

# DEPARTMENT SELF-EVALUATION FINDINGS

## **BASIC REQUIREMENTS QUESTIONNAIRE FINDINGS:**

### **ADA Coordinator**

- Perry County has an ADA Coordinator and is appointed by the Commissioners.
- The ADA Coordinator is knowledgeable about ADA regulations and oversees all activities related to ADA compliance.
- Perry County Departments and staff know who the ADA Coordinator is, and contact information of the ADA Coordinator is published in public notices and on Perry County's website.

### **Public Notice**

- Perry County posts an ADA Notice of Nondiscrimination in public areas of county buildings, on the Perry County website, and annually in the Perry County News.
- All County departments have a file copy of the Notice, the staff have read the Notice, and they have signed an acknowledgement stating that they will abide by Perry County's nondiscrimination policies.
- The Notice is in accessible electronic format on Perry County's website. No other formats have been requested.

### **Grievance Policy and Procedure**

- Perry County has a ADA Grievance Policy and Procedure and Grievance Form for resolution of complaints.
- These documents designate the ADA Coordinator as the person responsible for initiating the investigation of all grievances, and they provide the ADA Coordinator's contact information.
- All departments have a file copy, and they are available in accessible electronic format on Perry County's website. No other formats have been requested.
- The ADA Coordinator keeps a log of all formal complaints filed. No formal complaints have been filed to date.

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## **PROGRAMS, SERVICES, ACTIVITIES, POLICIES & PRACTICES QUESTIONNAIRE FINDINGS:**

### **Knowledge & Awareness of ADA Obligations**

- Only a few departments and staff have had formal ADA training.
- Most departments and staff know the definition of "disability" and what it means to be "qualified."
- All departments are aware of Perry County's ADA obligations. Most departments are aware that Perry County's ADA obligations also apply to contractors, and of those departments, none were aware of any procedures to ensure that contractors were providing services in a nondiscriminatory manner.

### **Equal Opportunity**

- Most departments do not exclude persons with disabilities from programs, services activities. Law enforcement and emergency personnel must perform certain tasks when responding.

- Not all parks have accessible parking and accessible routes to facilities.
- Some departments have developed written policies or procedures regarding public services. None of them have the potential to discriminate, and none of them have had discrimination complaints in the past two years.
- Some departments offer separate programs with specific eligibility requirements, but they are not meant to screen out people with disabilities – they are due to the nature of the service or program.
- There are no separate programs or services specifically for persons with disabilities.
- Some departments appoint members to boards, and eligibility requirements did not limit or eliminate people with disabilities to participate.
- There are no sponsored or hosted events where seat tickets are sold.

### **Service Animals**

- All departments and staff are aware that Perry County must allow service animals in all areas. Most departments are aware about all of the regulations regarding service animals with the exception of permitting miniature horses where reasonable.

### **Mobility Aids & Devices**

- All departments and staff are aware that Perry County must allow wheelchairs, scooters, and manually-powered mobility aids or other similar devices in areas open to pedestrian use.
- Most all departments are aware that other power-driven mobility devices may be used in open areas unless Perry County can demonstrate that the class of device cannot be operated in accordance with legitimate safety requirements.

### **Auxiliary Aids & Services / Effective Communication**

- Most departments are aware of Perry County's obligations to provide auxiliary aids and services, when requested, to effectively communicate with people with hearing, vision, or speech disabilities.
- Most all departments are aware that Perry County may not place a surcharge on people with disabilities to cover the cost of providing auxiliary aids and services.
- About half of the departments are aware that it is inappropriate to request family members or friends of people who are deaf to serve as interpreters, except in emergencies or if the people request it.
- A few departments reported instances when auxiliary aids or services were requested to communicate with persons with disabilities including text messaging, use of sign language interpreter, and using handwritten notes.
- There were no reported instances when telephone calls were made or received through Video Relay Services (VRS) and/or Telecommunication Relay Services (TRS), and most departments do not know how to respond to those calls.
- Some departments hold public meetings, but not all of them included a statement that Perry County provides communication aids and services upon request.
- Public meetings are held in locations that are, or thought to be, accessible to persons with disabilities, and most public meeting locations have an audio system available (microphone & speaker).

## **Employment Practices**

- Job openings are posted in County buildings and on the website, and some hiring officials also use newspaper ads, social media, newsletters, and e-mails.
  - Job interviews are mainly conducted face-to-face, but some may be conducted by telephone or by video conference.
  - Some hiring officials ask applicants to submit references and resumes along with the application and Job Position Description acknowledgement.
  - Interviews are conducted in facilities that are, or thought to be, accessible to persons with disabilities.
  - Most hiring officials use a standardized list of interview questions to ensure against discrimination.
  - Only the Sheriff administers job tests to applicants which are required for Deputies.
  - Only the Highway Department requires applicants or employees to take physicals which are required for obtaining or renewing CDL licenses, and they are done post-offer and required of all workers in the same job category.
  - To date, no requests for accommodations have been received during any stages of employment.
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## **HUMAN RESOURCES QUESTIONNAIRE FINDINGS:**

- Federal laws prohibiting job discrimination and employees' rights are posted in public areas in all county buildings ("Equal Opportunity is the Law" poster).
  - Perry County works with a human resources management consultant to ensure that the County's Personnel Policies Handbook is up-to-date and compliant with current laws and regulations. The Handbook contains statements of nondiscrimination and equal opportunity as well as other policies and guidelines pertaining to recruitment, employment and benefits.
  - Job descriptions are reviewed to ensure that duties and requirements are consistent with current job positions.
  - No requests have been received to date to provide the manual or other documents in an alternate format.
  - Perry County's Employment Application does not contain questions that identify disability.
  - A reasonable accommodation statement is listed in job descriptions, an accommodation request form for employees is on file in Auditor's Office, and a Personnel Administration Committee has been established to review any requests, monitor policies and procedures, and make recommendations for any changes.
  - Confidential employee information and health-related records are stored in a locked fire-proof file cabinet.
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### **WEBSITE ACCESSIBILITY QUESTIONNAIRE FINDINGS:**

- Perry County's website contains an accessibility policy and statement.
  - The web developer and County Administrator continue efforts to make all content accessible.
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### **EMERGENCY PREPAREDNESS QUESTIONNAIRE FINDINGS:**

#### **General Emergency Management Policies and Procedures**

- Perry County has a Mutual Aid Agreement with Red Cross that provides Perry County Emergency Management personnel with assistance during emergency and disaster situations.
- The Indiana Department of Homeland Security (IDHS) and District 10 (consisting of 12 counties including Perry County) have developed emergency planning policies and procedures to assist and coordinate the needs of individuals with disabilities when disasters occur.
- Perry County makes every effort to gather and seek input from persons with disabilities and organizations during all phases of emergency planning.
- Perry County participates in regular meetings and exercises with the Red Cross and Volunteer Organizations Active in Disaster (VOAD).

#### **Planning for Emergency Notification and Evacuation**

- Perry County Emergency Management personnel, with the assistance of the Red Cross, local law enforcement, and other trained personnel, will utilize methods to communicate with persons with special needs during emergency situations. Methods used include captioned television, television sign language interpreters, radio broadcasting, Emergency Alert System (EAS), Telephone Devices for the Deaf (TDD), sirens, public address loud-speaker systems, weather emergency radio system with visual text, and Code Red emergency call system. Law enforcement and other emergency responders will also provide house-to-house notification and neighbor/neighborhood watch assistance will be also be utilized.
- It is the responsibility of the residents to request assistance during an emergency or disaster situation. Perry County will make every attempt to identify and provide resources to persons with disabilities and special needs during an emergency or disaster situation.
- Perry County has not created a voluntary, confidential registry of persons with disabilities. However, Perry County does encourage citizens to sign up for Code Red Emergency notifications during Severe Weather Preparedness Week.
- Every effort will be made to accommodate needs of individuals with disabilities and families to available short-term, intermediate, and long-term housing, including accessible hotel rooms and homes.
- Perry County has identified transportation sources to assist in transporting persons with disabilities including local school buses, nursing home vans and Red Cross vehicles.
- Perry County recognizes that service animals are to accompany individuals with disabilities at all stages of disaster response and recovery, including shelter and housing.

### **Training First Responders, Staff and Volunteers**

- Perry County Emergency Management personnel and planners, along with first responders, staff, and volunteers, receive training by participating in IDHS District 10 training and exercise programs pertaining to all stages of emergency situations.

### **Physical Accessibility in Emergency Shelter Programs**

- The Indiana Statewide Disaster Housing and Emergency Services Plan and IDHS District 10 have developed a list of emergency shelter facilities for the District 10 area.
- Perry County currently does not have a record of assessments of the shelters listed in Perry County. However, most of the shelter facilities in Perry County are churches which are accessible to persons with disabilities.

### **Policies and Procedures in Emergency Shelters**

- Policies and procedures for emergency shelters, staff and volunteers, and informational materials provided at the shelters are developed by IDHS and Red Cross and include procedures and services for people with disabilities.
- TTYs (Teletypewriters) for use by people who have hearing or speech disabilities are not available at all emergency shelters.
- Red Cross oversees and provides many support services needed at shelters including medical equipment, cots and beds, food and water, and medication.

### **Medical and Social Services**

- Red Cross and VOAD have developed policies and procedures for providing medical and social services and other benefit programs that are accessible for people with disabilities.

### **Post-Sheltering Policies and Procedures**

- The Indiana Statewide Disaster Housing and Emergency Services Plan and Red Cross have procedures and programs established to provide temporary accessible housing assistance for people with disabilities.

### **Post-Emergency Repair, Rebuilding, and Resumption of Program Operations**

- Construction and alterations of all Perry County Government facilities will comply with current ADA Standards which are stated in Perry County's ADA Plan.
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