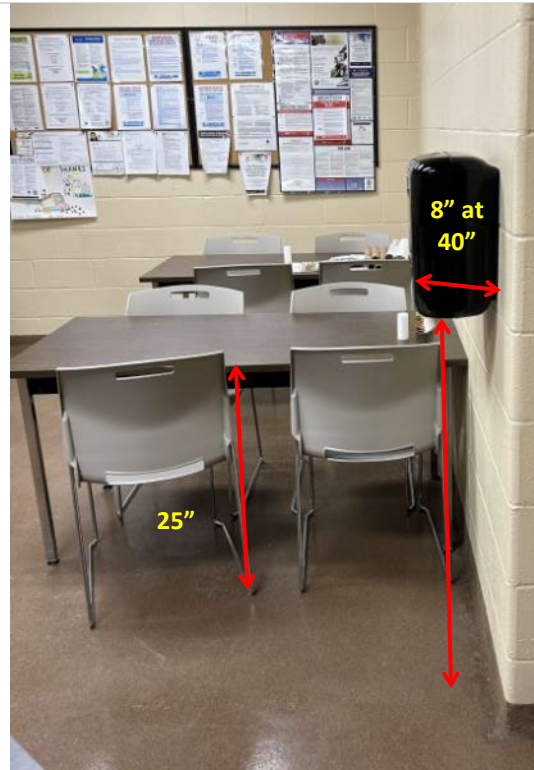
Item #29

Latch clear space perpendicular to entry door <54"



Item #30-32

Sink rim >34", toe space below sink obstructed, soap dispenser obstructed reach >44"



Item #33 & 35

Dining surface knee space <27", paper towel dispenser protrudes >4"

CONFERENCE ROOM

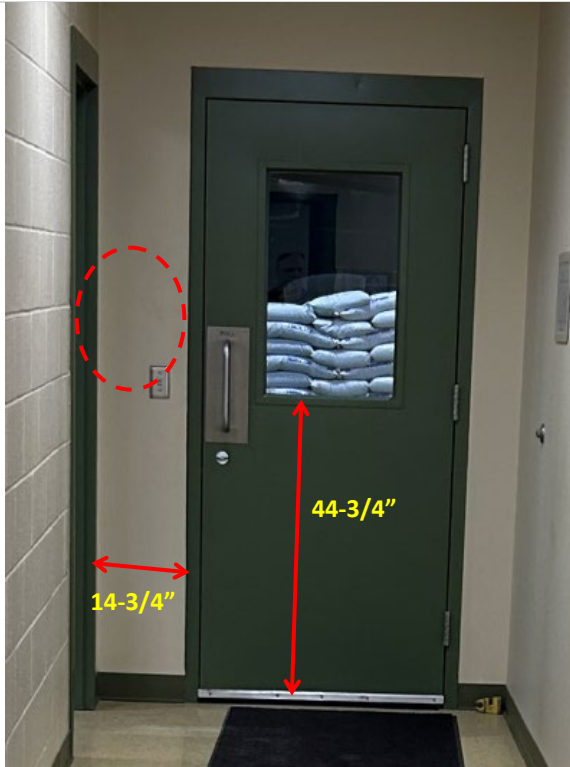


Item #36
Entry door with no signage



Item #37
White board cabinet protrudes >4"

MAINTENANCE GARAGE



Item #38, 40-41
Entry door in rear hallway with no signage, vision light >43" high, latch pull side clear space <18"



Item #38, 43-44
Entry door in front hallway with no signage, vision light >43" high, latch pull side clear space <18"



Item #45 & 47

Typical of 6 garage exit doors with no tactile egress signage, latch push side clearance for recessed door <12"



Item #45 & 47

Typical of 6 garage exit doors with no tactile egress signage, latch push side clearance for recessed door <12"



Item #45 & 47

Typical of 6 garage exit doors with no tactile egress signage, latch push side clearance for recessed door <12"



Item #46

Typical of 2 west garage exit doors with latch pull side clearance <18"

MEN'S RESTROOM/SHOWER/LOCKER ROOM



Item #49

Tactile sign clear space is obstructed



Item #52

Latch pull side clear space obstructed, potentially protruding paper towel dispenser



Item #53

Sinks protrude >4"



Item #54-55

Wheelchair toilet compartment door has no handle inside and is not self-closing



Item #56 & 58

Toilet is not located on wall opposite the compartment entry, rear grab bar open side <24" from toilet centerline



Item #57

Toilet paper dispenser centerline not 7-9" in front of toilet



Item #59

Shower grab bar >6" from wall



Item #60-63

No fixed bench provided in dressing room, existing bench is not fixed, bench depth not 20-24", no back support at bench

WOMEN'S RESTROOM/SHOWER/LOCKER ROOM



Item #64

Tactile sign clear space is obstructed



Item #66

Latch pull side clearance <18"



Item #67-68

Sink clear space obstructed by trash, mirror >40" high



Item #69 & 71

Wheelchair toilet compartment door has no handle inside and is not self-closing, coat hook on door >48" high



Item #70

Clear space perpendicular to toilet compartment entry door <42"



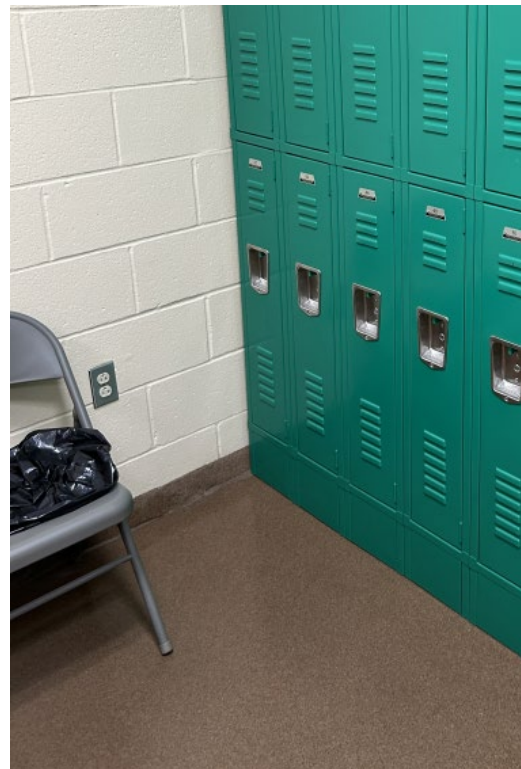
Item #72-73, 75

Toilet centerline not 16-18" from wall, toilet clear space is obstructed, rear grab bar open side <24" from toilet centerline



Item #74

Toilet paper dispenser centerline not 7-9" in front of toilet



Item #76

No fixed bench provided in dressing room



Item #77
Shower grab bar >6" from wall



Crescent Hill Lane



Sky Way Drive

Edsel Lane

Settlers Trace
Liberty Way
Colonial Drive
Frontier Court

Old 135

Corydon

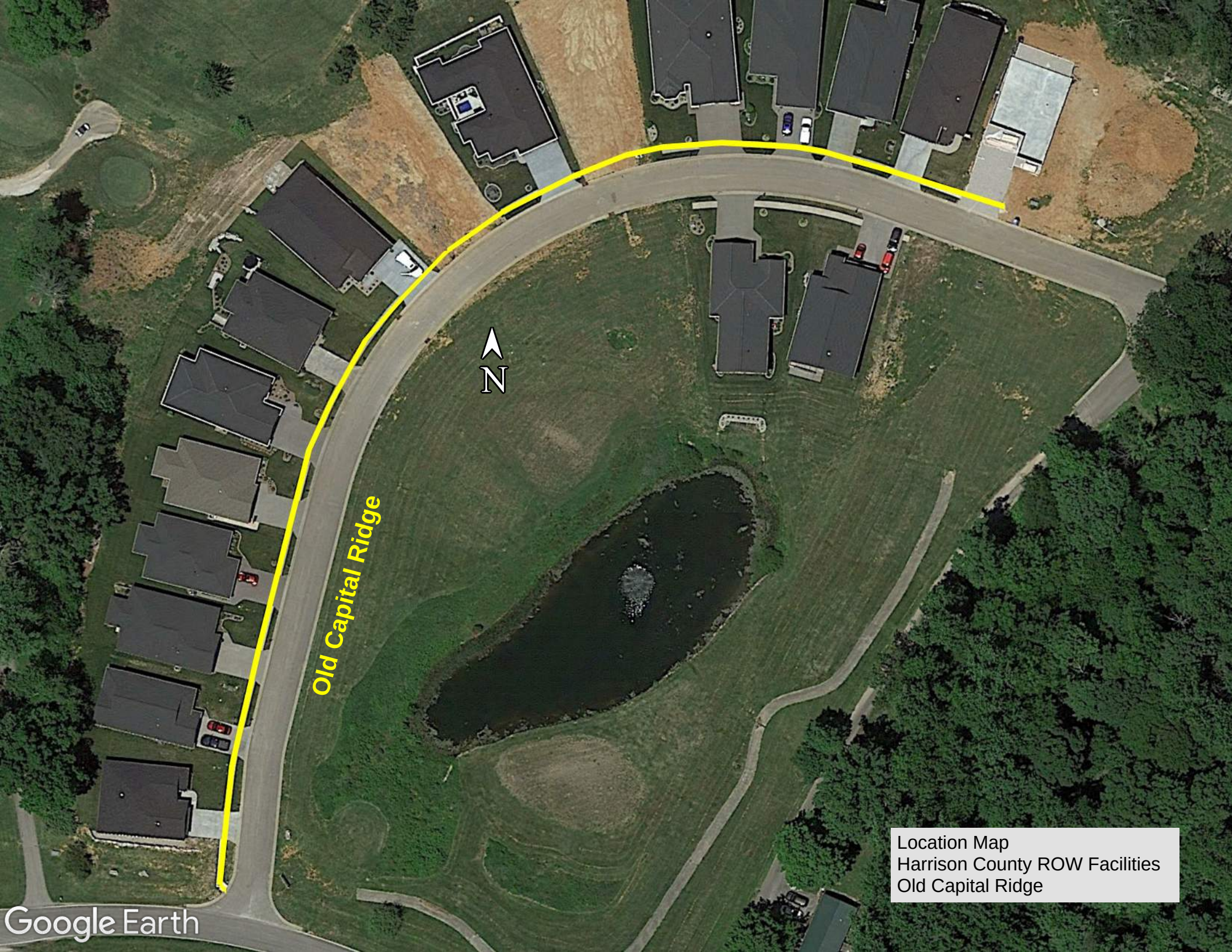
Indian Creek

Old Capital Ridge

Google Earth

Image © 2024 Airbus

Location Map
Harrison County ROW Facilities



Old Capital Ridge

N

Location Map
Harrison County ROW Facilities
Old Capital Ridge

Google Earth



Old 135

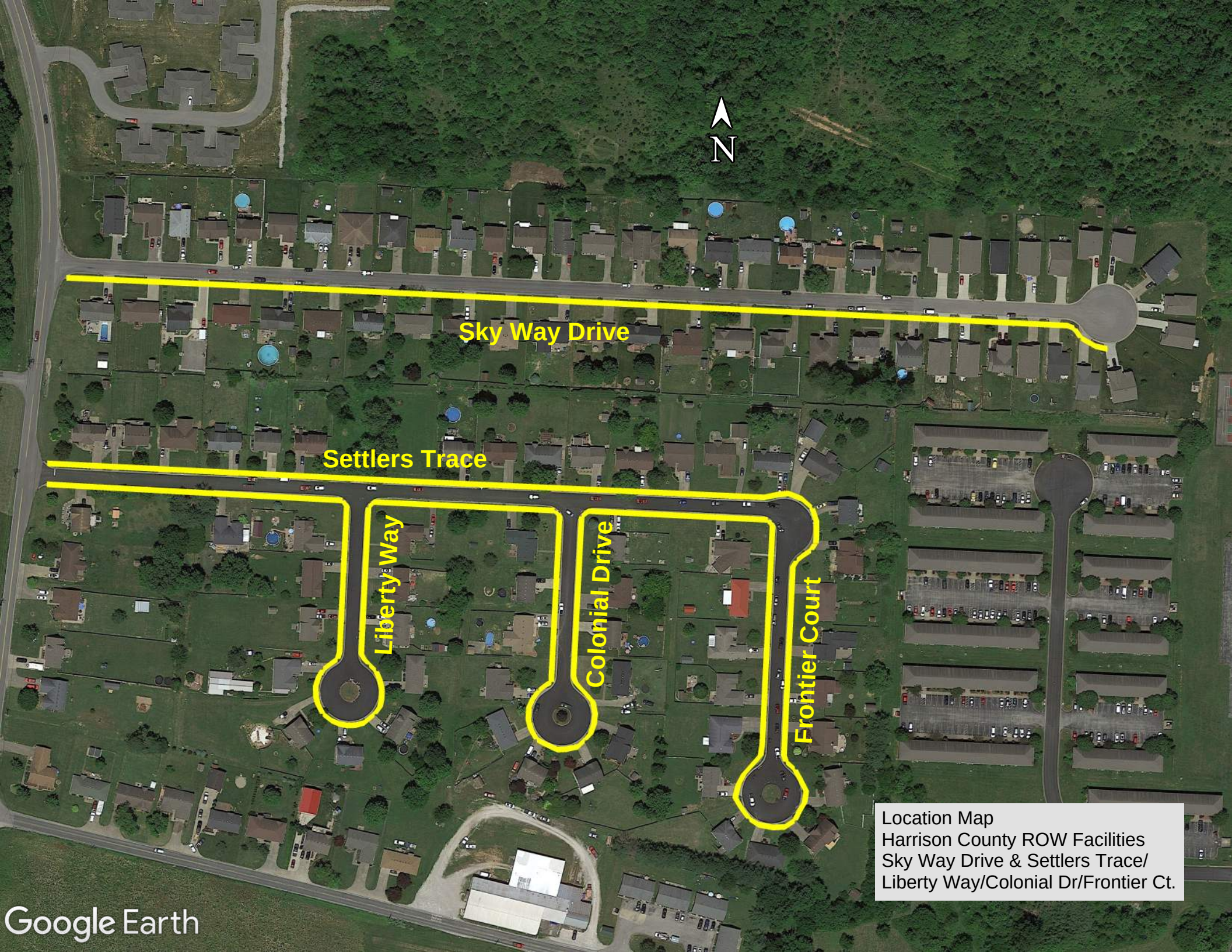
Edsel Lane

Location Map
Harrison County ROW Facilities
Old 135 and Edsel Lane



Crescent Hill Drive NE

Location Map
Harrison County ROW Facilities
Crescent Hill Drive NE



Sky Way Drive

Settlers Trace

Liberty Way

Colonial Drive

Frontier Court

Location Map
Harrison County ROW Facilities
Sky Way Drive & Settlers Trace/
Liberty Way/Colonial Dr/Frontier Ct.

HARRISON COUNTY – Public ROW Accessibility Issues

SKY WAY DRIVE



Missing curb ramp at Corydon Ramsey Road NW



Typical driveway crossing at PAR

SETTLERS TRACE/FRONTIER COURT NW/COLONIAL DRIVE NW/LIBERTY WAY NW



Missing curb ramp at SW end of Settlers Trace



Missing curb ramp at NW end of Settlers Trace



Curb ramp at SW quadrant of Settlers Trace & Liberty Way with drain structure in ramp (typical also at Frontier Ct. and Colonial Way)

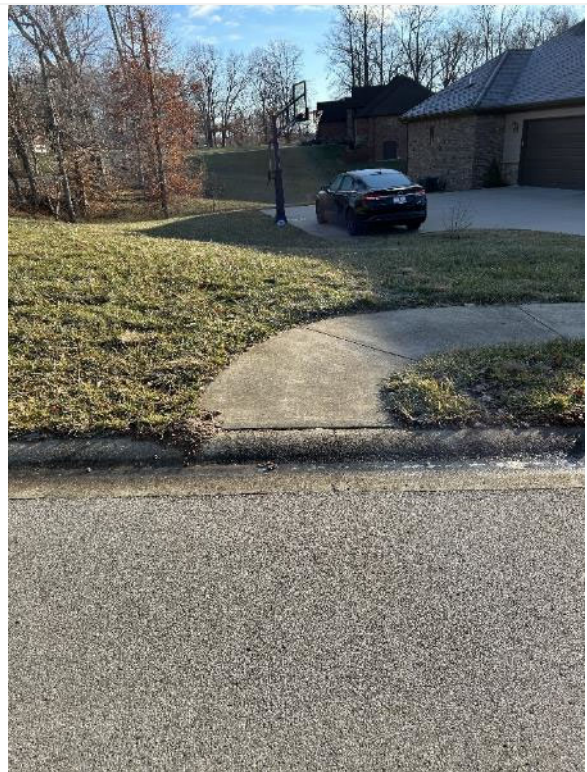


Curb ramp at SE quadrant of Settlers Trace & Liberty Way with drain structure in ramp (typical also at Frontier Ct. and Colonial Way)

CRESCENT HILL DRIVE NE



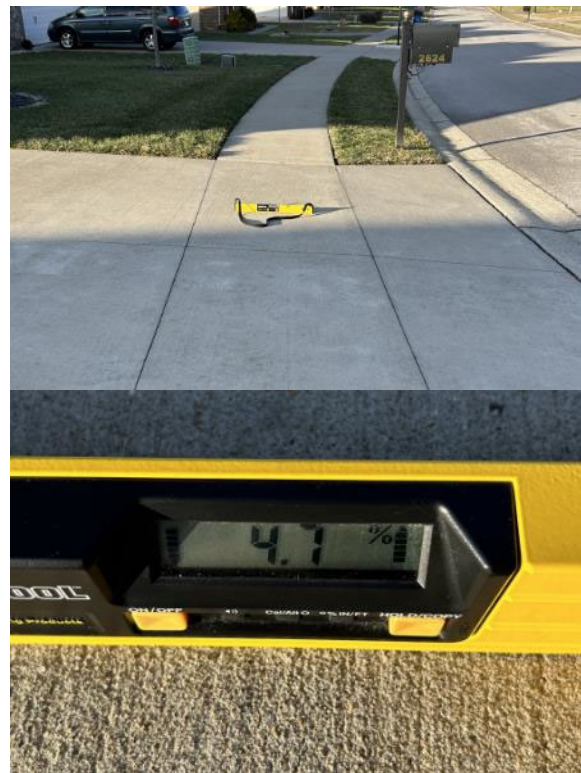
Missing curb ramp at the northwest end



Missing curb ramp at the northeast end



Example driveway with excess PAR cross slope



Example driveway with excess PAR cross slope



Example driveway with excess PAR cross slope



Example PAR with excessive cross slope

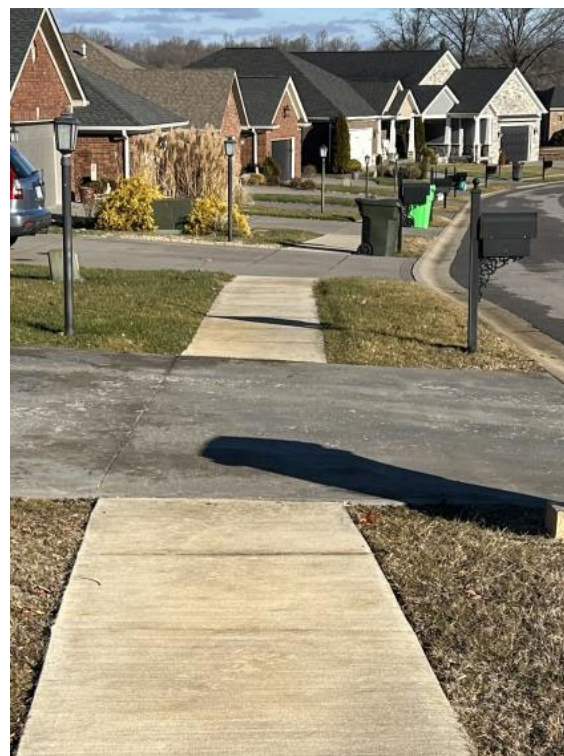


Example PAR with excessive cross slope

OLD CAPITAL RIDGE



Missing curb ramp at the southwest end intersection of Country Club Road SE



Typical driveways built through PAR, often resulting in excessive PAR cross slope



Example driveway with excess PAR cross slope



Example driveway with excess PAR cross slope



Example driveway with excess PAR cross slope



Example PAR with excessive cross slope

EDSEL LANE NW



Curb ramp at the southwest end with no DW



Area with loose gravel on concrete that creates an unstable surface for pedestrians



Curb ramp crossing at a driveway with a vertical elevation change



PAR through a driveway that has been patched and presents vertical elevation changes



PAR through a driveway that has been patched and presents slope and vertical elevation changes

OLD HIGHWAY 135



Driveway built through the PAR with severe slope and no compliant receiving ramp at City boundary



Example PAR with excessive cross slope



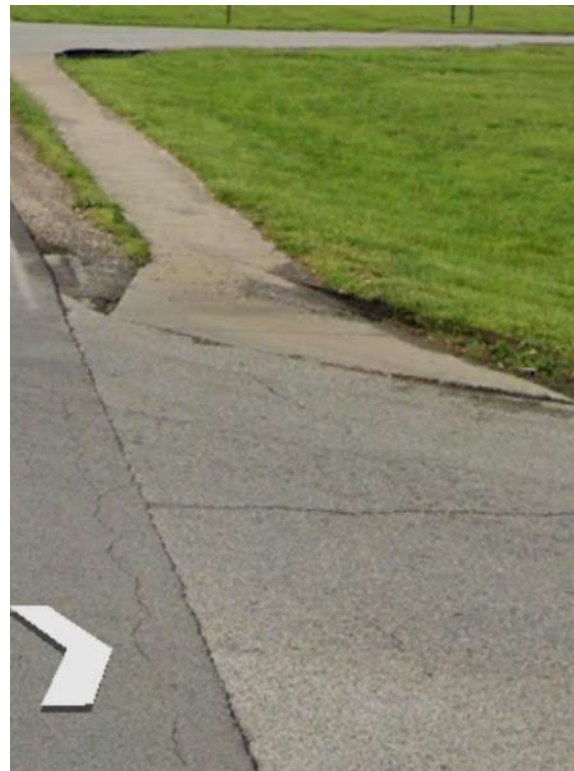
Curb ramps at Wyandotte Avenue, including one with brick paver DW



Curb ramp at IN-337 with no DW
(Source: Google Earth Streetview)



Curb ramp at IN-337 with no DW
(Source: Google Earth Streetview)



Curb ramp at north end of PAR with no DW
(Source: Google Earth Streetview)

Appendix B

County Questionnaires

County-Wide Questionnaire
Department Heads Questionnaire

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Harrison County, IN – Overall Authority Programs Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the County to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the County to provide equal access to programs and activities to everyone, without exception.

- A. Provide a list of Departments, responsibilities, and address of each. In addition, provide a brief description of the primary duties of each department and copies of any payments, publications, applications, forms, etc. that are used for each (**electronic preferred**).

Typical Programs/Policies/Documents Requested be Provided as Applicable	Applicable (yes or no)	Hard copy provided	Available on website
Administrative Procedures			
Do you have an ADA Coordinator? Provide info regarding appointment and contact info.			
Do you have a grievance procedure? Provide copy			
Do you have a grievance form? Provide copy			
Have you published an ADA Notice of Non-Discrimination? Provide copy.			
Do you have an internal ADA committee/team and/or a special appointed Commission for ADA?			
Do all board and commission agendas include an ADA accommodation notice? Provide copies of all board and commission agendas.			
Do you have a dedicated page on your website for ADA where related documents are posted?			
Have you provided any outreach to the public or advocacy groups on ADA topics? Provide info.			
Do documents provided to the public include information about how to obtain accessible copies?			
Do you have a centralized location for tracking of all civil rights related complaints? Is there a process for ensuring these complaints get to the coordinator for each?			
Effective Communication			
Please provide a detailed list of instances that your staff from different departments have interacted with people with disabilities. Include how often, general number per month/year, types of disabilities encountered, and how staff tried to accommodate their needs to assist them.			
Who is responsible for development and maintenance of your website? How often is it updated and when was the last update?			
Do you and/or individual departments have social media pages? Please list by department and website.			

Typical Programs/Policies/Documents Requested be Provided as Applicable	Applicable (yes or no)	Hard copy provided	Available on website
Have you used or been requested to provide any interpreters (sign language, foreign language)? Provide details.			
Do you have any on-call contracts with interpreters?			
Do any departments have TTY/TDD capability and training to use special equipment?			
Have any departments utilized the services of a relay service to assist communicating with the deaf?			
Public Meetings			
Provide a list of all locations where public meetings have been held, including facilities you do not own.			
Do any of your public meeting facilities include an audio amplification system?			
Do any of the above include required Assistive Listening System and Listening Devices? Provide detail on make, model, and number of receivers.			
Are any meetings broadcast live on either local television or internet? Specify.			
Are any meetings recorded and rebroadcast?			
Are live and/or recorded meetings provided with closed captioning?			
Personnel Policies			
Are all employees covered under 1 Personnel Policy Manual? Provide copies of all different manuals.			
Provide samples of recent job postings.			
Provide <u>examples</u> of job descriptions for various classifications within your organization. 4-5 from each classification is enough			
Do you have only 1 application for employment for all departments? Provide copies of all.			
Have you been requested to provide accommodations for employees due to a disability? Please provide details of the types of requests, whether approved or not and reason, and other information that can legally be disclosed by law.			
Do you have a formal "Employee Accommodation Request Form" or similar? Please provide.			
Do you have a formalized process for employees to request reasonable accommodations? Please provide.			
Staff Training			
Provide a list of staff that has received training specific to ADA, including webinars, conferences, etc. and the provider, date(s), and location.			
Have law enforcement officers received any special training related to communicating with and/or recognizing when a person may have a disability? Provide details.			

Typical Programs/Policies/Documents Requested be Provided as Applicable	Applicable (yes or no)	Hard copy provided	Available on website
If you have plan reviewers or inspectors, have they received any training on ADA requirements? Provide details.			
Special Events and Facility Use/Rental			
Do you sponsor any special events on properties owned by you? Owned by others? Please provide details about event and your role.			
Do you allow outside organizations to use or rent your facilities? Provide details.			
Emergency Planning and Evacuation			
Do you have a published emergency management plan for your facility/community? Please provide.			
Do you have individual emergency evacuation and/or sheltering plans for any buildings? Please provide copies of all.			
Are any of your facilities used as an emergency shelter? Please list.			
Do you have or subscribe to a community-wide emergency notification system (Nixle, Code Red, etc.)?			
Do you maintain a list of homebound clients and group homes that may need additional assistance during an emergency or evacuation?			
Design Standards, Details, and Codes			
Do you have your own Engineering Design standards or do you use a "standard" for details, etc. such as state DOT? If you have your own please provide.			
Please provide a listing of all standard codes by name and version/year for all technical designs done by/for you.			
Ordinances and Policies			
Please provide a copy of your Code of Ordinances, if applicable.			
Do you prohibit pets at any facilities? If so, do you allow service animals as an exception? Do you have a policy for service animals at your facilities?			
If you have park or recreation facilities, do you have any rules pertaining to animals or motorized vehicles? Please provide.			
Do you have an ordinance/written policy on use of golf carts and other motorized vehicles on your properties or within the public ROW? Please provide.			
Do you have a pedestrian or non-motorized master plan? Please provide.			
Do you have a sidewalk replacement program? Is it a cost-shared system with homeowners? Provide copy.			
Do you have a system for residents to request an accessible parking space and sign be placed at their home?			
Do you have an ordinance prohibiting the obstruction of sidewalks by parked vehicles, trash/recycling containers, and similar objects? Please provide a copy.			

Typical Programs/Policies/Documents Requested be Provided as Applicable	Applicable (yes or no)	Hard copy provided	Available on website
If applicable, do you have a snow removal policy for your properties and/or ordinance that requires sidewalks be cleared within a prescribe timeframe and which prohibits storage of snow in accessible parking? Provide a copy.			
Recreation			
Do you sponsor recreation programs at facilities you do not own (schools, etc.)? Provide details.			
Do you have online registration for recreation programs?			
Do you publish a recreation program guide? If so, does it provide information about requesting accommodations to allow residents with disabilities to participate? Provide copy.			
Unusual & Unique Services/Amenities/Facilities			
Do you have any courtrooms or hearing rooms within your facilities?			
Do you have any responsibility related to voting and providing polling places for elections?			
Are there any transit services provided by your organization or within your community? Provide details.			
Are there transit stops and/or shelters within your boundaries? If so, who is responsible for maintenance?			
Other – Client Specific			

- A. Requested Documents/Information to be Provided (if available, electronic preferred)
1. Personnel Policy Manuals for all departments, including job descriptions for all positions
 2. Applications for Employment for all departments
 3. All ADA Documents Adopted or in Use (designation of ADA Coordinator, grievance info, etc.)
 4. Publications provided to the public for all departments (various applications, etc.)
 5. Evacuation plans for all facilities
 6. List of all boards and commissions, meeting location, meeting schedule, and copies of most recent agenda and minutes for each
 7. List of all special public or private events on your properties and copy of rental or other agreements
 8. List of all ADA-specific or related training attended by staff, with dates, location, and details
 9. Any written department policies or procedures for ADA accommodation
 10. Any other documents or information you believe will be helpful
 11. Others as they are identified during the project

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Harrison County, IN – Court Clerk Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the County to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the County to provide equal access to programs and activities to everyone, without exception.

Department Contact: _____

1. Are you aware of any instances where staff have interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Examples would include writing notes back-and-forth, scheduling appointments with a sign language interpreter, etc. Please describe/provide examples and be specific about the interaction(s) and how staff was able to communicate with the person with the disability.
2. Do your courtrooms have a sound system that includes an Assistive Listening System and Assistive Listening Devices as required by ADA in every courtroom? If so, please provide the make/model and the number of devices for each courtroom.
3. If you have an ALS/ALDs, do you have signs prominently posted outside/within all courtrooms notifying the public of their availability?
4. Are you aware of any formal training of staff in your department related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.
5. Does your department have any formal policies related to the following:
 - a. Responding to requests for accommodation by plaintiffs/defendants, witnesses, or others that are deaf for a sign language interpreter in court? Have you ever received a request for an ASL interpreter? Do you have an existing contract with an ASL interpreter?
 - b. Requests for documents in other formats, including large print, Braille, etc.?
6. Have you ever had anyone involved in a court proceeding that was in a wheelchair? If so, what capacity were they serving and how were they able to perform their duties?
7. If you have not had a person in a wheelchair, would you be able to provide equal service to a member of the public in the gallery, defendant, plaintiff, attorney, witness, juror, etc.? What steps would need to be taken to ensure you could do this in EVERY courtroom?
8. Anything else you can think might be helpful in understanding your department's ability to accommodate the disabled in all aspects of services provided to the public?

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Harrison County, IN – Elections/Voting Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the County to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the County to provide equal access to programs and activities to everyone, without exception.

Department Contact: _____

1. Are you aware of any instances where staff have interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Examples would include writing notes back-and-forth, scheduling appointments with a sign language interpreter, etc. Please describe/provide examples and be specific about the interaction(s) and how staff was able to communicate with the person with the disability.
2. Do you have Voting Centers and/or Early Voting? If so, can electors vote at any Voting Center or are they required to vote at a specific precinct facility? If only at a specific location, how would you accommodate a voter in a wheelchair if the facility was not accessible?
3. Has your department performed a detailed accessibility evaluation of all voting locations, including parking, accessible routes from parking to voting entrance(s) to the building, entry doors, internal route to the area of voting, and the voting area? Please provide documentation if you have done so.
4. If you have Voting Centers and all of them are not fully ADA accessible, do you prominently advertise the location of the ADA accessible Voting Centers to allow persons with special needs to be directed to those locations if needed?
5. Are you aware of any formal training of staff in your department related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.
6. Does your department have any formal policies related to the following:
 - a. Responding to requests for accommodation by a voter that may need assistance due to a mobility impairment (in a wheelchair, walker, etc.), low vision or blind, cognitive issues, etc.?
 - b. Requests for ballots in other formats, including large print, Braille, etc.?
7. Have you ever had anyone show up at a polling place that was in a wheelchair or used a different type of mobility device? If so, what special assistance was provided to ensure that they were they able to complete their ballot?
8. Anything else you can think might be helpful in understanding your department's ability to accommodate the disabled in all aspects of services provided to the public?

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Harrison County, IN – Emergency Management Department Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the County to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the County to provide equal access to programs and activities to everyone, without exception.

Department Contact: _____

1. Are you aware of any instances where staff have interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Examples would include writing notes back-and-forth, scheduling appointments with a sign language interpreter, etc. Please describe/provide examples and be specific about the interaction(s) and how staff was able to communicate with the person with the disability.
2. Do you have a CEMP that is current? Does the CEMP include SPECIFIC AND DETAILED information related to special handling of the disabled in the event of an evacuation or sheltering event? Do you provide and staff shelters or is that all coordinated through the American Red Cross and/or other support agency? Specific topics could include:
 - a. Transport of persons with special equipment (wheelchairs, medical equipment, etc.) in the event of an evacuation or need for sheltering. Are there vehicles capable of transporting these people and their equipment?
 - b. Sheltering locations that include accessible facilities, including restrooms and bathing/showers that are accessible to persons with a disability.
 - c. How and where persons with service dogs would be sheltered to protect their needs as well as to try to avoid impacting persons with dog allergies. This could include providing areas within facilities for persons with service dogs or persons with dog allergies without segregating them entirely.
 - d. In the event of an emergency, do communications to the public with instructions include verbal and written communications on local television and on the website?
 - e. Do you have access to any American Sign Language interpreters to be available to sign at all press conferences that are televised and/or recorded? Do you provide closed captioning for all notifications?
 - f. Do you have access to an ASL interpreter at shelters where deaf persons may be housed?
3. Do you have any emergency service registration for residents to get notices of potential disasters/events (CodeRed, Nixle, etc.)?
4. Do you have any type of voluntary registration for the elderly and/or disabled who may need special assistance in the event of an evacuation or emergency and who may not be "tech savvy" enough to register online? This could be through EMA, Sheriff, or other county agency.

5. Are you aware of any formal training of staff in your department related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.
6. Does your department have any formal policies related to the following:
7. Anything else you can think might be helpful in understanding your department's ability to accommodate the disabled in all aspects of services provided to the public?

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Harrison County, IN – Engineering/Public Works Department Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the County to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the County to provide equal access to programs and activities to everyone, without exception.

Department Contact: _____

1. Are you aware of any instances where staff have interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Examples would include writing notes back-and-forth, scheduling appointments with a sign language interpreter, etc. Please describe/provide examples and be specific about the interaction(s) and how staff was able to communicate with the person with the disability.
2. Does your department sponsor public meetings for projects? If so, where are those meetings held and are any special accommodation statements made available on public notices for those meetings? Provide an example of a meeting notice for a project (i.e., road construction).
3. Does your state license/certification for design/plan review/inspection require special training related to accessibility standards/guidelines? If so, please provide what is required.
4. Does your state license/certification require annual continuing education related to accessibility standards/guidelines? If so, please provide what is required annually (hours, specific courses, etc.) and what staff are required to obtain CEUs.
5. Related to the above questions, how does your department obtain the necessary training (in-person, online, etc.). Please provide information about any in-house disability training provided (date, attendance, title/content).
6. Are you aware of any formal training of staff in your department related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.
7. Does your department have any formal policies related to the following:
 - a. Design of facilities within the public ROW, including sidewalks, curb ramps, pedestrian pushbuttons, on-street parking, transit stops and shelters, etc.
 - b. Do you perform designs internally, via consultants, or combination? If consultant, does your staff review the design specifically for compliance with ADA?
 - c. What standards/guidelines do you require for the design of ROW facilities (DOT, PROWAG, etc.). If you have your own internal guidelines and details, please provide copies.
 - d. Do you have any ordinances specific to maintenance of sidewalks and responsibility for ensuring they are maintained? Is there a cost-sharing program for that?

8. Anything else you can think might be helpful in understanding your department's ability to accommodate the disabled in all aspects of services provided to the public?

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Harrison County, IN – Human Resources/Personnel Department Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the County to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the County to provide equal access to programs and activities to everyone, without exception.

Department Contact: _____

1. Are you aware of any instances where staff have interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Examples would include writing notes back-and-forth, scheduling appointments with a sign language interpreter, etc. Please describe/provide examples and be specific about the interaction(s) and how staff was able to communicate with the person with the disability.
2. How does your department obtain the necessary training (in-person, online, etc.) related to the services you provide? Please provide information about any in-house disability training provided (date, attendance, title/content).
3. Are you aware of any formal training of staff in your department related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.
4. Are all employees at the County covered under 1 Personnel Policy Manual? Please provide copies of all.
5. Are job descriptions prepared in-house by your department or individual department heads or are they prepared by an outside labor consultant/attorney? Please provide 2-3 example job descriptions for entry level administrative, mid-level professional, public safety, laborers, managers, etc. If each department prepares their own, provide examples from each department.
6. Does the County have any forms related to employee accommodation requests? If so, please provide if not contained in policy manuals. Also provide any information on the procedure for review, decision making for approval/denial, and any appeal processes.
7. Has the County been requested to provide reasonable accommodations for employees in the past that would allow them to perform their "essential job functions"? If so, please provide details about the accommodation, including what was requested (if anything), what was provided, and how it accommodated the employee.
8. Provide examples of job postings and applications for employment if not on the website.
9. Anything else you can think might be helpful in understanding your department's ability to accommodate the disabled in all aspects of services provided to the public?

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Harrison County, IN – Planning/Building Department Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the County to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the County to provide equal access to programs and activities to everyone, without exception.

Department Contact: _____

1. Are you aware of any instances where staff have interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Examples would include writing notes back-and-forth, scheduling appointments with a sign language interpreter, etc. Please describe/provide examples and be specific about the interaction(s) and how staff was able to communicate with the person with the disability.
2. Does your department sponsor public meetings for projects other than public boards/commissions? If so, where are those meetings held and are any special accommodation statements made available on public notices for those meetings? Provide an example of a meeting notice for a project (i.e., Comprehensive Plan, Master Sidewalk Plan, etc.).
3. Does your state license/certification for plan review/inspection require special training related to accessibility standards/guidelines? If so, please provide what is required.
4. Does your state license/certification require annual continuing education related to accessibility standards/guidelines? If so, please provide what is required annually (hours, specific courses, etc.) and what staff are required to obtain CEUs.
5. Related to the above questions, how does your department obtain the necessary training (in-person, online, etc.). Please provide information about any in-house disability training provided (date, attendance, title/content).
6. Are you aware of any formal training of staff in your department related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.
7. Does your department have any formal policies related to the following:
 - a. Ensuring compliance with scoping requirements for compliant access to private businesses that alter their facilities. For example, if a restaurant did a major alteration, do you ensure full compliance with ICC A117/ADA Standards?
 - b. Do you perform inspections internally, via consultants, or combination?
 - c. What standards/guidelines do you require for the design of facilities (year of applicable building, electrical, mechanical, etc. codes).
 - d. Do you have any ordinances specific to maintenance of sidewalks and parking lots with snow removal and penalties/procedures where they are not maintained per ordinance?

- e. Do you have any ordinances that prohibit the blocking of sidewalks by parked vehicles in driveways, trash/recycling containers, etc.? If so, how is this enforced?
 - f. Do you have a pedestrian or non-motorized master plan? If so, please provide (if not available on the website).
8. Anything else you can think might be helpful in understanding your department's ability to accommodate the disabled in all aspects of services provided to the public?

Americans with Disabilities Act Self-Evaluation Program, Services, and Activities Questionnaire



Harrison County, IN – Sheriff Department Survey

The ADA prohibits the denial of services or benefits to persons with disabilities. In the performance of common, every day services provided by local units of government, you must ensure that all services are available in some way to persons with all disabilities. To better allow us to understand each department's interactions with the public, we request that you complete this questionnaire. Your responses are vital to ensuring that modifications can be made throughout the County to ensure access to all programs and services, if necessary. Please discuss with your staff as needed to provide thorough, complete, and accurate responses to each question. The information provided is intended to allow for changes throughout the County to provide equal access to programs and activities to everyone, without exception.

Sheriff Department Contact: _____

1. Are you aware of any instances where officers have interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Examples would include hearing impaired drivers, persons with cognitive disabilities, etc. Please describe/provide examples and be specific about the interaction(s) and how the officer(s) were able to communicate with the person with the disability.
2. Does your state certification require special training related to disability awareness? If so, please provide what is required to be initially certified.
3. Does your state certification require annual continuing education related to disability awareness? If so, please provide what is required annually (hours, specific courses, etc.) for all officers.
4. Related to the above questions, how does your department obtain the necessary training (in-person, online, etc.). Please provide information about any in-house disability training provided to officers (date, attendance, title/content).
5. Are you aware of any formal training of staff in your department related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.
6. Does your department have any formal policies related to the following:
 - a. Providing a sign language interpreter at any official activity?
 - b. Special provisions for the transport of offenders that have a mobility device (wheelchair)? If so, how are these suspects and their devices transported?
 - c. Special provisions for the transport of offenders that have a service animal? If so, how are these suspects and their animals transported?
 - d. Expedited processing of suspects that have special needs for medicine or diet?
 - e. Do you house suspects in holding cells at your facility or are they transported to another facility?
 - f. Under what conditions would you separate a disabled person in custody from their service dog, mobility device (walker, cane, wheelchair, etc.), or other disability-specific item (i.e., prosthetic limb, etc.)?
7. Anything else you can think might be helpful in understanding your department's ability to accommodate the disabled in all aspects of services provided to the public?

Appendix C

Forms and Notices

Ordinance 2013-15, ADA Notice and Grievance Procedure

ADA Policy Statement

Reasonable Accommodation Request Form

Problem Resolution Complaint Form (Employees)

ADA Grievance Complaint Form (Public)

Application for Employment

Grievance Procedure

ORDINANCE 2013 – 15
AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF HARRISON COUNTY,
INDIANA ADOPTING THE NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT
AND THE GRIEVANCE PROCEDURE.

WHEREAS, it is required of Harrison County, Indiana under the Americans with Disabilities Act to establish a Grievance Procedure and separate Notice under the Americans with Disabilities Act which shall be on file for public inspection at the Harrison County Government Center, 245 Atwood Street NE, Corydon, Indiana, and on the Harrison County, Indiana website (harrisoncounty.in.gov). That additionally anyone shall be provided copies of the Notice and Grievance Procedure free of charge at that person's request. Requests for alternate forms of either document should be provided to Harrison County, all reasonable requests will be accommodated.

WHEREAS, Harrison County, Indiana also believes that it is in the best interest of its citizens to establish a Grievance Procedure and separate Notice under the Americans with Disabilities Act.

Now, therefore, the Harrison County Board of Commissioners state as follows:

1. The Harrison County, Indiana Grievance Procedure and separate Notice under the Americans with Disabilities Act are hereby established effective immediately upon the passage of this Ordinance. Harrison County adopts the 2010 Americans with Disabilities Act Standards for Accessible Design and the 2005 Guidelines for Accessible Public Rights-of-Way, including any future updates to either document enforceable by the U.S. Department of Justice or other federal agency with jurisdiction.
2. Harrison County, Indiana shall have on file for public inspection the Grievance Procedure and Notice in the Harrison County Government Center, Corydon, Indiana and shall post them on the Harrison County website. That additionally anyone shall be provided copies of the Notice and Grievance Procedure free of charge at that person's request, including copies in reasonable alternate formats.

SEVERABILITY OF PROVISIONS. If any provision of this Ordinance or the application thereof to any person or circumstances shall be determined to be invalid, the remainder of the Ordinance and the application of its provisions to other persons not similarly situated or to the other circumstances shall not be affected thereby.

REPEAL OF PREVIOUS ORDINANCES. Any and all ordinances in conflict herewith shall be repealed.

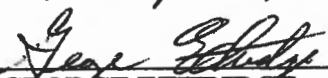
NOW THEREFORE, BE IT ORDAINED BY THE HARRISON COUNTY BOARD OF COMMISSIONERS, this Ordinance will be in full force and effect from and after its passage and signature by the Board of Commissioners of Harrison County, Indiana, and as provided by law, and upon any further requirements under Indiana law.

DULY ORDERED BY THE HARRISON COUNTY BOARD OF COMMISSIONERS
THIS 19TH DAY OF AUGUST, 2013.

HARRISON COUNTY BOARD OF COMMISSIONERS



KENNY SAULMAN, PRESIDENT



GEORGE ETHRIDGE

JIM KLINSTIVER

ATTEST:



KAREN ENGLEMAN
HARRISON COUNTY AUDITOR

HARRISON COUNTY, INDIANA
TITLE VI NONDISCRIMINATION PLAN AND POLICY

I. POLICY STATEMENT

This plan is part of Harrison County's continual and ongoing efforts to comply with civil rights regulations. This plan and policy details the County's intent to proactively meet its compliance requirements under Title VI of the Civil Rights Act, as amended ("Title VI"), and the related anti-discrimination statutes and regulations.

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Pursuant to Title VI, Section 162(a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. 324), Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act of 1990, Executive Order #12898, Executive Order 13166, and the Civil Rights Restoration Act of 1987, Harrison County, Indiana, will not exclude from participation in, deny the benefits of, or subject to discrimination any individual on the ground of race, color, or national origin, sex, age, disability, limited English proficiency, or income status.

Objectives of this policy are to:

- A.e Ensure that the level and quality of transportation service is provided without regard to race, color, national origin, sex, age, disability, limited English proficiency, or income status;e
- B.e Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;e
- C.e Promote the fair and full participation of all affected populations and activities that benefit minority populations or low-income populations;e
- D.e Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;e
- E.e Ensure meaningful access to programs and activities by persons with limited English proficiency.e

Harrison County is an equal employment opportunity employer. The County provides equal opportunity in employment to all employees and applicants for employment and prohibits discrimination in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other classification protected under applicable law. This protection applies to all terms, conditions, and privileges of employment. This plan details Harrison County's compliance with Title VI and the related anti-discrimination laws that apply to entities receiving Federal financial assistance.

REASONABLE ACCOMMODATION REQUEST

County of Harrison, Indiana *an Equal Opportunity Employer*

Please type in gray area for responses to all questions.

This form should be completed by an employee who has expressed a desire to request a reasonable accommodation from the department. Upon completion, this form must be delivered to the County ADA Coordinator (the County Auditor) and must be kept separate from the employee's personnel file.

The primary purpose of this form is to assist the department in determining whether or to what extent a reasonable accommodation is required for an employee to perform the essential functions of his/her job safely and effectively.

Failure to fully and accurately complete this form may delay or otherwise restrict the department's ability to reasonably accommodate an employee, and may lead to dismissal.

DEFINITIONS

Disability includes a physical or mental impairment that substantially limits one or more life activities. Major life activities include such things as caring for self, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, breathing, learning and working.

Reasonable accommodation includes any modification to the job or work environment to enable an employee to perform the essential functions of the job.

These definitions are provided only as a guide for completing this form. Nothing in this form is intended to alter the legal definitions of these terms or impose obligations on the department not required by law.

TO BE COMPLETED BY THE EMPLOYEE

Last name:

First name:

Job title:

Department:

Date:

1. Identify and describe the physical or mental disability, illness, condition or disease which is the basis for your request for reasonable accommodation(s) by the department: *(See definitions of disability and reasonable accommodation above.)*
2. Identify and describe the essential function(s) of your job which you are unable to perform without reasonable accommodation(s) by the department:
3. Identify and describe the reasonable accommodation(s) you need to enable you to properly and safely perform the essential function(s) of your job, including special equipment, changes in the physical layout of the job or facility, or other accommodations:
4. Identify and describe any special methods, skills or procedures which would enable you to perform the essential function(s) of your job:
5. Identify and describe any equipment, aides or services that you are willing to provide and utilize:

6. Identify the names and addresses of physicians, therapists, psychologists or other health care providers who have information or documentation concerning your disability, illness, condition or disease, or your need for reasonable accommodation(s) by the department:

N Physician:

Phone:

Address:

N Physician:

Phone:

Address:

N Physician:

Phone:

Address:

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the above listed health care providers and any others who have treated me to release to Harrison County all medical records concerning the disability disclosed herein and provide any opinions to Harrison County concerning my ability to perform job-related functions with or without reasonable accommodation.

I certify that I have read and reviewed the job description for my job/position and/or have been informed of the essential functions of my job. I further certify that the foregoing statements are complete, accurate and true to the best of my knowledge, and I understand that any misstatement or omission of fact may be cause for dismissal.

I also understand Harrison County may require me to undergo testing or evaluation by medical personnel retained by the employer for the purpose of establishing the existence and extent of my disability, illness, condition or disease and my ability to perform job-related functions with or without reasonable accommodation.

Employee's signature:

Date:

PROBLEM RESOLUTION COMPLAINT FORM

County of Harrison, Indiana

an Equal Opportunity Employer

A complaint is an employee's expressed dissatisfaction with what the employee believes, rightly or wrongly, to be unfair treatment or a mistake in the administration of a rule, plan, or County policy. This complaint form does not apply to disciplinary actions taken by the elected official/department head having the authority to take disciplinary actions. Employees should follow the complaint process as described in the Problem Resolution Policy (Section 7.0) of the Harrison County Personnel Policies Handbook.

Name _____ Department _____

Title _____ Date submitted _____

Describe the complaint (additional paper may be attached to this document if needed).

If the complaint refers to a specific incident, list the date, time, and location of the incident below.

Date _____ Time _____ Location _____

List any witnesses to the alleged complaint.

Name

Title

Department

Employee certification

I hereby certify that all above statements are true, and as such, will not jeopardize my employment.

Employee signature _____

**Harrison County
Complaint Form
Americans with Disabilities Act (ADA)**

Section 1

Please fill in completely and legibly. If the information is incomplete or it cannot be read, 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.

Last Name

First Name

Street Address

City

State

Zip Code

Telephone Number (include area code)

Best time to call this number

Alternate Telephone Number (include area code)

Best time to call this number

Email address _____

Section 2

Please provide a complete description of the specific issue(s) you believe are inconsistent with Title II of the Americans with Disabilities Act (use additional pages as necessary and provide documentation supporting the allegation).

Section 3

Please provide the specific location(s) of the ADA issues prompting this complaint.

Section 4

Please provide the date when the ADA non-compliance occurred/was noted.

Section 5

Please state as specifically as possible what you think should be done to resolve the complaint.

Please sign and date this form.

Signature

Date

Mail completed complaint form to:

Harrison County
245 Atwood St. NE, Suite 211
Corydon, IN 47112
ATTN: ADA Coordinator

For Office Use Only:

Date Received

Date Investigated

Results (with supporting documentation or photographs):

Date Complainant contacted _____

Method of Contact: Phone _____ Letter _____ Email _____

Complaint Resolved? Yes _____ No _____

APPLICATION FOR EMPLOYMENT

County of Harrison, Indiana an Equal Opportunity Employer

Please type in gray area for responses to all questions.

The County of Harrison, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or the provision of services.

Please type in gray area for responses to all questions on the application form. *Any application not completed in its entirety will be disqualified.*

Position sought:

Last name: First name:

Middle initial: Former name(s):

Address: City/state/zip:

Phone: () Are you at least 18 years of age? Yes: ☐ No: ☐

Applicants for Sheriff Department: Are you at least 21 years of age? Yes: ☐ No: ☐

Are you interested in: Full-time work? Yes ☐ No ☐

Part-time work? Yes ☐ No ☐

Temporary work? Yes ☐ No ☐

Date available to start work:

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

If currently unemployed, check here ☐ and skip to **Previous employer** below.

! Current employer:

Address: City/state/zip:

Phone: () Hire date: Job title:

Beginning salary per Current salary per

Supervisor: Title:

Work phone: ()

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:

Why do you want to leave?

May we contact your current employer? Yes: ☐ No: ☐ If no, please explain why:

! Previous employer:

Phone: ()

Address:

City/state/zip:

Dates employed: - Job title:

Beginning salary: per: Ending salary: per:

Supervisor: Title:

Work phone: ()

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: ☐ No: ☐ If no, please explain why:

! Previous employer:

Phone: ()

Address:

City/state/zip:

Dates employed: - Job title:

Beginning salary: per: Ending salary: per:

Supervisor: Title:

Work phone: ()

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: ☐ No: ☐ If no, please explain why:

! Previous employer:

Phone: ()

Address:

City/state/zip:

Dates employed: - Job title:

Beginning salary: per: Ending salary: per:

Supervisor: Title:

Work phone: ()

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions:

Reason for leaving:

May we contact this employer? Yes: ☐ No: ☐ If no, please explain why:

Λ If you had additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From: to Reason:

From: to Reason:

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended *Attach additional pages as needed.*

Name:

Address: City/state/zip:

Diploma? Yes ☐ No ☐ GED? Yes ☐ No ☐

Activities, awards *(You may exclude any which indicate race, color, religion, gender, age, national origin, or disability):*

College(s) or Trade School(s) attended *Attach additional pages as needed.*

Name:

Dates attended: to

Address: City/state/zip:

Degree(s):

Major/minor course(s) of study:

! Name:

Dates attended: to

Address: City/state/zip:

Degree(s):

Major/minor course(s) of study:

! Activities, awards *(You may exclude any which indicate race, color, religion, gender, age, national origin, or disability):*

! Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking:

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here ☐ and skip to the next section.

Military Branch Dates of Service Highest Rank Attained Rank at Separation

Type of Discharge:

Citations/awards received:

PROFESSIONAL OR SPECIALIZED TRAINING

Specialized training:

Professional/special license(s) or certificate(s):

State Issued By Date Issued Expiration Type License #

Have you had any license suspended, revoked or terminated? Yes ☐ No ☐ If yes, explain:

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name Address Phone Offices/Positions

! Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. *(You may exclude any which indicate race, color, religion, gender, age, national origin or disability):*

PERSONAL INFORMATION

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes ☐ No ☐ If yes, please explain:

! Have you ever been convicted of a felony? Yes ☐ No ☐ If yes, please explain:

! List three references who are not related to you and are not former employers or supervisors:

N Name: Phone:

Address:

City/state/zip:

Number of years known:

N Name: Phone:

Address:

City/state/zip:

Number of years known:

N Name: Phone:

Address:

City/state/zip:

Number of years known:

! Are you currently required to register as a sex offender in this or any other jurisdiction?

Yes ☐ No ☐ If yes, please explain (including jurisdiction of registry):

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

Initials:

! I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials:

! I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials:

! I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials:

! I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials:

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature:

Date

The following sections to be completed by Sheriff Department applicants only:

! I understand that the employer provides sheriff service on a seven day per week and twenty-four hour per day service, and therefore, if employed by the Sheriff Department, I may be required to work evening shifts or night shifts, including weekends.

Initials:

! I understand that if I am hired as a sworn officer on the Sheriff Department, that I must successfully complete required training and courses specified and be certified by the State of Indiana Police Academy.

Initials:

HARRISON COUNTY 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 County. 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 the name, address, and 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:

Karen Engleman
ADA Coordinator
245 Atwood St NE, Suite 211
Corydon, IN 47112
Phone: (812) 738-8241

Within 15 calendar days after the receipt, the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and possible resolutions. As soon as possible following the investigation, but not in excess of 30 calendar days of the meeting, the ADA Coordinator or 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 and offer options for the substantive resolution of the complaint.

If the response by the ADA Coordinator or 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 the County Commission.

Within 15 calendar days after receipt of the appeal, the County Commission will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the County Commission 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 ADA Coordinator or her designee, appeals to the County Commission, and responses from these two offices will be retained by the County for at least three years.