

**Policy 3-6-4 AMERICAN WITH DISABILITIES ACT**

**DISTRIBUTION:** Mayor and City Council  
All Departments

**SUBJECT:** Americans with Disabilities

**PURPOSE:** To comply with the intent and requirements of the Americans with Disabilities Act.

**BACKGROUND:**

**POLICY/**

**PROCEDURES:** See Attached Exhibit "A" and Attachment "A"

**EFFECTIVE DATE/RESCISSION:** This policy became effective on March 23, 1992.


**RESPONSIBLE**

**DEPARTMENT:** Human Resources

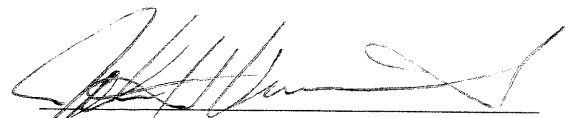
  
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JOHN TYLER HAMMONS, MAYOR

April 10, 2009



  
\_\_\_\_\_  
PAMELA S. BUSH, City Clerk

APPROVED as to form and legality this 9<sup>th</sup> day of April, 2009.

  
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John H. Vincent  
City Attorney

POLICY STATEMENT IMPLEMENTING PROVISIONS  
OF THE AMERICANS WITH DISABILITIES ACT

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WHEREAS, the Americans with Disabilities Act (ADA) was signed into law on July 26, 1990 and becomes effective for public entities on January 26, 1992; and

WHEREAS, This Act prohibits discrimination against persons with disabilities and requires that a qualified individual with a disability should not be subject to discrimination in employment, access to public facilities or in the provision of services, programs and activities of a public entity; and

WHEREAS, the City of Muskogee has reviewed its personnel policies and procedures, application forms and hiring procedures and made necessary changes to remove discrimination barriers; and

WHEREAS, the City of Muskogee has evaluated its services, programs and activities to ensure that they will be provided in a nondiscriminatory manner, which may include making reasonable accommodations or modifications to policies as required; and

WHEREAS, the City Manager has designated the Personnel Director of the City of Muskogee as the contact person regarding any ADA-related issues; and

WHEREAS, the City Manager has designed a complaint form to be used for any internal or external complaints regarding the Americans With Disabilities Act (Attachment A).

WHEREAS, the City of Muskogee has, to its knowledge, complied with the provisions contained in the Americans with Disabilities Act;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MUSKOGEE:

Section 1: The City of Muskogee is committed to complying with the intent and requirements of the Americans With Disabilities Act.

Section 2: The City of Muskogee will make every effort to accomplish compliance with the ADA mandates.

Section 3: The City Manager will be responsible for implementation of the ADA requirements and will ensure that all complaints referenced above are reviewed, investigated and resolved in an appropriate manner.

Section 4: "The City of Muskogee will extend equal opportunity to qualified applicants and to employees without regard to race, religion, color, sex, marital status, national origin, ancestry, disability, political affiliation or age, except where a bona fide occupational qualification exists.

Section 5: The City of Muskogee is committed to implementing appropriate work schedule modifications, job restructuring plans, and/or other reasonable accommodations for qualified individuals with disabilities, through a joint problem solving approach as covered by the Americans With Disabilities Act. Such accommodations will be evaluated on a case by case basis and must be approved by the City Manager."

APPROVED by the City Council of Muskogee, Oklahoma this 23rd day of March, 1992.

  
MAYOR

ATTEST:

  
CITY CLERK

CITY OF MUSKOGEE

AMERICANS WITH DISABILITIES COMPLAINT FORM

- 1. Please indicate in writing (verbally if necessary) your concern or complaint and indicate the approximate time and date of the occurrence. (Use the back of this sheet if necessary.)

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- 2. What do you think would resolve the problem or complaint?

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- 3. Please complete the following information:

Date of Complaint: \_\_\_\_\_ Name of Party: \_\_\_\_\_

Phone Number of Party: \_\_\_\_\_

Address of Party: \_\_\_\_\_

=====  
 (For City Use Only)

City's Investigation Disclosed the Following: \_\_\_\_\_

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Follow Up Action Requires: \_\_\_\_\_

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