

## **Appendix C**

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### *County Questionnaires*



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



## Hamilton County, Indiana

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. Verify the list of County Departments and provide address of each. Provide a short description of the primary duties of each department and copies of any payments, publications, applications, forms, etc. that are used for each (electronic preferred).
- B. List all appointed boards and commissions and when and where they meet.
- C. Do all meeting rooms that hold public meetings have an audio system (microphones and speakers)? Do they have any assistive listening devices for the hearing impaired? If so, how many and what type.
- D. Is there a poster for "Equal Opportunity is the Law" that describes the requirements of Title VII of the Civil Rights Act located somewhere in County buildings? If so, where (include all locations).
- E. How are public meetings (especially County Commission and County Council) publicized? Are agendas posted in County Courthouse and on the web site? Do the agendas have an ADA statement of accommodation on them? Provide a typical copy of a recent agenda for all public meetings.
- F. Please provide DLZ with a copy (electronic preferred) of the County's Personnel Policy Manual and Application for Employment (if not available on the web site).
- G. To date, has the County appointed an ADA Coordinator? If so provide information on the date, copies of resolutions/ordinances, etc.
- H. To date, has the County published a Non-Discrimination Notice, adopted the ADA standards, published a Grievance Procedure, and/or developed a Grievance Form? Include copies of any documentation, resolutions, etc.
- I. Are you aware of any formal training of non-police personnel related to ADA specifically? If so, note who has taken training and the date, location, and provider of the training.

- J. Are you aware of any instances where County staff has interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Please describe and be specific.
- K. Do you allow any community groups, etc. to use County facilities for meetings, picnics, etc.? If so, provide a copy of any lease agreements.
- L. Please list any special events that the County sponsors or participates in some way (parades, carnivals, flea markets, etc.). Include location of events, duration, etc. and any documentation you can so we can understand what happens for each.
- M. Are emergency procedures in place at County facilities for evacuation in the event of an emergency? Are emergency assembly or shelter areas identified for each building?
- N. Has the County ever been asked to provide special accommodation for printed materials? If so what was requested and provided?
- O. Do any County facilities have Telecommunication Devices for the Deaf (TDD) or access to a relay service to communicate to persons with hearing loss?
- P. Who is the website developer for the County? How often is it updated? Who is the contact person to discuss the website with (name and phone number/e-mail)?
- Q. Who at the County is the "Human Resources" person? Name and contact information is needed.
- R. Does the County own all the buildings that provide services to the public? Does the County lease any buildings to someone else for their use? If yes for either, provide detail about the address, owner, and functions provided there.
- S. Please provide a copy of the CEMP and other documents from EMA? Provide name and contact info for person at EMA that can answer questions if needed. (Note: This document is needed for review only and will NOT be made public.)
- T. Have all polling places been reviewed for accessibility by the Clerk? Provide a copy of all inspection reports/records for polling places.
- U. Indiana Code 5-2-1-9(g) requires all police officers to undergo annual training how to interact with people with mental illness, addictive disorders, mental retardation (intellectual disability), autism, and developmental disabilities. Have all officers completed this training? If so, when was the last training sessions held. Has anyone at the Sheriff's Department had any other formal training on interacting with persons with disabilities?
- V. Are there any specific suggestions or thoughts anyone at the County has regarding how programs could be made more accessible to persons with disabilities? Training you think would be especially helpful for anyone at the County?

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**Name of Department:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

### A. Public Meetings:

- a. Do any meeting rooms where your department holds public meetings have an audio system (microphones and speakers)? Do they have any assistive listening devices for the hearing impaired? If so, how many and what type.
- b. Are meetings televised or provided in audio format? If so, what accommodations have been made for hearing impaired?
- c. How are your department's public meetings publicized? Where and when are agendas posted? Do the agendas have an ADA statement of accommodation on them? Provide a typical copy of a recent agenda.

### B. Accommodations:

- a. Are you aware of any instances where your staff has interacted with persons with disabilities and altered their normal procedures to accommodate them in some way? Please describe and be specific.
- b. Has your department ever been asked to provide special accommodation for printed materials? If so what was requested and provided?

- c. Do you use Telecommunication Devices for the Deaf (TDD) or access to a relay service to communicate to persons with hearing loss?
- C. Special Events:
- a. Do you allow any community groups, etc. to use your department's facilities for meetings, picnics, etc.? Are any special provisions made related to accessibility?
  - b. Please list any special events that your department sponsors or participates in some way (parades, carnivals, flea markets, etc.). Include location of events, duration, etc. and any documentation you can so we can understand what happens for each.
- D. Are emergency procedures in place in your department for evacuation in the event of an emergency? Are emergency assembly or shelter areas identified for your building? Please identify.
- E. 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. *(Note for Sheriff's Department: This item should include any required annual training related to disabilities in whole or in part.)*
- F. Are there any specific suggestions or thoughts anyone at the County has regarding how programs could be made more accessible to persons with disabilities? Training you think would be especially helpful?