

**Relevant Provisions of Kankakee County
Prohibiting Discrimination Against Individuals with Disabilities
&
Notice of Accommodation Availability**

Commitment

Kankakee County is committed to complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act, and other applicable anti-discrimination statutes. Kankakee County will not discriminate against a court user -- litigants, witnesses, victims, spectators, jurors, attorneys, agency representatives, volunteers, probationers and participants in court programs, services and activities -- on the basis of a disability regarding that individual's access to court proceedings, programs, services, and activities.

Reasonable Accommodations

Kankakee County will provide a reasonable accommodation for a court user with a disability, enabling the individual to access and participate in court proceedings, programs, services and activities, provided the accommodation does not fundamentally alter the nature of a program, service, or activity or impose an undue hardship upon the county. A court user with a disability may request an accommodation by contacting the Court Disability Coordinator.

What types of accommodations does Kankakee County provide?

⇒The County requests a 14 day notice for certain accommodation requests, such as interpreters and CART services.

Please contact the Court Disability Coordinator as soon as you know when you will need an accommodation.

Adrienne Haley, Court Disability Coordinator
450 E Court St; Kankakee, IL 60901
(815) 937-2915

The following are examples of accommodations Kankakee County does or may provide:

- Reserved parking for individuals with disabilities can be found on the south side (rear) of the courthouse near the accessible ramp, in the south and west parking lots (near the Sheriff's Office), and in the central lot (Southwest corner of Merchant St. & Harrison Ave.)
- Accessible restrooms are located on the first floor, rooms 106 and 106C
- Interpreters: American Sign Language (ASL), Certified Deaf Interpreters (CDI), oral interpreters, tactile interpreters for people who are deaf and blind and transliterators
- Computer Aided Real-time Transcription (CART) services, text in alternative formats, such as Braille, audio access and Assistive Listening Devices (ALD)
- Readers and note takers
- Alternative seating arrangements and locations
- Modified schedules
- Accessible writing table and/or clip boards are provided upon request to the Courthouse Disability Coordinator, Adrienne Haley, Room 203B
- Accessible, dedicated computer access to search circuit clerk public records, seek legal self-help, inquire about the expungement/sealing of records, and gain access to information obtained through the Illinois State Disbursement Unit (ISD). The computer is located in the courthouse's Circuit Clerk's office, room 209.
- Should the need arise for access to an ADA accessible restroom by an empaneled juror, a detainee, a defendant, or member of the judiciary, the individual will alert the bailiff, judge, or their attorney and the court will recess. The bailiff or courthouse security will escort the individual to and from accessible restrooms located on the first floor, rooms 106 and 106c. Appropriate security policies will be followed.
- In the event of an emergency, the courthouse is equipped with three rescue mats (located near the public stairway on the south side of the building) and an evacuation chair (located in the basement near the entrance to the accessible ramp). Courthouse security or first responders will assist evacuating individuals with mobility issues.
- As an ongoing effort for inclusion, the Court has assigned room 204 to be renovated for full ADA compliance. In addition, in the near future, a new ramp will be added to the north entrance of the courthouse.

How do I request an accommodation?

You, or anyone acting on your behalf, can request an accommodation. To request a Courthouse accommodation, contact the Court Disability Coordinator (CDC), Adrienne Haley, at (815) 937-2915. You may also go online to download and complete a request for accommodation form and return it to the CDC Coordinator's address on the form (www.kankakeecountyonline.com/21stJudicial/pdf/accesspolicy.pdf). Should you require accommodations for County programs or services, other than within the Courthouse, you may contact the County ADA Coordinator, Wes Andrews, at (815) 937-2989 or you may go online to download and complete a request for accommodation form and return it to the County ADA Coordinator's address on the form. The Courthouse and County request a 14 day notice to provide accommodations. Please notify the Court Disability Coordinator or the County ADA Coordinator or submit your form as soon as you know when you will need your accommodation.

Can I suggest what accommodation would work for me?

Yes, Kankakee County encourages you to tell us what kind of accommodation would enable you to effectively participate in the County's proceedings, programs, services and activities. While we might not be able to fulfill your exact accommodation request, we will strive to provide you with an equal opportunity to participate.

If my accommodation does not work for me, what do I do?

If you are in a courthouse, you can tell the judge or court staff. You can also contact the Court Disability Coordinator or the ADA coordinator.

If I am still not satisfied with my accommodation, what should I do?

If you spoke with the Court Disability Coordinator or ADA coordinator, and you feel your access issue is not resolved, you may file a grievance with the County. The grievance form is available from the County's ADA Coordinator located at the Kankakee County Administrative Services Office; 189 E Court St., Suite 502, Kankakee, IL 60901, by calling (815) 937-2989, or online at www.kankakeecountyonline.com/21stJudicial/pdf/accesspolicy.pdf.

Within seven (7) days after receipt of a grievance, the Court Disability Coordinator (CDC) or the County ADA Coordinator (ADAC) may meet with the grievant, either in person or by telephone, to discuss the complaint and possible resolutions, if the CDC or ADAC determines such a meeting would be helpful to a determination. Within seven (7) days after the meeting or within fourteen (14) days after receipt of the complaint if there is no meeting, the CDC or ADAC shall respond in writing, and, where appropriate, in a format accessible to the grievant. Your grievance is to be filed within seven (7) days after you become aware of the action or inaction. We encourage you to file your appeal as quickly as possible. We will only share information about you which is necessary to address your appeal. Filing a grievance does not in any way limit or replace any other legal remedies which may be available.

If the response by the CDC and/or ADAC does not resolve the issue to the satisfaction of the grievant, the grievant may within seven (7) days of the date of the CDC's or ADAC's written response, appeal the decision to the Chief Judge of the Twenty-First Judicial Circuit, c/o Court Disability Coordinator, at the mail or e-mail address provided in Exhibit C. Any appeal shall be in writing. Within fourteen (14) days after receipt of the appeal, the Chief Judge will respond in writing to the grievant with a final resolution of the grievance or complaint.

If everything went well with the accommodation provided for me, how do I let Kankakee County know?

You can provide feedback to the County's ADA coordinator. We appreciate your feedback.

What do I do if I think I have been discriminated against because of my disability?

If you believe that Kankakee County has discriminated against you based on a disability, you may file an EEO/AA complaint with the Kankakee County Chief EEO/AA Officer, Kankakee County Administrative Services Office; 189 E Court St., Suite 502, Kankakee, IL 60901, or by calling (815) 937-3642. You may also go online to download and complete an

ADA grievance form and return it to the address on the form. Your complaint/grievance must be filed within seven (7) days after the person filing the complaint becomes aware of the action or inaction.

Kankakee County's EEO/AA complaint procedures do not prohibit you from filing a complaint with the U.S. Department of Justice, the Illinois Department of Human Rights, or with any other agency. *You should be aware that there are time limits for filing claims with outside agencies. Check with the outside agency for its filing deadlines.*

Retaliation against any individual who complains about discrimination, files a discrimination complaint or who assists in investigations of such complaints is prohibited. If you believe Kankakee County has retaliated against you, you may file a complaint of retaliation with the Kankakee County Chief EEO/AA Officer, Kankakee County Administrative Services Office; 189 E Court St., Suite 502, Kankakee, IL 60901, or by calling (815) 937-3642. You may also go online to download an ADA grievance form and return it to the address on the form. The complaint/grievance must be filed within seven (7) days after the person filing believes he/she is being retaliated against.

Kankakee & Iroquois Counties Court Disability Coordinator
Adrienne Haley
Kankakee County Courthouse
405 E. Court St.
Kankakee, IL 60901
(815) 937-2915
ahaley@k3county.net

Kankakee County ADA Coordinator
Wes Andrews
Kankakee County Administrative Services Office
189 E Court St., 4th Floor
Kankakee, IL 60901
(815) 937-2989
wandrews@k3county.net

Downloadable Request for Accommodation and ADA Grievance forms:
<http://www.kankakeecountyonline.com/21stJudicial/pdf/accesspolicy.pdf>

EXHIBIT A

**STATE OF ILLINOIS
TWENTY-FIRST JUDICIAL CIRCUIT
REQUEST FOR ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT**

REQUEST TO REMAIN CONFIDENTIAL

DATE: _____

PLEASE PRINT ALL INFORMATION – COMPLETE FORM IN ITS ENTIRETY

Name of person requesting accommodation: _____

Address: _____

Daytime phone number: _____

E-mail: _____

Date accommodation is needed: _____

Location where accommodation is needed:

Type of accommodation requesting: _____

Preferred method of contact: Email Phone Mail

Printed Name: _____ Signature: _____ Date: _____

PLEASE SEND A COPY OF THIS COMPLETED FORM BY MAIL (or email) TO:

For Courthouse Accommodation Requests:
Kankakee County Court Disability Coordinator
Adrienne Haley
450 E. Court Street
Kankakee, IL 60901
Phone: (815) 937-2915
ahaley@k3county.net

For all other County Accommodation Requests:
Kankakee County ADA Coordinator
Wes Andrews
189 E Court Street 4th Floor
Kankakee, IL 60901
(815) 937-2989
wandrews@k3county.net

-----FOR OFFICE USE ONLY-----

Accommodation: _____ Granted: _____ Denied: _____

Requestor notified on: _____ via _____

Type of Accommodation: _____

Comments: _____

EXHIBIT B

**STATE OF ILLINOIS
TWENTY-FIRST JUDICIAL CIRCUIT COURT
AMERICANS WITH DISABILITIES ACT GRIEVANCE FORM**

DATE: _____

PLEASE PRINT ALL INFORMATION AND COMPLETE FORM IN ITS ENTIRETY

Name of grievant: _____

Address: _____

Daytime phone number: _____

E-mail: _____

Type of accommodation requested: _____

Description of alleged violation (please be specific):

Date of alleged violation:

Address or place of alleged violation:

Printed Name: _____ Signature: _____ Date: _____

PLEASE SEND A COPY OF THIS COMPLETED FORM BY MAIL OR FAX TO:

Kankakee County ADA Coordinator
Wes Andrews
189 E. Court Street, 4th Floor
Kankakee, IL 60901
Phone: (815) 937-2989
Fax: (815) 936-4632

EXHIBIT C

STATE OF ILLINOIS
TWENTY-FIRST JUDICIAL CIRCUIT COURT

COURT DISABILITY & ADA COORDINATORS

IROQUOIS COUNTY

Adrienne Haley, Court Disability Coordinator
450 E. Court Street
Kankakee, IL 60901
E-mail: ahaley@k3county.net
Office: (815) 937-2915
Fax: (815) 937-3903

KANKAKEE COUNTY

Adrienne Haley, Court Disability Coordinator
450 E. Court Street
Kankakee, IL 60901
E-mail: ahaley@k3county.net
Office: (815) 937-2915
Fax: (815) 937-3903

Wes Andrews, Kankakee County ADA Coordinator
189 E. Court Street, 4th Floor
Kankakee, IL 60901
E-mail: wandrews@k3county.net
Office: (815) 937-2989
Fax: (815) 936-4632