

# TIPTON COUNTY INDIANA

## Americans with Disabilities Act Self-Evaluation and Transition Plan 2024 Update



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Final

Prepared by:



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## List of Abbreviations/Acronyms

AA – Affirmative Action  
AASHTO – American Association of State Highway and Transportation Officials  
ABA – Architectural Barriers Act of 1968  
ADA – Americans with Disabilities Act of 1990  
ADASAD – Americans with Disabilities Act Standards for Accessible Design  
CDBG – Community Development Block Grant  
CFR – Code of Federal Regulations  
D.A.R.E. – Drug Abuse Resistance Education  
DDRS – Indiana Division of Disability & Rehabilitative Services  
DHHS – Deaf & Hard of Hearing Services, Indiana Division of Disability & Rehabilitative Services  
DOJ – U.S. Department of Justice  
DOT – U.S. Department of Transportation  
EEOC – Equal Employment Opportunity Commission  
EMS – Emergency Medical Services  
FHWA – U.S. DOT Federal Highway Administration  
FTA – U.S. DOT Federal Transit Administration  
G.E.D. – General Educational Development  
GIS – Geographic Information System  
HOME – Home Investment Partnership  
HR – Human Resources Department  
HTML - Hyper Text Markup Language  
INDOT – Indiana Department of Transportation  
ISA – International Symbol of Accessibility  
IT – Information Technology Department  
NCA – National Center on Accessibility  
OTRB – Over-the-Road Buses  
PDF – Portable Document Format  
PROWAG – Proposed Accessibility Guidelines for Pedestrian Facilities within Public Right-of-Way  
RA – Rehabilitation Act of 1973  
ROW – Right-of-Way  
RTF – Rich Text Format  
SETP – Self-Evaluation and Transition Plan  
TDD – Telecommunications Devices for Deaf Persons  
TTY – Teletypewriter  
UFAS – Uniform Federal Accessibility Standards

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## 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 age 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. The County completed these activities in 2013 and this document is an update to the initial Self-Evaluation and Transition Plan.

As part of the initial SETP, Tipton County contracted with DLZ Indiana, LLC to complete a self-evaluation of all County facilities, programs, and procedures and prepare a Transition Plan that outlined the necessary steps to be fully compliant with the requirements of Title II of the ADA. This document has been updated to include a re-evaluation of the facilities which have been altered, constructed, or acquired since the initial SETP, an updated review of programs and policies, and current public input.

The County will strive to ensure that all residents and visitors are able to access all services, programs and activities 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 provided, alternate means to provide the same opportunities to persons with disabilities will be provided.

The following County-owned or operated facilities are included in the facility evaluations:

- County Courthouse\*
- 911 Communications Center\*
- Sheriff’s Office and Jail (new in 2020)
- Fairgrounds
- Highway Department Building\*
- Soil and Water Conservation District Office
- Solid Waste Office

*\*Updated evaluations for altered spaces or to add employee common use areas*

Areas of these facilities open to the public generally included parking lots, walks, site amenities, and areas within buildings that are not restricted to employees. Some buildings or areas of certain buildings have infrequent public access and were evaluated under the same guidelines. The County does not currently have any pedestrian facilities within the public right-of-way.

The updated self-evaluation included a current review of existing County policies and procedures 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.

The County continues its goal to make facilities for all services, programs and activities fully accessible, with a target goal of 20 years, though this will be largely dependent on a number of economic factors and future changes to the ADA Standards for Accessible Design (ADASAD) or other unforeseen requirements that would necessitate additional improvements to County facilities. Major facility improvements since the initial SETP include the new Sheriff's Office and Jail, improvements to accessible parking and entrances at the County Courthouse, and restrooms and office space at the Highway Department. 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. Where required, changes to the physical facilities will be made as funding becomes available. The Transition Plan will continue to be reviewed and updated periodically to ensure the County is fully compliant with ADASAD standards.

The results of the self-evaluation identified a number of barriers at County facilities. All costs including spaces that were not re-evaluated were updated to 2024 costs. The estimated cost to correct these deficiencies is \$923,025. 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. 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 or other modifications that can be made to provide equal access to County programs and some modifications are not required until renovations are completed. These modifications are noted within this report.

The statements and findings contained in this updated 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.

## 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 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

Tipton County is located in central Indiana (Figure 1) with the City of Tipton serving as County Seat. According to the 2020 census, the County had a population of 15,359. Tipton County is classified as a “public entity” pursuant to Title II of the ADA. The County is also required to comply with Title I, which requires state and local government entities to practice nondiscrimination in all parts of the employment process.

The DOJ is the lead agency that oversees the ADA. The ADA in itself is not enforceable by any state or local governmental unit code official.

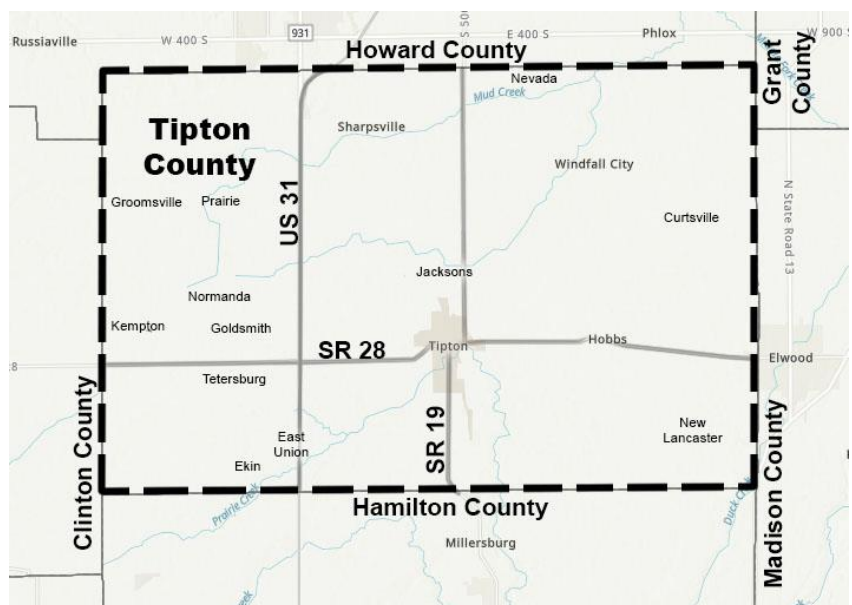


Figure 1 – Tipton County Location Maps

## **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 each calendar year and is issued on a quarterly basis.

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 Tipton County. Title II requires state and local governments to make their programs and services 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 programs and services of state and local governments. Title II of the ADA was effective on January 26, 1992.

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 programs and services 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 won't be necessary. By identifying the policies, programs, services, and activities 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 Tipton County is required to perform six administrative responsibilities:

1. Publicize the name and contact information of the designated ADA Coordinator responsible to oversee compliance [[28 CFR 35.107 \(a\)](#)]
2. 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 [[28 CFR 35.105](#)]
3. Publicize and inform applicants, participants, and beneficiaries of the Town's policy of nondiscrimination on the basis of disability related to Town services, programs, and activities [[28 CFR 35.106](#)]
4. Establish a complaint/grievance procedure to respond to complaints of noncompliance from the public [[28 CFR 35.107 \(b\)](#)]
5. Develop a transition plan if structural changes are necessary for achieving program accessibility [[28 CFR 35.150 \(a\) and \(d\)](#)]
6. Retain the self-evaluation and provide it for public inspection for three years [[28 CFR 35.105 \(c\)](#)]

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, programs, services, and activities accessible to persons with disabilities. This ADA Self-Evaluation and Transition Plan (SETP) update establishes a new benchmark for compliance with ADA and identifies a plan to remove barriers.

## **1.3 Transition Plan Overview**

In 2012, Tipton County was made aware of issues related to non-compliance with certain requirements of the ADA by the Federal Highway Administration (FHWA) and Indiana Department of Transportation (INDOT). The County responded by contracting DLZ Indiana, LLC to assist in preparing a SETP.

A work plan to assess County-owned and operated facilities, programs, policies, services, and activities for compliance with ADA was initiated to complete the ADA SETP. This work plan included:

- Facility audit (interior and exterior, only in those areas open to the public at that time)
- Self-evaluation of County programs, services and activities
- Facilitate designating an ADA Coordinator
- Develop grievance procedures
- Outreach to advocacy groups and the general public
- Prioritize facilities improvements for accessibility
- Develop written transition plan
- Adoption of the transition plan

In this SETP update, the following work plan was utilized:

- Facility audit updates (Re-evaluation of any areas that were altered, constructed, or acquired since the initial evaluation, and the addition of employee common use areas where not previously included)
- Updated self-evaluation of County programs, services and activities.
- Updated public outreach, including online survey, comment periods, and a public meeting
- Update prioritization and costs to correct for facility improvements
- Update of the existing transition plan
- Adoption of the SETP update

These recommendations are intended to serve as the transition plan and framework for implementation. All of 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 Commissioners and appropriation of funding to implement the improvements.

This transition plan 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 or when 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.
- Training of staff.

#### **1.4 Legislative Background & Framework**

For more than 40 years, Tipton 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 modeled on 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 by the public.
- The ADA addresses facility access and access to programs and services. 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 ADA Standards for Accessible Design (ADASAD). Standards for amusement rides, boating and fishing facilities, exercise machines and equipment, golf and miniature golf facilities, and play areas went into effect on March 15, 2012 for all new or altered facilities. Standards for swimming/wading pools and spas went into effect in 2013 for all new or altered facilities.

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 policies, practices, and procedures 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, programs, and services 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**

This section provides an overview of facility (physical) and programmatic accessibility and the basic methods of providing 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 programs, services, and activities 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 Standards 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 programs, services and activities 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 programs, services, and activities as provided to other members of the community. [\[28 CFR 35.130\(a\)-\(b\)\(1\) \(vii\)\]](#)
- Provide programs, services and activities 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 programs, services or activities 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 programs, services, and activities by remodeling existing facilities, constructing new facilities, or moving programs, services or activities 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, a County 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 County 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 an updated review of the County’s access to facilities, programs, services, and activities 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 in [28 CFR 35.105](#), the County:

- 1) Identified all of the public entity's programs, activities, and services.
- 2) Reviewed all the policies and practices that govern the administration of the County's programs, activities, and services.

ADA identifies specific elements to be included in the transition plan where structural changes are identified to provide program accessibility as part of the self-evaluation. At a minimum, the elements of the Transition Plan are as follows and available in [28 CFR 35.150 \(d\)](#).

- 1) A list of the physical barriers in the County’s facilities that limit the accessibility of its programs, activities, or services 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)]

### **1.9 Facility Audit**

In the summer and fall of 2012, interior and exterior audits of buildings and facilities were performed only in those areas open to the public. This review identified physical and architectural barriers and provided recommendations to comply with Federal accessibility requirements. The list of facilities that received an accessibility audit included:

- County-owned buildings, i.e. County courthouse, Sheriff, Jail, 911 center, etc.
- County-owned fairgrounds
- County-operated offices, i.e. Soil and Water Conservation District in Federally owned facility

The County facilities are located mainly within the City of Tipton as shown on Figure 2:

1. County Courthouse
2. 911 Communications Center
3. Sheriff's Office and Jail (new in 2020)
4. Fairgrounds
5. Highway Department Building
6. Soil and Water Conservation District Office
7. Solid Waste Office

Photographs of all amenities were taken for the record but are not included in this report. The specific site and architectural improvements recommended to remove barriers and improve accessibility are listed in *Appendix A-Tipton County Facility Reports*.

Areas within County-owned facilities that are not accessible to the public must also be accessible for employees with disabilities. As such, this update added review of employee common use areas (i.e. restrooms, conference and break rooms, etc.) Accessibility in employee work areas will 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 workspaces are accessible pursuant to the requirements of each job and making the necessary modifications when needed. The Courthouse, Highway Department, and 911 Center had employee only spaces that were not previously evaluated. The Courthouse and Highway Department also included renovations since the initial SETP and the Sheriff's Office and Jail was replaced with a new facility. These facilities or portions thereof were evaluated in March 2024 and added to the barrier summaries included in this document.

In addition, it was reconfirmed by the County Highway Engineer that no pedestrian facilities currently exist within the county right-of-way (ROW). The County is largely rural. ROW in the cities and towns within the county and INDOT routes are not within the County's jurisdiction.

Figure 2 – Tipton County Facility Map



A key function of County government in the State of Indiana lies with the County Clerk for conducting all elections. As such, the County Clerk is responsible for reviewing all polling locations to ensure that they meet accessibility requirements, most of which are not located in County facilities. The Clerk reviews the locations on an annual basis using a document like that found in Appendix D. No complaints were registered with the Clerk's Office related to recent elections. Locations of precincts change quite often and many counties are working towards establishing voting centers.

### **1.10 County Administration and Departments**

Tipton County is governed by a Board of three County Commissioners. The Board of County Commissioners is the chief administrative and policy making body of Tipton County. The Commissioners are responsible for providing legislative and administrative services to Tipton County. The purpose of the department is to identify and clarify the needs of the people, and ensure the county responds to those needs. In general, the Board of County Commissioners is responsible for the administration of all county business. The Commissioners may enact ordinances to meet local conditions and exercise other authority vested in the Board by the legislature.

There are approximately 22 departments that provide County services, programs, and activities 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. These Departments and descriptions of their functions are:

#### **Assessor**

The Assessor's office locates, identifies, and appraises all taxable property accurately, uniformly, and equitably in accordance with Indiana law. Interaction with the public is regular. The Assessor's office is located on the 2<sup>nd</sup> floor of the County Courthouse.

#### **County Auditor**

The Auditor's office offers a variety of services including, but not limited to, overseeing financial record-keeping, assure that all expenditures comply with the budget, is secretary and keeps all official records for both the County Commissioners and County Council, receives all bids, prepares the annual County budget for Council, administers County funds and grants, processes all personnel and payroll functions, maintains property records, conducts land transfers, applications for mortgage exemptions, homestead credits, and VA and old age exemptions. Interaction with the public is extensive. The Auditor's office is located on the 2<sup>nd</sup> floor of the County Courthouse.

#### **County Circuit Court**

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. Public seating is available for the public to watch trials as well. Interaction with the public is extensive. The County Court is located on the 3<sup>rd</sup> floor of the County Courthouse.

#### **County Clerk**

The Clerk is an elected County official and an officer of the Court. Responsibilities include performing as an officer of the Circuit Court, managing court information and serving as chief financial officer for all revenues collected on behalf of the court, overseeing and conducting all elections, administering and certifying results for all Federal, state, County, township, municipal, special, and school board elections, conducting voter registration, and administering marriage licenses. Interaction with the public is extensive. The Clerk's office is located on the 3<sup>rd</sup> floor of the County Courthouse.

### **Community Corrections**

This department's mission is to provide a cost effective and necessary service to the community which will penalize, supervise, and rehabilitate the offender. Their programs include Thinking For A Change - Cognitive/Behavioral Restructuring Course, Community Transition from Incarceration, Juvenile: SHOCAP & SAFE POLICY (Serious Habitual Offender Comprehensive Plan & School Administrators For Effective Public Operations Leading to Improved Children and Youth Services), and Home Detention. All programs are funded through State and Federal Grants (Criminal Justice Institute and Indiana Department of Corrections) and program user fees. This department is governed by the County Commissioners and the Community Corrections Advisory Board. Interaction with the public is regular. The Community Corrections office is located on the 4<sup>th</sup> floor of the County Courthouse.

### **County Commissioners**

In addition to the governmental organization described above, the Board of County Commissioners serves as a County Board of Finance with general supervision over all funds of the County. Its general powers and duties include controlling, maintaining, and supervising county property, auditing and authorizing of claims against the county, receiving of bids and authorization of contracts, preparing of the annual budget for Commissioners, courthouse, Drainage Board, Landfill, Cumulative Bridge, and Cumulative Capital Development, serving with the County Surveyor as members of the County Drainage Board, making recommendations to the County Council as to the amount of salary to be paid to each county officer, making appointment to advisory boards, commissions, and other agencies, furthering economic development, providing planning and zoning, highway projects supervision and ordinances, and authorizing financial assistance and services for the mentally ill and mental retardation. The County Council has regular interaction with the public including conducting public meetings on a recurring basis. The Commissioner's Chambers are located on the 1<sup>st</sup> floor of the County Courthouse.

### **County Council**

The County Council is the legislative branch of the County government and controls all the spending and revenue collection in the County. Representatives are elected from County districts and members serve four year terms. They are responsible for setting salaries, the annual budget, and special spending. The council also has limited authority to impose local taxes, in the form of an income and property tax that is subject to state level approval, excise taxes, and service taxes. The County Council has regular interaction with the public including conducting public meetings on a recurring basis. The County Council Chambers are located on the 1<sup>st</sup> floor of the County Courthouse.

### **County Coroner**

The County Coroner is located at 216 West Jefferson Street and is responsible for investigating deaths in the county and issuing death certificates. The coroner is elected every four years and has limited public contact.

### **Emergency Management Agency**

The EMA (or Civil Defense) was established in Tipton County in 1977, by County Ordinance, and upgraded to Emergency Management in 2005, by County Ordinance. Tipton County EMA is the county level extension of Federal Homeland Security, Federal Emergency Management Agency, and the Indiana Department of Homeland Security.

EMA responsibilities include: preparation and distribution of the Comprehensive Emergency Management Plan (CEMP) to all appropriate officials, identify and analyze hazards that threaten the County and measures to correct, coordinate operations from the Emergency Operations Center during a declared emergency, open and maintain shelter(s) as necessary, work with and assist the County's First Responders (i.e. Law, Fire, EMS, etc.), and administer State and Federal grant funds. 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. The EMA does not have dedicated facility and duties are carried out by the 911 Director and law enforcement at this time.

### **911- Tipton County Communications**

The Communications Department serves as the “heart” of Tipton County Public and Emergency Service Agencies. Emergency, 9-1-1, administrative, and calls for service are all handled by Communications Personnel. Communications provides dispatch services for the Tipton County Sheriff’s Department, Tipton City Police Department, Kempton Town Marshal, Sharpsville Town Marshal, Windfall Town Marshal, Tipton City Fire Department, Cicero Township Fire Department, Kempton Fire and Rescue, Sharpsville Fire Department, Madison Township Fire Department, Wildcat Township Fire Department, and Seals Ambulance within Tipton County. The center also handles after hours calls for Tipton Municipal Utilities. All personnel are trained to assess and respond to any call for service received, as their job to be the “first, first responder”. The responding agencies rely on them to provide all necessary information and to look out for the welfare of not only the public, but the responders as well. It is their duty to coordinate and acquire the resources needed by responders to handle an event. The department has virtually no face-to-face interaction with the public, but has regular interaction via phone with the public in crucial situations, including dispatch of emergency service personnel through county-wide 9-1-1. The 911 Center is located at 121A West Madison Street.

### **Purdue University – Tipton County Extension**

Their goal is to empower individuals with the knowledge, skills, and attitudes to be successful life-long learners in our dynamically changing world. High-quality educational programs are provided in a safe, caring, state-of-the-art, community-based learning environment. The Extension Education Center provides educational opportunities for individuals to increase knowledge, understanding and skills for personal enrichment, professional development, upward economic mobility, and career advancement. The goals of the Extension Office are to create opportunities for lifelong learning through non-credit, certification, and professional and vocational development programs, enhance the potential for educational participation of those with limited funds, enable higher education courses and degrees to be locally accessible, offer programs to enhance workforce skills, assist with higher education and local class registration, scholarships, and other financial aid, academic and career counseling, allow the public to use computers for information gathering, allow the public to use meeting rooms and videoconferencing facilities, and to assist in the attainment of basic life skills for math and reading literacy, workplace skills and attitudes, and computer and information literacy. The extension office also operates the 4-H program, hosts club meetings, and offers room rental services. The Extension Office has regular interaction with the public and operates from the County Fairgrounds Education Building at 1200 South Main Street.

### **GIS/Information Technology**

The GIS Department is responsible for providing technical support for all of the County’s servers, computers, and other hardware. Interaction with the public is very limited. The GIS/IT office is located on the 3<sup>rd</sup> floor of the County Courthouse.

### **County Health Department**

The Tipton County Health Department strives to inform, protect, and improve the health of all citizens of Tipton County. The staff accomplishes this by providing health care needs through prevention, promotion, education, sanitation, assessment, and nursing care, with professionalism, respect, dignity, and privacy toward the citizens. Programs include health education and screenings, immunizations, environmental health education and enforcement, food service regulation, birth and death records, Ruth Jordan fund for financial assistance battling cancer, and public health coordination to facilitate emergency preparedness.



The Health Department has extensive public interaction and is located on the 1<sup>st</sup> floor of the County Courthouse.

#### **County Highway Department**

Tipton County Highway Department goes to great efforts to maintain the integrity of County roads. There are approximately 600 miles of County maintained roads in Tipton County. The Highway Department responsibilities include, but are not limited to, snow removal, culvert repair, chip and seal, and paving. The department issues road cut or driveway permits. The department also has a standing list of those who have voluntarily notified the County that they may need travel assistance in inclement weather. The County Highway Department has limited direct public contact but the public utilizes the roadway facilities operated and maintained by them extensively. This is also the current location of the ADA Coordinator. The Highway Department is located at 405 Market Street.

#### **County Plan Commission**

The Plan Commission is advisory and makes recommendations to the Tipton County Board of Commissioners for their approval on subdivisions, re-zoning, and ordinances and ordinance changes. The Tipton County Board of Zoning Appeals is run out of this department and reviews and approves variances, use variances, and special exceptions to the County zoning ordinances. The department issues improvement location permits (building permits) for structures in the portion of the County not controlled by the City or incorporated Towns. The Plan Commission office has regular public interaction and is located on the 1<sup>st</sup> floor of the County Courthouse.

#### **Probation**

The Probation Department's mission is to serve the courts by providing quality and meaningful investigations to assist the court in decision making, and to supervise those persons sentenced, under court order, in the community. Probation officers provide assistance and guidance to the offender so that he/she may be reintegrated into society in a productive and meaningful manner. The probation officer recognizes that probation, as a sentence, is a viable alternative to incarceration and that community safety is always the Department's main goal. Programs offered address drug and alcohol counseling and anger management. The Probation office has regular public interaction and is located on the 4<sup>th</sup> floor of the County Courthouse.

#### **County Prosecutor**

The Prosecutor's office is charged with the responsibility of representing the State of Indiana in all felony and misdemeanor criminal prosecutions, resulting from crimes committed within Tipton County. In addition, the Prosecuting Attorney conducts criminal investigations, supervises Grand Jury proceedings, enforces child support orders entered in divorce and paternity cases, prosecutes traffic and other infraction violations of State Law, conducts juvenile adjudications and prosecutions, and provides information and assistance to the victims of crime. The Child Support Office is also located in the Prosecutor's Office. Information distributed includes child support applications and awareness and crime prevention brochures. The Prosecutor's office has extensive public interaction and their offices are located on the 4<sup>th</sup> floor of the County Courthouse.

#### **County Recorder**

The County Recorder's office is responsible for many different duties including recording of deeds, mortgages, assignments, releases, powers of attorney, real estate contracts, annexations, trustee elections, affidavits, final decrees, surveys, Federal tax liens, mechanics liens, military discharges, Articles of Incorporation, cemetery deeds, bonds, plats, condominiums, firms doing business under assumed names, delinquent sewer liens, and miscellaneous instruments, as well as filing of the Uniform Commercial Code instruments and supplying copies of any instrument and certifying to those recorded upon request. The Recorder's office has extensive public interaction and is located on the 2<sup>nd</sup> floor of the County Courthouse.

### **Sheriff's Office / County Jail**

The Sheriff oversees several operations in the department, including police services, the county jail, and various administrative services and it is an elected position. The department has extensive public interaction and provides many services, including dispatch of emergency service personnel through county-wide 9-1-1, enforce the laws and ordinances of the state and County, issue gun permits, public relations and information to various community and school groups, and perform investigations of crimes. The Sheriff's Department has extensive interaction with the public.

The jail is administered by deputies under the supervision of the County Sheriff and houses persons found guilty by the court of committing crimes. The Jail 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 contact with the public, primarily through contact and interactions with persons visiting inmates. The County Jail and Sheriff's office is located at 2300 West Old SR 28.

### **County Surveyor**

The Tipton County Surveyor is elected and maintains the County's section cornerstones and the regulated drain system, provides technical assistance concerning drainage to the Plan Commission, and reproduces a variety of maps for the public upon request. The office receives concerns regarding drainage of tiles and open ditches and provides expertise regarding new ditches and complete construction layout. Documents provided include the 'legal drain' connection form. The Surveyor's office has limited contact with the public and is located on the 1<sup>st</sup> floor of the County Courthouse.

### **Soil and Water Conservation District**

In Indiana, a Soil and Water Conservation District (SWCD) is a unit of state government responsible for soil and water conservation programs within its County boundaries. The district provides a means for all interested people in a County to work together for natural resource conservation and development. It is funded through County and state appropriations, money making activities, grants, and private donations. The supervisors' responsibilities are to evaluate local soil and water conservation needs and opportunities, set natural resource priorities, and to provide for the development of programs to meet such prioritized district issues and concerns. Documents provided by the SWCD include pamphlets on well closure and clean water, as well as publications on natural resources and conservation programs. The SWCD Office has limited contact with the public and is located at 243 Ash St., Ste. B.

### **County Treasurer**

The Treasurer is an elected County government official. The Treasurer is custodian of all the County's money. Duties and obligations of the Treasurer include, but are not limited to, collect real estate, personal property, and mobile home taxes, print tax bills and mail bills to mortgage companies and property owners, collect inheritance taxes, hold a Treasurer's Tax Lien Sale for delinquent property taxes, reconcile bank account balances with the Daily Cash Book, balance payroll and claim accounts/funds with the Auditor's office, sign all checks issued by the Auditor's office, receipt allocations of excise taxes (auto, lottery, boat, aircraft), serve as Secretary of the County Board of Finance, issue title transfers and moving permits for mobile homes, certify for judgment of delinquent personal property taxes and mobile home taxes, and invest county funds as Chief Investment Officer. The Treasurer's office has extensive public interaction and is located on the 2<sup>nd</sup> floor of the County Courthouse

### **Veterans Affairs**

The services provided through this office include assistance or information on: claims for service or non-service connected disabilities, details and assistance in filing with the VA Medical Centers & Pharmacies, information dealing with Widow and Survivors Pensions, GI Bill Eligibility, eligibility for Remission of Fees for College, obtaining Certificate of Eligibility for VA Home Loans, obtaining copy of DD214 or Discharge, or



obtaining a replacement set of ribbons and medals. Information is also available on the Indiana Veterans Home, Burial Benefits, and Vocational Rehabilitation. The VA office has regular contact with the public and is located on the 3<sup>rd</sup> floor of the County Courthouse.

### **1.11 Department Self-Evaluation**

As part of this updated self-evaluation, the County distributed an internal memo to all County departments requesting information about their respective departmental policies and procedures regarding ADA compliance. DLZ staff corresponded with departments as needed to further discuss the questionnaire responses. All policies, programs, activities, and services 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 3.19 Department Self-Evaluation - Findings & Recommendations.

### **1.12 Public Outreach**

The original public outreach began by sponsoring a public meeting on January 2013 to educate the public on the requirements of the ADA and to introduce the project goals and objectives. Once a draft report was completed, it was made available to the public for review in May 2014. Input received at that time can be found in Appendix B.

For the SETP update, the first opportunity for public input was initiated with public notice for comment period issued online, in the local newspaper (Tipton Tribune) and via direct mail to local disability advocacy groups. The notice included a link to an online survey to gather input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of County facilities or programs exist or are perceived to exist. The survey was also available in hard copy at Commissioner's meeting and the Health Department. The comment period was advertised on February 14, 2024 and stated a closing date of February 29. However, to allow for further time for comment, the survey was left available until March 31. See Appendix B for the survey responses received.

Following completion of the draft SETP, it was made available for public review. It was placed at the following locations:

- County Health Department (101 E. Jefferson St.)
- Public Library (127 E. Madison St.)
- County Fairgrounds (Education Building)
- Via website as included in public notice

The report was available from June 3, 2024 until June 21, 2024. Public comments will be accepted until June 21, 2024 including an opportunity to comment at public meeting on June 17, 2024. No public comments were received. See Appendix B for meeting materials and publications.

Future public comments should be considered in future planning corrections for County projects related to the removal of architectural and programmatic barriers at County facilities.

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## **2.0 Self-Evaluation of County Policies, Services, Activities, and Programs - Findings & Recommendations**

This segment of the self-evaluation plan summarizes the review of current County-wide policies, services, activities, and programs based on meetings with County staff and responses to the program accessibility questionnaire received from County departments and divisions. The findings and recommendations contained in this segment will provide the basis for the implementation of specific improvements for providing access to County programs.

### **2.1 Program Evaluation Interdepartmental Memo**

The self-evaluation of the County's services, programs, and activities required and involved the participation of every County department. Tipton County evaluated its policies, procedures and programs 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 ADA Coordinator for distribution to all department heads as one measure to determine the level of ADA compliance. This questionnaire generally requested department staff to provide the following:

- A list of any ADA training that has been attended, performed or is planned to be done
- A list of current services/programs that the department provides to the public
- A list, including any supporting documentation of policies and practices in place for interacting/communicating with persons that have disabilities
- A contact person who can provide answers to inquiries about ADA compliance in the department
- Provide background on how that department has interacted with anyone with a disability and what actions were taken to assist meeting that person's needs
- A list of any suggestions for modifications to the department's service, policies, and procedures that may better serve persons with disabilities

All County Departments responded to this questionnaire regarding ADA compliance. Follow up for further information from departments was conducted as needed to obtain a complete picture of department operation in departments with extensive public interaction.

### **2.2 Overall Findings – General Policies and Practices**

The County's self-evaluation of their 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 Programs, Services and Activities
- Special Events and Private Events on County Property
- 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
- Polling Places
- Employment

The findings and recommendations in the following subsections apply to all departments.

### **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:**

- Public notices, public meeting agendas, and other information published by the County do not have an ADA compliance statement included within, except those distributed by the Extension Office.
- A poster entitled “Equal Opportunity is the Law”, defining the requirements of Title VII, is posted on both first and second floor of the County courthouse.
- Signage directing visitors to County buildings along accessible routes is lacking and the International Symbol of Accessibility (ISA) is not present or in clear view at all accessible entrances.
- A Notice of Nondiscrimination under the ADA and Section 504 of the Rehabilitation Act of 1973 was updated on October 9, 2023 and is available on the County website. See Appendix C.
- The County website includes a statement on the ADA / Title VI Information page.
  - It states: *“Tipton County recognizes each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this County. As a recipient of federal and state funds, Tipton County is required to conform to ADA (Americans with Disabilities Act) Title II and Title VI of the Civil Rights Act of 1964 (Title VI) and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation (DOT) on the grounds of race, color or national origin. Tipton County's non-discrimination policy also prohibits discrimination based on age, gender, disability or income status. No person shall on the grounds of race, color, national origin, sex, sexual orientation, gender identity, age, disability, religion, income status, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by Tipton County or its entities.”*
  - This page also includes current ADA Coordinator contact information, a 2018 ADA Implementation Plan Goals and Accomplishments Report, and the previous SETP.

### **Recommended Action:**

- Standard language for a Notice of Nondiscrimination needs to be used by all departments for all County publications and printed materials. This statement should include, *at a minimum, the following language: “Tipton County acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities, anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures for participation in or access to County sponsored public programs, services and/or meetings should contact the ADA Coordinator at (765) 675-4508 Ext. 1003 or [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov) as soon as possible but **no later than 3 business days before the scheduled event.**”*
- All departments need to include the above or similar language in their meeting agendas.
- The County public notices and agendas need to include a statement regarding requests for accommodations for compliance with ADA; however, the statement should list a TDD/TTY (Telecommunications Device for the Deaf/TeLeTYpewriter) number. (Relay service number may also be used.)
- Public notification 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 services, programs, and activities 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 County buildings should be placed along the accessible routes and the International Symbol of Accessibility (ISA) should be placed in clear view at all accessible entrances.

## **2.4 Designation of ADA Coordinator**

The ADA regulations require any public entity with fifty 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:**

- Ms. Dee Welch, the Secretary/Registrar/ Office Manager of the County Health Department, was designated as the ADA Coordinator effective March 11, 2013 per Resolution 13- 2013-3. (See Appendix C)
- In 2017, this duty was transferred to the Highway Department and Sherri Crawford currently serves as ADA Coordinator.  
     Ms. Sherri Crawford, ADA Coordinator  
     **Phone:** (765) 675-4508 Ext. 1003  
     **E-mail:** [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov)
- Activities related to ADA compliance should be directed to Ms. Crawford, and each County department should designate a liaison for ADA issues and publicize who that person would be.
- The ADA Coordinator is responsible for coordinating the efforts of the County to comply with Title II and for investigating any complaints that the County has violated Title II of the ADA. The Coordinator is also

responsible for coordinating the efforts of the County to comply and all other applicable state and Federal physical and program accessibility requirements.

**Recommendations:**

- Information regarding the identity of the County’s ADA Coordinator should continue to be provided to staff, posted at all County 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 Tipton County ADA Coordinator in appropriate public notices, agendas, and County publications frequently distributed to the general public.
  - Since the ADA Coordinator task is not linked to a particular standing employee position, any future updates to name and contact information for the ADA coordinator should be updated in a timely fashion in all documents, standard accommodation request language, County website, and any posted notices.

## **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:**

- Tipton County adopted a grievance procedure that provides for resolution of complaints on effective March 11, 2013 per Resolution 13- 2013-3. (See Appendix C). The procedure designates the ADA Coordinator as the person charged with completing the investigation of all grievances.
- An ADA Complaint Form has been updated from the original form and is available to the public at the office of the ADA Coordinator and on the ‘Forms’ tab of the ADA / Title VI information page of the County website. See Appendix C.
- In the 2014 plan, it was indicated in Section 5 ADA Policy that it is desired that individuals with complaints, questions or concerns bring them to the attention of the ADA Coordinator or other Department Head in an informal manner and that they be resolved at that level.

**Recommendations:**

- The County should formalize and publish procedures for ADA-specific complaint handling to assist with the tracking of complaint resolution. 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.
- Information regarding the complaint process should be provided on the County’s website. Forms or a method to alert the County of an ADA-related complaint should be available on the website.
- The County should consider adopting a uniform complaint procedure to resolve complaints related to discrimination under the ADA.
- 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 programs, services, or activities offered by a public entity. The law does allow a public entity to use both structural and nonstructural methods to achieve accessibility to programs, services, and activities ([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:
  - Board of County Commissioners (1st floor meeting room at the courthouse every other Monday)
  - County Council (1<sup>st</sup> floor meeting room at the courthouse, 3<sup>rd</sup> Tuesday of each month)
  - Property Tax Assessment Board of Appeals (meets annually, 1<sup>st</sup> floor meeting room at the Courthouse)
  - Alcoholic Beverage Commission (2nd Tuesday of each month, 1st floor meeting room at the Courthouse)
  - Ambulance Oversight Board (1st Wednesday of each month at the Cicero Township Fire Department, 750 Development Drive, Tipton, IN 46072)
  - Coordinated Criminal Justice Council
  - Joint E-911 Executive Board (No set time for meetings, only when issues arise. They meet in the City Building.)
  - Library Board (2nd Monday of each month in the Library Conference Room, 127 E. Madison St., Tipton, IN)
  - Merit Board (Monthly, first Thursday of each month in the Training Room of the Sheriff's Department)
  - County Plan Commission (Meets Monthly; 1st floor meeting room at the Courthouse)
  - Election Board (Meets as needed; 1st floor meeting room at the Courthouse)
  - Drainage Board (Meets Monthly; 1st floor meeting room at the Courthouse)
  - Big Cicero Creek Joint Drainage Board (Meets Monthly; 1st floor meeting room at the Courthouse)
  - Redevelopment Commission (Meets Monthly on the 3rd Wednesday, 1st floor meeting room at the Courthouse)
  - County Board of Zoning Appeals (Meets Monthly; 1st floor meeting room at the Courthouse)
  - Health Board (Meets bi-monthly on the 3rd Wednesday, 5:00 pm in the 1st Floor meeting room at the Courthouse)
  - Solid Waste Board (Once a month directly after the last regular Commissioner meeting of the month, 1st floor meeting room at the Courthouse)
  - BOT Committee (Meets as needed; 1st floor meeting room at the Courthouse)
  - Plat Committee (Meets as needed; 1st floor meeting room at the Courthouse)
- Not all of the public meeting rooms in the County Courthouse are equipped with an audio amplification system and none are known to have assistive listening devices are available.
- None of the meeting rooms have fixed seating.



- County public notices and agendas do not include a statement regarding how requests for accommodations for persons with disabilities can be made, nor is a TDD/TTY number provided.
- Several departments utilize the first floor commissioners meeting room at the Courthouse, which was renovated since the initial SETP.
- Purdue Extension and the Sheriff's Office/Jail noted that they have audio systems, but no assistive listening systems.
- Purdue Extension noted some meetings are offered virtually. Flyers for events include some form of Purdue's EA/EOU statement.
- Several departments including the surveyor, treasurer, and health departments indicated their meetings are live streamed and/or recorded but were unsure of any accommodations. IT indicated that closed captioning is not currently provided.
- Some departments noted that staff meetings may be virtual but are on platforms that include closed captioning features.
- Many departmental meetings are advertised in the newspaper (when required by law) and agendas are posted on the county website as well as public bulletin boards such as in the lobby at the courthouse. Some departments also utilize social media, newsletters and email.
- No departments indicated a statement of accommodation was included on agendas or in advertisements/public notices.

#### **Recommendations:**

- The County should continue to schedule and hold public meetings in the most accessible locations whenever possible.
- The County should develop procedures for obtaining and providing auxiliary aids such as assistive listening systems, sign language interpreters, readers, descriptive services, and other assistive technologies.
- The County should make reasonable modifications to enable individuals with disabilities to attend and participate in all public meetings.
  - Suggested language is as follows and should appear on all agendas and public notices. *"Tipton County acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities, anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures for participation in or access to County sponsored public programs, services and/or meetings should contact the ADA Coordinator at (765) 675-4508 Ext. 1003 or [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov) as soon as possible but no later than 3 business days before the scheduled event."*
- Provide meeting agendas in alternative formats when requested.
- The County should assemble a list of readily accessible meeting spaces to facilitate the scheduling of meetings and/or the relocation of meetings upon request.



*International Symbol of Hearing Loss on ALS Signage*



*Closed Captioning Available*



- 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.
- It is typically recommended that Assistive Listening Systems and Devices be made available at public meeting rooms even if not required by the standards. They are required in ALL courtrooms. These should be provided in the required number and types of devices. (At a minimum, four (4) assistive listening devices are required in an assembly area, including a public meeting room with audio amplification.) (See also section 2.11.) Additional information can be found in the ADASAD, Section 219 for applicable assembly areas, exceptions for buildings with more than one assembly area, and for those with induction loop ASLs. The chart below indicates required receivers.

**Table 219.3 Receivers for Assistive Listening Systems**

Capacity of Seating in Assembly Area	Minimum Number of Required Receivers	Minimum Number of Required Receivers Required to be Hearing-aid Compatible
50 or less	2	2
51 to 200	2, plus 1 per 25 seats over 50 seats <sup>1</sup>	2
201 to 500	2, plus 1 per 25 seats over 50 seats <sup>1</sup>	1 per 4 receivers <sup>1</sup>
501 to 1000	20, plus 1 per 33 seats over 500 seats <sup>1</sup>	1 per 4 receivers <sup>1</sup>
1001 to 2000	35, plus 1 per 50 seats over 1000 seats <sup>1</sup>	1 per 4 receivers <sup>1</sup>
2001 and over	55 plus 1 per 100 seats over 2000 seats <sup>1</sup>	1 per 4 receivers <sup>1</sup>

1. Or fraction thereof.

- Compliant signage that includes the International Symbol of Access for Hearing Loss should be installed where assistive listening devices are available. All county staff conducting public meetings should be made aware of available systems and operation.
- Where meetings are held over web platform, televised, or recorded, they should provide accommodation for hearing impaired such as closed captioning. See also section 2.11.

## **2.7 Accommodations to Access Programs, Services, and Activities**

The ADA prohibits public entities from excluding persons with disabilities from programs, services, or activities 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 programs, services, and activities ([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 programs, services, or activities.
- County staff stated public meetings are generally held in locations that are thought to be accessible to persons with mobility impairments and had no recollection of any previous complaints of issues.
- County staff cited 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 3-19).
- Staff suggestions indicated that more information and training on how to accommodate an individual with a disability would be beneficial.
- Staff in many departments noted circumstances where they have improvised to achieve satisfactory solutions to remove barriers to the best of their ability such as opening doors, assisting with forms, taking extra time with explanations, and providing a clipboard for paperwork.
  - The Auditor's office has met individuals on the first floor and worked through with the hearing impaired with sign language. The Circuit Court indicated they have used an American Sign Language (ASL) interpreter via Zoom, and located hearing impaired parties closer to hear all parties.
  - The Health department has made special accommodations for individuals who are in a wheelchair and cannot reach their counter and has met visitors in the waiting area to assist them.
  - For probationers who are in oversized wheelchairs, the Probation department has met with them on the first floor in the hall due to the elevator being too small.
  - The Treasurer's office has assisted persons with mobility difficulty by having them call us from the parking lot and an employee goes to their vehicle and hand carries the paperwork or tax payments to the Treasurer's Office and returns the receipt to them. They have even driven to a taxpayer's home to pick up payments.
  - The jail has various equipment on hand to assist incarcerated persons and visitors such as video visitation with closed captioning and volume controls.

### **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.
- 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 programs, services and activities.
- All staff responsible for responding to incoming telephone calls should be trained in the protocol and use of TDD/TTY communications or third-party relay services. Information and training should be provided on an ongoing basis.
- The County should develop procedures to ensure that TDD/TTY are maintained in a working and operable condition.
- The ADA Coordinator should continue to monitor programmatic access.
- A thorough review of all polling places should be done each time a new polling place/vote center is added or relocated and be performed by someone knowledgeable of the access guidelines and standards. The

review should include barrier-free parking, accessible routes, building access points, internal access routes to the polling areas, and any facilities available to the public while at the polling place. Checklists are available for ease of use in evaluating polling places such as the ADA Checklist for Polling Places from the DOJ and can be found in Appendix D. It is recommended to document any future reviews of polling facilities by the Clerk staff.

## **2.8 Special Events and Private Events on County Property**

The County occasionally provides an opportunity for private organizations to utilize County facilities. 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 County occasionally provides an opportunity for private organizations to utilize County facilities for special or private events. Mainly, this occurs on a regular basis at the Fairgrounds facility, both indoors and outdoors. The Board of Commissioners also allows groups to use the area around the courthouse for car shows, Tipton on tap (beer tasting), pork festival, and cancer awareness on the courthouse lawn. However, there have never been lease agreements for these evening or weekend groups.
- The County sponsors an annual Tipton County Pork Festival in the areas around and adjacent to the County Courthouse in downtown Tipton. Many of the spaces and PARs are not owned by the County.
- The County also provides donations to groups such as Main Street for Santa Claus and the fireworks at the fairgrounds. However, there are no agreements or leases in place and this is primarily a donation of funds only.
- The Health department participates in various events such as Back to School Night, Tipton County safety Fair, IU Health Tipton Hospital Health Fair, and the Encore Senior Expo.

### **Recommended Action:**

- Guidelines or a policy should be established for ensuring that all special events are accessible.
- Events sponsored or co-sponsored by the County should have accessible advertising and an accessible location. Additional accessible parking and restrooms should be provided based upon the capacity of the event.
- The County should ensure that all programs conducted by concessionaires, leasers, clubs, and contractors using County facilities will be available to people with disabilities.
- In situations where private organizations sponsor events in County facilities, the County should require private organizations to comply with applicable ADA requirements. The County should provide a checklist and information during the application process to inform organizers of their responsibility for accessibility under the ADA, if applicable. The checklist and information should be available on the County's website.
- Guidelines or policies should be in place for ensuring that any County sponsored special events are accessible including items such as accessible parking, designated wheelchair seating, and accessible restroom facilities.
- A great resource for event planning is the ADA National Network's 'A Planning Guide for Making Temporary Events Accessible to People with Disabilities' available at <https://www.adainfo.org/resources/a-planning-guide-for-making-temporary-events-accessible-adann/>

## **2.9 Contracted Services and Contractors**

Public entities cannot use contract procurement criteria that discriminates against persons with disabilities ([28 CFR 35.130 \(b\)\(5\)](#)). 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.

### **Recommended Action:**

- All County contracts should be reviewed to ensure that they include specific, detailed language to ensure that contractors that provide County services to the public are providing these services in compliance with the ADA (i.e. design of facilities, supplying portable restrooms or other amenities, event planning/execution, etc.).
- It is recommended that the County consider 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

## **2.10 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:**

- Public notices of this SETP process were advertised in the local newspaper and invitations extended to local advocacy groups.

### **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 the disabled to identify concerns and gather comments on capital improvement projects to improve accessibility to people with disabilities during design.

## **2.11 Equally Effective Communication**

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 and large print text, nor have they been asked to do so. Patrons have requested Vaccine Information Sheets (VIS) in different languages.
- The County has assisted customers with disabilities by modifying procedures to provide alternate means to complete transactions and offered assistance to complete County forms.
- Several departments indicated providing services after hours and/or at patron's residences if necessary for special accommodation.
- Election machines include accommodations for hearing impairment.

### Recommended Action:

- The County should provide staff training and information regarding auxiliary aids and effective communication.
- 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.

## Interpreter Services

### Self-Evaluation Findings:

- There is not a County-wide contract for qualified sign language interpreters for departments to select from.
- The Auditor's office has a staff member with minimal ASL training whom has communicated with patrons in the past. Circuit court has utilized ASL translator via video.

### Recommended Action:

- The County should consider a County-wide contract for qualified sign interpreter services that departments could utilize as needed. The Auditor staffer has also indicated they would be open to additional training if provided.
- 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, similar to what the Circuit Court has done, and transmitting the disabled participant's response to the interpreter in accordance with [28 CFR 35.160\(d\)](#).

## Telecommunications Devices for the Deaf

### Self-Evaluation Findings:

- Tipton County Central Dispatch is equipped at each position with a TDD device. Central Dispatch accepts all 9-1-1 calls and is connected to the Sheriff's Department, Tipton City Fire Department, and Emergency Medical Services (EMS).



*Sign Language Interpretation*



*Volume Control Telephone*



*Telephone Typewriter (TTY)*



*Assistive Listening Systems*

- The County Sheriff's Department phone system has TDD capabilities at all phone terminals and accommodations on their video visitation devices.
- The phone/contact list page on the County's website provides no TDD number or similar service.
- TDD/TTY numbers are not available for most County departments, but other methods such as Relay Indiana can be utilized.

#### **Recommended Action:**

- Where 911 is publicized, it should identify the method of communicating with hearing impaired persons. Also, note Relay Indiana is available using 711.
- All staff communicating with the public should be made aware of the resources available for telephone and web-based communications and be trained in the protocol and use of TDD/TTY communications and web-based tools. Information and training should be provided on an ongoing basis.
- Additionally, all staff should be made aware of available accommodations for employees as needed and how to request.

#### **Website**

Websites currently have no standard applicable to Title II or Title III entities. The existing Web Content Accessibility Guidelines (WCAG 2.0) and Section 508 of the Rehabilitation Act include requirements for federal agency websites. However, numerous court cases annually are in conflict on the actual obligations for Title II and III entities related to discrimination due to websites not meeting these guidelines. It is likely that an enforceable standard for Title II and Title III entities is forthcoming and these entities should consider updates to their websites to reflect the "best practice" recommendations of WCAG, which will very likely establish the baseline for future website standards.

#### **Self-Evaluation Findings:**

- The County's website is located at [www.tiptongov.com/county](https://www.tiptongov.com/county)
- The IT Department provides electronic services to the public through the updating of the website, primarily by posting of new information and updated documents.
- The County IT staff did not indicate any formalized training on the ADA and compliance requirements.

The screenshot displays the WAVE web accessibility evaluation tool interface. At the top, the WAVE logo is shown with the text 'powered by WebAIM' and 'web accessibility evaluation tool'. The address bar contains the URL 'https://www.tiptongov.com/county'. Below the address bar, there is a 'Styles' toggle switch set to 'ON'. The 'Details' tab is selected, showing a summary of findings. The findings are categorized into three sections: '3 Contrast Errors' (3 X Very low contrast), '7 Alerts' (1 X Skipped heading level, 1 X Redundant link, 4 X Link to PDF document, 1 X HTML5 video or audio), and '8 Features' (2 X Alternative text, 2 X Linked image with alternative text). Each finding is accompanied by a small icon representing the type of error or feature.

Example website evaluation output via WAVE



- Some County forms are available on the website, mainly in Portable Document Format (PDF). Many are scanned documents, which are not compatible with screen readers.
- The dedicated ADA page includes links to City plans and documents under News and Notices which may cause confusion.
- Running an accessibility check on the main home page with the [WAVE \(Web Accessibility Evaluation Tool\)](#) resulted in the following feedback: The page included accessible features such as alternative text (content or function of an image to screen reader users or in other situations where images cannot be seen), structural elements such as headers, lists, and ARIA features (all of which help organize information and provide additional information and navigation for screen reader users.) Alerts included instances of low contrast, skipped headings, and redundant links. It also alerted that videos and pdfs were present, noting that pdfs should be checked for compatibility with screen readers and audio/video should be checked for closed captioning.

#### **Recommended Action:**

- 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 programs, programs, services, or activities.
- Add to the dedicated ADA page so that it includes all (and only) County documents such as the updated SETP, grievance and complaint procedures, notice of non-discrimination and local resources.
- Provide PDF documents that are directly converted to PDF and not a scan of the original document. Scans are not compatible with reader programs. If that is not possible, documents could be posted in an alternative text-based format, such as HTML (Hyper Text Markup Language) or RTF (Rich Text Format), in addition to PDF.
- Include information related to TDD/TTY or Relay services on the Department and Staff Directories.
- The County's website should be periodically reviewed by the County's web developer to maintain, update, and monitor website accessibility. The following may provide useful information:
  - The University of Wisconsin Trace Center provides resources and on-line information that might assist the County in development and implementation of an accessible website. (<https://minds.wisconsin.edu/handle/1793/6747>)
  - The Web Accessibility Initiative (WAI) provides guidance on making websites fully accessible ([www.w3.org/WAI/](http://www.w3.org/WAI/)).
  - The International Center for Disability Resources on the Internet (ICDRI) provides information on accessibility ([www.icdri.org/section508/index.htm](http://www.icdri.org/section508/index.htm)).
  - The Department of Justice provides a number of resources on their website as well. ([www.justice.gov/](http://www.justice.gov/))

## **2.12 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, 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:**

- Most County departments and offices produce printed information that is distributed and available to the public.
- County staff indicated that they assist with filling out forms, as requested, or when alternative formats are not available.
- The majority of the departments stated they did not have a standard procedure to communicate and produce accessible alternate formats for people with disabilities.

### **Recommended Action:**

- 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.

## **2.13 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, programs, services, or activities 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 programs, services, and activities.

### **Recommended Action:**

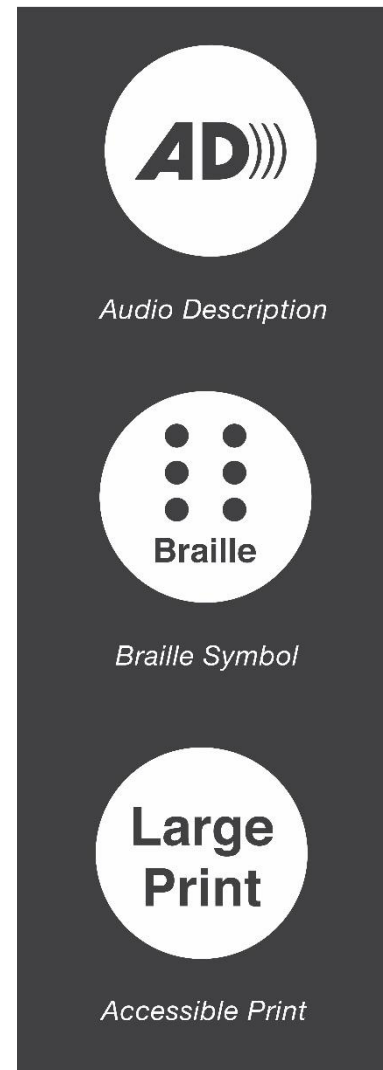
- The County should continue to monitor and review policies and practices to ensure that fees and surcharges are not charged to individuals *with* disabilities that were not charged to individuals *without* disabilities.

## **2.14 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:**

- Most inaccessible entrances do not provide signage directing users to accessible entrances. Signs at the Courthouse do direct users to the south entrance.





- Wall signage within most County buildings is generally not compliant. The new Sheriff's Office and Jail and the renovations at the Highway department have tactile and braille signage that is generally compliant or has minor dimensional non-compliances as listed in Appendix A.

**Recommended Action:**

- An accessible signing strategy for the remaining County facilities without compliant signage should be developed for interior and exterior directional, informational, and permanent room signs.
- Design standards for accessible signs should be created to guide the production and installation of the accessible signs.

**2.15 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 training is not required by the ADA, training regarding the requirements of the ADA is recommended.



*Example of Accessible Entrance  
Directional Signage at the Courthouse*

**Self-Evaluation Findings:**

- The Sheriff's Department officers are all current on their state mandated annual training on how to interact with people with mental illness (IC 5-2-1-9(g)). All corrections and merit staff complete annual training as prescribed by Indiana Law including for Bloodborne Pathogens, Domestic Violence, Autism and other topics as it relates to the needs of the public.
- County staff that has knowledge of portions of ADA requirements to perform their duties includes the County Extension Office due to their affiliation with Purdue University.
- All Tipton County Highway Employees have had ADA Training, at the Highway Department given by the ADA Coordinator.
- No other departments indicated that staff have received ADA-specific training.
- County staff may not be knowledgeable about the different types of reasonable modifications that would make their services accessible but many have found ways to accommodate persons with various disabilities.

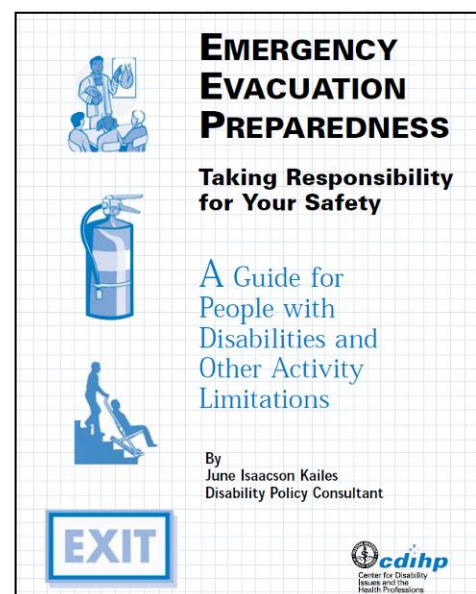
**Recommended Action:**

- The County should provide training regarding ADA and related civil rights legislation. Suggested training topics include, but are not limited to:
  - Requirements of the ADA for County
  - Consequences of Non-Compliance
  - Acceptable Terminology and Phrases
  - Grievance/Complaint Procedures
  - Reasonable Accommodations
  - Awareness and Sensitivity
  - Accessible Locations for Meetings

- 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, if needed, in alternate formats.
- The ADA Coordinator should receive training specific to compliance and ADA coordinator responsibilities.
  - Free training is available at <https://www.accessibilityonline.org/ao/>
  - Paid certification courses are available from [www.adacoordinator.org](http://www.adacoordinator.org).
- The ADA Coordinator should coordinate additional ADA training to all Department managers and staff who have regular contact with the public.
- It is recommended that the Sheriff Department continue to receive training on ADA accessibility issues related to their activities. In particular, training on communicating with people who are deaf or hard of hearing (reference <http://www.ada.gov/lawenfcomm.htm>) and developing a policy on the topic as well (refer to [www.ada.gov/lawenfmodpolicy.pdf](http://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” ([https://www.ada.gov/q&a\\_law.htm](https://www.ada.gov/q&a_law.htm)).
- 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](http://www.ada.gov/policeinfo.htm)).
- Staff responsible for code enforcement and inspection of many local building facilities may benefit from additional training on both the State adopted Indiana Accessibility Code and the more stringent ADA.
- Visit <https://www.access-board.gov/training> for webinars and other opportunities from the Access Board. Examples of other providers include:
  - Great Lakes ADA Center (<https://www.adagreatlakes.org/ProgramsAndServices/Trainings/>)
  - ADA National Network (<https://adata.org/ada-training>)
  - Accessibility Online (<https://www.accessibilityonline.org/training>)
  - The annual National ADA Symposium (<https://gpadacenter.org/national-ada-symposium/>)
  - ADA Coordinator Training Certification Program (<https://www.adacoordinator.org/page/Training>)

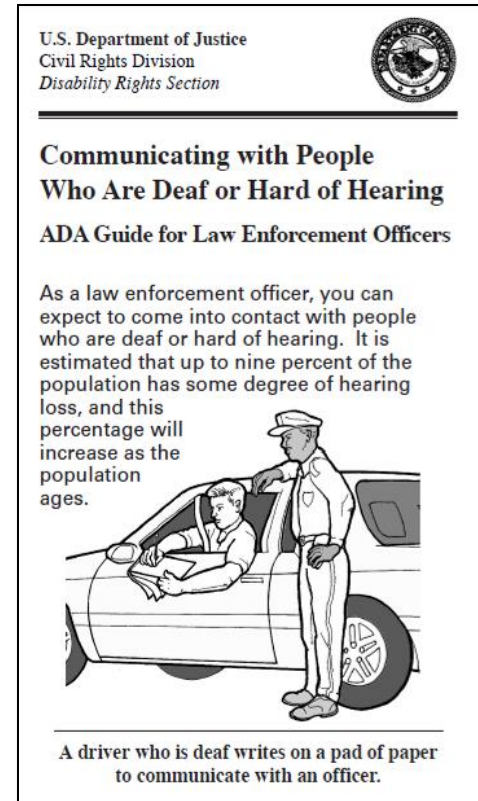
## 2.16 Emergency Evacuation Procedures

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 Tipton 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 Tipton County. EMA is responsible for writing, updating and disseminating the Tipton County Comprehensive Emergency Management Plan (CEMP), 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 CEMP includes a listing of written agreements with voluntary organizations, mutual aid agreements between responding organizations and other local, state, federal, and private organizations are referenced and/or located in the Emergency Operations Center (EOC). The EOC is located at the EMA offices.
- The CEMP covers all four phases of emergency management: mitigation, preparedness, response, and recovery. The CEMP includes 6 sections of response: Operations, Emergency Services, Human Support, Infrastructure Support, and Hazard Specific. Within these sections, areas of response are organized as Emergency Support Functions (ESF) with primary and support agencies under each ESF.
- Tipton County's CEMP dated November 2011 was reviewed in the initial SETP. It did not specifically address or mention persons with disabilities or special needs.
- The updated 2013 CEMP was provided for review and has added some information related to serving persons with special needs.
- The EMA has an existing MOU with Tipton Community School Corporation and Tri-Central School Corporation Transportation Departments under ESF #1 'Transportation' to utilize school buses and bus drivers for use in evacuation from affected areas and/or transportation to clinic sites or shelters.
- Tipton County agencies serving as Primary ESFs include Tipton County Central Emergency Dispatch Center for Communications, Commissioners for External Affairs, Health Department for Public Health and Medical, Sheriff's Department for Search and Rescue and Public Safety, Purdue Extension for Agriculture, EMA for Emergency Management, Resource Support and Long-Term Recovery, and Highway Department for Transportation, Public Works and Engineering.
- The Sheriff's Department, EMA, and Highway Tipton County has established several emergency agreements with local private sector companies and businesses for heavy equipment, generators, food, bottled water, and other key commodities and resources.
- During disaster operations, numerous private sector and private non-profit organizations provide resources. Included among these are the Howard-Tipton Chapter of the American Red Cross, Salvation Army, Tipton County Chaplains Association, Tipton County Chamber of Commerce, etc. These organizations readily communicate with each other and exchange ideas, supplies, equipment, and volunteers.



- EMA coordinates public and private services in order to assist with public needs during a disaster. Following an event their role is to conduct a county-wide damage assessment in order to qualify for Federal or state disaster recovery funds that may become available.
- EMA works with the Howard-Tipton Chapter of 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.
- The CEMP identifies a Special Needs Steering Committee, comprised of public health and safety agencies and organizations, first responders, and EMA, charged with providing guidance for the sheltering and care of special needs populations during a disaster or emergency event.
- Tasks listed under ESFs include:
  - ESF #1 – Response Task: “Work with local agencies and departments in the movement and care of persons with special needs.”
  - ESF #2 – Response Task: “Work with appropriate local agencies/departments to communicate with persons of special needs.”
  - ESF #3 and 4 - Response Task: Work with appropriate State and local agencies/departments to communicate and assist with persons of special needs.
  - ESF #6 – Response Task: “Provide victim related recovery efforts such as counseling, support for persons with special needs or assisting with processing benefit claims.” AND “Work with local agencies to assess persons with special needs.”
  - ESF #7, 8, 10, 13, and 15 – Response Task: “Work with state and local agencies and departments in the movement and care of persons with special needs.”
- The County Courthouse has an emergency evacuation plan. This plan has several scenarios for which the building, or portions, might be evacuated. The plan does not specifically identify assembly areas for persons needing assistance on upper floors or how the floors will be checked.
  - The County Courthouse evacuation plan does identify the responsible parties for checking the 1<sup>st</sup> and 4<sup>th</sup> floor restrooms prior to evacuation.
  - The Circuit Court indicated that Weather, Fire, and Active Shooter evacuation procedures are available in a central location (bulletin board) within their office. However, other departments in this facility were unsure if procedures existed. Some noted that maps were by the elevator.
- At 911 Dispatch, emergency procedures are in place, but no assembly areas are identified. They also have a backup facility at Sheriff’s department to continue operation in case of emergency.
- Purdue Extension indicated that evacuation maps are posted, and emergency exit doors are marked.
- At the Highway department, during an emergency, meeting areas have been established for check in with the Superintendent and/or Clerk to be accounted for.
- At the Jail, emergency procedures are in place for evacuation and fire drills and meeting areas have been established.

**Recommended Action:**

- While it is understood that the CEMP document is a response/mitigation framework, not detailed plan of action specific to response, additional information should be included to identify considerations specific to persons with disabilities within the planning framework. Suggested items may include:
  - Ensure that vehicles used to evacuate residents are accessible and available.
  - A list and/or map of public emergency shelters should be available for the public, including designating which provide accessible facilities, including pet friendly facilities to accommodate those with service animals. Shelter locations designated as accessible should

- be evaluated by the agency responsible for coordinating as part of planning process rather than during response.
  - Identify any special hazards unique to the special needs population.
  - Identify any areas of high concentrations of persons with disabilities such as nursing homes/retirement communities, medical facilities, etc. Consider a voluntary registration for persons who are homebound or may require additional assistance in an emergency.
  - Consider including information on accessible communication for all dissemination of public information.
- The EMA should clearly identify and publicize in their CEMP 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.
- The EMA should 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 during an evacuation or damaged.
- 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 local disability advocacy groups to provide lists of homebound individuals and others needing assistance in the event of evacuation.
- Take the necessary steps to ensure that emergency teams are aware of persons with disabilities in the community who may require special assistance in the event of an emergency or natural disaster and encourage residents with special needs to register with the County to ensure that proper assistance can be provided if needed.
- Review emergency plans at all county facilities to ensure there is a plan in place (including provisions for persons with disabilities) and that ALL staff are aware of these plans and procedures. Accessible evacuation 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 or others needing assistance (i.e. mothers with small children) for various emergency situations. Each Department should 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.
- Excellent resources can be found at:
  - [www.ada.gov/emergencyprepguide.htm](http://www.ada.gov/emergencyprepguide.htm)
  - <https://www.access-board.gov/files/ada/guides/amoe.pdf>



## 2.17 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](#)).

### Self-Evaluation Findings:

- Tipton County does not have an appointed “Human Resources” position. Currently, the Tipton County Auditor’s Office handles HR related items.
- Job descriptions are developed as needed by individual departments. No standard job descriptions are maintained by the County.
- The County has posted Federal and state equal employment opportunity notices and posters in all appropriate employee areas and has indicated that all advertisements for job announcements state that the County is an “Equal Opportunity Employer”.
- The County Employee Handbook dated 2004 was reviewed in the initial SETP. The Handbook was updated in 2016 and is reviewed below.
- The Handbook includes an ADA policy and all employees are required to sign that they have received a copy of the handbook.
- The Employee Handbook includes the following items related to accommodation of disabilities:
  - On page 6, the Equal Employment Opportunity section states that *‘It is the policy of this County that an individual’s race, color, religion, gender, disability, age, or national origin are not and will not be considered in any personnel or management decisions.’* It furthermore extends this policy to recruiting, hiring, training, promoting, and all other personnel actions such as compensation, benefits, transfers, layoff, and return from layoffs, *“except when there is a bona fide occupational qualification.”* It also includes notice regarding disciplinary action for any employee practicing discrimination.
  - Page 7 begins a specific Americans with Disabilities Act section. The full text is included in Appendix C. It prohibits discrimination, provides definition of “qualified individuals with disabilities”, gives examples of covered circumstances, discusses “essential” functions, reasonable accommodations, job offers and medical examinations, legal and illegal drugs, and specific policies in addition for persons with AIDS and HIV and for lactating mothers.
  - Page 11, Job Descriptions, indicates that these descriptions shall include essential duties and responsibilities.
  - Sick Leave is addressed on page 23, and Family and Medical Leave Act are discussed starting on page 24, followed by Medical Leave which indicates that *“Medical policy requirements will be applied in conformance with the requirements of the Americans with Disabilities Act.”*
  - Drug Free Workplace (page 32) indicates that *“employees may keep prescription drugs and over-the-counter medications on County premises when ordered by a medical physician by prescription; or on an as-needed basis for over-the-counter medication.”*
  - Page 34 Electronic Communications prohibits use of County email and internet access for communications of a

**Equal Employment Opportunity is**  
**THE LAW**

**Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

<p><b>RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN</b></p> <p><small>Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.</small></p> <p><b>DISABILITY</b></p> <p><small>Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee; barring undue hardship.</small></p> <p><b>AGE</b></p> <p><small>The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.</small></p> <p><b>SEX (GENDER)</b></p> <p><small>In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.</small></p>	<p><b>GENETICS</b></p> <p><small>Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.</small></p> <p><b>RETALIATION</b></p> <p><small>All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.</small></p> <p><b>WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED</b></p> <p><small>There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected.</small></p> <p><small>The U.S. Equal Employment Opportunity Commission (EEOC), 1400-661-0000 (toll-free) or 1-800-669-6020 (toll-free TTY number for individuals with hearing impairment), EEOC web site information is available at <a href="http://www.eeoc.gov">www.eeoc.gov</a> or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at <a href="http://www.eeoc.gov">www.eeoc.gov</a>.</small></p>
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discriminatory or harassing nature regarding a number of protected classes including disability status.

- Page 38 Training indicates that the County does not discriminate in offering education or training opportunities.
- Page 41 indicates the County's intolerance for harassment of employees, including related to physical or mental disability and includes a general procedure for reporting.

**Recommended Action:**

- The County should continue to practice the County policies of non-discrimination as required by ADA and as contained in the Personnel Manual.
- The County should consider providing on-going training in providing services to persons with a range of disabilities and developing strategies for appropriate modifications.
- Job listings should be constructed such that requirements do not exclude anyone with some disabilities from being qualified to perform jobs that do not actually require the ability to meet specific demands. Carefully consider physical requirements in relation to actual job duties and potential reasonable accommodation when developing job descriptions. Consider adding language in appropriate locations to clarify that reasonable accommodation may include: making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or other similar accommodations.
- Consider "ADA Compliant Language" in regard to work duties. 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'.
- When referring to persons with disabilities, person-first terminology is preferred to convey the importance of the person over his or her disability.
- 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/#>.

**2.18 Department Self-Evaluation Findings and Recommendations**

DLZ prepared and distributed a questionnaire in 2024 to gather updated information from all County. This information included specific items that the departments were requested to provide information to help DLZ better understand the policies and procedures of each related to ADA understanding, training, and accommodation (see Appendix E). DLZ reviewed responses and coordinated clarifications and questions with the ADA Coordinator. A general summary follows, with completed forms included in the appendix. A secondary benefit of the questionnaire is allowing DLZ to gain an understanding of how well the person completing the questionnaire understands the obligation to ensure their programs are accessible and their general understanding of how to provide accommodations.

**Self-Evaluation Findings:**

- The County has numerous departments with extensive, daily public interaction that is both in person and over the telephone.
- Several departments reported having interacted with persons with various disabilities and expressed an ability to find a way to successfully provide accommodation.
- No departments have identified a person to be the 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.
- Some departments stated that they believe that their offices/spaces are accessible while others noted items that they know present challenges to persons with disabilities.
- Several departments mentioned that they had interacted with persons with different disabilities and been able to fully accommodate them in a variety of means.
- IT suggested that Induction ring to transmit into hearing aids and closed captioning for meetings would help increase accessibility.

#### **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.
- Examples of interactions and accommodation for persons with disabilities demonstrated flexibility and desire to provide access to all programs offered
- 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 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 timeframe.
- 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.

## **2.19 Pedestrian Facilities within the Public Right-Of-Way**

While the Americans with Disabilities Act does not require pedestrian facilities in the absence of a pedestrian route, it does require that pedestrian facilities, when newly constructed or altered, be accessible. Pedestrian facilities would include, but not be limited to, sidewalks, curb ramps, pedestrian signals, and sign furnishings.

#### **Self-Evaluation Findings:**

- The County does not currently have non-roadway improvements in the public right-of-way (ROW). In Tipton County, all existing ROW pedestrian facilities currently fall under the control of INDOT or incorporated cities and towns.
- The county adopted the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), dated July 26, 2011, as published by United States Access Board as the standard for new construction within the public right-of-way in Ordinance 2013-1 on March 11, 2013.

**Recommended Action:**

No action recommended at this time. See Section 3.0 for an abbreviated summary of areas that may require further investigation by the County if pedestrian right-of-way facilities are provided in the future.

**2.20 Facility Self-Evaluation Findings and Recommendations**

DLZ performed a self-evaluation of the following County facilities in 2013 and 2024:

- County Courthouse
- 911 Communications Center
- Sheriff's Office and Jail
- EMA Building
- Fairgrounds
- Highway Department
- Soil and Water Conservation District Office
- Solid Waste Office

A comprehensive review of accessibility at all public areas and employee common use areas of these facilities was performed consistent with ADASAD. These standards were adopted by the County in Ordinance 2013-1 on March 11, 2013. A summary of access issues is included below. See Appendix A for a full listing.

**Self-Evaluation Findings:**

- **County Courthouse** – The County Courthouse houses a vast majority of the programs offered by the County. Most departments are located in this facility, as are several meeting rooms and the courtroom. The County Courthouse has historical significance and architecture, some features of which contribute to noted ADA non-compliance issues due to the age of the facility. The County Courthouse was constructed in 1894 and the facility maintains much of its original architectural character throughout. Since the initial self-evaluation, alterations were made to exterior entrance doors and vestibules, replacement of drinking fountains with bottle filler units, and the accessible parking. Several barriers and/or non-compliant items exist at the County Courthouse. These include:
  - Accessible parking is provided, but not all spaces provided and marked as accessible meet requirements, including slopes, presence of access aisles, and height of signs.
  - Sidewalk issues include non-compliant running and cross slopes and obstruction of required clear width by plant materials overhanging walks.
  - Elevator appears useable by persons with disabilities but does not meet dimensional requirements nor provide all required audible and visual indicators.
  - Most interior doors in the courthouse have hardware requiring grasping and twisting.
  - Several interior doors have the bottom of vision glazing starting above 43" max. However, due to the historical significance of the building, no action is recommended.
  - Many offices, corridors, and assembly areas have electrical controls, outlets, coat hooks, and fire alarm activation devices outside the allowable reach range.
  - In general, signage with raised text is provided at most permanent spaces, but lack Braille.
  - A number of the departments do not provide accessible service counters.
  - The Courtroom does not have adequate room signage. No accessible work surfaces are provided in the litigant areas. No accessible wheelchair seating is provided in the assembly area which is fixed seating. Accessible aisle seating is not designated as such. One (1) assistive listening device is available in the building, however four (4) are required for the courtroom alone and no signage is provided indicating the availability of a system.

- Restroom in the Jury Room is not accessible and would require extensive renovation to make it compliant.
- Public restrooms are located only on the first floor of the Courthouse. No wall signage is provided. Knee space at lavatories does not meet minimum dimensions and pipes and supply lines are not insulated. Stall widths are inadequate. Toilets are not located correctly relative to stall walls. Grab bars need to be replaced and repositioned.
- **911 Communications Center** – This facility has very little in-person interaction with the public. Public access is not permitted past the lobby, where visitors can communicate via intercom. A number of barriers and/or non-compliant items exist at the 911 building. These include:
  - No marked accessible parking is provided.
  - Sidewalks exhibit non-compliant slopes.
  - Entry door exhibits multiple compliance issues including signage, lack of kick plate, inadequate maneuvering space, and operating effort.
  - The 2-way call button is located out of the allowed reach range for operable parts and provides voice only communication.
  - Employee restroom and shower is not accessible.
- **Sheriff's Office and Jail** – The facility evaluated in the initial plan is still owned by the County but is no longer in operation. The new facility improved accessibility significantly for both detainees, visitors, and staff. Relatively few and mainly low priority barriers and/or non-compliant items exist at the new County Sheriff's Office and Jail. These include:
  - Minor non-compliances with exterior slope requirements were present.
  - Door closers occasionally exceed closing speed or force requirements.
  - Spacing of Braille from other elements is slightly too close on several signs.
  - Drinking fountains do not serve both wheelchair users and standing persons.
  - Some items were located outside of the reach range, such as controls, outlets, dispensers, etc.
  - Accessible showers are not provided in employee shower rooms.
  - Minor dimensional non-compliances related to grab bars, sink heights, and stall door openings were found in some restrooms.
- **Fairgrounds Buildings** – The fairgrounds complex houses a number of facilities and ever-changing functions. A number of barriers and/or non-compliant items exist at the Fairgrounds. These include:
  - Lack of signage at existing accessible parking.
  - Shower/Restroom building does not provide accessible stalls or showers.
  - Horse and Pony concessions/press box does not provide accessible service windows. Other non-compliances are present on the building interior, but most public use and interaction is from the service windows.
  - Show arena building lacks designated accessible seating.
  - Several barns and exhibit buildings do not connect to accessible route, have poor door threshold conditions, protruding objects, and electrical controls and outlets outside of the acceptable reach range.
  - The 4-H building generally has inadequate signage at rooms and restrooms. Doors frequently exceeded allowable operating force and closing speed. Restrooms lacked correct grab bars and exhibited inadequate clear space in stalls. In several areas of the building, electrical controls and outlets were located outside of the acceptable reach range.
  - The Education building exhibited several low to medium priority items, including inadequate signage, lack of accessible kitchen surfaces, lack of accessible work surface/service counter at front

entry, and door requirements such as glazing height, closing speed, and operating force. Restrooms were generally usable, but not compliant.

- **Fairgrounds Site** - Due to the changing nature of the programs, specifically those outdoors, several special consideration should be given to ensure accessibility when hosting special events. These suggestions include:
  - Use paved lot at 4-H/Education buildings for all accessible parking during large events. Provide shuttle service to outlying areas if possible.
  - Connect all buildings, barns, and use areas with an accessible route. Existing surfaces in many cases are not slip-resistant, firm and/or stable.
  - Provide assistive listening devices with appropriate signage for grandstand areas.
  - Provide accessible seating at permanent outdoor areas such as the Horse and Pony Arena and Tractor Pull Arena.
  - Monitor temporary event setup to avoid barriers such as electrical cords, inadequate clear width of pedestrian access routes, and protruding objects.
- **Highway Department** – This facility has very limited areas open to the public. These consist mainly of the lobby and conference room. Alterations to the men’s restroom, a unisex single user restroom, corridor areas, and public lobby were completed since the initial evaluation. A number of barriers and/or non-compliant items exist at the County Highway Department. These include:
  - There are no barrier-free parking spaces provided on the site.
  - Entry doors exhibit multiple compliance issues including signage, lack of kick plate, inadequate maneuvering space, operating effort and closing speeds.
  - No accessible service counter is provided.
  - Single user restroom exhibits minor non-compliances.
- **Soil and Water Conservation District Office** – The County leases space within a facility for operation of this program. Evaluation was limited to areas that are leased for the use of the SWCD and common areas such as the parking, entries, and restrooms. A number of barriers and/or non-compliant items exist at the SWCD building. These include:
  - Accessible parking is not provided.
  - Curb ramp and sidewalk exceed slope requirements and allow for potential vehicle overhang which may narrow required clear width of the accessible route.
  - Entry doors exhibit multiple compliance issues including signage, lack of kick plate, inadequate maneuvering space, operating effort and closing speeds.
  - Drinking fountain provided does not meet requirements for standing persons or users in wheelchairs.
  - Both men’s and women’s restrooms lack adequate signage, clear space, and sink clearances. Grab bars and door hardware do not meet requirements. Pipes and supply lines are not properly insulated. Mirrors, toilet paper, and towel dispensers are outside of the allowed dimensional tolerances.

#### **Recommended 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 appendices.
- There are many interim fixes that can be implemented immediately to address various deficiencies and provide equal access to all users in many cases 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, 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.
- Develop a master signage plan for all facilities that includes directional signage to accessible entrances outside of facilities and required signage within each facility. Ensure that one entrance at all facilities is fully accessible and that non-accessible entrances are adequately signed to direct the public to the accessible entrance(s).
- Work closely with City of Tipton and INDOT to ensure that public ROW facilities, including on-street parking, sidewalks, and curb ramps, are placed proximal to accessible entrances at County facilities and that spaces are properly marked and signed.
- 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.
- Develop a lockset replacement plan for all doors that have knobs that require grasping and turning to open. Ensure that staff inside of rooms with doors that have knobs can see into the hallway in the event someone on the outside cannot open the door or 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.
- 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.
- 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.
- 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.
- Review corrective actions needed for at least one restroom for each facility and provide signage to direct persons from non-accessible restrooms to the accessible one.
- Priority needs to be given to corrections in the courtrooms that are required to provide full access but does not have a negative effect on the historical components within the courthouse (railings, furniture, etc.). Corrections would include the courtrooms as well as jury rooms and facilities. Improvements inside the County Courthouse will require careful planning and analysis to avoid impacting historical aspects of the facility.
- Ensure that all public assembly areas (meeting rooms and courtrooms) 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 have compliant work surfaces available for persons to complete paperwork or review documents. Also be certain to provide a clipboard that can be used for this purpose as well.
- Move furniture or other obstructions that could be in the way of required clear spaces for persons using wheelchairs.
- Lower or install an additional coat hook in each restroom stall and room where coats may be hung on the wall.

- Consider installation of kick plates on the push side of all doors with glass 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.).

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### 3.0 Pedestrian Facilities within the Public Right-Of-Way

Tipton County does not currently provide pedestrian facilities within their public Right-Of-Way (ROW). However, if such facilities are provided in the future, the following information is provided for reference. It will be critical to incorporate accessibility guidelines prior to implementing these types of facilities.

While the Americans with Disabilities Act does not require pedestrian facilities in the absence of a pedestrian route, it does require that pedestrian facilities, when newly constructed or altered, be accessible. Pedestrian facilities would include, but not be limited to, sidewalks, curb ramps, pedestrian signals, and street furnishings. The focus of this section is on potential future construction.

#### 3.1 Pedestrian Access Route

Per R204 of the 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 in the public Right of Way. Pedestrian Access Routes in the public Right of Way ensure that the transportation network used by pedestrians is accessible to pedestrians with disabilities...Pedestrian access routes must be provided within sidewalks, and other pedestrian circulation paths located in the public right-of-way; pedestrian street crossings, and at-grade rail crossings, including median and refuge islands; and overpasses, underpasses, bridges and similar structures that contain pedestrian circulation paths.'*

*'The challenge for transportation planners, highway engineers and bicycle and pedestrian user groups, therefore, is to balance their competing interest in a limited amount of right-of-way, and to develop a transportation infrastructure that provides access for all, a real choice of modes, and safety in equal measure for each mode of travel.'*

(Excerpt from FHWA's  
Accommodating Bicycle and  
Pedestrian Travel: A  
Recommended Approach)

Per the Technical provisions of the PROWAG, when pedestrian ROW facilities are provided, the sidewalk PAR must meet the following general criteria. The full text should be consulted for implementation.

- **R302.3 Continuous Width / R302.4 Passing Spaces** - 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 when the clear width is less than 5', passing spaces must be provided every 200' maximum. This provides greater flexibility to the pedestrian to accommodate changes in direction, passing movements, and turning space.
- **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%.
- **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.
- **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 ½" maximum, with those between ¼" and ½" being beveled at a slope not steeper than 50% across the entire discontinuity. Horizontal openings such as grates and joints may not exceed ½". Elongated openings should be placed perpendicular to the dominant direction of travel.

- **Other common criteria –**

- Per R402.2, protruding objects are those objects with leading edges more than 27” and not more than 80” above the finish surface which project 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 to less than 48”. These items would be considered an obstruction of the continuous clear width required. Obstructions may include light and utility poles, newspaper and mailboxes, vegetation protrusions, 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.
- Though not under County control, if present, rail crossings should provide detectable warning surfaces per R208.1 and R305.2.5 and address flangeway gaps per R302.7.4. Consider coordinating with rail providers when projects are undertaken through these areas.

### **3.1 Curb Ramps**

There is no requirement under Title II of the ADA or PROWAG that sidewalks be provided where they are not currently provided. The law stipulates that the public entity provide curb ramps, or other sloped areas where pedestrian walks cross curbs, that are accessible. All new construction shall meet applicable standards. Per R202.3, alterations to existing facilities shall also comply with these standards except where existing physical constraints make it impractical to fully comply. Compliance is required to the extent practicable within the scope of the project when an existing physical constraint listed in R202.3.1 exists.

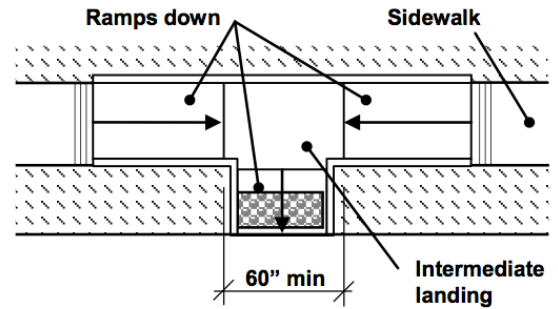
Title II of the ADA requires that state and local governmental entities develop a Transition Plan specific to curb ramps or other sloped areas at locations where walkways cross curbs. A curb ramp (or sometimes referred to as a curb cut) is a short sidewalk ramp cutting through a curb or built up to it. Curb ramps are a relatively small but important part of making sidewalks, crossings at intersections, and other pedestrian routes accessible to people with disabilities. The ADA requires state and local governments to make pedestrian crossings accessible to people with disabilities by providing curb ramps ([28 CFR 35.150 \(d\)\(2\); 35.151\(a\), \(b\), and \(i\)](#)).

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.’*

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:

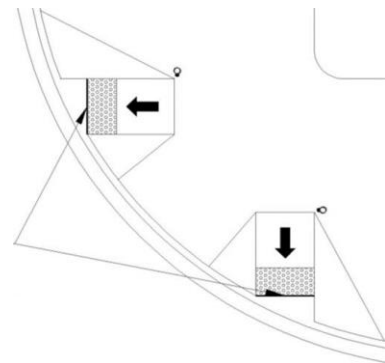
- **Perpendicular Curb Ramp** - Perpendicular curb ramps have a running slope that cuts through or is built up to the curb at right angles or meets the gutter break at right angles where the curb is curved.

- **Parallel Curb Ramp** - Parallel curb ramps have a running slope that is in-line with the direction of sidewalk travel (parallel to the curb) and lower the sidewalk to a level turning space where a turn is made to enter the pedestrian street crossing. Parallel ramps can be useful where ROW is limited to get a pedestrian from street level to the sidewalk in a shorter depth space.
- **Combination Curb Ramp** - Parallel and perpendicular curb ramps can be combined. A parallel curb ramp is used to lower the sidewalk to a mid-landing 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.
- **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
- **Diagonal Curb Ramp** - 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. Under the R207.1 of the proposed PROWAG standards, two curb ramps are typically required at all corners. 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. When an agency determines R207.2 is applicable, it is important to document the constraint that prevents construction of two ramps at each intersection quadrant (ROW, existing structure, etc.).



**Combination Curb Ramp**

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



*Example of two perpendicular curb ramps*

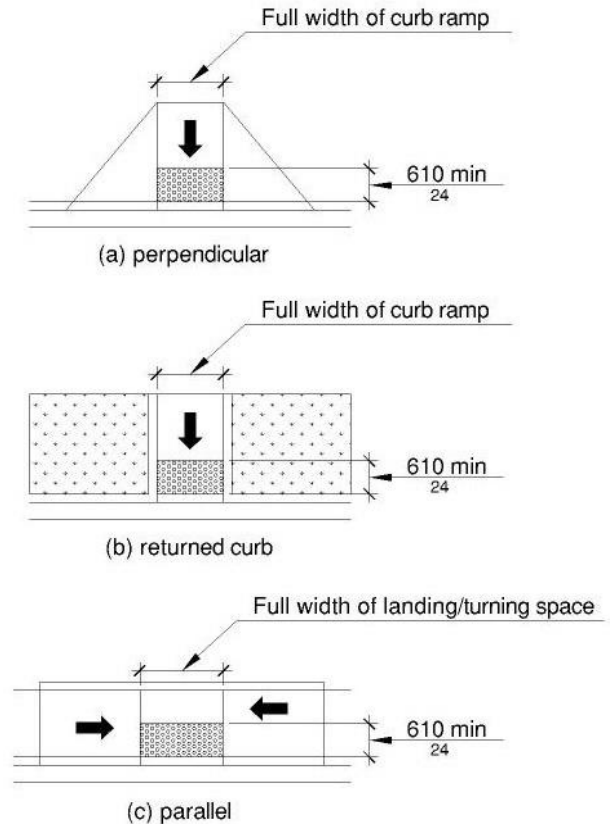
### General Curb Ramp Criteria

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.

- **Turning Spaces – R304.2.1 Perpendicular Ramp and R304.3.1 Parallel Ramp** - The terms "landing" and "turning space" are often used interchangeably. A landing is a resting spot at the top or bottom of a curb ramp, while a turning space is a level area that allows a wheelchair user the ability to turn and change their direction of movement. While every required landing is a turning space, not all turning spaces are landings.
  - Per R304.2 and R304.3, a level space of 4.0 feet minimum by 4.0 feet minimum shall be provided at the top of a perpendicular curb ramp and bottom of a parallel curb ramp which shall be permitted to overlap other turning spaces and clear spaces. Where space is constrained at the back-of-sidewalk, the space shall be 4.0 feet minimum by 5.0 feet minimum. The 5.0 feet dimension shall be provided in the direction of the ramp run.

- Parallel ramps also require a turning space per R304.3.1, which has the same dimensional requirements and is required to be 5.0 feet in the direction of the street crossing if the turning space is constrained on two or more sides. Turning spaces are also required at changes in direction that occur along the PAR, which is typically in the area of the curb ramps.
- Additionally, per R304.5.5, 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. For parallel ramps (R304.3), this means at the bottom of the ramp behind the curb line. Diagonal ramps must also accommodate this turning space within the crosswalk and wholly outside the vehicle travel lanes.
- **Running Slopes – R304.2.2 Perpendicular Ramp, R304.3.2 Parallel Ramp, and R304.4.1 Blended Transition** - 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 is 5% minimum and 8.3% maximum but shall not require the ramp length to exceed 15 feet. If less than 5%, it is considered a blended transition instead of a ramp.
- **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. The flares are not considered part of the PAR but as part of the PCA, the slopes assist in transitioning the steep slope of perpendicular curb ramps to the flat slope of the PAR. Note that per Advisory R304.2.3, where there is no PCA adjacent to the ramp, such as a turf area, or there are objects adjacent to the ramp that essentially block it from being part of the PCA, no flares are required. In these cases, vertical curbs can be used and are preferred since they provide directional cues.
- **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.
- **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. Grade breaks that are not perpendicular to the ramp run can cause wheelchair front casters to lift off the ground and be a hazard for the user, possibly tipping them over if slopes are severe enough.
- **R304.5.3 Cross Slope** - The cross slope of curb ramps, blended transitions, and turning spaces shall be 2 percent 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 percent maximum.
- **R304.5.5 Clear Space** - Requires a 4.0 foot by 4.0-foot minimum clear space beyond the bottom grade break that is located both within the crosswalk and entirely outside of the parallel vehicle travel lane. This clear space allows a wheelchair user to negotiate the curb ramp and have a space at the bottom outside the traffic lane within which to wait to cross.
- **R305 Detectable Warning Surfaces** - Per R208, detectable warning (DW) surfaces indicate the boundary between pedestrian and vehicular routes where there is a flush rather than curbed connection. Detectable warning surfaces shall be provided at the following locations:

- 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
- Detectable warnings should not be provided at crossings of residential driveways as the pedestrian ROW continues across residential driveway aprons. They should be provided at high traffic commercial driveways provided with yield or stop control since these function similarly to roadways, such as those found at large commercial centers.
- Per R305.1, DW surfaces shall consist of truncated domes, contrast visually with the adjacent surface, extend 2.0 feet minimum in the direction of pedestrian travel, and extend the full width of the ramp run (excluding any flared sides), blended transition, or turning space.
- See R305.1.4 and R305.2 from the PROWAG regarding placement and dimensions.



- **Other criteria for consideration:**
  - Drainage
  - Avoid protruding objects as described in R402.2.
  - Surfaces must meet R302.7.
  - Pedestrian Street Crossing slopes as described in R302.5-6.

### 3.3 Additional Right-Of-Way Elements

Beyond sidewalks and curb ramps, additional elements that may be encountered in the pedestrian ROW include site furnishings, accessible transit stops, roundabouts, marked or metered on-street parking and rail crossings. These were not encountered during the 2013 evaluation of the County or were excluded from that project scope. If provided or evaluated in the future, the following considerations should be taken.

- **Accessible Pedestrian Signals** - In addition to potential sidewalk and ramp construction in future projects, traffic signals may also be present. If provided, the following is of note to consider. Per R209, *'where pedestrian signals are provided at pedestrian street crossings, they shall include accessible pedestrian signals (APS) and pedestrian push buttons complying with sections 4E.08 through 4E.13 of the 2009 Manual on Uniform Traffic*





*Control Devices (MUTCD)*. According to the Public Rights-Of-Way Accessibility Guidelines, ‘An accessible pedestrian signal and pedestrian push button is an integrated device that communicates information about the WALK and DON’T WALK intervals at signalized intersections in non-visual formats (i.e., audible tones and vibro-tactile surfaces) to pedestrians who are blind and have low vision.’ At such time as the County plans infrastructure improvement projects where new signal construction is included, accessible pedestrian signals should be considered for inclusion if pedestrian facilities are present.

- **Site furnishings** should be located on an accessible route, provide clear level ground space for approaches and wheelchair parking adjacent to benches, and meet reach range requirements for any operable parts, such as trash receptacle flaps.
- **On-Street Parking** should follow the requirements of the PROWAG beginning with Per R214, ‘where on-street parking is provided on the block perimeter and the parking is marked or metered, accessible parking spaces shall be provided.’ Accessible parking includes consideration for slopes, available right-of-way width to determine location and any requirement for access aisle, specific requirements by parking type (i.e. parallel, angled, or 90 degree), and signage.

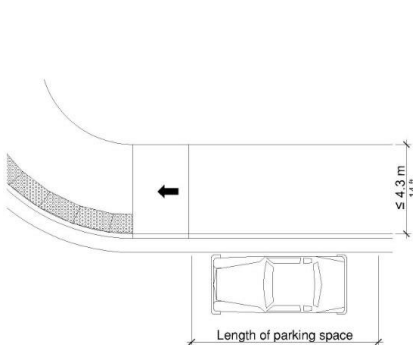


Figure R309.2.2  
Narrow Sidewalks

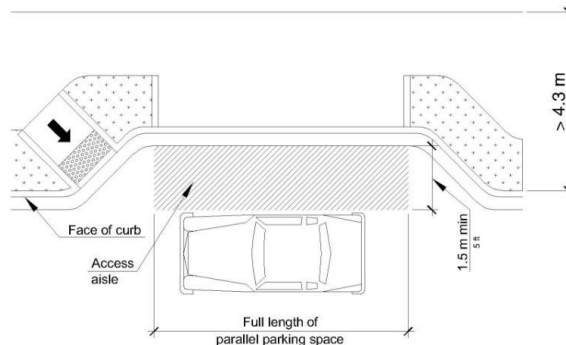


Figure R309.2.1  
Wide Sidewalks

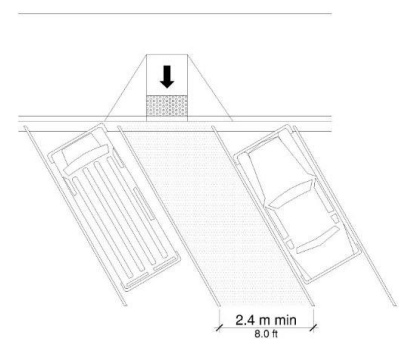


Figure R309.3  
Perpendicular or Angled Parking Spaces

- **Roundabouts** should follow all guidelines for curb ramps, sidewalks, and pedestrian refuge islands (R305.2.4) along with the additional roundabout specific requirements located in R306.3-4 of the PROWAG. These include requirements for separation and edge treatments and select use of pedestrian activated signals based on roundabout configuration.
- **Transit Stops** should follow requirements applicable to transit stops and shelters in R213. Per the Technical provisions of the PROWAG, the bus stops and shelters must connect to a Pedestrian Access Route and meet the following general criteria: R302.3 Continuous Width, R302.5 Grade (Running Slope), R302.6 Cross Slope, R302.7 Surfaces and R402.2 Protruding Objects, R210 Obstructions, R308.1 Transit Stops, and where provided, R308.2 Transit Shelters.

### 3.4 Future ROW Improvements and Other Construction

The following publications could be used as a guide to determine the appropriateness of pedestrian facilities in any given corridor. Any future requests for pedestrian facilities necessitate an assessment of current conditions and needs in order to be considered for implementation.

Per the policy statement in FHWA’s **Accommodating Bicycle and Pedestrian Travel: A Recommended Approach**, “bicycle and pedestrian ways shall be established in new construction and reconstruction projects in all urbanized areas unless one or more of three conditions are met:

- *Bicyclists and pedestrians are prohibited by law from using the roadway. In this instance, a greater effort may be necessary to accommodate bicyclists and pedestrians elsewhere within the right of way or within the same transportation corridor.*
- *The cost of establishing bikeways or walkways would be excessively disproportionate to the need or probable use. Excessively disproportionate is defined as exceeding twenty percent of the cost of the larger transportation project.*
- *Where sparsity of population or other factors indicate an absence of need.”*

From the FHWA’s publication, ‘**Bicycle and Pedestrian Transportation Planning Guidance**’, an assessment might include the following:

- Determination of current levels of use for bicycling and walking transportation trips, and current numbers of injuries and fatalities involving bicyclists and pedestrians.
- Evaluation of the existing transportation infrastructure (including on- and off-road facilities) to determine current conditions and capacities and to identify gaps or deficiencies in terms of accommodating potential and existing bicycle and pedestrian travel.
- Identification of desired travel corridors for bicycle and pedestrian trips.
- Examination of existing land use and zoning, and the patterns of land use in the community.
- Basis of the need for modifications to the transportation system through surveys, origin destination studies, public input, or other data collection techniques.

A complete listing of recommended considerations can be found at

[https://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/publications/](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/)

### **Other Construction**

When planning for maintenance of existing roadways and pedestrian facilities, it is important to understand what roadway work triggers curb ramp work. Projects that include alteration to a street or roadway require installation or upgrade of curb ramps at the time of improvements. Maintenance applications do not require curb ramps at time of improvement. Joint technical assistance is available from DOJ, DOT and FHWA and may be helpful in understanding ADA requirements where roads are resurfaced and what work is considered alteration vs. maintenance. This can be found at

[https://www.fhwa.dot.gov/civilrights/programs/doj\\_fhwa\\_ta.cfm](https://www.fhwa.dot.gov/civilrights/programs/doj_fhwa_ta.cfm)



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## 4.0 Transition Plan

The Transition Plan describes how the County will be transitioning to compliance with the ADA. Public entities, like Tipton County, are required to provide access to County programs, services and activities for all of the recipients. Thus, the County must provide access for individuals with disabilities and document areas of noncompliance. Additional documentation is provided as barriers are removed.

If structural changes are identified to provide program accessibility as part of the self-evaluation, 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 programs, activities, or services 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 policies, services, programs, and activities, and input from advocacy groups. Recommended actions for County policies and programs can be found in Section 2.0.

The specific architectural and site improvement modifications required to make programs accessible are listed in the updated Tipton County Facility Reports (see *Appendix A*). Facilities reports include buildings and their related grounds. Each facility report contains a list of architectural barriers and barrier removal actions. Not all of these barriers must be removed 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.

### 4.1 Public Outreach

Public participation on the final contents of the Transition Plan, including setting of priorities and the phasing of improvements, is critical to the success of the endeavor and is required by law.

A draft Transition Plan was made available at the Fairground Education Building, Health Department, and the main branch of the Tipton Public Library for public review and comment from June 3 to June 21, 2024. The plan was also available online. No public comments were received. The final Transition Plan was submitted to the County for adoption.

### 4.2 Phasing of Corrections

A phased implementation of the required corrections to remove physical barriers at County-owned facilities is required and recommended. The County has limited funds and cannot immediately make all facilities fully accessible. 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.

The timing of the improvements to facilities and pedestrian ROW will be determined by the County based on their funding availability, other project needs, and the following criteria. The self-evaluation established baseline criteria needed to develop a starting point for ranking the deficient facilities. Following evaluation of all facilities and programs, barriers and facilities were prioritized. The County can utilize this prioritization to determine which capital improvements need to be considered first and those that could be implemented in subsequent years. The County should identify the most urgent access needs based on their experience, other capital projects, and the results of the self-evaluation. At the time of the development of this report, few public complaints had been received about County-owned facilities. As such, complaints were not used as criteria to determine the phasing of improvements, though future complaints could be the basis for funding improvements.

### **4.3 Priorities for Barrier Removal**

In creating priorities, it is the County's intent to evaluate all areas of potential deficiency, and to make structural changes where necessary and where 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.

A review of facility utilization and programs provided at each location will be critical in prioritizing which facilities should be given priority for improvements and order in which improvements should be completed. However, the facility prioritization should not be looked at in a vacuum, as improvements at lower use facilities may still warrant consideration for improvements in the near future if a barrier exists to program access.

Priorities considered each site's level of use, social need, civic function, and the general uniqueness of the site as **Contextual Factors**. 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 programs and services 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?

After completion of the evaluation, building facilities were placed into three tiers based on their utilization by the public and programs provided at each. Note that some areas of facilities may fall within a lower or higher tier. Tier 1 facilities have the highest use and should be the first priority, with Tier 2 facilities to follow. Tier 3 facilities are relatively low use for the public or have only employee common-use areas that require corrective actions. The facilities in each tier are shown on the following page.

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

Table 4.1. Building facility tier listing for prioritization.

Tier 1	Tier 2	Tier 3
<ul style="list-style-type: none"> <li>Courthouse</li> <li>Sheriff's Office/Jail</li> </ul>	<ul style="list-style-type: none"> <li>Fairgrounds</li> <li>SWCD</li> </ul>	<ul style="list-style-type: none"> <li>Highway Department</li> <li>911 Communications Center</li> <li>Solid Waste</li> </ul>

Within each barrier summary in Appendix A, the non-compliances are prioritized generally based on the level of physical impedance. All barriers are not equal in the impact they have on persons with disabilities to have equal access to County facilities or programs. **Physical Impedance factors** include the actual physical characteristics of the specific feature and the severity of the barrier to use.

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:
  - service counter height
  - non-compliant doors
  - extremely non-compliant slopes for accessible routes or ramps
  - protruding objects
  - displacements in walks or high thresholds
  - missing handrails or grab bars
  - some signage
  - lack of barrier-free parking
  - extremely non-compliant dimensional issues (narrow doors, corridors, etc.)
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 danger 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
  - stairwell/stair issues, particularly where an elevator is available
  - restroom fixture issues
  - moderately non-compliant dimensional issues
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

#### **4.4 Implementation Approach**

The ADA Coordinator should work closely with the Commissioners 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 several 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 programs and services 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 changes to the ADA policy 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 laws 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 the first improvements, a more detailed survey of each site should be performed and improvements should be designed by licensed professionals that are compliant 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 and the Transition Plan should be adjusted to reflect this knowledge.

Complaints received may also help determine 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 adjust the Transition Plan to accommodate the implementation of improvements to be sooner or as necessary.

#### **Addressing Architectural Barriers**

The costs to remove barriers by priority for each site are shown in Table 1 in Section 3.20 and detailed for each facility in *Appendix A*. In addition, a time frame had to be identified to determine an average annual budget to consider. For the purposes of this report, a 20-year time frame was utilized. Using this, it is conceivable that at the end of 20 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.

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. Tipton County has the right to modify the priorities based on funding levels and changes in County programs, activities, and services 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 programs, activities, and services may be implemented at the County's discretion to handle existing insufficiencies or access complaints received. All costs noted in *Appendix A* and Table 1 are 2024 cost

opinions, 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.

Based on the costs developed to address the architectural and engineering improvements required to fully comply with ADASAD standards, a total of approximately \$923,025 in improvements would be required (2024 costs) to achieve ADA compliance at all County facilities outside of the ROW. Note that the cost of some improvements could not be completed due to lack of information (survey, structural analysis, etc.), various options being available for routes, etc. The cost to make those items accessible is noted at "TBD" in *Appendix A*. 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 Tipton County to ensure all programs are accessible by some means. It must also be mentioned that the cost to correct significant non-compliant items cannot be determined based on the scope of the ADA self-evaluation. Additional investigation is needed to evaluate the various options and likely will include a review of other codes (plumbing, electrical, etc.) and possibly also review of the feasibility of removing walls (i.e., structural engineering review). Examples of these types of items would include:

- Conversion of multi-user restrooms to single user due to non-compliant space (may require analysis of plumbing code requirements for the number of fixtures required).
- Moving of walls to enlarge multi-user restrooms to enlarge an existing non-compliant stall to meet requirements (may require structural engineering review).
- Investigation required to determine how to best provide a level space at an entry door.

Probable costs provided are estimated based on information available from the self-evaluation and may not account for hidden items not readily visible which may impact costs (e.g., lack of backer boards where toilet grab bars need to be relocated, would require drywall removal and replacement that is not included in noted costs). In some cases, the cost identified is for a specific solution and there are often multiple options with costs that can be quite variable.

If Tipton County were to set a goal for implementing all recommended improvements within a 20-year time frame, it would require an annual budget of approximately \$46,150 to bring all of the County facilities evaluated in 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. A majority of the cost of improvements are in the County Courthouse, and specifically the courtrooms. Tipton County should form a committee comprised of court staff, judges, etc. 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 4.2. Summary of Building Facility Costs

TIPTON COUNTY ADA SELF EVALUATION STUDY AND TRANSITION PLAN FACILITY SUMMARY					
Name & Location	Ownership Status	Low Priority	Medium Priority	High Priority	Total Probable Cost
<b>Sheriff's Office Correctional Center</b> 2300 W Old Sr 28, Tipton, IN 46072	County Owned	\$49,310	\$15,640	\$110	\$65,060
<b>911 Dispatch Center</b> 121 W Madison S	County Owned	\$14,295	\$7,660	\$0	\$21,955
<b>Highway Department</b> 405 Market Road	County Owned	\$8,220	\$4,630	\$0	\$12,850
<b>Courthouse</b> 101 E. Jefferson Street	County Owned	\$319,075	\$62,640	\$45,820	\$427,535
<b>Soil and Water Conservation District</b> 243 Ash St, Ste. B	Leased	\$4,350	\$6,475	\$5,250	\$16,075
<b>County Fairgrounds</b> 1200 S. Main Street	County Owned	\$31,870	\$74,910	\$272,770	\$379,550
<b>TOTALS</b>		<b>\$427,120</b>	<b>\$171,955</b>	<b>\$323,950</b>	<b>\$923,025</b>

**General Notes:** All cost estimates for County facilities are based on a estimated 2024 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.). Soft costs are not included in costs provided, which may include survey, design, construction observation, etc.

The following suggestions are presented for consideration as potential priority projects for implementation:

Table 4.3. Suggested Facility Implementation Project Priorities

Location	Project Description
Courthouse	As part of transition to single secure entrance, address accessible parking non-compliances, improve new accessible route from parking to secure entrance, and address door non-compliances.
Courthouse	Address 1 <sup>st</sup> floor public restroom non-compliances.
Location To Be Determined	Relocate Health Department to offsite location for improved access. New facility may also include relocation of Highway Department Administration.
Courthouse	Following Health Department relocation, move other services to first floor space for greatest accessibility.

### **Programmatic Changes**

Recommended program and policy changes are recommended in Section 2. The changes should be drafted, implemented, and documented by the ADA Coordinator or designated representative and implemented consistently through all County departments. Some of the suggested language for County ADA documentation has been suggested in this report, but these suggestions are not exhaustive and should be tailored to fit the County's operating procedures and subject to County legal review. Frequently, these program and policy changes have little cost of implementation, mainly consisting of the time to develop the language of the changes, time to train County staff, and administrative costs.



### **Plan Updates**

It is the County's responsibility, as required by the ADA, to regularly update the Transition Plan based on the latest requirements of the ADA laws and to document constructed improvements and facilities that are brought up to current ADA standards and best practices where enforceable standards are not yet adopted (PROWAG). INDOT, one of the major administrators of funding sources utilized by local government, will consider a plan that is updated at least every three (3) years as a current plan in terms of maintaining eligibility for funding. This is recommended to include evaluation of any new facilities, monitoring of renovation projects, updated review of programs and policies, and new public input opportunities.

In addition to updates to the plan, it is recommended to utilize this Transition Plan on a yearly basis for planning of projects and funding decisions. Modifications to programs and policies, alterations to existing construction and new construction should be tracked on a County-wide basis. A yearly public update on progress may provide opportunity for ongoing public input. By implementing update mechanisms such as these, the County can help ensure they are improving accessibility within their community, setting effective priorities, and following through on compliance with the ADA. This can also be helpful in minimizing work required to complete a plan update when it is due.

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## 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 members 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:

Ms. Sherri Crawford, ADA Coordinator

**Phone:** (765) 675-4508 Ext. 1003

**E-mail:** [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.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 (TDD)]. 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](http://www.ada.gov)

Unless noted, the ADA publications have not 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 ([http://www.ada.gov/regs2010/ADAREgs2010.htm#titleII\\_final\\_2010](http://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 services, programs, or activities 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](http://www.ada.gov/taman2.html)) explains in lay terms what state and local governments must do to ensure that their services, programs, and activities 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](http://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 programs are available from the Department of Justice and at (<https://www.ada.gov/law-and-regs/>) 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](http://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.
- *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](http://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 ADAAG. 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 ([www.access-board.gov/guidelines-and-standards/recreation-facilities/guides](http://www.access-board.gov/guidelines-and-standards/recreation-facilities/guides))
- *Accessibility Guidelines for Outdoor Developed Areas*. The Regulatory Negotiation Committee on Accessibility Guidelines for Outdoor Developed Areas was established in June 1997. The accessibility guidelines proposed by the Committee include consideration of the latest information, design, and construction practices in existence. Proposed Section 16 of ADAAG requires all areas of newly designed or newly constructed and altered portions of existing trails connecting to designated trailheads or accessible trails to comply with this section. This proposed section also provides design guidelines for all newly constructed and altered camping facilities, picnic areas, and beach access routes. It is recognized that compliance with this section will not always result in facilities that will be accessible to all persons with disabilities. These guidelines recognize that often the natural environment will prevent full compliance with certain technical provisions, which are outlined in this publication (<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.

- *Detectable Warnings Update (March 2008)*. Currently, the Access Board is in the process of developing guidelines on public rights-of-ways that, once finalized, will supplement the new ADAAG. This update is expected in 2013. While ADAAG 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 rights-of-way. 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. The ADAAG require these warnings on the surface of curb ramps, which remove a tactile cue otherwise provided by curb faces, and at other areas where pedestrian ways blend with vehicular ways. They are also required along the edges of boarding platforms in transit facilities and the perimeter of reflecting pools. (<https://www.access-board.gov/prowag/other/dw-update.html>)
- *Assistive Listening Systems Technical Bulletins*. Assistive listening systems are devices designed to help people with hearing loss improve their auditory access in difficult and large-area listening situations. Typically, these devices are used in such venues as movie houses, theaters, auditoriums, convention centers, and stadiums, where they are piggybacked on a public address system. They may also be used in smaller listening locations like courtrooms, museums, classrooms, and community centers. This web site provides information about the types of systems that are currently available and tips on choosing the appropriate systems for different types of applications.  
(<https://www.nidcd.nih.gov/health/assistive-devices-people-hearing-voice-speech-or-language-disorders>)

## Applicable Best Practices and Standards for ROW

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.

- *Department of Transportation ADA Standards for Transportation Facilities (2006)* - DOT's ADA standards (2006) apply to facilities used by state and local governments to provide designated public transportation services, including bus stops and stations, and rail stations. They include unique provisions concerning location of accessible routes, detectable warnings on curb ramps, bus boarding and alighting areas, and rail station platforms. It is significant to note that, when adopting these standards, the DOT added Section 406.8, which requires detectable warnings at curb ramps.  
(<https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/ada-regulations>)

Joint technical assistance is available and may be helpful for understanding ADA requirements where roads are resurfaced and what work is considered alteration vs. maintenance.

- *Proposed Accessibility Guidelines for Pedestrian Facilities within Public Right-of-Way*-These guidelines (dated August 8, 2023) 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.( <https://www.access-board.gov/prowag/> )
- *ADAAG 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](http://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 (<http://transportation.org/>), address accessible circulation systems, including: *AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities* (1<sup>st</sup> edition) and *Guide for the Development of Bicycle Facilities* (3<sup>rd</sup> 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](http://www.fta.dot.gov)).
- *Securement of Wheelchairs and Other Mobility Aids*. 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.

### 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. ([Revised 508 Standards and 255 Guidelines \(access-board.gov\)](#)).

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**

- The U.S. Department of Labor, Office of Disability Employment Policy: [www.dol.gov/odep/](http://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.
- This website (<https://www.ada.gov/resources/>) 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.
- *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*: The Center ([www.ncpad.org](http://www.ncpad.org)) provides information and resources on physical activity to help people with disabilities find ways to become more active and healthy. The Center also provides information on how to provide access to fitness centers, schools, recreation facilities, camps, and health and leisure services.
- *National Park Service*: NPS has many programs that address the issue of providing accessible recreation services to people with disabilities. ([www.nps.gov/accessibility.htm](http://www.nps.gov/accessibility.htm))

### **5.4 Technical Resources**

The County should utilize the many disability-related resources available through the internet. Begin at AbleData (<https://acl.gov/about-acl/about-national-institute-disability-independent-living-and-rehabilitation-research>), maintained by the National Institute on Disability and Rehabilitation Research of the U.S. Department of Education. The site provides up-to-date links to assistive technologies and disability-related resources.

AbleData's mission is to provide objective information on such assistive products as:

- *Architectural elements*: Products that make the built environment more accessible, including indoor and outdoor architectural elements, vertical lifts, lighting, and signs.
- *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.
- *Recreation*: Products to assist people with disabilities with their leisure and athletic activities including crafts, electronics, gardening, music, photography, and sports.
- *Seating*: Products that assist people to sit comfortably and safely including seating systems and therapeutic seats.
- *Transportation*: Products to enable people with disabilities to drive or ride in cars, vans, trucks and buses including mass transit vehicles and facilities and vehicle accessories.
- *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, and carts.
- *Workplace*: Products to aid people with disabilities at work including agricultural equipment, office equipment, tools, and work stations.

### **Assistive Technology Vendors and Service Providers**

- **International Commission on Technology and Accessibility**  
Initiates, facilitates, and provides information regarding technology and accessibility through the internet. This information is available to people with disability, advocates, and professionals in the field of disability, researchers, legislative bodies, and the general community. (<https://www.riglobal.org/riglobal-international-commission-on-technology-and-accessibility-icta-basic-recommendations-for-considering-persons-with-disabilities-during-the-covid19-pandemic/> )
- **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](http://ncam.wgbh.org)).

- **American Sign Language Interpreters**

A pool of on-call American Sign Language 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:

- 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  
[DHSHelp@fssa.IN.gov](mailto:DHSHelp@fssa.IN.gov)  
[www.in.gov/fssa/ddrs/2637.htm](http://www.in.gov/fssa/ddrs/2637.htm)
- Registry of Interpreters for the Deaf – [www.rid.org/](http://www.rid.org/)

- **Assistive Listening Systems and Devices**

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](http://www.relayindiana.org), a service of 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.
- *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, 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 (<http://www.tdiforaccess.org>) include information about telecommunications access such a TTY, pagers, telephony, VoIP, and more.

## **Guide to Disabilities and Disability Etiquette**

A summary guide to disabilities and disability etiquette has been included below. The guide 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.

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.

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, don't assume he/she needs 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 him/her like you would anyone else. Respect his/her privacy and don't ask questions about their disability unless they invite the discussion. If you are with a child who asks, don't 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”.

Additional Resources:

- <https://unitedspinal.org/disability-etiquette>
- <https://askjan.org/topics/disetiql.cfm>
- <https://www.ada.gov/topics/effective-communication/>

### **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 sampling of available advocacy groups are listed below.

- *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](http://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)

- *American Association of People with Disabilities*: The American Association of People with Disabilities ([www.aapd.com/](http://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](http://www.nad.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](http://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). The state chapter website is <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](http://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 (<http://www.pva.org/adaptive-sports>) 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](http://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](http://www.wid.org/resources)).
- *State of Indiana Division of Disability & Rehabilitative Services (DDRS)*: [www.in.gov/fssa/ddrs/2637.htm](http://www.in.gov/fssa/ddrs/2637.htm)
- *State of Indiana Protection and Advocacy Services (IPAS)*: [www.in.gov/ipas/](http://www.in.gov/ipas/)
- *Great Lakes ADA Center*: The Great Lakes ADA Center provides information, materials, technical assistance and training on the ADA. Topics addressed includes the non-discrimination requirements in employment, the obligations of state and local governments and business to ensure that programs, services and activities are readily accessible to and useable by people with disabilities. This includes access to the information technology used by these entities including but not limited to websites, software, kiosks, etc.

The Great Lakes ADA Center's Accessible Technology Initiative encourages incorporation of accessible information technology in K-12 and post-secondary school settings. Accessible Information Technology incorporates the principles of universal design so that people with a wide range of abilities and disabilities can access information disseminated electronically. [www.adagreatlakes.org/](http://www.adagreatlakes.org/)



- *Statewide Independent Living Council.* The Indiana council values the belief that individuals with disabilities should have the same civil rights, choices, options and control over choices in their lives as do individuals without disabilities. [www.in.gov/fssa/ddrs/2770.htm](http://www.in.gov/fssa/ddrs/2770.htm)
- *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/](http://www.arcind.org/)
- *Deaf Link:* Provides video remote interpreting (VRI) to provide the highest standard of inclusion for persons who are Deaf, Blind, Hard-of Hearing and Deaf-Blind. <http://www.deaflink.com>

### **5.5 Potential Funding Opportunities**

Grants may be available from a wide variety of sources from state and federal agencies to private agencies and non-profits. A number of potential programs are listed below mostly as relating to pedestrian facilities within the public ROW. The list is not intended to be complete by any means and not all grants are funded at all times.

**Indiana Department of Transportation** offers a number of grants for construction of right-of-way facilities. Examples include the following:

- The **Community Crossings Matching Grant** is part of Indiana legislation for local road and bridge preservation type projects, road reconstructions, and small structure replacements, which may include ramp/sidewalk preventative maintenance and ADA related improvements. The program requires an online application, a current Asset Management Plan (AMP) – Road and Bridge, and compliance with Title VI & the ADA (including current SETP). There is typically a 50% match and the ADA sidewalk and curb ramp improvements are to be done in connection with road resurfacing and reconstruction projects.
- Various INDOT LPA programs are also available that may cover trails, ADA, sidewalks, and other roadway and safety projects.

Other grant opportunities include the Indiana Finance Authority (IFA)'s COVID-related program which may include restroom upgrades and building renovations, and Economic Development (EDA) grants that may cover potential streetscape and infrastructure work at 80/20 match. These programs may have limited funding and/or time frame of availability.

**Other local funding mechanisms** that may be utilized include Tax Increment Financing districts (TIF), County Option Income Taxes (COIT), County Economic Development Tax (CEDIT), Motor Vehicle Highway (MVH), Wheel Tax (LOHUT), Local Road and Street (LRS), and other similar means.



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## 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 ADA Standards for Accessible Design (ADAAG), which consist of the 2004 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.

**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 Accessibility Guidelines (ADAAG):** scoping and technical requirements 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.

**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 III does not have to be fully accessible unless the removal of barriers, including structural ones, is readily achievable.

**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 his/her 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.

**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.

**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 nondiscrimination requirement of the ADA.

**Reasonable Program Modifications:** if an individuals' 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.

**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.

**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 Tipton 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. The other standard is the ADA Accessibility Guidelines.

**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 nondiscrimination in public and private transportation. Nondiscrimination 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.

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# **Appendix A**

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## Tipton County Facility Reports

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TIPTON COUNTY ADA SELF EVALUATION STUDY AND TRANSITION PLAN					
FACILITY SUMMARY					
Name & Location	Ownership Status	Low Priority	Medium Priority	High Priority	Total Probable Cost
Sheriff's Office Correctional Center 2300 W Old Sr 28, Tipton, IN 46072	County Owned	\$49,310	\$15,640	\$110	\$65,060
911 Dispatch Center 121 W Madison S	County Owned	\$14,295	\$7,660	\$0	\$21,955
Highway Department 405 Market Road	County Owned	\$8,220	\$4,630	\$0	\$12,850
Courthouse 101 E. Jefferson Street	County Owned	\$319,075	\$62,640	\$45,820	\$427,535
Soil and Water Conservation District 243 Ash St, Ste. B	Leased	\$4,350	\$6,475	\$5,250	\$16,075
County Fairgrounds 1200 S. Main Street	County Owned	\$31,870	\$74,910	\$272,770	\$379,550
TOTALS		\$427,120	\$171,955	\$323,950	\$923,025

**General Notes:** All cost estimates for County facilities are based on a estimated 2024 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.). Soft costs are not included in costs provided, which may include survey, design, construction observation, etc.

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# Tipton County Sheriff's Office and Correctional Center

2300 W Old SR 28, Tipton, IN 46072

Data collected March 2024

General Facility Notes: This facility houses office uses for the Sheriff's department and correctional staff as well as serving as the correctional facility. Areas evaluated include public areas such as lobby and visitation and employee common use areas.



Exterior						
Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Front Parking Lot						
Curb Ramp	Cross-slope of ramp run	405.3	1:48 (2.08%) max.	2.3%	Low	\$1,500
	Comment: <b>Replace ramp.</b>					
Walk Slopes	Sidewalk cross-slopes	403.3	1:48 (2.08%) max.	2.3% - 3.1%	Low	\$500
	Comment: <b>Replace non-compliant panels near top of ramp.</b>					
Staff Parking Lot						
Accessible Parking	All accessible spaces and access aisles slopes	502.4	2.08% max.	2.9-3.5%	Low	\$1,600
	Comment: <b>Mill and overlay space and aisle to correct.</b>					
Curb Ramp	Cross-slope of ramp run	405.3	1:48 (2.08%) max.	2.3%	Low	\$1,500
	Comment: <b>Replace ramp.</b>					
Walk Slopes	Sidewalk cross-slopes	403.3	1:48 (2.08%) max.	2.3% - 2.5%	Low	\$500
	Comment: <b>Replace non-compliant panels.</b>					
Lobby Doors and Vestibule						
Means of Egress Signs	Doors have both visual and tactile signage inside adjacent to the door.	216.4, 703.1, 703.2, 703.5	YES	NO	High	\$110
	Comment: <b>Provide signage.</b>					



Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Exterior Door	Pull side maneuvering space is level.	302, 404.2.4.4	2% max.	2.7%	Low	\$1,500
	Level clear space at door control operator.	302, 309, 404.3.5	2.08% max. 30"x48"	2.7% on exterior		
	Comment:	Replace sidewalk.				
Interior - Public Area						
Public Lobby						
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	6" at 40", 4" at 54"	Low	\$150
	Comment:	Provide cane-detectable object at leading edges of mailboxes and wall mounted phone to protect.				
Operable Parts	Unobstructed reach height above the floor level to operable parts.	308.2.1	15" min. - 48" max.	54"	Low	TBD
	Comment:	Provided video call units are mounted at 49" height to middle of screen. Review operation of screen to make sure all required touch areas are below 48" or reposition.				
	Comment:	Reposition card readers (54" ht) to within reach range; typ. all areas.				
Storage Shelves	Shelf height above the floor.	308, 603.4	40" min - 48" max	52"	Low	\$60
	Comment:	Reposition shelf of phone charging station.				
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 48"	Low	\$60
	Comment:	Provide cane detectable object below AED Box.				
Women's Public Restroom 1003						
Door Closer	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Medium	\$450
	Operating force to open.	404.2.9	5 lbs. max.	15 lbs		
	Comment:	Adjust door closer				
Paper Towel Dispenser	Paper towel dispenser operable parts height.	308, 604.7	15" min. - 48" max.	49"	Low	\$60
	Comment:	Reposition.				
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.-9" max.	16"	Low	\$60
	Comment:	Reposition.				
Men's Public Restroom 1004						
Tactile Sign	Height of lowest tactile characters (should be Braille).	703.4.1	48" min.	47"	Low	\$60
	Comment:					
Door Closer	Automatic closer sweep time.	404.2.8.1	5 sec min.	3 sec	Medium	\$450
	Operating force to open.	404.2.9	5 lbs. max.	15 lbs		
	Comment:	Adjust door closer				

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	14"	Low	\$60
	Comment: <b>Reposition.</b>					
Visitation & Detention Area 1802						
Tactile Sign	Braille is separated from tactile letters, raised sign border, and sign decorative elements.	703.3.2	3/8" min.	1/4"	Low	\$110
	Comment: <b>Replace sign.</b>					
Door Closer	Automatic closer sweep time.	404.2.8.1	5 sec min.	3 sec	Low	\$450
	Operating force to open.	404.2.9	5 lbs. max.	9 lbs		
	Comment: <b>Adjust door closer.</b>					
Phone	Accessible telephones provide volume control, with automatic reset.	232.5, 704.3	YES	NO	Medium	\$770
	Phone forward approach distance from edge of telephone enclosure to face of telephone unit.	704.2.1.2	20" max.	28"		
	Phone operable parts height above the floor.	308	15" min. - 48" max.	55"		
	Comment: <b>Replace phones and reposition so stool does not obstruct reach.</b>					
Knee Space Depth	Depth of knee clearance.	306.3.3	11" min. at 9" high	10"	Low	\$400
	Comment: <b>Extend counter on both sides.</b>					
Drinking Fountain						
Wheelchair User Spout	Spout location relative to front of fountain and the vertical support.	602.5	5" max.; 15" min	2.5"; 11"	Low	\$500
	Comment: <b>Bottle filler obstructs full depth required.</b>					
Standing User Fountain	Bubbler height for standing user fountain.	602.7	38" min -43" max	37.5"	Low	\$500
	Comment: <b>Reposition fountain.</b>					
Interior - Office Area						
Corridors						
Door from Lobby to Offices	Signs at permanent spaces have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	\$110
	Comment: <b>Provide wall sign.</b>					
Door from Lobby to Offices	Operating force to open.	404.2.9	5 lbs. max.	11 lbs	Low	\$450
	Comment: <b>Adjust door closer.</b>					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	NO	Low	\$60
	Comment: <b>Provide cane detectable object below AED Box near room 1790.</b>					
Operable Parts	Unobstructed reach height above the floor level to operable parts.	308.2.1	15" min. - 48" max.	54"	Low	TBD
	Comment: <b>Reposition card readers to within reach range; typ. all areas.</b>					
	Kitchenette near 1104 Records Area					
Sink	Height of sink rim above the floor.	212.3, 606.3	34" max.	36"	Low	\$660
	Comment: <b>Replace with lower unit.</b>					
Paper Towel Dispenser	Obstructed Forward Reach if a counter depth is 20" - 25" max.	308.2.2	44" max.	48"	Low	\$60
	Comment: <b>Reposition.</b>					
Electrical Outlets	Obstructed Forward Reach if a counter depth is 20" - 25" max.	308.2.2	44" max.	45"	Low	\$220
	Comment: <b>Reposition.</b>					
	Women's Restroom 1108					
Tactile Sign	Height of lowest tactile characters (should be Braille).	703.4.1	48" min.	46"	Low	\$110
	Braille is separated from tactile letters, raised sign border, and sign decorative elements.	703.3.2	3/8" min.	1/4"		
	Comment: <b>Replace and reposition sign.</b>					
Door Closer	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Medium	\$485
	Operating force to open.	404.2.9	5 lbs. max.	13 lbs		
	Comment: <b>Adjust door closer.</b>					
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	6.5"	Low	\$60
Paper Towel Dispensers	Paper towel dispenser operable parts height.	308, 604.7	15" min. - 48" max.	50"		
	Comment: <b>Reposition paper towel dispenser and protect leading edge with cane detectable object below.</b>					
Toilet Clear Space	Clear width from toilet wall to beyond toilet	604.3.1	60" min.	49.5 to sink; 73	Medium	\$2,500
	Comment: <b>Sink obstructs clear space; reconfigure fixtures.</b>					
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	13"	Low	\$60
	Comment: <b>Reposition.</b>					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Men's Restroom 1109						
Tactile Sign	Height of lowest tactile characters (should be Braille).	703.4.1	48" min.	46.5"	Low	\$110
	Braille is separated from tactile letters, raised sign border, and sign decorative elements.	703.3.2	3/8" min.	1/4"		
	Comment: <b>Replace and reposition sign.</b>					
Door Closer	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Medium	\$485
	Operating force to open.	404.2.9	5 lbs. max.	18 lbs		
	Comment: <b>Adjust door closer.</b>					
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27" -80"	6.5"	Low	\$60
Paper Towel Dispensers	Paper towel dispenser operable parts height.	308, 604.7	15" min. - 48" max.	50"		
	Comment: <b>Reposition paper towel dispenser and protect leading edge with cane detectable object below.</b>					
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	12"	Low	\$60
	Comment: <b>Reposition.</b>					
Rear Grab Bar	Rear grab bar is positioned relative to the centerline of the toilet on both sides.	604.5.2	Wall side 12" min.	10"	Low	\$275
	Comment: <b>Reposition.</b>					
Conference Room 1115						
Braille Separation	Braille is separated from tactile letters, raised sign border, and sign decorative elements.	703.3.2	3/8" min.	1/4"	Low	\$110
	Comment: <b>Replace sign.</b>					
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27" -80"	5" at 62.75	Low	\$60
	Comment: <b>Reposition tv or provide cane detectable object below leading edges</b>					
Dispensers	Obstructed Forward Reach if a counter depth is 20" - 25" max.	308.2.2	44" max.	48" ,50"	Low	\$60
	Comment: <b>Reposition paper towel and soap dispensers.</b>					
Sink	Height of sink rim above the floor.	212.3, 606.3	34" max.	36"	Low	\$660
	Comment: <b>Replace with lower unit.</b>					
Training Room 1117						
Door 1117A	Pull side maneuvering space adjacent to latch.	404.2.4.3	18"	7"	Low	\$110
	Comment: <b>Provide directional signage to accessible door 1117B</b>					
1117A and B	Braille is separated from tactile letters, raised sign border, and sign decorative elements.	703.3.2	3/8" min.	1/4"	Low	\$220
	Comment: <b>Replace signs.</b>					
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27" -80"	NO	Low	\$150

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
	Comment: TVs 4.5" at 65.5" ht. and white board 6" at 32" ht. Reposition or provide cane detectable object below leading edges.					
Drinking Fountain near 1218						
Wheelchair User Spout	Spout location relative to front of fountain and the vertical support.	602.5	5" max.; 15" min.	3" ,11"	Low	\$500
	Comment: Bottle filler obstructs full depth required.					
Standing User Fountain	Bubbler height for standing user fountain.	602.7	38" min. - 43" max.	36"	Low	\$660
	Comment: Reposition.					
Women's Lockers, Shower & Restroom 1218						
Door to Hall	Operating force to open.	404.2.9	5 lbs. max.	16 lbs	Medium	\$450
	Comment: Adjust door closer.					
Door to Hall	Braille is separated from tactile letters, raised sign border, and sign decorative elements.	703.3.2	3/8" min.	1/4"	Low	\$110
	Comment: Replace sign.					
Interior RR Vestibule Door	Signs outside restroom have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	\$110
	Pictogram with shower facility provided at entry door to shower in addition to restroom sign.	216.2, 703.6	YES	NO		
	Comment: Provide wall sign.					
Interior Vestibule Door	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Medium	\$450
	Operating force to open.	404.2.9	5 lbs. max.	15 lbs		
	Comment: Adjust door closer.					
Sink	Clear Toe Space Height	211.2, 306.2.3, 602.2	9" min. high for 6" min. depth.	8.5"	Low	\$660
	Reposition sink such that rim does not exceed 34" max. ht.					
Paper Towel Dispensers	Paper towel dispenser operable parts height.	308, 604.7	15" min. - 48" max.	49"	Low	\$60
	Reposition.					
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	10"	Low	\$60
	Comment: Reposition.					
Bathing Facilities	Where showers are provided, at least one shower complying with 608 shall be provided.	213.3.6	YES	NO	Medium	\$3,850
	Comment: Provide accessible shower.					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Shower	Controls, faucets, and shower spray unit are installed on the side wall opposite the seat.	608.5.1	YES	No seat; centered		Incl. Above
Shower	Controls distance from centerline of seat towards shower opening	608.5.1	15" max.	No seat; centered		Incl. Above
Shower	Fixed shower head height	608.6	48" max.	83"		Incl. Above
Shower	A seat is provided for all transfer type showers.	608.4	YES	NO		Incl. Above
Shower	Grab bar provided full depth of control wall	608.3.1	YES	NO		Incl. Above
Locker Area Door	Signs at permanent spaces have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	\$110
	Comment: <b>Provide wall sign.</b>					
Locker Area Door	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Low	\$450
	Operating force to open.	404.2.9	5 lbs. max.	12 lbs		
	Comment: <b>Adjust door closer.</b>					
Lockers	Where lockers are provided at least 5%, but no fewer than 1 are accessible and on an accessible route.	222.1, 403.5.1, 811	5% of total	NO	Low	\$500
	Opening latches/locks are operable without grasping and twisting or lifting.	309	YES	NO		
	Clothing hooks height above the floor.	308, 803.5	15" min - 48" max	60"		
	Shelf height above the floor.	308, 803.5	40" min - 48" max	64"		
	Comment: <b>Provide 1 locker with accessible height fixtures and compliant hardware.</b>					
Bench	A fixed bench is required in all dressing, changing, and fitting rooms.	803.4	YES	NO	Medium	\$250
	Clear floor space at the end of bench seat and parallel to short axis of bench	305, 903.2	30" x 48"	NO		
	Bench seat depth	903.3	20" min.-24" max.	12.75"		
	Bench is mounted to a wall or has a back support	903.4	YES	NO		
	Comment: <b>Replace, relocate, and secure bench.</b>					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Men's Lockers, Shower, and Restroom 1222						
Door to Hall	Braille is separated from tactile letters, raised sign border, and sign decorative elements.	703.3.2	3/8" min.	1/4"	Low	\$110
	Comment: <b>Replace sign.</b>					
Door to Hall	Automatic closer sweep time. Operating force to open.	404.2.8.1	5 sec min.	3 sec	Low	\$450
		404.2.9	5 lbs. max.	15 lbs		
	Comment: <b>Adjust door closer.</b>					
Interior RR Vestibule Door	Signs outside restroom have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	\$110
	Pictogram with shower facility provided at entry door to shower in addition to restroom sign.	216.2, 703.6	YES	NO		
	Comment: <b>Provide wall sign.</b>					
Interior Vestibule Door	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Medium	\$450
	Operating force to open.	404.2.9	5 lbs. max.	15 lbs		
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	Paper Towels 6.5"	Low	\$60
Paper Towel Dispensers	Paper towel dispenser operable parts height.	308, 604.7	15" min. - 48" max.	50"	Low	\$60
	Comment: <b>Reposition.</b>					
Sink	Clear Toe Space Height	211.2, 306.2.3, 602.2	9" min. high for 6" min. depth.	8.5"	Low	\$660
	Comment: <b>Reposition sink such that rim does not exceed 34" max. ht.</b>					
Stall Door	Door opening distance from side wall furthest from toilet.	604.8.1.2	4" max.	8"	Low	\$1,250
	Comment: <b>Reconfigure partition.</b>					
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	14"	Low	\$60
	Comment: <b>Reposition.</b>					
Rear Grab Bar	Rear grab bar position relative to the centerline of the toilet.	604.5.2	Wall side 12" min.; Open side 24" min.	11"	Low	\$275
	Comment: <b>Reposition.</b>					
Bathing Facilities	Where showers are provided, at least one shower complying with 608 shall be provided.	213.3.6	YES	NO	Medium	\$3,850
	Comment: <b>Provide accessible shower.</b>					



Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Shower	Controls, faucets, and shower spray unit are installed on the side wall opposite the seat.	608.5.1	YES	No seat; centered		Incl. Above
Shower	Controls distance from centerline of seat towards shower opening	608.5.1	15" max.	No seat; centered		Incl. Above
Shower	Fixed shower head height	608.6	48" max.	83"		Incl. Above
Shower	A seat is provided for all transfer type showers.	608.4	YES	NO		Incl. Above
Shower	Grab bar provided full depth of control wall	608.3.1	YES	NO		Incl. Above
Locker Area Door	Signs at permanent spaces have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	\$110
	Comment: <b>Provide wall sign.</b>					
Locker Area Door	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Low	\$450
	Operating force to open.	404.2.9	5 lbs. max.	12 lbs		
	Comment: <b>Adjust door closer.</b>					
Lockers	Where lockers are provided at least 5%, but no fewer than 1 are accessible and on an accessible route.	222.1, 403.5.1, 811	5% of total	NO	Low	\$500
	Opening latches/locks are operable without grasping and twisting or lifting.	309	YES	NO		
	Clothing hooks height above the floor.	308, 803.5	15" min - 48" max	60"		
	Shelf height above the floor.	308, 803.5	40" min - 48" max	64"		
	Comment: <b>Provide 2 lockers with accessible height fixtures and compliant hardware.</b>					
Bench	A fixed bench is required in all dressing, changing, and fitting rooms.	803.4	YES	NO	Medium	\$250
	Clear floor space at the end of bench seat and parallel to short axis of bench	305, 903.2	30" x 48"	NO		
	Bench seat depth	903.3	20" min.-24" max.	12.75"		
	Bench is mounted to a wall or has a back support	903.4	YES	NO		
	Comment: <b>Replace, relocate, and secure bench.</b>					
	Kitchenette & Break Room 1225					
Tactile Sign	Braille is separated from tactile letters, raised sign border, and sign decorative elements.	703.3.2	3/8" min.	1/4"	Low	\$110
	Comment: <b>Replace sign.</b>					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Sink	Height of sink rim above the floor.	212.3, 606.3	34" max.	36"	Low	\$660
	Comment: <b>Replace with lower unit.</b>					
Paper Towel Dispenser	Obstructed Forward Reach if a counter depth is 20" - 25" max.	308.2.2	44" max.	48"	Low	\$60
	Comment: <b>Reposition.</b>					
Refrigerator/ Freezer	Combination refrigerator-freezers shall have at least 50 percent of the freezer space height above the finish floor/ground.	804.6.6	54" max.	56"	Low	\$500
	Comment: <b>Replace refrigerator or provide separate freezer unit.</b>					
Other Small Appliances	Unobstructed reach height above the floor level to operable parts.	308.2.1	15"-48"	52"	Low	\$0
	Comment: <b>Reposition coffee machine</b>					
Squad Room 1230						
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	5" at 62.75	Low	\$60
	Comment: <b>Reposition tv or provide cane detectable object below leading edges</b>					
Door	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1 A, C/D, F	18" min.	5.5"	Low	\$60
Dispensers	Dispenser operable parts height.	308, 604.7	15" min. - 48" max.	59"		
	Comment: <b>Reposition sanitizer dispenser out of door maneuvering space and within reach range.</b>					
Single User Restroom 1706						
Tactile Features	Signs outside restroom have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	\$110
	Comment: <b>Provide wall sign.</b>					
Door Closer	Automatic closer sweep time.	404.2.8.1	5 sec min.	3 sec	Low	\$450
	Operating force to open.	404.2.9	5 lbs. max.	15 lbs		
	Comment: <b>Adjust door closer.</b>					
Operable Parts	Unobstructed reach height above the floor level.	404.3.5	15" min. - 48" max.	54"	Low	\$250
	Comment: <b>Reposition door release button.</b>					
Visual Fire Alarms	Visual fire alarms (white strobe lights) must be located to be visible from all locations if system is upgraded, replaced, or a new system is installed.	215.1, 308.2, NFPA 72	YES	NO	Medium	\$500
	Comment: <b>Provide visual alarm.</b>					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Sink Pipes	Water supply and drain pipes are insulated to protect from hot surfaces and sharp edges.	606.5	YES	NO	Low	\$120
	Comment: <b>Insulate pipes.</b>					
Paper Towel Dispensers	Paper towel dispenser operable parts height.	308, 604.7	15" min. - 48" max.	50"	Low	\$60
	Comment: <b>Reposition away from grab bar.</b>					
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	14"	Low	\$60
	Comment: <b>Reposition.</b>					
Kitchen Office/Staff Lockers						
Tactile Features	Signs outside restroom have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2 703.2	YES	NO	Low	\$110
	Comment: <b>Provide wall sign.</b>					
Lockers	Where lockers are provided at least 5%, but no fewer than 1 are accessible and on an accessible route.	222.1 403.5.1 811	5% of total	NO	Low	\$250
Lockers	Clothing hooks height above the floor.	308, 803.5	15" min. - 48" max.	63.5"		
Locker Hardware	Opening latches/locks are operable without grasping and twisting or lifting.	309	YES	NO		
	Comment: <b>Provide 1 accessible locker with compliant hardware.</b>					
Kitchen Office Restroom						
Tactile Features	Signs outside restroom have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2 703.2	YES	NO	Low	\$110
	Comment: <b>Provide wall sign.</b>					
Door closer	Automatic closer sweep time	404.2.8.1	5 sec min.	4 sec	Medium	\$450
	Operating force to open.	404.2.9	5 lbs. max.	14 lbs		
	Comment: <b>Adjust door closer.</b>					
Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1 A, C/D, F	18" min.	14 to pt	Low	\$60
	Comment: <b>Relocate paper towels.</b>					
Push Side Space	Push side maneuvering space perpendicular to door.	Table 404.2.4.1 B, E, G	48" min.	39" to table	Low	\$0
	Comment: <b>Move table.</b>					
Turning space	Turning area diameter	606.2 304.3 306.3	60" min. @ 27"ht	49"	Low	\$20,000
	Comment: <b>Space not available within existing room envelope.</b>					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Toilet Clear Space	Clearance from side wall to beyond open side of toilet	604.3.1	56" min.	51.5" to sink	Low	Incl. Above
	Comment: <b>Space not available to reconfigure fixtures within existing room envelope.</b>					
Electrical Outlets	Unobstructed reach height above the floor level for at least 1 outlet.	308.2.1	15" min. - 48" max.	50"	Low	\$250
	Comment: <b>Reposition.</b>					
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	Paper Towels 6.5"	Low	\$60
Dispenser	Paper towel dispenser operable parts height	308 604.7	15" min. - 48" max.	49"		
	Comment: <b>Reposition dispenser.</b>					
Knee Space Depth	Depth of knee space below.	211.2 306.3.3 602.2	8" at 27" , 11" at 9"	10"	Low	\$1,485
	Comment: <b>Replace sink.</b>					
Toilet Paper Dispenser	Toilet paper dispenser centerline in front of toilet	604.7	7" min. - 9" max.	13"	Low	\$60
	Comment: <b>Reposition dispenser</b>					
	Breakroom 1806					
Tactile Sign	Braille is separated from tactile letters, raised sign border, and sign decorative elements.	703.3.2	3/8" min.	1/4"	Low	\$110
	Comment: <b>Replace sign.</b>					
Lockers	Where lockers are provided at least 5%, but no fewer than 1 are accessible and on an accessible route.	222.1 403.5.1 811	5% of total	NO	Low	\$250
Locker Hardware	Opening latches/locks are operable without grasping and twisting or lifting.	309	YES	NO	Low	Incl. Above
	Comment: <b>Provide 1 accessible locker with compliant hardware.</b>					
Sink	Height of sink rim above the floor.	212.3, 606.3	34" max.	36"	Low	\$660
	Comment: <b>Reposition.</b>					
Dispensers	Obstructed Forward Reach if a counter depth is 20" - 25" max.	308.2.2	44" max.	49"	Low	\$60
	Comment: <b>Reposition paper towel and soap dispensers.</b>					
Refrigerator/Freezer	Combination refrigerator-freezers shall have at least 50 percent of the freezer space height above the finish floor/ground.	804.6.6	54" max.	56"	Low	\$500
	Comment: <b>Replace unit.</b>					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Intake/Booking Single User Restroom						
Tactile Features	Signs outside restroom have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	\$110
	Comment: <b>Provide wall sign.</b>					
Door Closer	Automatic closer sweep time. Operating force to open.	404.2.8.1	5 sec min.	3 sec	Low	\$450
		404.2.9	5 lbs. max.	7 lbs		
	Comment: <b>Adjust door closer.</b>					
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	Paper towels 6.5"	Low	\$60
Paper Towel Dispensers	Paper towel dispenser operable parts height.	308, 604.7	15" min. - 48" max.	50"		
	Comment: <b>Reposition dispenser and protect leading edges.</b>					
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	12"	Low	\$60
	Comment: <b>Reposition dispenser.</b>					
Medical Single User Restroom						
Tactile Features	Signs outside restroom have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	\$110
	Comment: <b>Provide wall sign.</b>					
Door Closer	Automatic closer sweep time. Operating force to open.	404.2.8.1	5 sec min.	3 sec	Low	\$450
		404.2.9	5 lbs. max.	6 lbs		
	Comment: <b>Adjust door closer.</b>					
Sink	Height of rim or counter above the floor.	606.3	34" max.	36.5"	Low	\$660
	Comment: <b>Reposition sink.</b>					
Paper Towel Dispensers	Paper towel dispenser operable parts height.	308, 604.7	15" min. - 48" max.	48.5"	Low	\$60
	Comment: <b>Reposition dispenser.</b>					
Soap Dispensers	Soap dispenser operable parts height.	308, 604.7	15" min. - 48" max.	48.5"	Low	\$60
	Comment: <b>Reposition dispenser.</b>					
Rear Grab Bar	Rear grab bar position relative to the centerline of the toilet.	604.5.2	Wall side 12" min.; Open side 24" min.	15.5"; 20.5"	Low	\$275
	Comment: <b>Reposition dispenser.</b>					
	<b>Facility Total:</b>					\$65,060

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# 911 Dispatch Center

121 W Madison St, Tipton, In 46072

Data collected Public Space - 2013; Employee Common Area - 2024

General Facility Notes:	This facility houses 911 operations. No public access occurs beyond vestibule. Due to limited on-site public interaction, priorities for this facility are limited to low and medium. Premises beyond the vestibule were not included in the original evaluation of this facility. Employee common areas were evaluated and added in the 2024 update.				
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Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Exterior						
Parking Lot						
Accessible Parking Count	Total # Accessible Spaces Provided	208.2	1	0	Medium	\$800
	Comment:	No marked parking provided. Area nearest door exhibits compliant slopes. Provide striping and signage per requirements.				
Accessible Routes						
Exterior Entry Doors	Public entrance is located on an accessible route.	206.4, 404.1	YES	NO	Medium	N/A
	Comment:	Provide accessible route as noted below.				
AR Clear Width	Clear width of AR	403.5.1	36" or 32" for 24" max. depth	Varies	Low	\$250
	Comment:	Parking immediately adjacent to walk with potential to obstruct required clear width. Provide bumpers to restrict overhang.				



Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Walk Slopes	Cross-slopes	403.3	1:48 (2.08%) max.	See Comment	Low	\$1,500
	Comment: Intersection of E/W and N/S walks from parking is not level landing. Flare within N/S walk is 11.2% slope and intersecting panel of E/W walk is at 4.2%.					
Walk Slopes	Running slopes	403.3	1:20 (5%) max.	9.30%	Low	Incl. Below
	Comment: Replace walk.					
Vertical Level Changes	Vertical elevation changes	303.2, 303.3, 403.4	1/4" max; 1/2" max. if beveled	3" Curb	Medium	\$1,650
	Comment: Provide curb ramp.					
<b>Interior</b>						
Public Vestibule						
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	Low	\$110
	Comment: Provide signage.					
Exterior Entry Door	Height of smooth surface provided from finish floor measured vertically on the push side extending full width of door.	404.2.10	10" min.	4"	Low	\$120
	Comment: Provide kickplate.					
Exterior Entry Door	Pull side maneuvering space perpendicular to door.	Table 404.2.4.1 A, C/D, F	54" min.	47.5"	Low	\$1,500
	Comment: Exterior (pull side) clearance not sufficient for latch approach for door with closer. Modify walk.					
Call Buttons for Secured Doors	Call button height.	309.4	15" min. - 48" max.	56.5"	Low	\$250
	Call button signage height.	703.4, 708	48" min. - 60" max.	NONE	Low	\$110
	Two-way communication provided with audio and visual indicators.	708.2	YES	NONE	Low	\$500
	Comment: Reposition call button. Provide signage. Add audio-visual indicators to two-way call button.					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Interior Door from Vestibule to Employee Area <i>(Added 2024 SETP Update)</i>						
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	\$110
	Comment: <b>Provide signage.</b>					
Door Height	Clear door height (closers and stops allowed to be 78").	404.2.3	80" min.	79"	Low	\$1,650
	Comment: <b>Replace door.</b>					
Closing Time	Automatic closer sweep time.	404.2.8.1	5 sec min.	3 sec	Medium	\$450
	Comment: <b>Adjust or replace closer.</b>					
Employee Kitchenette <i>(Added 2024 SETP Update)</i>						
Sink	Height of sink rim above the floor.	212.3, 606.3	34" max.	36"	Low	\$1,485
	Comment: <b>Replace sink and provide knee space. (required when range present)</b>					
Sink	Knee space beneath the sink.	212.3, 36.3.1, 606.3	27" min ht	NONE		Incl. Above
Sink	Depth of knee space below.	211.2, 306.3.3, 602.2	8" at 27", 11" at 9"	NONE		Incl. Above
Sink	Width of knee space below.	211.2, 306.3.5, 602.2	30" min.	NONE		Incl. Above
Paper Towel Dispenser	Obstructed Forward Reach if a counter depth is 20" - 25" max.	308.2.2	44" max.	55"	Low	\$60
	Comment: <b>Reposition.</b>					
Soap Dispenser	Obstructed Forward Reach if a counter depth is 20" - 25" max.	308.2.2	44" max.	46"	Low	\$60
	Comment: <b>Reposition.</b>					
Electrical Outlets Height	Obstructed Forward Reach if a counter depth is 20" - 25" max.	308.2.2	44" max.	45"	Low	\$250
	Comment: <b>Reposition outlet at kitchen.</b>					
Stove/Oven Controls Location	Controls for stovetops and ovens shall be on front panels, do not require reaching over burners to access.	804.6.4, 804.6.5.3	YES	NO	Low	\$500
	Comment: <b>Replace stove.</b>					
Microwave Height	Unobstructed reach height above the floor level to operable parts.	308.2.1	15" min. - 48" max.	64"	Medium	\$60
	Comment: <b>Reposition.</b>					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Employee Restroom & Shower <i>(Added 2024 SETP Update)</i>						
Signage	Signs outside restroom have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	\$110
		216.2, 703.6	YES	NO	Low	Incl. Above
	Comment: <b>Provide signage.</b>					
Door Height	Clear door height (closers and stops allowed to be 78").	404.2.3	80" min.	79.5	Low	\$1,650
	Comment: <b>Replace door.</b>					
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	NO	Low	\$60
	Comment: <b>Reposition paper towels or place cane-detectable object below.</b>					
Paper Towel Dispensers	Paper towel dispenser operable parts height.	308, 604.7	15" min. - 48" max.	57.5"	Low	Incl. Above
	Comment: <b>Reposition.</b>					
Sink	Height of rim or counter above the floor.	606.3	34" max.	35.5"	Low	\$650
	Comment: <b>Reposition sink.</b>					
Mirror	Height of reflective surface for mirror above lavatories/countertops height.	603.3	40" max.	43"	Low	\$60
	Comment: <b>Reposition.</b>					
Toilet Clear Space	Clear width from toilet wall to beyond toilet	604.3.1	60" min.	See Comment	Low	\$2,500
	Comment: <b>54.5" to shower. Investigate options for reconfiguring fixture layout within room envelope.</b>					
Toilet Location	Space on side of toilet from side wall/partition to the centerline of the toilet.	604.2	16" min.-18" max.	19"	Medium	\$850
	Comment: <b>Reposition toilet.</b>					
Flush Controls	Flush controls are located on the wide side of the toilet.	309, 604.6	YES	NO	Low	\$440
	Comment: <b>Provide auto flush sensor.</b>					
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	12"	Low	\$60
	Comment: <b>Reposition.</b>					
Bathing Facilities	Where showers are provided, at least one shower complying with 608 shall be provided.	213.3.6	YES	NO	Medium	\$3,850
	Comment: <b>Shower does not provide accessible features.</b>					
Clear Space	Clear space outside the shower compartment from the control wall.	608.2.1	36" x 48" min.	NO	High	Incl. Above
	Comment: <b>27" to toilet</b>					



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# Highway Department

405 Market Rd, Tipton, IN 46072

Data collected March 2024

General Facility Notes:

This facility houses administration and operations for the Highway Department.

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Exterior						
Parking Lot						
Accessible Parking Count	Total # Accessible Spaces Provided	208.2	1	0	Medium	\$1,200
	Comment:	Parking is not marked, but clearly provided. Provide 1 van accessible parking space including access aisle and signage.				
Accessible Routes						
Site Arrival Points	At least one accessible route provided from accessible parking spaces to the accessible building entrance(s) they serve.	206.2.1, 401.1	YES	NO	Medium	\$2,000
Walk Slopes	Cross-slopes	403.3	1:48 (2.08%) max.	up to 4.3%	Medium	Incl. Above
Vertical Level Changes	Vertical elevation changes	303.2, 303.3, 403.4	1/4" max; 1/2" max. if beveled	>1/2", curbed edge	High	Incl. Above



Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Openings	Horizontal changes/gratings openings	302.3, 403.1	1/2" max.	>1/2"	Low	Incl. Above
	Comment: <b>Replace provided sidewalk and provide curb ramp connection to required accessible parking space.</b>					
<b>Interior</b>						
Public Entry						
Exterior Entry Doors	Public entrance is located on an accessible route.	206.4, 404.1	YES	NO	Medium	Incl. Above
	Comment: <b>Pedestrian route present but not accessible.</b>					
Exterior Entry Doors	Pull side maneuvering space is level.	302, 404.2.4.4	2% max.	4.8% and level change	Medium	Incl. Above
	Comment: <b>Replace adjacent sidewalk.</b>					
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	Medium	\$110
	Comment: <b>Provide wall sign.</b>					
Door Height	Clear door height (closers and stops allowed to be 78").	404.2.3	80" min.	78.75"	Low	\$3,850
	Comment: <b>Replace door.</b>					
Threshold	Door threshold height.	404.2.5	1/2" (3/4" for existing)	1"	Medium	Incl. Above
	Comment: <b>Replace threshold.</b>					
Door Hardware	Locks operable with 1 hand with no tight grasping, pinching, or twisting.	309.4, 404.2.7	YES	NO	Low	Incl. Above
	Comment: <b>Replace twist lock.</b>					
Door and Gate Surfaces	Height of smooth surface provided from finish floor measured vertically on the push side extending full width of door.	404.2.10	10" min.	4"	Low	Incl. Above
	Comment: <b>Provide kick plate and cap resulting cavity between door and plate.</b>					



Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Public Lobby						
Interior Door to Corridor	Signs at permanent spaces have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Medium	\$110
Visual Text Height	Height of visual letters above the finished floor.	703.5.6	40" min.	On door 66" high	Low	N/A
	Comment: <b>Provide wall sign.</b>					
Interior Door to Corridor	Locks operable with 1 hand with no tight grasping, pinching, or twisting.	309.4, 404.2.7	YES	NO	Low	\$385
	Comment: <b>Replace twist lock.</b>					
Interior Door to Corridor	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1 A, C/D, F	18" min.	5.25"	Low	\$1,000
	Comment: <b>Reverse door swing so swings into lobby where adequate space is available.</b>					
Service Counter/ Window	Height of service counter or service window - FRONT APPROACH	904.4.1	30" wide x 36" high max	NO	Low	\$600
	Comment: <b>Counter is 43" wide and 45.75" tall and protrudes 6.75". Bench blocks clear space adjacent. Provide compliant service window.</b>					
Office Corridor						
Interior Door to Back Corridor	Signs at permanent spaces have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	\$110
	Comment: <b>Provide wall sign at door to back corridor from office area.</b>					
Tactile Sign Location	Signs are located on the wall on the latch side of the door <u>OR</u> on the door which must open in and have closer but no hold-open device.	703.4.2	YES	NO	Low	\$50
	Comment: <b>Reposition 2 wall signs. Mechanic and superintendent signs on wrong sides.</b>					
Unisex Single-User Restroom						
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.	NO	Low	\$60
	Comment: <b>Move hand sanitizer.</b>					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Pictogram Field	Pictogram field size.	703.6.1, 703.6.2	6" min. field	5.75"	Low	\$110
	Comment: <b>Replace wall sign.</b>					
Door Hardware	Locks operable with 1 hand with no tight grasping, pinching, or twisting.	309.4, 404.2.7	YES	NO	Low	\$385
	Comment: <b>Replace twist lock.</b>					
Sink Pipes	Water supply and drain pipes are insulated to protect from hot surfaces and sharp edges.	606.5	YES	NO	Low	\$110
	Comment: <b>Insulate pipes.</b>					
Toilet Clear Space	Clear width from toilet wall to beyond toilet	604.3.1	60" min.	Obstructed by cabinet	Medium	\$0
	Comment: <b>Remove cabinet from room.</b>					
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	0"	Low	\$60
	Comment: <b>Reposition.</b>					
Grab Bars	Grab bars are provided on the side wall closest to the water closet and on the rear wall.	604.5	YES	NO REAR	Medium	\$550
	Comment: <b>Provide rear grab bar.</b>					
Side Grab Bar	Side grab bars length.	604.5.1	42" min.	36"	Medium	\$550
	Comment: <b>Replace side grab bar.</b>					
Side Grab Bar	Side grab bar extensions from the rear wall of the stall.	604.5.1	54" min.	38.5"	Medium	Incl. Above
	Comment: <b>Reposition when replacing grab bar.</b>					
Drinking Fountain						
Min. # of Drinking Fountains	Where provided on an exterior site, floor, or secured area there are 2 fountains minimum, with one each for wheelchairs and standing user.	211.1, 211.2	YES	NO	Low	\$1,500
Low Bubbler Height	Bubbler height above grade for wheelchair-user fountain.	602.4	36" max.	40"	Low	Incl. Above
	Comment: <b>Fountain is compliant for standing persons but not wheelchair users. Cup dispenser is provided as interim measure.</b>					

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Clear Space	Drinking fountain unit is wall-mounted or post-mounted within an alcove and cantilevered.	602.1	YES	NO	Low	Incl. Above
Protruding Objects	Leading edges of standing user fountain does not protrude into circulation areas.	307.2	4" max. at 27"-80"	NO	Low	Incl. Above
	Comment:	Fountain is not located in alcove and protrudes into hall. Provide cane-detectable edges adjacent to fountain.				
Employee Men's Multi-user Restroom						
	Consider designating the single user restroom as accessible. Provide directional signage at this restroom and signage with ISA at single user restroom. Non-compliances shown for reference only.			Medium		\$110
Door Width	Clear width of door opening (measured between face of door and the door stop with the door open 90°). Projections up to 5/8" allowed for alterations on latch side stop.	404.2.3	32" min.	27.5"	N/A	N/A
Door Hardware	Handles operable with 1 hand with no tight grasping, pinching, or twisting.	309.4, 404.2.7	YES	NO	N/A	N/A
Door Closer	Automatic closer sweep time.	404.2.8.1	5 sec min.	3 sec	N/A	N/A
Door Closer	Operating force to open.	404.2.9	5 lbs. max.	10 lbs	N/A	N/A
Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1 A, C/D, F	18" min.	7"	N/A	N/A
Faucet Controls	Metering faucet controls are effort to operate and valve open time.	309, 606.4	5 lbs. max.; 10 sec min.	3 sec	N/A	N/A
Paper Towel Dispensers	Paper towel dispenser operable parts height for unobstructed forward reach (20" max. reach over sink).	308, 604.7	15" min. - 48" max.	56"	N/A	N/A
Soap Dispensers	Soap dispenser operable parts height for unobstructed forward reach (20" max. reach over sink).	308, 604.7	15" min. - 48" max.	53"	N/A	N/A
Urinals	Height of top lip of lowest urinal from the floor.	605.2	17" max.	24.5"	N/A	N/A
Urinals	Depth from wall to front of urinal lip.	605.2	13-1/2" min.	13"	N/A	N/A

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
Flush Controls	Urinal flush controls height.	308, 309, 605.4	15" min - 48" max.	50.75"	N/A	N/A
Toilet Compartment	At least 1 toilet compartment provided for wheelchair access (may not fully comply but wide stall is provided).	213.3.1, 604.8.1	YES	NO	N/A	N/A
Stall Entry Width	Toilet compartment doorway clear width.	404.2.3, 604.8.1.2	32" min.	30.5"	N/A	N/A
Stall Width	Stall width from side wall to side wall.	604.8.1.1	60" min.	41"	N/A	N/A
Flush Controls	Flush controls are located on the wide side of the toilet.	309, 604.6	YES	NO	N/A	N/A
Grab Bars	Grab bars are provided on the side wall closest to the water closet and on the rear wall.	604.5	YES	NO	N/A	N/A
Facility Total:						
						\$12,850

# County Courthouse

[101 E Jefferson St, Tipton, IN 46072](#)



Data collected March 2024

General Facility Notes: The Courthouse houses many County functions and programs. This four story facility includes offices, courtrooms, meeting rooms, and other public common areas.

Feature	Description	Code Citation	Required	Actual	Priority	Estimated Cost to Correct
<b>Exterior</b>						
Parking Lot						
Accessible Parking Count	Total # Accessible Spaces Provided	208.2	2 (See Comment)	9	N/A	N/A
Comment:	Less than 50 spaces provided on Courthouse property. Staff indicated at least 3 employees need accessible parking, so suggest providing these 3 plus the 2 required spaces per code as minimum number.					
Accessible Parking Stall	All accessible spaces have a marked access aisle adjacent to discourage parking.	502.3	YES	NO	High	\$2,100
Comment:	Only 3 of 9 spaces are served by access aisles. Restripe to provide access aisles (may be shared).					
Accessible Parking & Aisle Slope	All accessible spaces and access aisles slopes	502.4	2.08% max.	NO	Medium	\$9,000
Comment:	Parking spaces and aisles vary in cross and/or running slope between 2.2% to 5.5%. Evaluate feasibility of correcting slopes within site topography. Eliminate or relocate spaces where grade cannot be achieved.					

Exterior							
Sign Height	Minimum height to bottom of accessible and van parking signage from ground surface		502.6	60" min.	Varies 48" - 62"	Medium	\$1,050
	Comment:	Only 2 of 9 spaces have signage at 60" or above. Reposition.					
Note: Accessible route from parking to proposed single secure entrance at the east courthouse doors must be provided. Existing route is not compliant.							
Interior							
South Main Entry Doors							
	Comment:	This entry will be the secure entry in near future. Other doors will be limited access and as such shown as low priority.					
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	\$110
	Comment:	Provide wall sign.					
North Entry Doors							
Means of Egress Signs	Door has both visual and tactile signage inside adjacent to the door.		216.4, 703.1, 703.2,	YES	NO	High	\$110
	Comment:	Provide wall sign.					
Panic Hardware	Panic hardware protrusion when door is fully open (no protrusions allowed below 34").		404.2.3	4" max between 34"-80"	4.5"	High	\$385
	Comment:	Replace door hardware.					
Closing Time	Automatic closer sweep time.		404.2.8.1	5 sec min.	3 sec	Low	\$485
	Comment:	Adjust door closer.					
Door Surfaces	Height of smooth surface provided from finish floor measured vertically on		404.2.10	10" min.	4.75"	Low	\$120
	Comment:	Provide kick plate and cap resulting cavity between door and plate.					
Fire Alarms	Fire alarm pulls height.		215.1, 308.2, 702.1, NFPA 72	48" max.	53"	Low	\$220
	Comment:	Reposition.					

Exterior						
North Entry Interior Door between Stairs						
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	\$110
	Comment: <b>Provide wall sign.</b>					
Door Closer	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Low	\$450
		404.2.9	5 lbs. max.	10 lbs	Low	
	Comment: <b>Adjust door closer.</b>					
Pull Side Space	Pull side maneuvering space adjacent to latch.	Table 404.2.4.1 A, C/D, F	18" min.	16	Low	TBD
Pull Side Space	Pull side maneuvering space perpendicular to door.	Table 404.2.4.1 A, C/D, F	60" min.	31.5 to joint	Low	TBD
Maneuvering Space	Pull side maneuvering space is level.	302, 404.2.4.4	2% max.	NO	Low	TBD
	Comment: <b>Cost cannot be determined within the scope of this study. Additional structural evaluation required.</b>					
East Entry Doors & Vestibule (THIS ENTRY TO BECOME SINGLE SECURE ENTRY. ADDITIONAL MODIFICATIONS TO ACCESSIBLE ROUTE REQUIRED.)						
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	\$110
	Comment: <b>Provide wall sign.</b>					
Exterior Door Set	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Low	\$450
	Comment: <b>Adjust door closer.</b>					
Exterior Door Set	Pull side maneuvering space is level.	302, 404.2.4.4	2% max.	2.70%	Low	\$10,000
	Comment: <b>Replace sidewalk to correct slope perpendicular to door.</b>					
Doors in a Series	Distance between doors in a series outside of door swing.	404.2.6	48" min.	28.5"	Low	\$12,000
	Comment: <b>Reconfigure vestibule.</b>					
Interior Door Set	Operating force to open.	404.2.9	5 lbs. max.	10 sec	Low	\$450
	Comment: <b>Adjust door closer.</b>					



Exterior						
Interior Door Set	Height of smooth surface provided from finish floor measured vertically on the push side extending full width of door.	404.2.10	10" min.	7.5"	Low	\$120
	Comment: <b>Provide kick plate and cap resulting cavity between door and plate.</b>					
West Entry Doors & Vestibule						
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	\$110
	Comment: <b>Provide wall sign.</b>					
Exterior Door Set	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Low	\$450
		404.2.9	15 lbs. max.	17 lbs	Low	
	Comment: <b>Adjust door closer.</b>					
Doors in a Series	Distance between doors in a series outside of door swing.	404.2.6	48" min.	29.25"	Low	\$12,000
	Comment: <b>Reconfigure vestibule.</b>					
Interior Door Set	Automatic closer sweep time.	404.2.8.1	5 sec min.	4 sec	Low	\$450
Interior Door Set	Operating force to open.	404.2.9	5 lbs. max.	7 lbs	Low	
	Comment: <b>Adjust door closer.</b>					
1st Floor Meeting Room						
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	Medium	\$110
	Comment: <b>Provide wall sign.</b>					
Door Hardware	Handles operable with 1 hand with no tight grasping, pinching, or twisting.	309.4, 404.2.7	YES	NO	Low	\$385
	Comment: <b>Replace door hardware.</b>					
Light Switch	Unobstructed reach height above the floor level.	308.2.1	15" min. - 48" max.	52.5"	Low	\$220
	Comment: <b>Reposition or provide occupancy sensor.</b>					

Exterior						
1st Floor Corridor						
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	13.25" at 36.75" ht.	Low	\$150
	Comment: <b>Provide cane-detectable objects at leading edges of electrical box near bottle filler.</b>					
2nd Floor Corridor						
Protruding Objects	Leading edges of wall or ceiling mounted objects do not protrude into circulation areas.	307.2	4" max. at 27"-80"	8.25" at 49" ht.	Low	\$150
	Comment: <b>Provide cane-detectable objects at leading edges of AED unit.</b>					
Operable Parts	Unobstructed reach height above the floor level.	308.2.1	15" min. - 48" max.	56.5"	Low	\$150
	Operable parts of all dispensers usable without grasping, pinching, and/or twisting/pulling motion of wrist.	309.4, 404.2.7	YES	NO	Low	
	Comment: <b>Reposition and replace twist parts on AED enclosure.</b>					
4th Floor Employee Restroom						
Toilet Compartment	Where toilet rooms are provided, each toilet room shall comply with 603.	213.3.2	YES	NO	Medium	\$20,000
	Comment: <b>Employee restroom does not comply as noted below. It is infeasible to alter within the existing room envelope. Investigate options for expansion.</b>					
Tactile Features	Signs outside restroom have raised characters with Braille. All tactile characters are uppercase, sans serif font.	216.2, 703.2	YES	NO	Low	Incl. Above
Threshold	Door threshold height.	404.2.5	1/2" (3/4" for existing)	Two (2) steps at 4.25" each	Medium	Incl. Above
Door Width	Clear width of door opening (measured between face of door and the door stop with the door open 90°).	404.2.3	32" min.	28"	Medium	Incl. Above
Door Hardware	Locks operable with 1 hand with no tight grasping, pinching, or twisting.	309.4, 404.2.7	YES	NO	Low	Incl. Above
Pull Side Space	Pull side maneuvering space perpendicular to door.	Table 404.2.4.1 A, C/D, F	60" min.	51"	Low	Incl. Above
Clear Space	Clear space within room provided that is entirely outside of the door swing.	305.3, 603.2.3	30" x 48" min.	No	High	Incl. Above

Exterior						
Coat Hook	Coat hooks height above the floor.	213.3.7, 308, 603.4	15" min. - 48" max.	76"	Low	Incl. Above
Mirror	Height of reflective surface for mirror above lavatories/countertops.	603.3	40" max.	42.5"	Low	Incl. Above
Paper Towel Dispensers	Paper towel dispenser operable parts height.	308, 604.7	15" min. - 48" max.	54"	Low	Incl. Above
Soap Dispensers	Soap dispenser operable parts height.	308, 604.7	15" min. - 48" max.	49"	Low	Incl. Above
Toilet Clear Space	Clear width from toilet wall to beyond toilet	604.3.1	60" min.	30" to sink	High	Incl. Above
Toilet Seat	Toilet seat height and seat does not rise when unoccupied.	604.4	17" min.-19" max.	16"	Low	Incl. Above
Toilet Paper Dispenser	Toilet paper dispenser distance in front of toilet to centerline.	604.7	7" min.- 9" max.	10"	Low	Incl. Above
Grab Bars	Grab bars are provided on the side wall closest to the water closet and on the rear wall.	604.5	YES	NO	High	Incl. Above
		Facility Total:				
						\$71,445

# County Courthouse (Original Evaluation; Unaltered areas)

101 E. Jefferson Street, Tipton, IN

Data collected 2013

Exterior			
Item #	Description	Priority	Estimated Cost
	Exterior Entrances		
	<i>Provide an accessible route to at least one public entrance.</i>		See Below
	Notes: 4 public entrances provided. Typical Note for this report: Federal Guideline 35.150: In existing facilities a public entity shall operate each service, program or activity so it is readily accessible. Only one accessible route is needed to accomplish this requirement. The south entrance will be considered the accessible entrance for this project.		
	Walk (Crosswalk from parking, South Entry)		
	<i>Repair or Replace Asphalt Surface</i>	Low	\$1,080
	Notes: Cross slope is 2.7% (2% max.) Federal Guideline: 403.3		
	Walk (East Side of Building)		
	<i>Repair or Replace Concrete Sidewalk</i>	Low	\$1,800
	Notes: Cross slope is up to 4.3% (2% max.) No level change of direction is provided at intersection with stairs/building entry. 1" surface level change where walk meets building stoop. (The required accessible route for this existing building is at the south entrance.) Federal Guideline: 403.3		
	Walk (Along North building face)		
	<i>Maintain Plant Material</i>	High	\$50
	Notes: Plant material encroaches on sidewalk at east end. Trim back to walk edge. Federal Guideline: 403.5		
	Walk (Memorial Area)		
	<i>Repair or Replace Pavement Insets</i>	High	\$420
	Notes: Paver insets should be reset to eliminate surface level change at edge. Federal Guideline: 403.3		

Item #	Description	Priority	Estimated Cost
	Walk (West Side of Building)		
	<i>Repair or Replace Concrete Sidewalk</i>	High	\$5,180
	Notes: 3 panels exceed max. 5% running slope and 2% cross slope. No level change of direction is provided at intersection with stairs/building entry. Federal Guideline: 403.3		
	Ramp (South Entry)		
	<i>Replace Concrete Ramp and Top Landing</i>	High	\$11,250
	Notes: Ramp cross slope exceeds 2% max. Ramp length exceeds 30' max. Ramp running slopes vary 5.8% - 7.9%, allowing potential reconfiguration to accommodate space for level landings and to alleviate ramp length issue. Federal Guideline: 405.3 - 405.7		
	<i>Resurface Asphalt at Bottom Landing</i>	High	\$430
	Notes: Slope of landing is 2.7x2.7% (2% max. both directions). Surface level change over 1/2" at bottom of ramp run to be addressed. Federal Guideline: 405.7		
	<i>Relocate Trash Receptacle</i>	High	\$10
	Notes: Receptacle blocks required width of clear landing at top of ramp. (60" length x ramp clear width req'd) Federal Guideline: 405.7		
	<i>Replace Handrails Both Sides</i>	High	\$4,650
	Notes: Modify handrail to include top and bottom extensions (12" min.) beyond top and bottom or ramp. Add bottom rail for edge protection. Federal Guideline: 405.9		
	<i>Provide Edge Protection</i>	High	
	Notes: No edge protection provided. Ramp surface extends only 8" from inside face of handrail. Federal Guideline: 405.9		(Included with handrails)

Item #	Description	Priority	Estimated Cost
	Exterior Stairway (Parking Lot)		
	<i>Replace Stair Unit, Incl. Handrails</i>	Low	\$5,260
	Notes: Riser heights vary 5"-5 3/4" (uniform ht. req'd). 1" lip at top tread. Slopes at top and bottom landing exceed 2.8% perpendicular to stairs (2% max. both directions at landings). Only center handrail provided (Handrails req'd both sides of stair). Handrail paint is peeling and abrasive and is mounted at 33" (34" req'd). (The required accessible route for this existing building is at the south entrance and does not include this stair) Federal Guideline: 504, 505		
	Exterior Stairway (South Entry)		
	<i>Replace Stair Unit, Incl. Handrails</i>	Low	\$5,860
	Notes: Riser heights vary 4 1/2"-6" (uniform ht. req'd). Slopes at bottom landing is 2.3% perpendicular to stairs. Handrail paint is peeling and abrasive and have no top and bottom extensions. (The ramp is the required accessible route) Federal Guideline: 504, 505		
	Exterior Stairway (East Entry)		
	<i>Replace Stair Unit, Incl. Handrails</i>	Low	N/A
	Notes: Riser heights vary 5 1/2"-6 1/2" plus 2" lip at bottom (uniform ht. req'd). Slopes at bottom landing is 2.3% perpendicular to stairs. Handrail paint is peeling and abrasive, is mounted at 33" (34" req'd), and have no top and bottom extensions (12" req'd). (The south ramp is the required accessible route.) Federal Guideline: 504, 505		
	Exterior Stairway (North East Stair)		
	<i>Replace Stair Unit, Incl. Handrails</i>	Low	N/A
	Notes: Riser heights vary 5 1/2"-6 1/2" (uniform ht. req'd). Slope at bottom landing is 3.3% perpendicular to stairs but is within the City of Tipton public right-of-way. Handrail only provided on left side (both sides req'd). Paint is peeling and abrasive, is mounted at 29" (34" req'd), and have no bottom extensions (tread depth req'd). (The south ramp is the required accessible route at current time. May want to address when single secure entry constructed.) Federal Guideline: 504, 505		

Item #	Description	Priority	Estimated Cost
	Exterior Stairway (North Entry)		
	<i>Replace Stair Unit, Incl. Handrails</i>	Medium	\$4,500
	Notes: Riser heights vary 4" - 5 1/2" (uniform ht. req'd). Landing is not full 60" depth at ends. Only center handrail provided (both sides req'd.) Handrail is mounted at 33" (34" req'd), and has inadequate bottom extensions (8" provided, tread depth req'd). (The south ramp is the required accessible route from parking, but this entry is the best accessible route from the Public Right-Of-Way.) Federal Guideline: 504, 505		
	Exterior Stairway (North West)		
	<i>Replace Handrails</i>	Low	N/A
	Notes: Only right handrail provided (both sides req'd.) Handrail is mounted at 33" (34" req'd), and has no bottom extensions (tread depth req'd). (The south ramp is the required accessible route) Federal Guideline: 504, 505		
	Exterior Stairway (West Entry)		
	<i>Replace Stair Unit, Incl. Handrails</i>	Low	N/A
	Notes: Riser heights vary 5 1/2" - 6" and treads vary 12"-13" (uniform ht. and depths req'd). Level change at top landing where settling has occurred. Slope at bottom landing is 2.3% perpendicular to stairs but is within the City of Tipton public right-of-way. Only center handrail provided (both sides req'd) and has no bottom extension (tread depth req'd). (The south ramp is the required accessible route) Federal Guideline: 504, 505		
	Exterior Stairway (South West)		
	<i>Replace Stair Unit, Incl. Handrails</i>	Low	N/A
	Notes: Riser height 5 1/2" but varies greatly along bottom riser and tread depths vary 12"-13" (uniform ht. and depths req'd). Treads slope at 6% and landings have slopes ranging from 0.95 to 7.7% (2% max.) Only right side handrail provided (both sides req'd), is mounted at 33" (34" req'd), and has no bottom extension (tread depth req'd). (The south ramp is the required accessible route) Federal Guideline: 504, 505		
	Site Furnishings (Entire Site)		
	<i>Provide 2 Accessible Benches</i>	Low	\$3,000
	Notes: Granite benches do not provide back support and seat width is only 14 1/2" (20"-24" preferred) Federal Guideline: 903.3-903.5		



Item #	Description	Priority	Estimated Cost
	<i>Provide Level Clear Space at Receptacle</i>	Low	\$1,500
	Notes: Level clear space not provided at east entry. Modify adjacent pavement or relocate receptacle. Federal Guideline: 1011.2		
<b>Interior</b>			
<b>General</b>			
	<b>Area of Refuge</b>		
	Notes: This building was not constructed with Areas of Refuge. Areas of Refuge are required by the current Indiana Building Code 1007.3 for exit stairways to be considered part of an accessible means of egress if the building is not sprinklered. The Indiana Building Code does not require the retrofit of an existing building to meet the current building code. Federal Guideline: IBC 1007, 202.3.2	N/A	N/A
	<b>Elevator</b>		
	<i>Replace Elevator</i>	Low	\$230,000
	Notes: Width of elevator car is not sufficient (41" provided, 54" min. width req'd). Door width is 31" (36" min. req'd). Emergency control buttons located at 31 1/2" (35" min. req'd). Audible and visual indicators not provided where applicable. However, several persons with disabilities were observed using the elevator indicating that it is usable, though not compliant. Federal Guideline: 216.7, 407.4		
<b>1st Floor</b>			
	<b>Exterior Entrances: See Courthouse Update for all first floor entrances.</b>		
	<b>1st Floor Corridor (North)</b>		
	<i>Reposition Fire Alarm Activation Device</i>	High	\$250
	Notes: Controls located at 54" Ht. (48" max. Req'd). Federal Guideline: 215.1, 308.2, 702.1, NFPA 72		
	<b>1st Floor Corridor (Main)</b>		
	<i>Reposition Outlet</i>	Low	\$250
	Notes: Outlet located at 12 1/2" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Fire Alarm Activation Device</i>	High	\$250
	Notes: Controls located at 52 3/4" Ht. (48" max. Req'd). Federal Guideline: 215.1, 308.2, 702.1, NFPA 72		

Item #	Description	Priority	Estimated Cost
	1st Floor Corridor (South)		
	<i>Relocate Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Controls located at 51" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Remove or Reposition Protruding Objects</i>	Low	\$560
	Notes: Floor directory protrudes over 4" above 27" Ht. Enlarge the base so the protrusion is at an acceptable dimension. Federal Guideline: 307.2		
	Surveyor - Room 102		
	<i>Relocate Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Controls located at 48 1/2" Ht. (15-48" Req'd). Staff Operated. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide ADA-Compliant Service Counter/Work Surface</i>	Medium	\$660
	Notes: Height of knee space provided is 24 1/2" (27" req'd). Federal Guideline: 902.2		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	N/A
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	Health Department Immunization Clinic - Room 104		
	<i>Relocate Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Controls located at 50" Ht. (15-48" Req'd) - Staff Operated Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: None provided. Federal Guideline: 703.6, 216.8		
	Health Department Work Area - Room 104		
	<i>Relocate Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Controls located at 50" Ht. (15-48" Req'd) - (Staff operated) Federal Guideline: 205.1, 308.2, 308.3		

Item #	Description	Priority	Estimated Cost
	<i>Provide Alternate Access for Service Counter</i>	Low	\$660
	Notes: Service counter located at 43" Ht. (28"-34" Req'd) Federal Guideline: 226.1, 902.2		
	<i>Reposition Coat Rack</i>	Low	\$60
	Notes: Coat rack located at 56" Ht. (15"-48" Req'd) Federal Guideline: 226.1, 902.2		
	<i>Replace Door Hardware</i>	Low	\$385
	Notes: Knob requires grasping and twisting. Staff noted door kept open during business hours. Federal Guideline: 404.2.7		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: None provided. Federal Guideline: 703.6, 216.8		
	Room 107/109: Re-evaluated in 2024 Update due to Renovation		
	Planning Commission - Room 111		
	<i>Reposition Electrical Outlet</i>	Low	\$250
	Notes: Outlets located at 12" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	N/A
	Notes: Bottom edge of vision panel is located at 47 1/2" (43" max.)		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	Women's Restroom		
	<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Operating effort is 9lbs (5lb max.) Federal Guideline: 404.9.2		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht. 10" min. smooth req'd. Federal Guideline: 404.2.10		
	<i>Provide Maneuvering Space</i>	Medium	\$620
	Notes: 6 1/2" provided parallel to doorway for front approach (18" min.) Federal Guideline: 404.2.6		

Item #	Description	Priority	Estimated Cost
	<i>Provide Wall Signage</i>	Medium	\$120
	Notes: None provided. Pictogram, ISA, Braille, and raised text signage required. Space not available on latch side of door. Alternate location needed. Federal Guideline: 703.6, 216.8		
	<i>Provide Occupancy Sensor</i>	Low	\$250
	Notes: Light Switch located at 61 1/2" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Lavatory</i>	Low	\$660
	Notes: Sink flare impeded req'd knee space at 27" ht. Federal Guideline: 606.2, 306.3, 305.3		
	<i>Insulate Water Lines</i>	Medium	\$110
	Notes: Supply lines, valves, and exposed drain pipes are not insulated or configured to protect against contact. Federal Guideline: 606.5		
	<i>Modify and/or Replace Stall Door Hardware</i>	Medium	\$120
	Notes: Stall door has no interior latch or handle. Door width obstructed by latch; narrows 32" door opening to 31" width at latch (32" req'd) Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Modify Stall</i>	Low	\$1,440
	Notes: Stall width of 56" inadequate (60" req'd) Federal Guideline: 604.3		
	<i>Move Toilet and Provide Autoflush Sensor</i>	Low	\$1,290
	Notes: Centerline of toilet located at 23" from side wall (16"-18" req'd). Toilet seat height is 19 1/4" (17"-19" req'd). Flush controls are located on narrow side of toilet. Federal Guideline: 604.2, 604.4, 604.6		
	<i>Reposition Side Grab Bar</i>	Low	\$275
	Notes: 42" long side grab bar is mounted 5" off rear wall for total 47" extension (54" req'd). Relocate 12" max from rear wall. Federal Guideline: 604.5.1		
	<i>Replace Rear Grab Bar</i>	Low	\$550
	Notes: Grab bar is 30" long (36" min. req'd) Relocate toilet seat cover dispenser to maintain 12" clear above bar. Federal Guideline: 604.5.2, 609.3		

Item #	Description	Priority	Estimated Cost
	<i>Reposition Coat Hook</i>	Low	\$60
	Notes: Coat hook mounted at 62" (15"-48" req'd) Federal Guideline: 603.4, 308		
	Men's Restroom		
	<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Operating effort is 9lbs (5lb max.) Federal Guideline: 404.9.2		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 8" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<i>Provide Maneuvering Space</i>	Low	\$4,500
	Notes: 14" provided parallel to doorway for front approach (18" min.) Federal Guideline: 404.2.6		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required. Space not available on latch side of door. Alternate location needed. Federal Guideline: 703.6, 216.8		
	<i>Provide Occupancy Sensor</i>	Low	\$250
	Notes: Light Switch located at 61 1/2" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Lavatory</i>	Low	\$660
	Notes: Sink rim at 34 1/2" (34" max). Federal Guideline: 606.2, 306.3, 305.3		
	<i>Insulate Water Lines</i>	Medium	\$110
	Notes: Supply lines, valves, and exposed drain pipes are not insulated or configured to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Towel Dispenser</i>	Medium	\$60
	Notes: Towel Dispenser is 55" high (48" max) Federal Guideline: 308, 604.7		
	<i>Modify and/or Replace Stall Door Hardware</i>	Medium	\$120
	Notes: Stall door has no interior latch or handle. Federal Guideline: 213.3, 604.8, 404.2, 309.4		

Item #	Description	Priority	Estimated Cost
	<i>Move Toilet</i>	Low	\$850
	Notes: Centerline of toilet located at 42" from side wall with side grab bar (16"-18" req'd). Federal Guideline: 604.2, 604.4, 604.6		
	<i>Reposition Side Grab Bar</i>	Low	\$275
	Notes: 42" long side grab bar is mounted 7 1/2" off rear wall for total 49 1/2" extension (54" req'd). Relocate 12" max from rear wall and on wall closer to toilet. Federal Guideline: 604.5.1		
	<i>Replace Rear Grab Bar</i>	Low	\$550
	Notes: Grab bar is 30" long (36" min. req'd) Federal Guideline: 604.5.2, 609.3		
<b>2nd Floor</b>			
	2nd Floor Lobby		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 50" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Access and Reposition Electrical Outlets</i>	Low	\$250
	Notes: Outlets at 13 1/2" Ht. (15-48" Req'd). Reach obstructed by fountain. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Fire Alarm Activation Device</i>	High	\$250
	Notes: Switch located at 50" Ht. (48" max. req'd). Federal Guideline: 215.1, 308.2, 702.1, NFPA 72		
	Conference Room		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 50" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace Wall Signage</i>	Medium	\$110
	Notes: Raised text, but no Braille provided. Federal Guideline: 703.6, 216.8		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Replace Door Hardware</i>	High	\$220
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		

Item #	Description	Priority	Estimated Cost
	<i>Provide Kick Plate</i>	Low	\$110
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<i>Provide Maneuvering Space</i>	Low	\$3,330
	Notes: 12" provided parallel to doorway for front approach at recessed door, pull side (18" min.) Federal Guideline: 404.2.6		
	Auditor's Office		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 49 1/2" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace Wall Signage</i>	Medium	\$110
	Notes: Raised text, but no Braille provided. Federal Guideline: 703.6, 216.8		
	<i>Provide ADA-compliant Service Counter/Work Surface</i>	Medium	\$660
	Notes: Service Counter not positioned for forward approach (Only 44" depth available) Surface height is 41" (34" max). Depth of knee clearance is only 7" (11" req'd). One solution is to provide a new table. Federal Guideline: 226.1, 305.3, 902.2		
	<i>Provide Assistance for Storage Shelf/File Access</i>	N/A	
	Notes: Shelving/storage units are located along south wall. Height varies from floor to ceiling. Not situated for forward approach. Department to provide assistance accessing documents as needed. Federal Guideline: 225, 308, 811.2		
	<i>Entry Door: Door observed propped open during business hours.</i>		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" (43" max.)		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<i>Provide Maneuvering Space</i>	Low	\$3,330
	Notes: 8 1/2" provided parallel to doorway for front approach at recessed door, pull side (18" min.) Federal Guideline: 404.2.6		



Item #	Description	Priority	Estimated Cost
	Treasurer's Office		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 49" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace Wall Signage</i>	Medium	\$110
	Notes: Raised text, but no Braille provided. Federal Guideline: 703.6, 216.8		
	<i>Provide ADA-compliant Service Counter/Work Surface</i>	Medium	\$660
	Notes: 4 service windows provided. Surface height is 40 1/2" (34" max). Depth of knee clearance is only 4" (11" req'd). Notes: One work counter provided. Surface height is 41" (34" max). Top of counter qualifies as protruding object. Currently protected by adjacent furniture. If furniture moves, address protruding object per requirements. On the work surface, one solution is to provide a new table. Federal Guideline: 226.1, 305.3, 902.2		
	<i>Entry Door: Door observed propped open during business hours.</i>		
	<i>Bottom of the door glazing panel is too high <sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth. req'd) Federal Guideline: 404.2.10		
	Assessor's Office		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 53 1/2" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace Wall Signage</i>	Medium	\$110
	Notes: Raised text, but no Braille provided. Federal Guideline: 703.6, 216.8		
	<i>Entry Door: Door observed propped open during business hours.</i>		
	<i>Bottom of the door glazing panel is too high <sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		

Item #	Description	Priority	Estimated Cost
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		
	Commissioners Chambers		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 53 1/2" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Access to Electrical Controls and Outlets</i>	Low	\$0
	Notes: Reach obstructed by moveable objects. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace Wall Signage</i>	Medium	\$110
	Notes: Raised text, but no Braille provided. Federal Guideline: 703.6, 216.8		
	<i>Reposition Coat Hooks</i>	Low	\$60
	Notes: Coat hook above 15"-48" req'd reach range. Top of rack is at approximately 60". Unit does not protrude into the circulation path. Federal Guideline: 225.2, 308, 307.2		
	<i>Note: Commissioners seating is not considered public area (employee space). Should this designation be changed, the following items should be addressed. The 8" step to seating should be modified to provide access (i.e.. a ramp with all applicable appurtenances). Commissioners seating should be modified to provide adequate knee space (Only 25" provided).</i>	N/A	N/A
	<i>Entry Door: Door observed propped open during business hours.</i>		
	<i>Bottom of the door glazing panel is too high <sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2". (43" max.)		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		

Item #	Description	Priority	Estimated Cost
	Recorder's Office		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 49" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace Wall Signage</i>	Medium	\$110
	Notes: Raised text, but no Braille provided. Federal Guideline: 703.6, 216.8		
	<i>Provide ADA-compliant Service Counter/Work Surface</i>	Medium	\$660
	Notes: 2 work surfaces provided. Surface height is 40 1/2" (34" max). Depth of knee clearance is only 4" (11" req'd). Federal Guideline: 226.1, 305.3, 902.2		
	<i>Entry Door: Door observed propped open during business hours.</i>		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		
<b>3rd Floor</b>			
	Jury Corridor		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 52" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	3rd Floor Lobby		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 50" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Fire Alarm Activation Device</i>	High	\$250
	Notes: Switch located at 50" Ht. (48" max. req'd). Federal Guideline: 215.1, 308.2, 702.1, NFPA 72		

Item #	Description	Priority	Estimated Cost
	<i>Remove or Reposition Protruding Objects</i>		
	Notes: Fire extinguisher projects 5" at 48" ht. Federal Guideline: 307.2	Low	\$60
	Clerks Office		
	<i>Provide Wall Signage</i>		
	Notes: Raised text but no Braille provided. Federal Guideline: 703.6, 216.8	Medium	\$110
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>		
	Notes: Switch located at 51 1/2" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3	Low	\$250
	<i>Reposition Coat Hooks</i>		
	Notes: Fixed coat hooks above 15"-48" req'd reach range. Federal Guideline: 225.2, 308, 307.2	Low	\$60
	<i>Provide ADA-compliant Service Counter/Work Surface</i>		
	Notes: 1 service counter provided. Surface height is 40 1/2" (34" max). Depth of knee clearance is only 4" (11" req'd). One solution is to provide a new table. Notes: One computer work station provided. Inadequate knee space provided. Replace desk. Federal Guideline: 226.1, 305.3, 902.2	Medium	\$600
	<i>Replace Door Hardware</i>		
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7	High	\$385
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>		
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)	Low	\$0
	<i>Provide Kick Plate</i>		
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10	Low	\$120
	Courtroom		
	<i>Replace Wall Signage</i>		
	Notes: No Braille provided. Public Entrance printed on glazing panel. Federal Guideline: 703.6, 216.8	Medium	\$110
	<i>Provide Accessible Work Surface (Recommended)</i>		
	Notes: Though not built-in, attorney tables have inadequate knee space height. (25 1/2" provided, 27" req'd) One solution is to put new footers on each table leg. Federal Guideline: 225.2, 308, 307.2	Low	\$200

Item #	Description	Priority	Estimated Cost
	<i>Provide Wheelchair Seating in Assembly Area</i>	Low	\$1,500
	Notes: None provided. 80 total seats provided in gallery requiring a minimum of 4 wheelchair spaces with adjacent companion seat. Remove portions of fixed seating as required to comply with required clear space and approach requirements. Federal Guideline: 222.1, 221.3, 802.1-802.3		
	<i>Provide Accessible Aisle Seating in Assembly Area</i>	Low	\$300
	Notes: None provided. 16 total aisle seats provided in gallery requiring minimum of 1 aisle seat to be designated accessible. Federal Guideline: 221.4, 802.4		
	<i>Provide Assistive Listening Devices and Signage</i>	Medium	\$500
	Notes: Employees stated one assistive listening device is available. Per table 219.3, 4 receivers are required. 2 of 4 must be hearing-aid compatible. No signage is provided indicating availability of system. Federal Guideline: 219.2-219.3, 216.10, 703.7.2.4, 706.1		
	<i>Public Entrance Double Doors</i>		
	<i>Replace Pair of Doors with one active leaf + operable side panel designed to match other corridor doors</i>	High	\$4,400
	Notes: 1 min. leaf of double-leaf doors must have 32" clear width. Doors provided are 28" width max. Federal Guideline: 404.2.11		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Operating effort is 13lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Swing Gates - Typical of 3 Gates</i>		
	<i>Modify Gate Leaf</i>	High	\$2,200
	Notes: Gate width is 31". Modify gate stop to provide req'd 32" clear width. Bottom of gate is open. Bottom 10" of push side to be smooth or kick plate provided. Gate swing exceeds 1.5 second max sweep time for spring hinges. Federal Guideline: 404.2.3, 404.2.8.2, 404.2.10		

Item #	Description	Priority	Estimated Cost
	<i>Exit to Jury Room Corridor</i>		
	<i>Bottom of the door glazing panel is too high <sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	Jury Room		
	<i>Replace Wall Signage</i>	Low	\$110
	Notes: None provided. Braille, and Raised Text signage required. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls (or convert to occupancy sensor) &amp; Outlets</i>	Low	\$250
	Notes: Switches located at 52 1/4" Ht. Outlets located at 14 1/2"(15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Coat Hooks</i>	Low	\$60
	Notes: Fixed coat hooks at 66" (15"-48" req'd reach range). Federal Guideline: 225.2, 308, 307.2		
	<i>Provide Accessible Work Surface (Recommended)</i>	Medium	\$660
	Notes: Though not built-in, primary work surface for room has inadequate knee space height. (25" provided, 27" req'd) One solution is to provide a new table. Federal Guideline: 225.2, 308, 307.2		
	<i>Bottom of the door glazing panel is too high <sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	Jury Bathroom		
	<i>Complete renovation for new restroom required due to lack of space for modification of existing restroom to meet guidelines. See below for details. Space available due to age of building and hidden utility piping may make renovation in place technically infeasible and should be investigated further.</i>	Medium	\$16,500
	<i>Provide Adequate Clear Space</i>	Included	
	Notes: Clear space for wheelchair to enter and door is not provided. (30"x48" min. req'd) Turning space insufficient for maneuvering to approach sink, switches, and toilet. Step up to toilet area. Federal Guideline: 404.2.3, 404.2.5, 404.2.10, 604.3.1		

Item #	Description	Priority	Estimated Cost
	<i>Provide Wall Signage</i>		Included
	Notes: Pictogram, ISA, Braille, and Raised Text signage required. Federal Guideline: 216.8, 703.2 - 703.4, 703.6, 407.4.3		
	<i>Replace Water Controls</i>		Included
	Notes: Faucet controls require grasping and twisting. Federal Guideline: 606.4, 309		
	<i>Insulate Water Lines</i>		Included
	Notes: Supply lines, valves, and exposed drain pipes are not insulated or configured to protect against contact. Federal Guideline: 606.5		
	<i>Provide Occupancy Sensor</i>		Included
	Notes: Switch located at 50 1/2" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace and/or Reposition Toilet</i>		Included
	Notes: Room not available for required toilet clearances. Seat height is 14 1/2" (17-19" Req'd) Federal Guideline: 604.2, 604.4, 604.6		
	<i>Provide Grab Bars</i>		Included
	Notes: No Grab bars provided. Side and rear grab bars required. Federal Guideline: 604.5, 609		
	<i>Replace Door Hardware</i>		Included
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Door Kick Plate</i>		Included
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth. Req'd) Federal Guideline: 404.2.10		
	Judge		
	<i>Public Entry to Law Library is through this door. Judge's Chambers and office through which users must pass to reach Law Library is employee-only space. As such, only accessible route was evaluated.</i>		
	<i>Entry from 3rd Floor Lobby</i>		
	<i>Bottom of the door glazing panel is too high <sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2". (43" max.)		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		

Item #	Description	Priority	Estimated Cost
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: Raised text but no Braille provided. Federal Guideline: 703.6, 216.8		
	<i>Remove Door Closer</i>	Low	\$50
	Notes: Swing side clearance provided, but push side clearance is 0" parallel to door. Recessed doors with closer and latch require 12" strike-edge clearance. 0" strike-edge clearance required if no closer. Closing speed is under 5 second minimum. Federal Guideline: 404.2		
	<i>Law Library/Attorney Room</i>		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: None provided. Braille and Raised Text signage required. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 51" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Accessible Work Surface (Recommended)</i>	Medium	\$660
	Notes: Though not built-in, primary work surface for room has inadequate knee space height. (25" provided, 27" req'd) Federal Guideline: 225.2, 308, 307.2		
	<i>Law Library - Typical of 2 Doors</i>		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2". (43" max.)		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Court Records</i>		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: No Braille or raised text provided. Signage printed on glazing panel of entry doors. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switches located at 49" Ht. (15-48" Req'd). Reach obstructed by adjacent furniture. Federal Guideline: 205.1, 308.2, 308.3		



Item #	Description	Priority	Estimated Cost
	<i>Provide Access to Electrical Outlets</i>	N/A	
	Notes: Outlets within acceptable reach range but obstructed by adjacent furniture. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Service Counter/Work Surface</i>	Medium	\$660
	Notes: Service Counter not positioned for forward approach (Only 44" depth available) Surface height is 41" (34" max). Depth of knee clearance is only 7" (11" req'd). One solution is to provide a new table. Federal Guideline: 226.1, 305.3, 902.2		
	<i>Provide Access to Court Records Files</i>	N/A	
	Notes: The majority of storage within Court Records is not built-in and vary in height, access, hardware and configuration. These shelving/storage units heights vary from floor to ceiling. Not situated for forward approach. Aisles are not situated for accessible route. Various work surfaces provide limited access and difficult use. Department should consider reconfiguration of storage and work areas for better accessibility. Department to provide assistance accessing documents as needed. Federal Guideline: 225, 305.2, 308, 811.2, 902.2		
	<i>Double Doors from Lobby</i>		
	<i>Modify/Replace Door</i>	High	\$4,500
	Notes: 1 min. leaf of double-leaf doors must have 32" clear width. Doors provided are 28" width max. Federal Guideline: 404.2.11		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Replace Door Hardware (both doors)</i>	High	\$770
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Double Doors inside Court Records - Note: Doors observed propped open at time of evaluation.</i>		
	<i>Replace Door Lockset</i>	Low	\$770
	Notes: Push plate on one side. Knob requires grasping and twisting on the other. Federal Guideline: 404.2.7		
	<i>Veterans Affairs Lobby</i>		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: Raised text sign posted on door. No Braille or wall signage provided. Federal Guideline: 703.6, 216.8		

Item #	Description	Priority	Estimated Cost
	<i>Reposition Electrical Controls (or convert to occupancy sensor) &amp; Outlets</i>	Low	\$250
	Notes: Switch located at 49 1/2" Ht. Outlets located at 14" (15-48" Req'd). Reach obstructed by adjacent furniture. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reconfigure Protruding Objects</i>	N/A	N/A
	Notes: Service window counter (Appears unused) projects 12" at 31" ht. Currently protected by flags. No modification recommended at this time. Federal Guideline: 307.2		
	<i>Provide Accessible Work Surface</i>	N/A	N/A
	Notes: Though not built-in, primary work surface for room has inadequate knee space height. (25" provided, 27" req'd). Consider replacing furniture. Federal Guideline: 225.2, 308, 307.2		
	<i>Replace Door Hardware</i>	High	\$250
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht.(10" min. smooth. Req'd) Federal Guideline: 404.2.10		
	<i>Veterans Affairs Office</i>		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: No Braille or raised text provided. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls (or convert to occupancy sensor) &amp; Outlets</i>	Low	\$500
	Notes: Switches located at 49" Ht. Outlets located at 13" (15-48" Req'd). Reach obstructed by adjacent furniture. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reconfigure Furniture to Accommodate Clear Space</i>	Low	\$0
	Notes: Clear space obstructed by table configuration. Federal Guideline: 304.3, 306		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		

Item #	Description	Priority	Estimated Cost
	IT Office		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: No Braille or raised text provided. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switches located at 51 1/2" Ht. (15-48" Req'd). Reach obstructed by adjacent furniture/storage. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth. Req'd) Federal Guideline: 404.2.10		
<b>4th Floor</b>			
	4th Floor Lobby		
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switch located at 50" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Access and Reposition Electrical Outlets</i>	Low	\$250
	Notes: Three outlets at 12" , 34" , and 50" Ht. (15-48" Req'd). Reach obstructed by adjacent furniture. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition Fire Alarm Activation Device</i>	High	\$250
	Notes: Switch located at 51" Ht. (48" max. req'd). Federal Guideline: 215.1, 308.2, 702.1, NFPA 72		
	<i>Remove or Reposition Protruding Objects</i>	Low	\$60
	Notes: Fire extinguisher projects 5" at 48" ht. One solution is to relocate this item out of the circulation path. Federal Guideline: 307.2		
	Probation Office		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: Raised text but no Braille provided. Federal Guideline: 703.6, 216.8		

Item #	Description	Priority	Estimated Cost
	<i>Reposition Electrical Controls (or convert to occupancy sensor)</i>	Low	\$250
	Notes: Switches located at 50" Ht. (15-48" Req'd). Protruding object within clear space. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Remove or Reposition Protruding Objects</i>	Low	\$260
	Notes: Shelf protrudes 10" at 48" ht. Service Window projects 5" at 47" ht. Provide cane detectable leg. Federal Guideline: 307.2		
	<i>Provide Accessible Service Counters/Work Surfaces</i>	Medium	\$950
	Notes: 1 service window provided. Surface height is 47" (34" max). Depth of knee clearance is only 5" (11" req'd). Lower the counter to 36" and enlarge the window. Federal Guideline: 226.1, 305.3, 902.2		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth. Req'd) Federal Guideline: 404.2.10		
	<i>Prosecutors Office</i>		
	<i>All space beyond seating at reception was stated as employee only space and was not evaluated.</i>		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: Raised text but no Braille provided. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls (or convert to occupancy sensor) &amp; Outlets (Not for Public Use)</i>	N/A	\$0
	Notes: Switches located at 50" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	\$0
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		

Item #	Description	Priority	Estimated Cost
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth. Req'd) Federal Guideline: 404.2.10		
	Community Corrections Lobby		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: Raised text but no Braille provided. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls (or convert to occupancy sensor) &amp; Outlets</i>	Low	\$250
	Notes: Switches located at 50" Ht. One outlet located at 14 1/2" and two at 10" (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Remove or Reposition Protruding Objects</i>	Low	\$60
	Notes: Paper rack protrudes 4 1/2" at 52" ht. Federal Guideline: 307.2		
	<i>Reposition Coat Hooks</i>	Low	\$60
	Notes: Fixed coat hooks mounted at over 60" (15" -48" req'd reach range). Federal Guideline: 225.2, 308, 307.2		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Bottom of the door glazing panel is too high<sup>2</sup></i>	Low	N/A
	Notes: Bottom edge of vision panel is located at 47 1/2" . (43" max.)		
	<i>Provide Kick Plate</i>	Low	\$120
	Notes: Door beveled at 9 1/2" Ht. (10" min. smooth. Req'd) Federal Guideline: 404.2.10		
	Community Corrections Offices (Typical of 2)		
	<i>Reconfigure Furniture to Accommodate Clear Space</i>	N/A	\$0
	Notes: Clear space obstructed by furniture configurations. Federal Guideline: 304.3, 306		
	<i>Electrical Controls &amp; Outlets Not for Public Use</i>	N/A	\$0
	<b>Facility Total:</b>		\$356,090

Item #	Description	Priority	Estimated Cost
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**General Notes:** 1. For door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical). 2. 202.5 Exception: Compliance with the requirements would threaten the historic significance of this building. The rail locations of the door match the rail locations in the adjacent wood paneling. Take no action except perhaps a policy to leave the doors open during business hours. This building is historically significant and was constructed prior to the adoption of the ADA.

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# Soil and Water Conservation District

243 Ash St, Ste. B, Tipton, IN

Data collected 2013

General Facility Notes: This facility houses SWCD staff and programs. The facility is leased and shared with federal agency. East entry door and walk accessing this door is considered (and marked) employee only. These items were not included in the evaluation of this facility.



Exterior			
Description	Priority	Estimated Cost	
Exterior Entrances			
<i>Provide access to a minimum of 60% of all public entrances</i>		See Below	
Notes: 1 public entrance provided. 1 must be accessible. Federal Guideline: 206.4, 404			
Parking Lot			
<i>Provide 1 Van Accessible Parking Space</i>	High	\$800	
Notes: No marked parking provided. Area nearest door exhibits compliant slopes, but would need to connect to accessible route. Federal Guideline: 208.2, 208.3			
Curb Ramp (From alley to sidewalk)			
<i>Replace Curb Ramp</i>	High	\$1,500	
Notes: Slope of ramp run is 11.7%. (8.33% max.). Landing at top of ramp has slope of 4.2x0.2%(2% max. in any direction); Landing at bottom of ramp slope is 2.8x0.2% (2% max. in any direction)			
Federal Guideline: 405.4, 406.1, 406.4			



	Description	Priority	Estimated Cost
	<i>Provide Parking Blocks at Ramp and Sidewalk Edges</i>	High	\$500
	Notes: Parking immediately adjacent to ramp/walk with potential to obstruct required clear width. Provide bumpers to restrict overhang. Federal Guideline: 406.5		
	Walk (From curb ramp to main entry door)		
	<i>Repair Surface with Grinder</i>	High	\$500
	Notes: Concrete panel at Entry door has 3/4" vertical displacement. Federal Guideline: 403.4, 303		
	Exterior Stair		
	<i>Raise Lower Landing at West Side of Stairs</i>	High	\$750
	Notes: Step up is accessed from both west and south. West is single 7 1/4" step. South has 3" and 6 3/4" risers. Landing (also door maneuvering space) is over 2% max. perpendicular to doorway. Bottom landing to west is 1.5%x5.3%. Federal Guideline: 403.4, 303		
<b>Interior</b>			
	Description	Priority	Estimated Cost
	Drinking Fountain (Restroom Corridor)		
	<i>Replace Drinking Fountain</i>	Medium	\$1,650
	Notes: "Hi-lo" fountain is not provided. Fountain is provided does not meet dimensional requirements for either wheelchair or standing persons. Federal Guideline: 211		
	<i>Provide Wingwalls to Alleviate Protrusion</i>	Low	\$850
	Notes: Current location makes fountain a protruding object (varies 11-18" between 27" and 80" range). When providing compliant fountain, provide in alcove or with wingwalls. Federal Guideline: 404.2.10		
	Front Entry Door & 2 Vestibule Doors		
	<i>Adjust Door Closer</i>	Medium	\$1,350
	Notes: Closing speed is under 5 second minimum. Operating effort is 9lbs (5lb max.) (Cost shown is to replace in case adjustment cannot alleviate the compliance issue.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide Kick Plates at 3 Doors</i>	Low	\$360
	Notes: Bottom rail is only 4" high (10" min. req'd) Federal Guideline: 404.2.10		

	Description	Priority	Estimated Cost
	<i>Provide Required Signage for 3 Doors</i>	High	\$330
	Notes: Door signage is printed on glazing. Federal Guideline: 216.4, 703.1, 703.2, 703.5		
	<i>Provide Maneuvering Space at Door</i>		See 4-1
	Notes: Exterior (swing side) clearance provided, but 3/4" lip in sidewalk is within required level space. Federal Guideline: 404.2		
	Doors at Corridor to Restroom (Typ. Of 2)		
	<i>Replace Hardware</i>	Medium	\$385
	Notes: Knobs require grasping and twisting. Federal Guideline: 309.4, 404.2.7		
	<i>Provide Maneuvering Space at Door</i>	Medium	\$0
	Notes: Filing cabinets obstruct required clear space. Federal Guideline: 404.2		
	Restroom Corridor		
	<i>Remove or Reposition Protruding Objects</i>	N/A	\$0
	Notes: Fire extinguisher projects 5" at 40" ht. Currently protected by corner location. Federal Guideline: 307.2		
	Women's Restroom		
	<i>Replace Door Signage</i>	Low	\$110
	Notes: Contrasting, gender appropriate signage provided. No tactile text (req'd). Pictogram field 5 3/4" (6" req'd). Mounted at 63" (60" max.) Federal Guideline: 703.6, 216.8		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Increase Clear Space inside Restroom</i>	High	\$100
	Notes: 60" Dia. Turning area clear space is obstructed by file box storage leaving 41" max. Stall area width is 44" (60" min.) Relocate storage. Federal Guideline: 604.3.1		

	Description	Priority	Estimated Cost
	<i>Raise Sink Such That Rim Height Does Not Exceed 34"</i>	Medium	\$660
	Notes: Sink flare impeded req'd knee space at 27" ht. Width of knee space is 26" (30" min.) Federal Guideline: 606.2, 306.3, 305.3		
	<i>Insulate Water Lines</i>	Medium	\$110
	Notes: Supply lines, valves, and exposed drain pipes are not insulated or configured to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$70
	Notes: Reflecting surface of the mirror mounted above the lavatory is 40 1/4" (40" max) above the finished floor surface. Federal Guideline: 603.3		
	<i>Replace Flush Controls with Autosensor</i>	Low	\$440
	Notes: Flush controls located on narrow side of toilet. Federal Guideline: 604.6		
	<i>Reposition Side Grab Bar</i>	Low	\$275
	Notes: 45" long side grab bar is mounted 2" off rear wall for total 47" extension (54" req'd). Relocate 12" max from rear wall. Federal Guideline: 604.5.1		
	<i>Replace Rear Grab Bar</i>	Low	\$550
	Notes: Grab bar is 30" long (36" min. req'd) Federal Guideline: 604.5.2		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knobs require grasping and twisting. Federal Guideline: 309.4, 404.2.7		
	<i>Provide Door Maneuvering Space Adjacent to Latch Side of Door</i>	Medium	\$600
	Notes: Sink and cabinet obstruct required clear space parallel to doorway on swing side. (18" min. req'd). Consider reversing swing. Federal Guideline: 404.2		
	<i>Men's Restroom</i>		
	<i>Replace Door Signage</i>	Low	\$110
	Notes: Contrasting, gender appropriate signage provided. No tactile text (req'd). Pictogram field 5/34" (6" req'd). Federal Guideline: 703.6, 216.8		

	Description	Priority	Estimated Cost
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Raise Sink Such That Rim Height Does Not Exceed 34"</i>	Medium	\$660
	Notes: Sink flare impeded req'd knee space at 27" ht. Federal Guideline: 606.2, 306.3, 305.3		
	<i>Insulate Water Lines</i>	Medium	\$110
	Notes: Supply lines, valves, and exposed drain pipes are not insulated or configured to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$70
	Notes: Reflecting surface of the mirror mounted above the lavatory is 40 3/4" (40" max) above the finished floor surface. Federal Guideline: 603.3		
	<i>Reposition Towel Dispenser</i>	Medium	\$70
	Notes: Towel Dispenser is 56" high (48" max) Federal Guideline: 308, 604.7		
	<i>Replace Flush Controls with Autosensor</i>	Low	\$440
	Notes: Operating effort is 9lbs (5lb max.) Federal Guideline: 604.6		
	<i>Reposition Side Grab Bar</i>	Low	\$275
	Notes: 45" long side grab bar is mounted 2" off rear wall for total 47" extension (54" req'd). Relocate 12" max from rear wall. Federal Guideline: 604.5.1		
	<i>Replace Rear Grab Bar</i>	Low	\$550
	Notes: Grab bar is 30" long (36" min. req'd) Federal Guideline: 604.5.2		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knobs require grasping and twisting. Federal Guideline: 309.4, 404.2.7		

Description	Priority	Estimated Cost
<i>Provide Maneuvering Space at Door</i>	Medium	\$660
Notes: Sink obstructs required clear space parallel to doorway on swing side. (18" min. req'd) Federal Guideline: 404.2		
Office		
<i>Reposition Electrical Outlets</i>	Low	\$250
Notes: Reach obstructed by moveable objects. Located at 14" Ht. (15-48" Req'd) Federal Guideline: 205.1, 308.2, 308.3		
<b>Facility Total:</b>		\$16,075

**General Notes:** East entry door and walk accessing this door is considered (and marked) employee only. These items were not included in the evaluation of this facility.

# County Fairgrounds - 4-H Building

1200 S. Main Street, Tipton, IN

Data collected 2013



Exterior			
	Description	Priority	Estimated Cost
	Exterior Entrances		
	<i>Provide an accessible route to at least one public entrance.</i>		See below
	Typical Note for this report: Federal Guideline 35.150: In existing facilities a public entity shall operate each service, program or activity so it is readily accessible. Only one accessible route is needed to accomplish this requirement. If alterations are made, consider increasing the number of accessible entrances to 60%. Costs provide include these alterations.		
	Parking Lot		
	<i>Lot is shared with Education Building. See Education Building Evaluation Sheet.</i>		
	South Patio Space		
	<i>Provide Accessible Benches</i>	Low	\$ 1,200
	Notes: At least 20% of the benches are required to be accessible, including accessible route. 4 benches are provided at 4-H Building patio. Benches do not provide accessible dimensions, but are located on accessible route and meet adjacent clear space requirements. 1 required. Federal Guideline: 903.2, 1011.2, 403, 903		

Description	Priority	Estimated Cost
<i>Provide Accessible Route From Patio to 4-H Building Parking Lot</i>	Medium	\$ 2,400
Notes: Replace portions of concrete walk. Running slope is over 6.8% near front lot (5% max). Surface level changes exist at service area. Federal Guideline: 403.4, 303, 403.2, 206.2		
<i>Provide Accessible Route From Patio to Restroom Entry</i>	Low	\$ 50
Notes: Prune branches to maintain 80" overhead clearance. Federal Guideline: 401.1, 307.4		
<i>Provide Accessible Route within Patio Space</i>	Low	\$ 150
Notes: Prune branches to maintain 80" overhead clearance. Granite emblem is not slip-resistant. Gap at sidewalk joint and emblem has small lip. Bevel to fix. Federal Guideline: 401.1, 307.4		
<b>Interior</b>		
Description	Priority	Estimated Cost
<i>Drinking Fountain</i>		
<i>Provide New Drinking Fountain</i>	Medium	\$1,650
Notes: "Hi-lo" fountain is not provided. Fountain provided does not meet dimensional requirements standing persons. Federal Guideline: 211		
<i>Provide Alcove or Wingwalls</i>	Low	\$790
Notes: Front of wheelchair accessible fountain protrudes 7 1/2" at 29". Protect by providing wingwalls meeting clear space width requirements. Federal Guideline: 602.2		
<i>Lower Wheelchair Accessible Fountain</i>	Low	\$600
Notes: Bubbler spout located at 37" above grade (36" max.) Knee space available for lowering to compliant height. Federal Guideline: 602.4		
<i>Lobby to Auditorium</i>		
<i>Provide Kick Plate at Front Entry Door</i>	Low	\$120
Notes: 6 1/2" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10		
<i>Adjust Interior Door Closer<sup>1</sup></i>	Medium	\$450
Notes: Operating effort is 16lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		

Description	Priority	Estimated Cost
<i>Provide Kick Plate at Interior Door</i>	Low	\$120
Notes: 4" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10		
<i>Reposition Coat Hooks</i>	Low	\$60
Notes: Coat hooks located at 62" Ht. (48" max. req'd) Federal Guideline: 225.2, 308		
<i>Corridor to Education Building</i>		
<i>Eliminate Non-Compliant Floor Slope.</i>	Low	\$4,600
Notes: Running slope in corridor is 5.4%. Landing not provided at top of ramp run. Handrails not provided. One solution is to remove the concrete floor as required to lengthen the "ramp" to get the slope back under 5%. Federal Guideline: 404.2.11		
<i>Work One Office</i>		
<i>Space Is leased. Lessee to address clear space obstructions by moveable furniture where present.</i>		
<i>Reposition Electrical Controls</i>	Low	\$250
Notes: Light Switch located at 54" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
<i>Provide Wall Signage</i>	Medium	\$110
Notes: None provided. Federal Guideline: 407.4.3, 703.2-703.3		
<i>Remove or Reposition Protruding Objects</i>	Low	\$50
Notes: AC unit protrudes 9" at 41" Ht (no more than 4" between 27" and 80" at their lowest edges.) One solution is to block the space below the AC unit (perhaps with furniture) so that it is not in the "circulation path". Federal Guideline: 307.2		
<i>Relocate Door Hardware (Typ. Of 2)</i>	Low	\$770
Notes: Door hardware mounted at 33" (34"-48" req'd). Federal Guideline: 404.2.7		
<i>Replace Door Glazing Panel (Typ. Of 2)</i>	Low	\$1,000
Notes: Bottom edge of vision panel is located at 43 1/2" (43" max.) One solution may be to replace the transparent glass with translucent obscure glass. Federal Guideline: 404.2.11		



	Description	Priority	Estimated Cost
	<i>Provide Door Kick Plate (Typ. Of 2)</i>	Low	\$240
	Notes: Beveled at 9" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		
	Work One Conference Room		
	<i>Reconfigure Furniture to Accommodate Clear Space</i>	Low	\$0
	Notes: Clear space obstructed by table configuration. Federal Guideline: 304.3, 306		
	<i>Provide Wall Signage</i>	Medium	\$120
	Notes: None provided Federal Guideline: 407.4.3, 703.2-703.4		
	<i>Replace Door</i>	Medium	\$1,650
	Notes: Door clear width is 30 1/2" (32" Req'd) Federal Guideline: 404.2.3		
	<i>Replace Door Lockset</i>	High	\$385
	Notes: Knobs require grasping and twisting. Federal Guideline: 309.4, 404.2.7		
	Auditorium		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: No signage provided. Federal Guideline: 703.7.2.4, 216.8		
	<i>Reposition Coat Hooks</i>	Low	\$60
	Notes: Coat hooks located at 61" Ht. (48" max. req'd) Federal Guideline: 225.2, 308		
	<i>Remove or Reposition Protruding Objects</i>	Low	\$210
	Notes: At Stage right, PA box protrudes 22" at 42 1/2" Ht (no more than 4" between 27" and 80" at their lowest edges.) Place cane detectable object below. Federal Guideline: 307.2		
	<i>Provide Assistive Listening System</i>	Medium	\$2,000
	Notes: PA System provided, but no fixed seating. No assistive listening devices provided. Seating assumed for approximately 100. Provide 4 receivers, including 2 hearing aid compatible. Provide signage notifying patrons of availability. Federal Guideline: 221.1, 802.1, 802.2		

	Description	Priority	Estimated Cost
	<i>Replace Stage Stair Treads and Handrails.</i>	Medium	\$1,200
	Notes: Nosing of wood treads show signs of wear creating inconsistent tread surface. Wood hand rails have no end extensions, no returns, and height above stair nosing is not consistent. No signage provided. Federal Guideline: 504.4, 505, 405.8		
	<b>West Door to Auditorium</b>		
	<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Operating effort is 13lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide Door Kick Plate</i>	Low	\$120
	Notes: Glazing at 4 1/2" (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<b>Kitchen</b>		
	<i>Modify and/or Replace Wall Signage at all Doors</i>	Medium	\$110
	Notes: No tactile and no Braille provided. Sign at one door only. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls</i>	Low	\$250
	Notes: Light Switch located at 52" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Accessible Work Surface &amp; Storage</i>	Medium	\$660
	Notes: Multiple work surfaces and storage areas provided. None positioned for forward approach (aisles under 48" wide, typ.). Surface height is at 36" typical with no knee clearance provided. (34" max) One solution is to provide a new table. Federal Guideline: 226.1, 902.2, 305		
	<i>Remove or Reposition Protruding Objects</i>	Low	\$60
	Notes: Paper towel holder at east cupboard protrudes 5" at 52" Ht (no more than 4" between 27" and 80" at their lowest edges.) One solution is to move the unit out of the "circulation path". Federal Guideline: 307.2		
	<i>Reposition Fire Alarm Devices</i>	High	\$250
	Notes: Fire suppression activator device is located at 56" Ht. Federal Guideline: 215.1, 308.2, 702.1, NFPA 72		

	Description	Priority	Estimated Cost
	<i>Replace Floor Drain Cover</i>	Medium	\$150
	Notes: Floor drain grate has one opening over 1/2" max. Level change of 1/2" appears worn but not intentionally beveled. Potential trip hazard. Federal Guideline: 303.2		
	<b><i>Interior Door to Auditorium</i></b>		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<b><i>Interior Door to Cicero Room (Not a main public entrance to room)</i></b>		
	<i>Replace Door</i>	Low	\$1,650
	Notes: Door clear width is 29" (32" req'd). Door sticks and takes 10lb operating effort (5lb max.) Federal Guideline: 404.2.7		
	<i>Replace Door Hardware</i>	Low	\$385
	Notes: Knob requires grasping and twisting. Federal Guideline: 404.2.7		
	<i>Provide Maneuvering Space at Door</i>	Low	Included above
	Notes: Maneuvering space obstructed by kitchen equipment. 60" perpendicular and 18" parallel to door on swing side required. Hang the new door so it swings out from kitchen. Federal Guideline: 404.2		
	<b><i>Exterior Door (Not a main public entrance to room)</i></b>		
	<i>Adjust Door Closer<sup>1</sup></i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Federal Guideline: 404.2.8.1		
	<i>Replace Threshold</i>	Low	\$110
	Notes: Threshold exceeds 1/2" max. Worn area inside door presents trip hazard. Federal Guideline: 404.2.5		
	<i>Provide Door Kick Plate</i>	Low	\$120
	Notes: Beveled at 5" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		

Description	Priority	Estimated Cost
Cicero Room		
<i>Modify and/or Replace Wall Signage</i>	Medium	\$110
Notes: No tactile and no Braille provided. Sign at one door only. Federal Guideline: 703.6, 216.8		
<i>Reposition Electrical Controls</i>	Medium	\$250
Notes: Light switches located at 52" and 58" Ht. (15-48" Req'd). Includes controls for adjacent Auditorium. Federal Guideline: 205.1, 308.2, 308.3		
<b>Exterior Exit Door</b>		
<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
Notes: Closing speed is under 5 second minimum. Federal Guideline: 404.2.8.1		
<i>Provide Door Kick Plate</i>	Low	\$120
Notes: Kick plate does not meet 10" min. Bevel at 4" Federal Guideline: 404.2.10		
<i>Provide Maneuvering Space at Door</i>	High	\$4,200
Notes: 40x43 1/2" Deck with 6" step outside door. Level area required 60" perp and 18" parallel to door. One solution is to remove the wood platform, provide a concrete porch and ramp down to the existing concrete. Federal Guideline: 404.2		
<b>Doors to Auditorium (Typ. Of 3 - Recommend making 1 accessible)</b>		
<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
Notes: Closing speed is under 5 second minimum. Operating effort is 10lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
<i>Provide Door Kick Plate</i>	Low	\$120
Notes: Glazing at 4 1/2" (10" min. smooth req'd) Federal Guideline: 404.2.10		

	Description	Priority	Estimated Cost
	West Vestibule		
	<b>Southwest Exit Door</b>		
	<i>Provide Maneuvering Space at Door</i>	High	\$4,200
	Notes: 6" step outside door. Level area required 60" perp and 18" parallel to door. One solution is to provide a new concrete landing outside this door and then a new ramp down to the existing concrete walk Federal Guideline: 404.2		
	<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
	Notes: Operating effort is 18lbs (15lb max. for exterior door) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide Door Kick Plate</i>	Low	\$120
	Notes: Glazing at 4 1/2" (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<b>Southwest Overhead Door</b>	Low	\$4,300
	Notes: <i>Building has overhead doors that are opened and used as public entries for the building during events. These were evaluated for level space on each side and threshold height to determine accessibility. Doors exhibiting barriers to use are described below:</i>		
	Notes: Adjacent exterior pavement is 12.5% running slope. Replace to provide compliant slopes. Federal Guideline: 206.4, 404.2.5, 404.2.4.1		
	Conference Room B		
	<i>Modify and/or Replace Wall Signage</i>	Medium	\$110
	Notes: No tactile and no Braille provided. Federal Guideline: 703.6, 216.8		
	<i>Reposition Electrical Controls</i>	Low	\$250
	Notes: Light Switches located at 54" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Remove or Reposition Protruding Objects</i>	Low	\$100
	Notes: Cabinet protrudes 13" at 46" Ht (no more than 4" between 27" and 80" at their lowest edges.) Provide cane detectable leg. Federal Guideline: 307.2		

	Description	Priority	Estimated Cost
	<b>Exterior Door (Not a main public entrance to room)</b>		
	<i>Provide Maneuvering Space at Door</i>	Low	\$1,000
	Notes: Threshold is 1 1/2" Ht (1/4" max, 1/2" beveled). Level area required 60" perp and 18" parallel to door. Federal Guideline: 404.2		
	<i>Adjust Door Closer<sup>1</sup></i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Federal Guideline: 404.2.8.1		
	<i>Modify/Replace Door Glazing Panel</i>	Low	\$500
	Notes: Bottom edge of vision panel is located at 59" . (43" max.) One solution is to replace the opaque panel in bottom half of door with new transparent glazing. Federal Guideline: 404.2.11		
	<i>Provide Door Kick Plate</i>	Low	\$120
	Notes: Beveled at 5" . (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<i>Adjust Door Hardware</i>	Low	\$60
	Notes: Panic hardware protrudes 4 1/2" into clear opening (4" max between 34" min. and 80" max.) One solution is to adjust the existing panic bar to the proper projection. Federal Guideline: 404.2.7		
	<b>Men's Restroom</b>		
	<i>Reposition Mirror</i>	Low	\$60
	Notes: Reflecting surface of the mirror mounted above the lavatory is 44" (40" max) above the finished floor surface. Federal Guideline: 603.3		
	<i>Modify and/or Replace Stall</i>	Medium	\$1,590
	Notes: Stall width of 45" inadequate (60" req'd) Federal Guideline: 604.3		
	<i>Modify and/or Replace Flush Controls on Toilet</i>	Low	\$440
	Notes: 7lb operating effort (5lb max.) Federal Guideline: 604.7		

	Description	Priority	Estimated Cost
	<i>Replace Side Grab Bar</i>	High	\$550
	Notes: Side grab bar is angled bar not meeting the 42" min. length, mounting height, or 54" extension from rear wall. Federal Guideline: 604.5.1, 609.4		
	<i>Provide Rear Grab Bar</i>	High	\$550
	Notes: None provided. Federal Guideline: 604.5.2, 609.4		
	<i>Reposition Coat Hook</i>	Low	\$60
	Notes: Coat hooks located at 62" Ht. (48" max. req'd) Federal Guideline: 603.4, 308		
	<i>Provide Wall Signage At Both Entries</i>	Medium	\$220
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<b>Exterior Door</b>		
	<i>Provide Maneuvering Space at Door</i>	High	\$3,700
	Notes: 6" step outside door. Level area required 60" perp and 18" parallel to door. Federal Guideline: 404.2		
	<i>Provide Door Kick Plate</i>	Low	\$120
	Notes: Beveled at 5" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<b>Interior Door</b>		
	<i>Replace Door Signage</i>	Medium	\$110
	Notes: Contrasting, gender appropriate signage provided but is printed on glazing. No tactile text (req'd). Federal Guideline: 703.6, 216.8		
	<i>Provide Maneuvering Space at Door</i>	Medium	\$750
	Notes: Clearance is 7" parallel to doorway (18" req'd). Federal Guideline: 404.2		
	<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Operating effort is 11lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide Door Kick Plate</i>	Low	\$120
	Notes: Beveled at 4" Ht. (10" min. smooth req'd)		

	Description	Priority	Estimated Cost
	Federal Guideline: 404.2.10		
	Women's Restroom		
	<i>Reposition Mirror</i>	Low	\$60
	Notes: Reflecting surface of the mirror mounted above the lavatory is 43" (40" max) above the finished floor surface.		
	Federal Guideline: 603.3		
	<i>Reposition Soap Dispenser</i>	Medium	\$60
	Notes: Soap dispenser is located above 48" max.		
	Federal Guideline: 308, 604.7		
	<i>Reverse Stall Door Swing</i>	Medium	\$100
	Notes: Door is out-swinging, but blocks required clear space for accessing stall. Hanging door from opposite side will increase clear space available. See also next item.		
	Federal Guideline: 604.8		
	<i>Provide Maneuvering Space at Stall Door</i>	Low	\$1,440
	Notes: Space in front of door at right angle is 39" clear (42" min. req'd). One solution is to move the line of stall doors back 3", taking space from each stall.		
	Federal Guideline: 604.8		
	<i>Reposition Toilet and Modify Stall Partitions</i>	Medium	\$3,100
	Notes: Centerline of toilet 15 1/2" from sidewall/partition (16"-18" req'd). Stall width is 50" (60" req'd).		
	Federal Guideline: 604.2		
	<i>Reposition Toilet Paper Dispenser</i>	Medium	\$60
	Notes: Dispenser is located in line with front of toilet. (7"-9" in front req'd.)		
	Federal Guideline: 308, 604.7		
	<i>Replace Side Grab Bar</i>	High	\$550
	Notes: Side grab bar is angled bar not meeting the 42" min. length, mounting height, or 54" extension from rear wall.		
	Federal Guideline: 604.5.1, 609.4		
	<i>Provide Rear Grab Bar</i>	High	\$550
	Notes: None provided.		
	Federal Guideline: 604.5.2, 609.4		
	<i>Reposition Coat Hook</i>	Low	\$60
	Notes: Coat hooks located at 62" Ht. (48" max. req'd)		
	Federal Guideline: 603.4, 308		



	Description	Priority	Estimated Cost
	<i>Provide Wall Signage At Both Entries</i>	Medium	\$220
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<b>Exterior Door</b>		
	<i>Provide Maneuvering Space at Door</i>	High	\$1,100
	Notes: 6" step outside door. Level area required 60" perp and 18" parallel to door. Federal Guideline: 404.2		
	<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Federal Guideline: 404.2.8.1		
	<i>Provide Door Kick Plate</i>	Low	\$120
	Notes: Beveled at 5" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		
	<b>Interior Door</b>		
	<i>Replace Door Signage</i>	Medium	\$110
	Notes: Contrasting, gender appropriate signage provided but is printed on glazing. No tactile text (req'd). Federal Guideline: 703.6, 216.8		
	<i>Provide Maneuvering Space at Door</i>	Medium	\$620
	Notes: Clearance is 7" parallel to doorway (18" req'd). Federal Guideline: 404.2		
	<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Operating effort is 11lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide Door Kick Plate</i>	Low	\$120
	Notes: Beveled at 4" Ht. (10" min. smooth req'd) Federal Guideline: 404.2.10		

Description	Priority	Estimated Cost
Family Restroom		
<i>Provide Wall Signage</i>	Medium	\$110
Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
<i>Replace Water Controls</i>	High	\$385
Notes: Faucet controls require grasping and twisting. Federal Guideline: 606.4, 309		
<i>Reposition Toilet Paper Dispenser</i>	Low	\$60
Notes: Dispenser is located 12" front of toilet. (7" -9" in front req'd.) Federal Guideline: 308, 604.7		
<i>Replace Side Grab Bar</i>	High	\$550
Notes: Side grab bar is angled bar not meeting the 42" min. length, mounting height, or 54" extension from rear wall. Federal Guideline: 604.5.1, 609.4		
<i>Replace Rear Grab Bar</i>	Medium	\$550
Notes: Rear grab bar is 24" length (36" min. req'd) Federal Guideline: 604.5.2, 609.4		
<b>Facility Total:</b>		\$62,400

General Notes: 1.Work One Office is leased by outside organization. Programmatical items were not evaluated for this space.  
door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical).

2. For

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# County Fairgrounds - Education Building

1200 S. Main Street, Tipton, IN

Data collected 2013



Exterior			
	Description	Priority	Estimated Cost
	Exterior Entrances		
	<i>Provide an accessible route to at least one public entrance.</i>		
	Federal Guideline 35.150: In existing facilities a public entity shall operate each service, program or activity so it is readily accessible. Only one accessible route is needed to accomplish this requirement. If alterations are made, consider increasing the number of accessible entrances to 60%. Costs provide include these alterations.		
	Parking Lot (Shared with 4-H Building)		
	<i>64 Total spaces provided. 1 Van Accessible and 2 Accessible Parking Spaces Required. Lot is used exclusively for accessible parking during large events.</i>	Medium	\$1,680
	Notes: Increase width at van parking access aisle (8' Req'd). Mark accessible aisle at parallel parking. Provide signage at all accessible spaces. Federal Guideline: 208.2, 502.3, 502.6		
	Sidewalks		
	<i>Replace Sidewalk</i>	Medium	\$7,200
	Notes: Cross slope exceeds 2% maximum on 3 panels each side of brick pavement. Approx. 150sf sidewalk. Federal Guideline: 206.2, 403.3		

	Description		Priority	Estimated Cost
Interior				
	Drinking Fountain			
	Replace Drinking Fountain with Hi-Lo Unit		Low	\$1,650
	Notes: Height of clear knee space at lower unit is 26 1/2" (27" Req'd). One solution is to provide a drinking cup dispenser. Federal Guideline: 306, 602.2			
	Front Entry Exterior Doors			
	Adjust Door Closer <sup>1</sup>		Low	\$490
	Notes: Closing speed is under 5 second minimum. Federal Guideline: 404.2.8.1			
	Provide Kick Plate at Door		Low	\$120
	Notes: Kick plate does not meet 10" minimum. Glazing at 8". Federal Guideline: 404.2.10			
	Provide Means of Egress Signage		Medium	\$110
	Notes: None provided. Door signage is printed on glazing. Federal Guideline:			
	Front Entry Interior Doors			
	Adjust Door Closer <sup>1</sup>		Low	\$450
	Notes: Closing speed is under 5 second minimum. Operating effort is 7lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2			
	Provide Door Kick Plate		Low	\$110
	Notes: Kick plate does not meet 10" minimum. Glazing at 8" . Federal Guideline: 404.2.10			
	General Corridors			
	Reposition Protruding Objects		Low	\$0
	Notes: Candle holders at front entry protrude 5" at 63" Ht. (No more than 4" between 27" and 80" at the lowest edge allowed) Reposition furniture to ensure these objects are protected by a cane detectable element below. Federal Guideline: 307.2			

	Description	Priority	Estimated Cost
	Corridor Kitchenette		
	<i>Provide Accessible Work Surfaces in Kitchen Area</i>	Low	\$660
	Notes: Work surfaces are at 35 1/2" height with no provided knee space. (34" max ht to surface). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Accessible Hardware at Cabinets</i>	Low	\$250
	Notes: No hardware provided making cabinets hard to open. Federal Guideline: 309.4		
	<i>Provide Accessible Combination Refrigerator/Freezer</i>	Low	\$750
	Notes: Unit provided does not have 50% of freezer space at 54" max. Federal Guideline: 804.6.6		
	Men's Restroom		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$60
	Notes: Dispenser is located 1" below side grab bar. (Min. 1 1/2" Clear req'd) Federal Guideline: 308, 604.7		
	<i>Adjust Door Closer<sup>1</sup></i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Operating effort is 9lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide Maneuvering Space at Door</i>	Low	\$1,820
	Notes: 16" clearance provided parallel to door (18" min. req'd). Federal Guideline: 404.2		
	Women's Restroom		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: None provided. Pictogram, ISA, Braille, and Raised Text signage required on latch side of door. Federal Guideline: 703.6, 216.8		
	<i>Adjust Door Closer<sup>1</sup></i>	Low	\$450
	Notes: Closing speed is under 5 second minimum. Operating effort is 7lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		

	Description	Priority	Estimated Cost
	<i>Provide Maneuvering Space</i>	Low	\$1,820
	Notes: 16 1/4" clearance provided parallel to door (18" min. req'd). Federal Guideline: 404.2		
	<i>Reposition Sink</i>	Low	\$660
	Notes: Top of rim is 35" (34" max.) Federal Guideline: 606.2, 306.3, 305.3		
	<i>Reposition Mirror</i>	Low	\$60
	Notes: Reflecting surface of the mirror mounted above the lavatory is 41" (40" max) above the finished floor surface. Federal Guideline: 603.3		
	<b><i>Wheelchair Accessible Stall</i></b>		
	<i>Reposition Toilet</i>	Low	\$850
	Notes: Centerline of toilet 20" from sidewall/partition (16"-18" req'd) Federal Guideline: 604.2		
	<i>Reposition Side Grab Bar</i>	Low	\$275
	Notes: Grab bar mounted at 36 1/2" (36" max.) and 12 1/4" from wall (12" max. from rear wall req'd) Federal Guideline: 604.5.1, 609.4		
	<i>Reposition Rear Grab Bar</i>	Low	\$250
	Notes: Grab bar mounted at 36 1/2" (36" max.) and 15" to one side, 21" to other (12" min. one side, 24" min. other req'd.) Federal Guideline: 604.5.2, 609.4		
	<i>Reposition Coat Hook</i>	Low	\$275
	Notes: Coat hook mounted at 48 1/2" (15"-48" Req'd). Federal Guideline: 604.5, 609		
	<b><i>Ambulatory Stall</i></b>		
	<i>Provide new toilet stall door; reposition two stalls as req'd. for door; move two toilets.</i>	Medium	\$3,100
	Notes: Stall door is 22 1/2" clear width (32" req'd) Door swings into required clear space; switch to out-swing door. Federal Guideline: 604, 604.8.2		
	<i>Provide Stall Hardware</i>	Medium	Included above
	Notes: No outside handle provided. Federal Guideline: 213.3, 604.8, 404.2, 309.4		

	Description	Priority	Estimated Cost
	<i>Provide Side Grab Bars</i>	High	\$1,050
	Notes: No grab bars provided. Federal Guideline: 604.5, 609		
	<i>Reposition Coat Hook</i>	Low	\$60
	Notes: Coat hook mounted at 61" (15"-48" Req'd). Federal Guideline: 604.5, 609		
	<i>Prairie Room</i>		
	<i>Modify and/or Replace Wall Signage</i>	Medium	\$110
	Notes: No tactile and no Braille provided. Mounted too high. Located at East room door only. Federal Guideline: 703.6, 216.8		
	<i>Adjust Door Closer, Typ. Of 2<sup>1</sup></i>	Medium	\$900
	Notes: Closing speed is under 5 second minimum. Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Lily Hall</i>		
	<i>Modify and/or Replace Wall Signage at Doors</i>	Medium	\$110
	Notes: No tactile and no Braille provided. Mounted too high. Federal Guideline: 703.6, 216.8		
	<i>Notes: Overhead doorways are opened and used as main entries for the building during events and were evaluated for level space on each side and threshold height to determine accessibility. Doors exhibiting barriers to use are described below:</i>	Medium	\$300
	West Door: 2" Lip at edge of concrete pad to adjacent gravel. No connection to accessible route. Federal Guideline: 206.4, 404.2.5, 404.2.4.1		
	<i>Adjust Door Closer at West Exit Doors, Typ. Of 2<sup>1</sup></i>	Low	\$900
	Notes: Operating effort is 8lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Modify/Replace Door Glazing Panel at West Exit Doors (Typ. Of 2)</i>	Low	\$1,000
	Notes: Bottom edge of vision panel is located at 55 1/4". (43" max.) Change it to translucent glass. Federal Guideline: 404.2.11		



	Description	Priority	Estimated Cost
	<i>Provide Maneuvering Space at West Exit Doors</i>	High	\$4,500
	Notes: Both doors have drop-off within required level area required 60" perp and 18" parallel to door. North door slope up to 3.8%. Provide new concrete landings and a concrete walk to nearest walk or paving. Federal Guideline: 404.2		
	Madison Room		
	<i>Modify and/or Replace Wall Signage at Doors</i>	Medium	\$110
	Notes: No tactile and no Braille provided. Mounted too high. Located at South room door only. Federal Guideline: 703.6, 216.8		
	<i>Provide Accessible Work Surfaces in Kitchen Area</i>	Low	\$660
	Notes: Work surfaces are at 36" height with no provided knee space. One solution is to provide a new table. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Pass-Thru Clearance at Kitchen Area</i>	Low	\$2,000
	Notes: 38" clearance provided at end of island (40" min. req'd) Federal Guideline: 212, 804.2		
	<i>Provide Accessible Sink in Kitchen Area</i>	Low	\$1,650
	Notes: Kitchen Sink at 36" height with no provided knee space. Federal Guideline: 212.3, 306.3, 606.3		
	<i>Provide Accessible Hardware at Cabinets</i>	Low	\$500
	Notes: No hardware provided making cabinets hard to open. Federal Guideline: 309.4		
	<i>Provide Accessible Range and Work Surface Adjacent to Oven.</i>	Low	\$1,160
	Notes: No knee space provided under range. No accessible work surface provided adjacent to oven. Federal Guideline: 306, 804.3, 804.6		
	<i>Adjust Door Closer, Typ. Of 2<sup>1</sup></i>	Medium	\$900
	Notes: Closing speed is under 5 second minimum. Operating effort is 7lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Modify/Replace Door Glazing Panel (Typ. Of 2)</i>	Low	\$1,000
	Notes: Bottom edge of vision panel is located at 45 3/4" . (43" max.) Federal Guideline: 404.2.11		

	Description	Priority	Estimated Cost
	<i>Provide Maneuvering Space at North Door</i>	Low	\$50
	Notes: 15" clearance provided parallel to door (18" min. req'd). Obstructed by cabinet. Relocate cabinet. Federal Guideline: 404.2		
	Entry Lobby		
	<i>Provide Service Counter</i>	Medium	\$990
	Notes: Service counter is at 43 1/2" height with insufficient depth for knee space. Modify panels of demountable partition system desk so that the counter top is no more than 34" above floor. Replace with one providing adequate knee clearances. Federal Guideline: 226.1, 902.2		
	Jefferson Room		
	<i>Modify and/or Replace Wall Signage</i>	Medium	\$110
	Notes: No tactile and no Braille provided. Mounted too high. Federal Guideline: 703.6, 216.8		
	<i>Adjust Door Closer<sup>1</sup></i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Operating effort is 8lbs (5lb max.) Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Modify/Replace Door Glazing Panel</i>	Low	\$500
	Notes: Bottom edge of vision panel is located at 46" . (43" max.) Federal Guideline: 404.2.11		
	Wildcat Room		
	<i>Modify and/or Replace Wall Signage</i>	Medium	\$110
	Notes: No tactile and no Braille provided. Mounted too high. Federal Guideline: 703.6, 216.8		
	<i>Exterior Door (After Hours Entry)</i>		
	<i>Adjust Exterior Door Closer</i>	Medium	\$450
	Notes: Closing speed is under 5 second minimum. Federal Guideline: 404.2.8.1, 404.9.2		
	<i>Provide Kick Plate at Exterior Door</i>		
	Notes: 7 1/2" to glazing. (10" min. smooth req'd) Federal Guideline: 404.2.10	Low	\$120

	Description	Priority	Estimated Cost
	<i>Provide Maneuvering Space at Exterior Door</i>	Low	\$250
	Notes: 12 1/2" clearance provided parallel to door (18" min. req'd on swing side). Extend Concrete to 18". Federal Guideline: 404.2		
	<i>Adjust Interior Door Closer<sup>1</sup></i>	Medium	\$450
	Notes: Operating effort is 9lbs (5lb max.) Federal Guideline: 404.9.2		
	<i>Modify/Replace Interior Door Glazing Panel</i>	Low	\$500
	Notes: Bottom edge of vision panel is located at 45 3/4". (43" max.) Federal Guideline: 404.2.11		
	<b>Wildcat Room Unisex Restroom</b>		
	<i>Provide Wall Signage</i>	Medium	\$110
	Notes: Lower existing wall sign. Mounted at 60 3/4" (60" max. to bottom of highest tactile character). Federal Guideline: 407.4.3, 703.4		
	<i>Raise Sink Such That Rim Height Does Not Exceed 34" Max.</i>	Medium	\$660
	Notes: Sink flare impedes req'd knee space at 27" ht. Federal Guideline: 606.2, 306.3, 305.3		
	<i>Reposition Toilet and Replace Flush Controls with Autosensor</i>	Low	\$1,290
	Notes: Flush controls located on narrow side of toilet. Toilet located 18 3/4" from side wall (16"-18" req'd). Federal Guideline: 604.6		
	<i>Reposition Side Grab Bar</i>	Low	\$275
	Notes: Grab bar mounted at 36 3/4" (36" max.) Federal Guideline: 604.5.1, 609.4		
	<i>Reposition Rear Grab Bar</i>	Low	\$275
	Notes: Grab bar mounted at 36 3/4" (36" max.) and 15" to one side, 21" to other (12" min. one side, 24" min. other req'd.) Federal Guideline: 604.5.2, 609.4		
	<b>Facility Total:</b>		\$47,260

General Notes: 1. For door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical).

# County Fairgrounds - Site Amenities & Circulation

1200 S. Main Street, Tipton, IN

Data collected 2013

Exterior			
Description	Priority	Estimated Cost	
<b>Site Furnishings</b>			
<i>Provide Accessible Picnic Tables</i>	Medium	\$3500 per table	
Notes: Typical table evaluated at H&P concessions. Table does not provide adequate knee space for wheelchair access. County should inventory quantity of tables (in storage at time of evaluation). At least 20% of the tables are required to be accessible, including being located on accessible route. Federal Guideline: 205.1, 308.2, 308.3		(Cost Not Included in Facility total)	
<i>Provide Accessible Trash Receptacles</i>	N/A	N/A	
Notes: At least 20% of the receptacles are required to be accessible, including accessible route. None were observed during evaluation, but it is assumed these are provided during events and should be addressed at that time. Federal Guideline: 206.2.2, 1011.2			
<b>Outlying Barns and Use Areas</b>			
Tractor Pull Arena			
<i>Provide Accessible Route</i>	High	\$ 7,200	
Notes: None provided. Cost includes 60" wide sidewalk from above mentioned fairgrounds loop to each grandstand. Federal Guideline:			

	Description	Priority	Estimated Cost
	<i>Bleachers, Typical of 2</i>	Medium	\$ 15,000
	<i>Note: Cost provided is for new section of bleachers to provide required barrier-free seating. There may be other options that are less costly that could be investigation further in the future when funding is provided for the Fairgrounds.</i>		
	<i>Modify Risers at Stairs</i>		Included above
	Notes: No open risers permitted. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Modify and/or Replace Stair Handrails</i>		Included above
	Notes: No extensions at top or bottom of handrails. Handrail mounted at 32" ht. (34"-38" req'd.) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Wheelchair Seating &amp; Companion Seats</i>		Included above
	Notes: 300 seats total per unit. 6 wheelchair spaces required per unit. None Provided. Provide seating and signage to identify. Federal Guideline: 221.1, 802.1-802.3		
	<i>Provide Accessible Aisle Seats</i>		Included above
	Notes: 20 aisle seats total per unit. 4 accessible aisle seats required per unit. None Provided. Provide signage to identify. Federal Guideline: 221.1, 802.1-802.3		
	<i>Provide Assistive Listening System</i>	Medium	\$ 8,500
	Notes: None provided. 600 total seats. Provide 23 receivers, including 6 hearing aid compatible. Provide signage notifying patrons of availability. Federal Guideline: 221.1, 802.1, 802.2		
	<i>General Site Circulation</i>		
	<i>Provide Accessible Fairgrounds Loop</i>	High	\$ 198,400
	Notes: No accessible route is provided to Test Plots, Threshers Field, Tractor Pull Arena, Horse and Pony Arenas. Cost includes 8' wide looped asphalt paved route from main parking lot to all outlying uses and barns. Federal Guideline:		
	<i>Horse &amp; Pony Barn</i>		
	<i>Provide Accessible Route</i>	High	\$ 5,520
	Notes: Central aisle and outside aisle are dirt surface. Access to central aisle is gravel from roadway. Cost includes sidewalk from above mentioned fairgrounds loop through length of barn aisle. Federal Guideline:		

	Description	Priority	Estimated Cost
	Sheep Barn		
	<i>Provide Accessible Route</i>	High	\$ 13,200
	Notes: Central aisle and approaches to building are gravel. Cost includes sidewalk from above mentioned fairgrounds loop through length of barn aisle. Federal Guideline:		
	Swine Barn		
	<i>Provide Accessible Route</i>	High	\$ 3,600
	Notes: Approaches to barn exceed 2% max for change of direction. Level changes in concrete floor up to 1/2" . Grind down to bevel change. Cost includes sidewalk from above mentioned fairgrounds loop to existing concrete floor. Federal Guideline:		
	<i>Reposition Electrical Outlet</i>	Low	\$ 250
	Notes: Outlets on interior posts located at 64" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	Rabbit Barn		
	<i>Provide Accessible Route</i>	High	\$ 240
	Notes: Cost includes sidewalk from above mentioned fairgrounds loop to existing concrete floor. Federal Guideline:		
	<i>Reposition Electrical Outlet</i>	Low	\$ 250
	Notes: Outlets located at 62" Ht. (15-48" Req'd). Provide mounted power strip within reach range. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Remove or Reposition Protruding Objects</i>	Low	N/A
	Notes: Protrusions include animal crates at 59" ht. and high voltage electrical box 6" at 48 3/4" (No more than 4" between 27" and 80" at the lowest edge). Recommend positioning cane detectable elements underneath cages during use. Federal Guideline: 307.2		

	Description	Priority	Estimated Cost
	Unnamed Barn (NE near Commercial Bldg)		
	<i>Provide Accessible Route</i>	High	\$ 960
	Notes: Cost includes sidewalk from above mentioned fairgrounds loop to existing concrete floor. Federal Guideline:		
	<i>Remove or Reposition Protruding Objects</i>	Low	\$ 100
	Notes: High voltage electrical box protrudes 4 3/4" at 50" (No more than 4" between 27" and 80" at the lowest edge). Place a cane detectable element below. Federal Guideline: 307.2		
	<b>Facility Total:</b>		\$ 253,220

# County Fairgrounds - Commercial Building

1200 S. Main Street, Tipton, IN

Data collected 2013



Exterior			
	Description	Priority	Estimated Cost
	<i>Provide Accessible Route From Accessible Entrances to General Fairgrounds Circulation.</i>	High	\$ 3,840
	Notes: Gravel only provided. Cost includes 60" wide sidewalk connection to fairgrounds loop addressed on <i>Fairgrounds - Site</i> spreadsheet. Federal Guideline: 403.4, 303, 403.2, 206.2		
Interior			
	Description	Priority	
	Exterior Entrances		
	<i>Provide an accessible route to at least one public entrance.</i>		Incl. Above
	Typical Note for this report: Federal Guideline 35.150: In existing facilities a public entity shall operate each service, program or activity so it is readily accessible. Only one accessible route is needed to accomplish this requirement. If alterations are made, consider increasing the number of accessible entrances to 60%. Costs provide include these alterations.		



	Description	Priority	Estimated Cost
	Overhead Doors		
	<i>Notes: Building has overhead doors only. Doorways are opened and used as main entries for the building during events and were evaluated for level space on each side and threshold height to determine accessibility. Doors exhibiting barriers to use are described below:</i>		
	South Door: Exits onto gravel/lawn area. Recommend leaving as non-accessible entry. Provide signage directing to accessible entrances.	Medium	\$110
	North Door: Provide connection to accessible route	Medium	\$1,200
	East Side Center Door: 1 3/4" threshold (1/4", 1/2" beveled max.) Modify threshold and exterior pavement.	Medium	\$750
	East Side South Door: 1 1/2" threshold (1/4", 1/2" beveled max.) Recommend leaving as non-accessible entry. Provide signage directing to accessible entrances.	Medium	\$110
	West Door: Running slope adjacent to threshold is 6.1% (2% max within 18" x 60" maneuvering space at doorways) This entrance connects to Show Arena building, so it is recommended to provide access at this door.	Medium	\$1,500
	Federal Guideline: 206.4, 404.2.5, 404.2.4.1		
	Main Room		
	<i>Reposition Electrical Controls</i>	Medium	\$250
	Notes: Switch panel located at 79" Ht. (15-48" Req'd).		
	Federal Guideline: 205.1, 308.2, 308.3		
	<i>Protect Protruding Objects</i>	Low	\$100
	Notes: High voltage electrical box protrudes more than 4" between 27" and 80" at the lowest edge. Place a cane detectable element below.		
	Federal Guideline: 307.2		
	<b>Facility Total:</b>		\$7,860
	<b>General Notes:</b> While overhead doors should not be part of an accessible route, these areas are being considered as they are the main means of access during the majority of facility events. It is assumed that the actual operation of the doors will be by fairgrounds and/or event staff.		

# County Fairgrounds - Farm Bureau Building

1200 S. Main Street, Tipton, IN

Data collected 2013



Exterior			
	Description	Priority	Estimated Cost
	<i>Provide Accessible Route From Accessible Entrances to General Fairgrounds Circulation.</i>	High	\$ 5,760
	Notes: Gravel only provided. Cost includes 60" wide sidewalk connection to fairgrounds loop addressed on <i>Fairgrounds - Site</i> spreadsheet. Federal Guideline: 403.4, 303, 403.2, 206.2		
Interior			
	Description		
	Exterior Entrances		
	<i>Provide Accessible Route To At Least One Public Entrance.</i>		Incl. Above
	Typical Note for this report: Federal Guideline 35.150: In existing facilities a public entity shall operate each service, program or activity so it is readily accessible. Only one accessible route is needed to accomplish this requirement. If alterations are made, consider increasing the number of accessible entrances to 60%. Costs provided includes these alterations.		

	Description	Priority	Estimated Cost
	Overhead Doors		
	<i>Notes: Building has overhead doors that are opened and used as public entries for the building during events. These were evaluated for level space on each side and threshold height to determine accessibility. Doors exhibiting barriers to use are described below:</i>		
	North Door: 2" threshold (1/4", 1/2" beveled max.) Exits onto gravel/lawn area. West and South Doors are most logical accessible connections. Recommend leaving as non-accessible entry. Provide direction to accessible entrances from North door.	Medium	\$110
	South Door: 3/4" threshold (1/4", 1/2" beveled max.) Exterior pavement slope 0.2% x 2.9% Replace concrete adjacent to doorway.	Medium	\$1,500
	West Door: 1 3/4" threshold (1/4", 1/2" beveled max.) Exterior pavement slope 0.2% x 2.8% Replace concrete adjacent to doorway. Federal Guideline: 206.4, 404.2.5, 404.2.4.1	Medium	\$1,500
	South Entry Door		
	<i>Provide Maneuvering Space at Door</i>	High	\$1,250
	<i>Notes: Exterior (swing side) clearance not provided. Approx. 2" step at threshold onto gravel surface. Provide landing and sidewalk connection to adjacent roadway.</i> Federal Guideline: 404.2		
	East Entry Door		
	<i>Provide Maneuvering Space at Door</i>	Medium	\$1,250
	<i>Notes: Exterior (swing side) clearance not provided. Approx. 3 1/2" step at threshold onto gravel surface. Provide landing and sidewalk connection</i> Federal Guideline: 404.2		
	North Entry Door		
	<i>Provide Required Signage</i>	Medium	\$110
	<i>Notes: Entrance not located on accessible route. Recommend leaving as non-accessible entry. Provide direction to accessible entrance.</i>		
	<i>Provide Maneuvering Space at Door</i>	N/A	N/A
	<i>Notes: Exterior (swing side) clearance not provided. Approx. 4" step at threshold onto gravel surface. Provide landing and sidewalk connection</i> Federal Guideline: 404.2		

	Description	Priority	Estimated Cost
	Main Room		
	<i>Reposition Electrical Controls &amp; Outlets</i>	Medium	\$500
	Notes: Switch located at 50" Ht. (15-48" Req'd). Outlets located at 50" Ht. Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Accessible Work Surface</i>	Low	\$660
	Notes: Double duty plywood work surface/storage unit provided. Work surface at 39 1/2" (34" max) and no knee space provided. Storage not for public use. One solution is to provide a new table. Federal Guideline: 902.2		
	<i>Protect Protruding Objects</i>	Low	\$100
	Notes: High voltage electrical box protrudes 6 1/2" at 44" Ht. (No more than 4" between 27" and 80" at the lowest edge allowed) Place a cane detectable element below. Federal Guideline: 307.2		
	<b>Facility Total:</b>		\$12,740

**General Notes:** 1. For door closer adjustments, cost shown is to replace in case adjustment cannot alleviate the compliance issue (typical). 2. While overhead doors should not be part of an accessible route, these areas are being considered as they are the main means of access during the majority of facility events. It is assumed that the actual operation of the doors will be by fairgrounds and/or event staff.

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# County Fairgrounds - Show Arena Building

1200 S. Main Street, Tipton, IN



Data collected 2013

Exterior			
	Description	Priority	Estimated Cost
	<i>Provide Accessible Route From Show Arena to Commercial Bldg and to General Fairgrounds Circulation.</i>	High	\$ 7,920
	Notes: Landing to Commercial building door exceeds allowable slopes. Large gaps and areas of cracked pavement throughout. Cost also includes 60" wide sidewalk connection to fairgrounds loop addressed on <i>Fairgrounds - Site</i> spreadsheet.		
	Federal Guideline: 403.4, 303, 403.2, 206.2		
	<i>Provide Accessible Route to Basketball Court</i>	Medium	\$ 750
	Notes: Not connected to accessible route.		
	Federal Guideline: 206.2, 403		
Interior			
	Exterior Entrances		
	<i>Provide an accessible route to at least one public entrance.</i>		
	Typical Note for this report: Federal Guideline 35.150: In existing facilities a public entity shall operate each service, program or activity so it is readily accessible. Only one accessible route is needed to accomplish this requirement. If alterations are made, consider increasing the number of accessible entrances to 60%. Costs provide include these alterations.		
	Entry Door - North End		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knobs require grasping and twisting.		
	Federal Guideline: 309.4, 404.2.7		

Description	Priority	Estimated Cost
<i>Provide Kick Plate at Door</i>	Low	\$120
Notes: Kick plate does not meet 10" min. Beveled at 9" Ht. Federal Guideline: 404.2.10		
<i>Provide Maneuvering Space at Door</i>	High	\$750
Notes: Exterior clearance not provided. Approx. 4" step at threshold onto gravel surface, approx. 1" interior. Consider a new concrete landing set level with building floor and slope down to basketball court. Federal Guideline: 404.2		
<i>Large Sliding Doors</i>		
Notes: <i>Large sliding doors are opened and used as main entries for the building during events and were evaluated for level space on each side and threshold height to determine accessibility. Doors exhibiting barriers to use are described below:</i>		
Northwest Door: 1 1/2" threshold (1/4", 1/2" beveled max.) Exterior pavement slope 0.1% x 2.9% Consider creating a 36" clear accessible route by grinding the interior concrete down. This entrance connects to the Commercial building, so recommend providing access at this door.	Medium	\$750
North Door: 2" threshold (1/4", 1/2" beveled max.) Provide concrete landing and connection to accessible route.	Medium	\$1,300
Northwest Door: 1 1/2" threshold, not beveled (1/4", 1/2" beveled max.) Exterior pavement slope 0.5% x 2.9%. This doorway is mainly exhibitor access from adjacent barn. Recommend leaving as non-accessible entry. Provide direction to accessible entrance.	Low	\$110
Southwest Door: Exterior pavement slope 0.4% x 2.2% This doorway is mainly exhibitor access from adjacent barn. Recommend leaving as non-accessible entry. Provide direction to accessible entrance.	Low	\$110
South Door: 2 3/4" threshold (1/4", 1/2" beveled max.) Exterior is loose gravel. Provide concrete landing and connection to accessible route.	Medium	\$1,300
Federal Guideline: 206.4, 404.2.5, 404.2.4.1		

	Description	Priority	Estimated Cost
	Main Arena		
	<i>Reposition Electrical Controls &amp; Outlets</i>	Low	\$250
	Notes: Outlets and controls are located at 50" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Reposition or Protect Protruding Objects</i>	Low	\$500
	Notes: Protrusions include transformer at 24" at 52" ht, sanitizer 5" at 48" ht. and PA system box 20" at 31" Ht. (No more than 4" between 27" and 80" at the lowest edge allowed) Place cane detectable items below. Federal Guideline: 307.2		
	<i>Adjust Surface Level Change</i>	Medium	\$600
	Notes: Low step in concrete at south end of bleacher area (1/4" max, 1/2" beveled) Federal Guideline: 307.2		
	<i>Provide Wheelchair Seating</i>	Medium	\$600
	Notes: 300 seats provided. 5 wheelchair spaces required. Commissioner stated seating is usually accommodated near announcers stand at end of arena for better viewing. Provide signage and moveable chairs for companion seating. Federal Guideline: 221.1, 802.1, 802.2		
	<i>Provide Accessible Aisle Seating</i>	Medium	\$100
	Notes: 12 aisle seats provided. 1 accessible aisle seat required. Provide signage to identify. Federal Guideline: 221.1, 802.4		
	<i>Provide Assistive Listening System</i>	Medium	\$2,500
	Notes: None provided. Provide 12 receivers, including 3 hearing aid compatible. Provide signage notifying patrons of availability. Federal Guideline: 221.1, 802.1, 802.2		
	<i>Concessions</i>		
	<i>Provide Wall Signage</i>	Low	\$110
	Notes: None provided at door. Only identification is by large painted text above Concessions windows. Federal Guideline:		
	<i>Provide Accessible Work Surface &amp; Service Windows</i>	Medium	\$6,200
	Notes: Various kitchen work surfaces at 40" (34" max), no knee space provided and not positioned for forward approach (only 37" depth available). Service windows above 34" max. Federal Guideline: 902.2		



	Description	Priority	Estimated Cost
	<i>Adjust Door</i>	Low	\$100
	Notes: Door sticks creating 7lb operating effort (5lb max.) Federal Guideline: 309.4, 404.2.7		
	<i>Replace Threshold</i>	Medium	\$120
	Notes: Threshold is 1" without bevel (1/4" max, 1/2" beveled.) Additionally, Height of clear door opening is 79" (80 Req'd). Modification of threshold should alleviate height issue. Federal Guideline: 404.2.5		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knobs require grasping and twisting. Federal Guideline: 309.4, 404.2.7		
	<i>Provide Kick Plate at Door</i>	Low	\$120
	Notes: Kick plate does not meet 10" min. Beveled at 9" Ht. Federal Guideline: 404.2.10		
	<b>Facility Total:</b>		\$25,080

**General Notes:** Storage areas at south end of building are not for public access. These items were not included in the evaluation of this facility. While overhead and/or large sliding doors should not be part of an accessible route, these areas are being considered as they are the main means of access during the majority of facility events. It is assumed that the actual operation of the doors will be by fairgrounds and/or event staff.

# County Fairgrounds - Restroom Building

1200 S. Main Street, Tipton, IN

Data collected 2013

General Facility Notes: Building includes both men's and women's restroom and shower facilities.



Exterior			
	Description	Priority	Estimated Cost
	<i>Provide Accessible Route From Accessible Entrances to General Fairgrounds Circulation.</i>	High	\$ 4,800
	Notes: Gravel only provided. Cost includes 60" wide sidewalk connection to fairgrounds loop addressed on <i>Fairgrounds - Site</i> spreadsheet. Federal Guideline: 403.4, 303, 403.2, 206.2		
Interior			
	Men's Restroom		
	<i>Provide Wall Signage at Entrance</i>	Medium	\$110
	Notes: Pictogram, ISA, Braille, and Raised Text signage required. Federal Guideline: 216.8, 703.2 - 703.4, 703.6, 407.4.3		
	<i>Reposition Lavatory</i>	Medium	\$660
	Notes: 2" depth at 27" ht for knee space (11" depth req'd). Federal Guideline: 606.5		
	<i>Replace Faucet Controls</i>	Medium	\$385
	Notes: Operating effort is 12 lbs (5lb max). Federal Guideline: 606.4, 309		

	Description	Priority	Estimated Cost
	<i>Insulate Water Lines</i>	Medium	\$110
	Notes: Supply lines, valves, and exposed drain pipes are not insulated or configured to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$70
	Notes: Reflecting surface of the mirror mounted above the lavatory is 51" (40" max) above the finished floor surface. Federal Guideline: 603.3		
	<i>Reposition Electrical Controls &amp; Outlets</i>	Medium	\$500
	Notes: Switch located at 59 1/2" Ht. (15-48" Req'd). Outlet located at 62" Ht. and is obstructed by sink, shelf and hand dryer. (Forward reach over obstruction 44" ht. max.) Federal Guideline: 205.1, 308.2, 308.3		
	<i>Replace Urinal</i>	Medium	\$1,000
	Notes: Flush controls require over 26lbs operating effort (5lb max.) Top lip of urinal is 24 1/2" ht. (17" max) Front of rim projects 12" from wall (13 1/2" min. req'd.) Federal Guideline: 605.2, 605.4, 308, 309		
	<i>Provide Stall Hardware</i>	Medium	\$250
	Notes: No handles provided. Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Modify Stall Clearances</i>	Medium	\$1,440
	Notes: Stall width is 37" (60" req'd). Stall depth is 52" (56" depth req'd). Federal Guideline: 404.2.3, 404.2.5, 404.2.10, 604.3.1		
	<i>Replace and/or Reposition Toilet</i>	Low	\$910
	Notes: Floor mounted toilet located 19 1/2" from side wall. (16-18" max.) Seat height is 16" (17-19" Req'd) Federal Guideline: 604.2, 604.4, 604.6		
	<i>Reposition Toilet Paper Dispenser</i>	Low	\$70
	Notes: Dispenser is located inline with front of toilet. (7"-9" in front req'd.) Federal Guideline: 308, 604.7		
	<i>Provide Grab Bars</i>	High	\$1,100
	Notes: No grab bars provided. Side and rear grab bars required. Federal Guideline: 604.5, 609		

	Description	Priority	Estimated Cost
	<i>Provide Shower with Special Access Equipment (1 min.)</i>	High	\$3,850
	Notes: Showers present do not provide removable shower head, shower seat, or grab bars. 8" threshold exceeds max. allowed. Water controls are not accessible. No roll-in or transfer showers provided. Federal Guideline: 213.3.6, 309.4, 607-610		
	Women's Restroom		
	<i>Provide Wall Signage at Entrance</i>	Medium	\$110
	Notes: Pictogram, ISA, Braille, and Raised Text signage required. Federal Guideline: 216.8, 703.2 - 703.4, 703.6, 407.4.3		
	<i>Replace Door Threshold</i>	Medium	\$150
	Notes: Threshold is 1" (1/4" max, 1/2" beveled.) Federal Guideline: 404.2.5		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knobs require grasping and twisting. Federal Guideline: 309.4, 404.2.7		
	<i>Reposition Lavatory</i>	Medium	\$660
	Notes: 2" depth at 27" ht for knee space (11" depth req'd). Federal Guideline: 606.5		
	<i>Replace Faucet Controls</i>	Medium	\$385
	Notes: Knobs require grasping and twisting. Federal Guideline: 606.4, 309		
	<i>Insulate Water Lines</i>	Medium	\$110
	Notes: Supply lines, valves, and exposed drain pipes are not insulated or configured to protect against contact. Federal Guideline: 606.5		
	<i>Reposition Mirror</i>	Low	\$70
	Notes: Reflecting surface of the mirror mounted above the lavatory is 52" (40" max) above the finished floor surface. Federal Guideline: 603.3		
	<i>Reposition Electrical Controls &amp; Outlets</i>	Medium	\$500
	Notes: Switch located at 60" Ht. (15-48" Req'd). Outlet located at 63" Ht. and is obstructed by sink and cabinet. (Forward reach over obstruction 44" ht. max.) Federal Guideline: 205.1, 308.2, 308.3		

	Description	Priority	Estimated Cost
	<i>Provide Stall Hardware</i>	Medium	\$250
	Notes: No handles provided. Federal Guideline: 213.3, 604.8, 404.2, 309.4		
	<i>Modify Stall Clearances</i>	High	\$1,440
	Notes: Door clear width is 19" (32" min. req'd) and has in-swinging door. Stall width is 35 1/2" (60" req'd). Stall depth is 51" (59" depth req'd). Federal Guideline: 404.2.3, 404.2.5, 404.2.10, 604.3.1		
	<i>Replace and/or Reposition Toilet</i>	Low	\$910
	Notes: Floor mounted toilet located 19" from side wall. (16-18" max.) Seat height is 15 1/2" (17-19" Req'd) Federal Guideline: 604.2, 604.4, 604.6		
	<i>Provide Grab Bars</i>	High	\$1,100
	Notes: No grab bars provided. Side and rear grab bars required. Federal Guideline: 604.5, 609		
	<i>Reposition Coat Hook</i>	Low	\$70
	Notes: Coat hook mounted at 66" (15"-48" Req'd). Federal Guideline: 604.5, 609		
	<i>Provide Shower with Special Access Equipment (1 min.)</i>	High	\$3,850
	Notes: Showers present do not provide removable shower head, shower seat, or grab bars. 8" threshold exceeds max. allowed. Water controls are not accessible. No roll-in or transfer showers provided. Federal Guideline: 213.3.6, 309.4, 607-610		
	<b>Facility Total:</b>		\$25,245

# County Fairgrounds - Horse & Pony Concessions/Announcers Booth

1200 S. Main Street, Tipton, IN

Data collected 2013

General Facility  
Notes:

This two-story facility serves the horse and pony arena as concessions, operations, and announcer stand.



Exterior			
	Description	Priority	Estimated Cost
	<i>See also Fairgrounds - Site for exterior improvements and general fairgrounds circulation.</i>		
Interior			
1st Floor			
	Exterior Entrances		
	<i>One public entrance provided; One must be accessible.</i>		See Below
	Concession Stand		
	<i>Change Door Configuration</i>	High	\$100
	Notes: An exterior steel door and a screen door are both provided. Doors in a series are required to be 48" apart plus swing of door. Remove screen door. Federal Guideline: 404.9.2		
	<i>Replace Door Hardware</i>	High	\$385
	Notes: Knobs require grasping and twisting on steel door. Outside of screen door requires pinching. Federal Guideline: 309.4, 404.2.7		

	Description	Priority	Estimated Cost
	<i>Provide Maneuvering Space at Door</i>	High	\$800
	Notes: Exterior (swing side) clearance not provided. Approx. 1" step at threshold to exterior. Req'd 60" Level space extends past concrete stoop to loose gravel surface. Remove and replace existing concrete pad. Federal Guideline: 404.2		
	<i>Interior Stairway</i>		
	<i>Stairs to Announcers Stand</i>	Low	\$2,500
	Notes: Tread widths are 7" (11" deep min.) with open risers. Railing is not provided on both sides of stairs or at landing. Handrail provided mounted too close to wall with no return or extensions at top or bottom. No signage provided. Stair is only means of access for Announcers stand. Modify to extent possible. Infeasible to make fully compliant within existing building envelope. Price is for addition of handrails, closing risers and adding signage. Federal Guideline: 203.10		
	<i>Main Room</i>		
	<i>Reposition Electrical Controls</i>	Low	\$250
	Notes: Switch located at 49 1/2" Ht. (15-48" Req'd). Federal Guideline: 205.1, 308.2, 308.3		
	<i>Provide Accessible Work Surface &amp; Service Windows</i>	Medium	\$3,360
	Notes: Various kitchen work surfaces at 35 1/2" (34" max) and no knee space provided. Service windows (typ. Of 2) are 42" height (34" max). Federal Guideline: 902.2, 904		
	<i>Protect Protruding Objects</i>	Low	\$250
	Notes: Bottom of rafters within room at 74" Ht. Counter protrudes 6" at 32" ht. (No more than 4" between 27" and 80" at the lowest edge allowed) Place cane detectable element adjacent to counter. Rafters not addressed within cost. Federal Guideline: 307.2		
	<i>Grind Down Surface Level Change</i>	Medium	\$250
	Notes: 3/4" lip in concrete between east and west halves of room. Federal Guideline: 303.2		

	Description	Priority	Estimated Cost
<b>2nd Floor</b>			
	Announcers Booth		
	<i>Provide Access to Electrical Outlets</i>	Low	\$0
	Notes: Outlets located within 15-48" required reach range but obstructed by furniture. Relocate furniture. Federal Guideline: 203.10		
	<i>Protect Protruding Objects</i>	Low	\$250
	Notes: Shelf, edge of desk, and ceiling rafters are protruding objects or obstruct vertical clearance. (No more than 4" between 27" and 80" at the lowest edge allowed) Provide a cane detectable element adjacent to furniture. Rafters not addressed within cost. Federal Guideline: 203.10		
	<b>Facility Total:</b>		<b>\$8,145</b>



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# **Appendix B**

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## Public Outreach

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**Information contained in Public Notices were also sent via US Mail to the following local, county, and state advocacy groups.**

**Indiana Governor's Council for People with Disabilities**

Indiana Government Center South, Room E145  
Indianapolis, Indiana 46204

**Indiana Statewide Independent Living Council**

615 N. Alabama Street, Suite 140  
Indianapolis, IN 46204

**AccessABILITY**

9105 East 56th Street Suite 308  
Indianapolis, IN 46216

**Tipton County Division of Family Resources**

701 E Jefferson St.  
Tipton, IN 46072

**Area Five Agency on Aging & Community Services**

900 E Jefferson Street, Suite C  
Tipton, IN 46072

**Tipton County Veterans Affairs**

101 E Jefferson St  
3rd Floor  
Tipton, IN 46072

**AFFIDAVIT OF PUBLICATION**

**Tipton County Tribune**  
**116 S Main St**  
**(765) 675-2115**

Sara Huss  
138 N. Delaware St.

Indianapolis, IN, 46204

Personally appeared before me, Cindy Tyner of Cherry Road Media, Publishers of the Tipton County Tribune, a Weekly Newspaper of general circulation printed and published in Tipton, Tipton County, Indiana, who, being duly sworn upon his oath, says that the notice of which the attached is a true copy, was duly published in said newspaper for 1 successive weeks.

  
Sharon Groves

**PUBLICATION DATES:**

Feb. 14, 2024

**Notice ID:** 4EtnPJAFxLc0qv0PwRMn


**Publisher ID:** 1964370

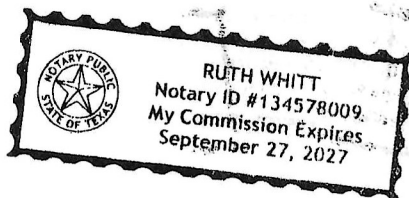
**Notice Name:** Tipton County Notice of Comment Period

**PUBLICATION FEE:** \$73.12

Subscribed and sworn to before me this

8<sup>th</sup> day of March, A.D. 2024.

  
\_\_\_\_\_

**LEGAL NOTICE****NOTICE OF PUBLIC COMMENT PERIOD**

Notice is hereby given that Tipton County is conducting a self-evaluation of all County-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the County's services, programs, and activities be readily accessible and usable by individuals with disabilities.

The County is soliciting public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of County facilities or programs exist or are perceived to exist. This is an opportunity to provide suggestions and comments on how to remove barriers. All comments will be reviewed and considered for inclusion in the self-evaluation and transition plan.

An online survey is available at <https://p.constantcontactpages.com/sv/0yBUE5d/TiptonCountyADA>

Hardcopies may be obtained at the Health Department if preferred.

Public comments or survey responses may be dropped off in writing or mailed to the ADA Coordinator (405 Market Road, Tipton, IN 46072) during normal business hours or provided via email ([scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov)) Comments will be accepted until 4pm, February 29, 2024.

Tipton County acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Tipton County Government, should contact the office of the ADA Coordinator at 405 Market Road, Tipton, IN 46072, Phone (765) 675-4508 Ext. 1003 e-mail [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov) as soon as possible but no later than 3 business days before the scheduled event.

PUBLISH: February 14, 2024  
Legal 1964370  
hspaxlp



INNOVATIVE IDEAS  
EXCEPTIONAL DESIGN  
UNMATCHED CLIENT SERVICE

EXAMPLE

**Area Five Agency on Aging & Community Services**  
900 E Jefferson Street, Suite C  
Tipton, IN 46072

February 8, 2024

Notice is hereby given that Tipton County is conducting a self-evaluation of all County-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the County's services, programs, and activities be readily accessible and usable by individuals with disabilities.

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Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

**DLZ INDIANA, LLC**

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Sara Huss  
Project Manager

cc: Sherri Crawford (County), file (2463-4002)

# TIPTON COUNTY

## ADA Survey 2024

Tipton County will be performing a Self-Evaluation of facilities, programs, policies, and procedures for compliance with the Americans with Disabilities Act. Thanks for taking the time to complete our survey. We value your feedback and all responses are anonymous. If preferred, this survey is also available online at <https://lp.constantcontactpages.com/sv/0yBUE5d/TiptonCountyADA>

If you have any additional questions or comments or need an accommodation to participate, please contact the ADA coordinator at 765-675-4508 ext. 1003 or [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov)

1. What is your association with Tipton County? Check all that apply.

- ☐ Resident
- ☐ Business Owner
- ☐ Work within the County
- ☐ Visitor/Tourist
- ☐ Other

2. Do you or a family member have a disability?

- ☐ Yes
- ☐ No

3. Have you, a family member, or someone you know with a disability encountered any difficulties accessing the County's facilities or programs due to their disability?

- ☐ Yes
- ☐ No
- ☐ Other

4. Are there specific accessibility barriers that you believe need to be addressed immediately by the County?

- ☐ Yes
- ☐ No
- ☐ Other

4a. Please describe specific concerns.

5. Please rate the accessibility of County buildings you have visited.

- ☐ Very Good - no access issues
- ☐ Good - only very minor issues
- ☐ Fair - many issues encountered
- ☐ Poor - areas of some buildings are not accessible
- ☐ Other

6. Please rate the accessibility of parking at County buildings you have visited.

- ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor      ☐ Other

7. Please rate the accessibility of exterior improvements at County facilities (sidewalk, curb ramps, etc.)

- ☐ Very Good      ☐ Good      ☐ Fair      ☐ Poor      ☐ Other

8. How do you get information about the County's elected officials, meetings, community events, etc.?  
Check all that apply.

- ☐ Personal visits to buildings  
☐ Telephone  
☐ Community Social Media Site(s)  
☐ Newspaper  
☐ Friends or family members  
☐ Push Notifications or Email Blasts  
☐ Other

9. Please provide any specific information about your access needs in the community to government buildings, facilities, or programs that can assist in prioritizing improvements to accessibility at our facilities.



## Constant Contact Survey Results

**Campaign Name:** Tipton County, Indiana ADA Survey - 2024

**Survey Starts:** 116

**Survey Submits:** 21

**Export Date:** 04/02/2024 02:04 PM

### CHECKBOXES

1. What is your association with Tipton County? Check all that apply.

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Resident	<div></div>		19	90%
Business Owner	<div></div>		1	4%
Work within the County	<div></div>		1	4%
Visitor/Tourist	<div></div>		1	4%
Other	<div></div>		2	9%
Total Responses			21	100%

### CHECKBOXES

2. Do you or a family member have a disability?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes	<div><div></div></div>		6	28%
No	<div><div></div></div>		15	71%
Total Responses			21	100%

### CHECKBOXES

3. Have you, a family member, or someone you know with a disability encountered any difficulties accessing the County's facilities or programs due to their disability?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes	<div></div>		2	9%
No	<div></div>		19	90%
Other			0	0%
Total Responses			21	100%

### OPEN QUESTION

3a. Please describe specific concerns.

Sidewalks

The planters around town make it difficult to park a wheelchair accessible van with ramp. Many spots are inaccessible because the planters block the ramps. Many sidewalks, including around pool, are not fully accessible for wheelchairs.

The stop signs threw town.

**3 Response(s)**

MULTIPLE CHOICE

4. Are there specific accessibility barriers that you believe need to be addressed immediately by the County?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes	<div><div></div></div>		4	20%
No	<div><div></div></div>		15	75%
Other	<div><div></div></div>		1	5%
Total Responses			20	100%

OPEN QUESTION

4a. Please describe specific concerns.

Walking is difficult due to lack of walking areas

Elevator in the courthouse is too small. It will not accommodate large wheelchairs and some mobility scooters.

Around the bridge and pool there is a lot of difficulty in wheelchair access to sidewalks. Lack of ramps and the gravel near the walking bridge is not wheelchair friendly. Makes it difficult for a wheelchair user to reach the walking bridge or pool.

4 Response(s)

MULTIPLE CHOICE

5. Please rate the accessibility of County buildings you have visited.

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Very Good - no access issues	<div><div></div></div>		4	19%
Good - only very minor issues	<div><div></div></div>		15	71%
Fair - many issues encountered	<div><div></div></div>		2	9%
Poor - areas of some buildings are not accessible			0	0%
Other			0	0%
Total Responses			21	100%


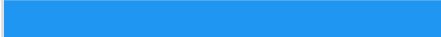

MULTIPLE CHOICE

6. Please rate the accessibility of parking at County buildings you have visited.

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Very Good	<div><div></div></div>		4	19%
Good	<div><div></div></div>		8	38%
Fair	<div><div></div></div>		9	42%
Poor			0	0%
Other			0	0%
Total Responses			21	100%







#### MULTIPLE CHOICE

7. Please rate the accessibility of exterior improvements at County facilities (sidewalk, curb ramps, etc.)

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Very Good			1	5%
Good			13	65%
Fair			6	30%
Poor			0	0%
Other			0	0%
Total Responses			20	100%

#### CHECKBOXES

8. How do you get information about the County's elected officials, meetings, community events, etc.? Check all that apply.

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Personal visits to buildings			2	9%
Telephone			0	0%
Community Social Media Site(s)			17	80%
Newspaper			7	33%
Friends or family members			10	47%
Push Notifications or Email Blasts			1	4%
Other			1	4%
Total Responses			21	100%

#### OPEN QUESTION

9. Please provide any specific information about your access needs in the community to government buildings, facilities, or programs that can assist in prioritizing improvements to accessibility at our facilities.

Online streaming of some meetings is very low quality considering today's technology. Actually coming to meetings is difficult due to time of day, parking, stairs, uncomfortable and not enough seating, difficult to hear speakers.

Better wheelchair accessibility... sidewalks, ramps. Smoothness of sidewalks is an issue for my son that has poor head control. He frequently has to drive on street, which is not ideal!

Put back the stop lights . It made it safer and easier to get around town.

**4 Response(s)**

## NOTICE OF AVAILABILITY OF ADA SELF-EVALUATION AND TRANSITION PLAN

Notice is hereby given that Tipton County is conducting an update to its self-evaluation of all County-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the County's services, programs, and activities be readily accessible and usable by individuals with disabilities.

Copies of the draft Self-Evaluation and Transition Plan will be available for public review at the following locations during normal business hours between June 3 and June 21, 2024.

- County Health Department (101 E. Jefferson St.)
- Public Library (127 E. Madison St.)
- County Fairgrounds (Education Building, 1200 S. Main St.)
- Online at <https://lp.constantcontactpages.com/sv/GxvJJDv/TiptonCountyADASETPDraft>
- 

Public comments may be dropped off in writing or mailed to the ADA Coordinator (405 Market Road, Tipton, IN 46072) during normal business hours or provided via email ([scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov)) Comments will be accepted until 4pm, June 21, 2024.

In addition, the County has scheduled a meeting to solicit public input and comment on the Transition Plan. It will consist of a short presentation to provide information on the Transition Plan, followed by open discussion with attendees. This will be an opportunity for the community to ask questions as well as provide suggestions and comments on the draft Plan. All comments will be reviewed, considered and included in the appendix of the final document. The meeting will be held as part of the regularly scheduled Commissioners Meeting at 9am on Monday, June 17 at 101 E. Jefferson Street, Tipton, IN 46072.

Tipton County acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Tipton County Government, should contact the office of the ADA Coordinator at 405 Market Road, Tipton, IN 46072, Phone (765) 675-4508 Ext. 1003 e-mail [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov) as soon as possible but no later than 3 business days before the scheduled event or close of the comment period.

## Examples of social media posts, app notifications, and postings



### Tipton County Highway Department

1d · 🌐

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👍 Jacquelyn Schoolcraft and 2 others

👍 3



👉 3

6:43  
App Store

Notifications

Notice of Availability of Self-Evaluation and Transition Plan  
ADA Transition Plan Notice

May 21, 2024  
06:40 AM

Tipton County ADA Survey (2nd Posting)  
Survey ends today  
2/29/2024 at

Feb 29, 2024  
09:56 AM

ADA Self-Evaluation Survey

Feb 20, 2024  
11:24 AM

Delayed SR28 and CR300 West Projects  
Construction Delay

Sep 19, 2023  
02:04 PM

6:43  
App Store

### Notifications

## Notice of Availability of Self-Evaluation and Transition Plan

ADA Transition Plan Notice  
2024-05-21 @ 06:40 AM

#### NOTICE OF AVAILABILITY OF ADA SELF-EVALUATION AND TRANSITION PLAN

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• County Health Department (101 E.

For more  
Help is at

HEALTH

NOTICE OF AVAILABILITY OF ADA SELF-EVALUATION AND TRANSITION PLAN

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Notifications

County Website



INNOVATIVE IDEAS  
EXCEPTIONAL DESIGN  
UNMATCHED CLIENT SERVICE

EXAMPLE

**Tipton County Veterans Affairs**

101 E Jefferson St, 3rd Floor  
Tipton, IN 46072

May 29, 2024

Notice is hereby given that Tipton County is conducting an update to its self-evaluation of all County-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the County's services, programs, and activities be readily accessible and usable by individuals with disabilities.

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- Public Library (127 E. Madison St.)
- County Fairgrounds (Education Building, 1200 S. Main St.)
- Online at <https://lp.constantcontactpages.com/sv/GxvJDu/TiptonCountyADASETPDraft>
- 

Public comments may be dropped off in writing or mailed to the ADA Coordinator (405 Market Road, Tipton, IN 46072) during normal business hours or provided via email ([scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov)) Comments will be accepted until 4pm, June 21, 2024.

In addition, the County has scheduled a meeting to solicit public input and comment on the Transition Plan. It will consist of a short presentation to provide information on the Transition Plan, followed by open discussion with attendees. This will be an opportunity for the community to ask questions as well as provide suggestions and comments on the draft Plan. All comments will be reviewed, considered and included in the appendix of the final document. The meeting will be held as part of the regularly scheduled Commissioners Meeting at 9am on Monday, June 17 at 101 E. Jefferson Street, Tipton, IN 46072.

Tipton County acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Tipton County Government, should contact the office of the ADA Coordinator at 405 Market Road, Tipton, IN 46072, Phone (765) 675-4508 Ext. 1003 e-mail [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov) as soon as possible but no later than 3 business days before the scheduled event or close of the comment period.

Please share this information with any interested parties in your area in order to better help us reach out to individuals in your community.

**DLZ INDIANA, LLC**

Sara Huss   
Project Manager

cc: Sherri Crawford (County), file (2463-4002)

**NOTICE OF AGENDA**  
**TIPTON COUNTY BOARD OF COMMISSIONERS' REGULAR MEETING**  
**TIPTON COUNTY COURTHOUSE**  
**101 E. JEFFERSON STREET, FIRST FLOOR MEETING ROOM**  
**MONDAY, JUNE 17, 2024, at 9:00 A.M.**  
**Visit <https://www.tiptongov.com/county/> for livestream**  
**EXECUTIVE MEETING**  
**8:30 a.m.**

- I. Pledge of Allegiance and Prayer
- II. Salary/Payroll Expense (pay on 06-21-24) \$
- III. Claims & Early Docket(s)
  - Regular Claims Docket BOC (pay on 6-17-24) \$226,920.38
- IV. Approval of Previous Meeting Minutes –
  - Regular Meeting Minutes of 5-6-24
  - Executive Meeting Minutes of 5-20-24
  - Regular Meeting Minutes of 5-20-24
  - Regular Meeting Minutes of 6-3-24
- V. Department Business and Reports
  - A. Bill Steen
  - B. Steve Niblick – Planning Commission – Plat for ROW
  - C. Sherri Crawford – ADA w/ Sara Huss with DLZ
  - D. Bret Morris – County Highway Superintendent's Progress Report
  - E. Phil Beer – County Highway Engineer (Engineer's Progress Report)
  - F. Matt Tebbe – Sheriff
- VI. NEW BUSINESS:
- VII. OLD BUSINESS:
  - A. Jim Heard - Pork Festival Income Statement
- VIII. Attorney Comments
- IX. Commissioner Comments
- X. Public Comments
- XI. Adjournment

Commissioner President, Denny Henderson  
Commissioner V. President, Tracey Powell  
Commissioner, Nancy Cline







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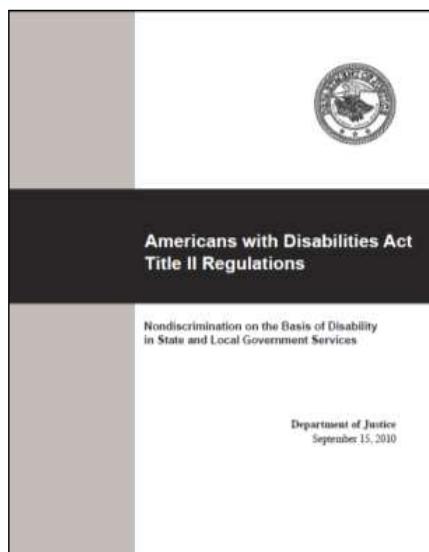
# TIPTON COUNTY

## *Americans with Disabilities Act* **Self-Evaluation and Transition Plan Update Summary**



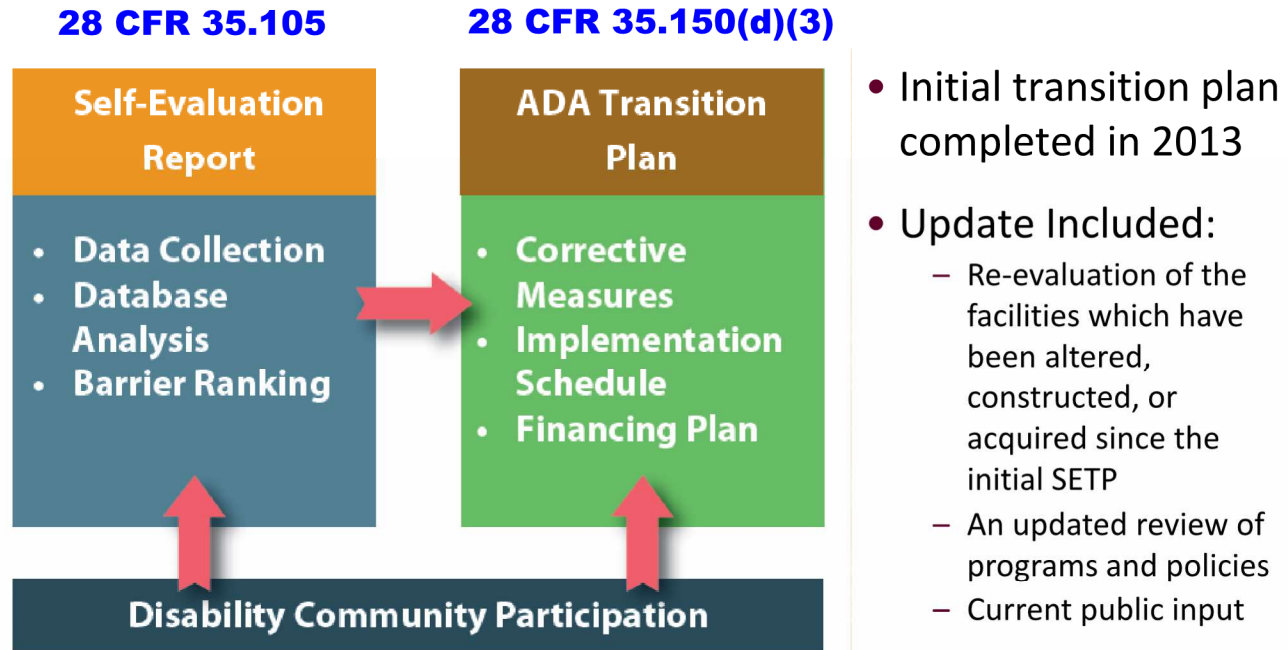
June 17, 2024

## The Americans with Disabilities Act (ADA)



- ▶ Enacted in 1990
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  - Provides disabled employees with additional protections beyond Title VII.
- ▶ Mandates that disabled individuals shall not be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity.
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# Self-Evaluation and Transition Plan: Title II State and Local Governments



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# County Facilities



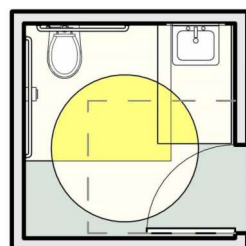
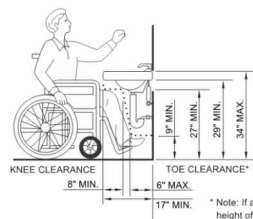
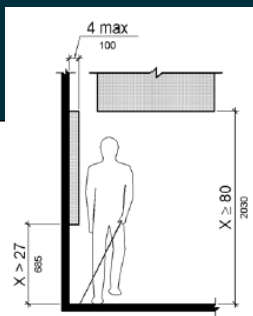
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6. Soil and Water Conservation District Office
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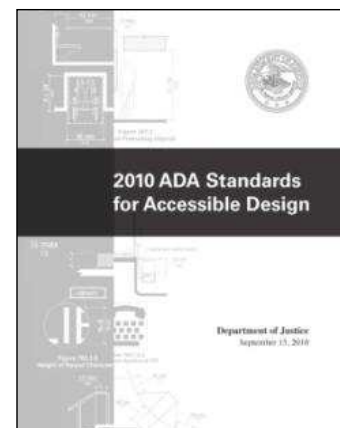


## Self-Evaluation



### • Review of County Facilities

- Public Areas
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- Parking
- Pedestrian Access Route (PAR) to building
- Architectural features including, but not limited to:
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# Findings: County Facilities

- **Common Findings At Building Facilities**

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# Findings: County Facilities

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    - Entry door exhibits multiple compliance issues including signage, lack of kick plate, inadequate maneuvering space, and operating effort.
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# Findings: County Facilities

- **Common Findings At Building Facilities**

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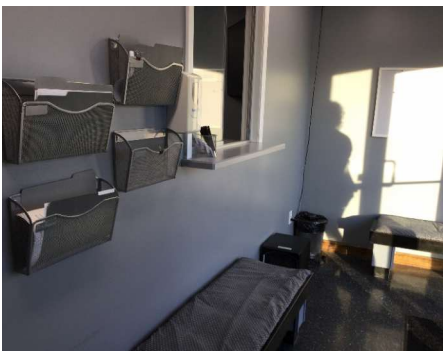


# Findings: County Facilities

- **Common Findings At Building Facilities**

- Highway Garage:

- No barrier-free parking spaces
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    - No accessible service counter is provided.
    - Single user restroom exhibits minor non-compliances.

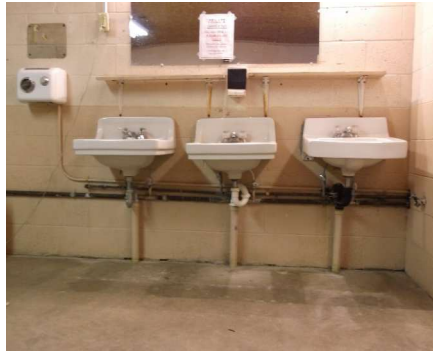


# Findings: County Facilities

- **Common Findings At Building Facilities**

- Fairgrounds Buildings & Site:

- Lack of signage at existing accessible parking; limited accessible routes.
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    - Non-accessible service windows, counters, or other work surfaces
    - Show arena building lacks designated accessible seating.
    - Several barns and exhibit buildings do not connect to accessible route, have poor door threshold conditions, protruding objects, and electrical controls and outlets outside of the acceptable reach range.
    - Inadequate signage at some rooms and restrooms.
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    - Restroom issues such as no grab bars and inadequate clear space in stalls.



# Findings: County Facilities

- **Common Findings At Building Facilities**

- Soil and Water Conservation District:

- Accessible parking and accessible routes not compliant.
    - Entry doors exhibit multiple compliance issues including signage, lack of kick plate, inadequate maneuvering space, operating effort and closing speeds.
    - Drinking fountain provided does not meet requirements for standing persons or users in wheelchairs.
    - Restrooms lack adequate signage, clear space, and sink clearances. Grab bars and door hardware do not meet requirements. Pipes and supply lines are not properly insulated. Mirrors, toilet paper, and towel dispensers are outside of the allowed dimensional tolerances.



# Prioritization

## Building Facilities (Contextual Factors)

### 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 programs and services that implement the civil and political rights provided by the government.

### General Uniqueness

- Does the building, facility, or site provide a distinct program or service that cannot occur at a different location or facility?



# Prioritization

## Physical Impedance Factors

### High Priority

- **Prohibit** access for disabled persons, make access extremely troublesome, or present safety hazards to all users.
- Likely do not have acceptable alternative routes or treatments to overcome the barrier.
- Examples: Lack of accessible parking, stairs only, no exterior accessible route, narrow doors, extreme slopes or displacements, missing rails

### Medium Priority

- Partially prohibit access or make access quite difficult.
- Examples: Obstacles to amenities such as service counters, secondary entry points, light switches, vending machines, and drinking fountains.

### Low Priority

- Do not limit access for most disabled persons.
- Typically, alternative routes or treatments are available, or assistance can be provided to overcome the barrier.
- Examples: Signage issues, minor dimensional non-compliances
- Closely evaluate the cost implications vs. increase in accessibility regarding corrections to these highly usable areas.





# Prioritization

Table 4.1. Building facility tier listing for prioritization.

Tier 1	Tier 2	Tier 3
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Location	Project Description
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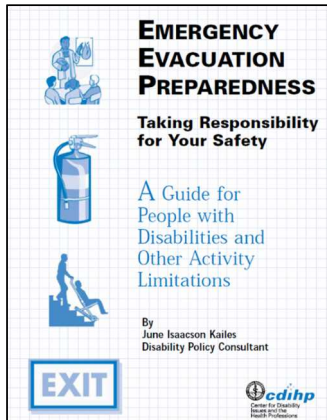
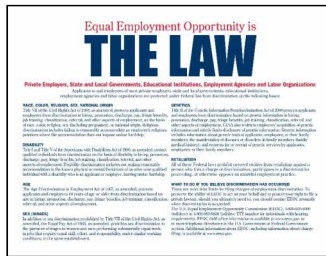
## Estimated Cost Summary

Low Priority      \$427,120  
 Medium Priority   \$171,955  
High Priority      \$323,950  
 Total = \$923,025

TIPTON COUNTY ADA SELF EVALUATION STUDY AND TRANSITION PLAN					
FACILITY SUMMARY					
Name & Location	Ownership Status	Low Priority	Medium Priority	High Priority	Total Probable Cost
Sheriff's Office Correctional Center 2300 W Old Sr 28, Tipton, IN 46072	County Owned	\$49,310	\$15,640	\$110	\$65,060
911 Dispatch Center 121 W Madison S	County Owned	\$14,295	\$7,660	\$0	\$21,955
Highway Department 405 Market Road	County Owned	\$8,220	\$4,630	\$0	\$12,850
Courthouse 101 E. Jefferson Street	County Owned	\$319,075	\$62,640	\$45,820	\$427,535
Soil and Water Conservation District 243 Ash St, Ste. B	Leased	\$4,350	\$6,475	\$5,250	\$16,075
County Fairgrounds 1200 S. Main Street	County Owned	\$31,870	\$74,910	\$272,770	\$379,550
<b>TOTALS</b>		<b>\$427,120</b>	<b>\$171,955</b>	<b>\$323,950</b>	<b>\$923,025</b>



# County Programs/Policies



## Self-Evaluation of County programs included the following general categories:

- Public Information
- Designation of ADA Coordinator
- Grievance/Uniform Complaint Procedures
- Public Meetings
- Accommodations to Access Programs, Services and Activities
- Special Events and Private Events on County Property
- 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

# Findings: Programs/Policies



## The County meets many of the requirements for accessibility in their programs and services. However, room for improvement was seen in the following areas:

- Provide more consistent publication of request process for accommodations (i.e. agendas and public notices).
- Increase website accessibility such as providing PDF documents that are compatible with screen readers. Improve clarity of website to find County-specific ADA topics.
- Verify quantities and types of assistive listening devices in all rooms requiring them.
- Investigate and train staff on providing alternate communication formats.
- Conduct staff training (ADA requirements, interaction with people with disabilities, equal accommodation alternatives, etc.)



# Public Input



## Public Input Opportunities

- Initial Public input conducted in February/March 2024.
  - Included request for comment and survey opportunity.
  - Public notice issued in local paper and online.
  - No responses were received in hardcopy or via email.
  - 21 Online survey responses were received (90% resident respondents)
  - Comments included:
    - Mainly regarding parking and sidewalks
    - Elevator in courthouse
    - Meeting accessibility – streaming quality, sound/hearing, seating, and times
- Current input period on Draft:
  - Draft available at Health Department, Library, and Fairgrounds and online for review.
  - Comments will be accepted until 4pm, June 21, 2024

# Implementation



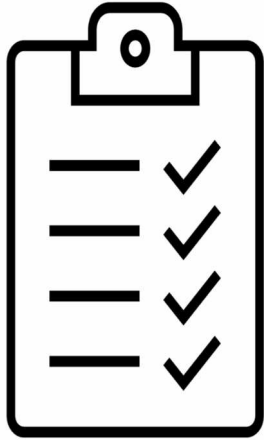
## Projected County Commitments

- Annual budgeting would start as part of the 2025 fiscal year budget.
- The amount of request for allocation will be determined yearly dependent on funds available and projects pending.
- Targeted expenditure to address issues would require approximately \$46,000 annually. Will be discussed at next Council meeting

## Plan Implementation

- Implement immediate low cost, programmatic changes where possible, especially regarding staff training.
- Delay architectural changes as needed if equal accommodation can be provided.
- Address physical barriers generally in order of priority and coordinate these changes with planned improvement projects.
- Prioritize implementation of improvement projects as noted in plan.
- Schedule for implementation on a yearly basis and plan in conjunction with fiscal year for appropriate budgeting.

# Tasks Remaining



- **Provide Public Participation and Comment Period for Transition Plan**
  - Comments will be accepted until 4pm, June 21, 2024
  - Review public comments for potential plan revisions.
- **Adopt Transition Plan**
  - Anticipated at regular meeting in July
- **Regular reviews and updates done as required and recommended**
  - Document corrective actions and removal of barriers in an annual summary.
  - Document changes to ADA and other guidance.
  - Maintain documentation of all activities, grievances, etc. as required by law.
  - Complete a plan update every 3 years per current INDOT guidance.



## Discussion & Questions

To provide additional comment, request reasonable accommodations, or to resolve future concerns, contact:

**Ms. Sherri Crawford, ADA Coordinator**

**Phone:** (765) 675-4508 Ext. 1003

**E-mail:** [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov)





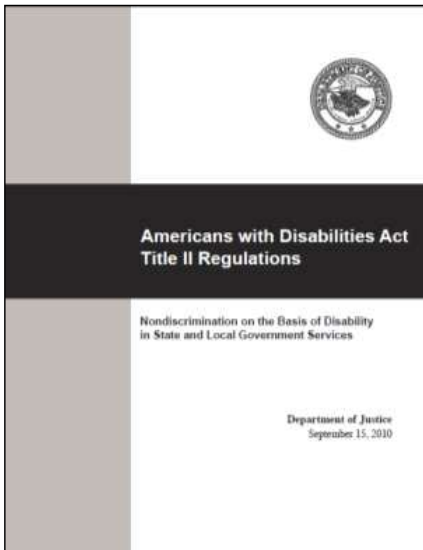
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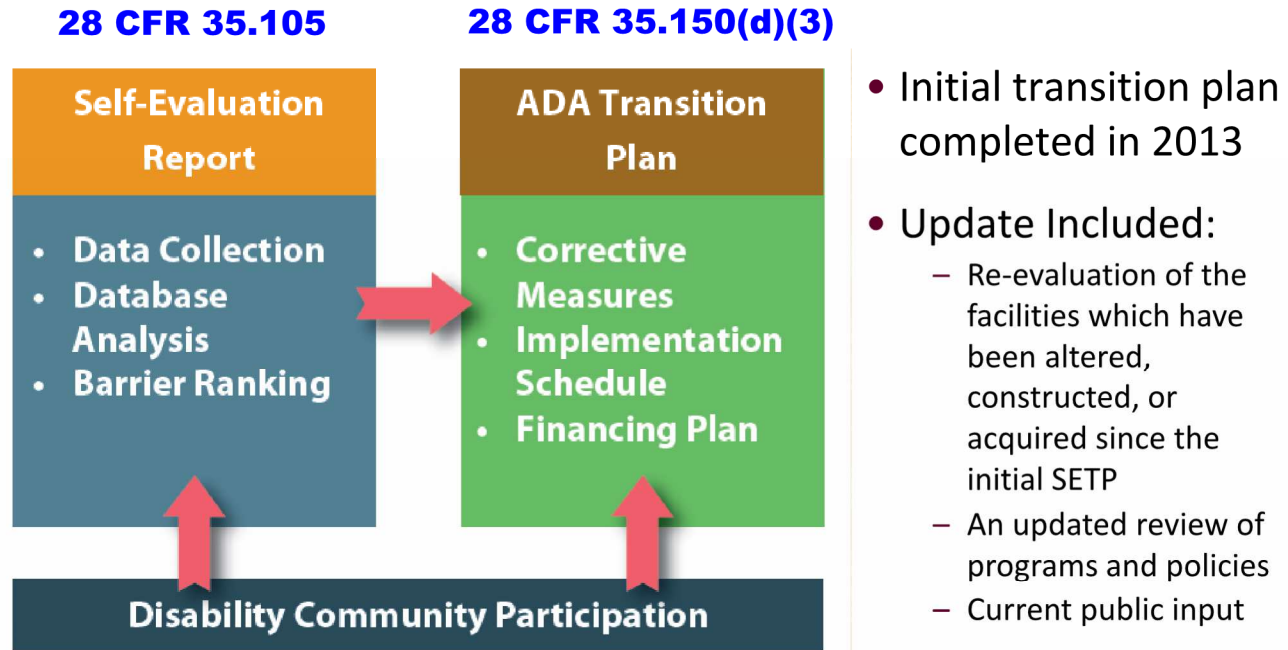
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# County Facilities



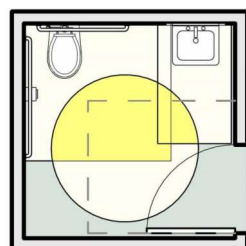
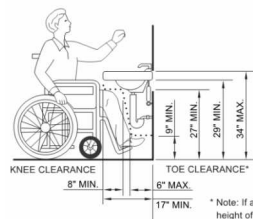
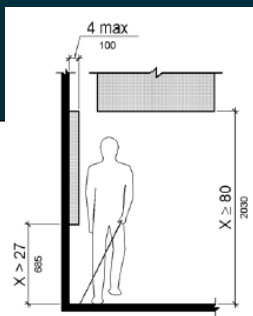
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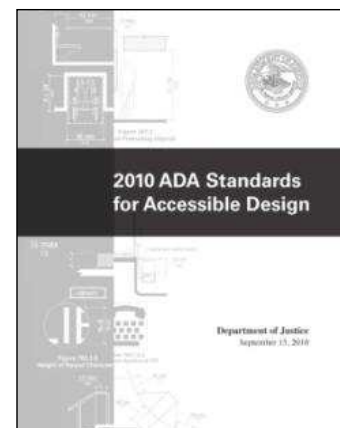


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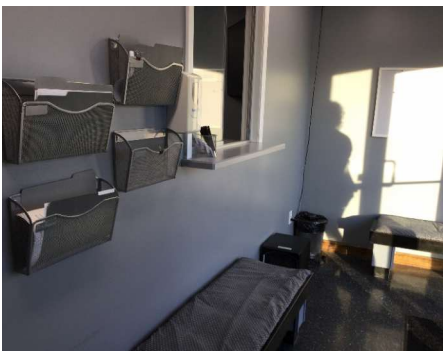


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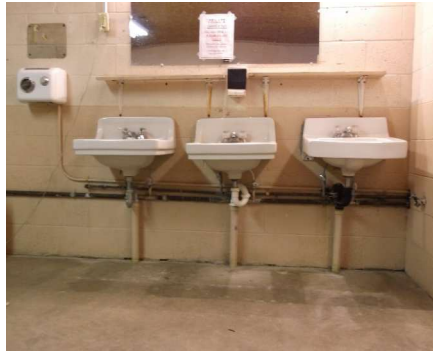


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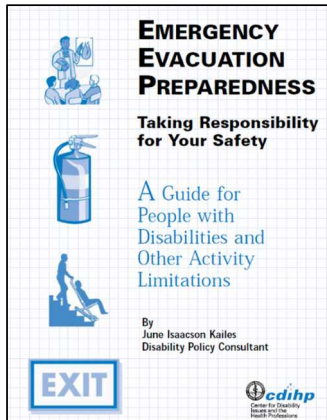
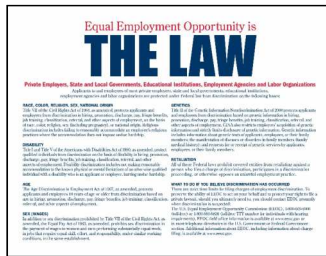
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911 Dispatch Center 121 W Madison S	County Owned	\$14,295	\$7,660	\$0	\$21,955
Highway Department 405 Market Road	County Owned	\$8,220	\$4,630	\$0	\$12,850
Courthouse 101 E. Jefferson Street	County Owned	\$319,075	\$62,640	\$45,820	\$427,535
Soil and Water Conservation District 243 Ash St, Ste. B	Leased	\$4,350	\$6,475	\$5,250	\$16,075
County Fairgrounds 1200 S. Main Street	County Owned	\$31,870	\$74,910	\$272,770	\$379,550
<b>TOTALS</b>		<b>\$427,120</b>	<b>\$171,955</b>	<b>\$323,950</b>	<b>\$923,025</b>





# County Programs/Policies



## Self-Evaluation of County programs included the following general categories:

- Public Information
- Designation of ADA Coordinator
- Grievance/Uniform Complaint Procedures
- Public Meetings
- Accommodations to Access Programs, Services and Activities
- Special Events and Private Events on County Property
- 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

# Findings: Programs/Policies



## The County meets many of the requirements for accessibility in their programs and services. However, room for improvement was seen in the following areas:

- Provide more consistent publication of request process for accommodations (i.e. agendas and public notices).
- Increase website accessibility such as providing PDF documents that are compatible with screen readers. Improve clarity of website to find County-specific ADA topics.
- Verify quantities and types of assistive listening devices in all rooms requiring them.
- Investigate and train staff on providing alternate communication formats.
- Conduct staff training (ADA requirements, interaction with people with disabilities, equal accommodation alternatives, etc.)



# Public Input



## Public Input Opportunities

- Initial Public input conducted in February/March 2024.
  - Included request for comment and survey opportunity.
  - Public notice issued in local paper and online.
  - No responses were received in hardcopy or via email.
  - 21 Online survey responses were received (90% resident respondents)
  - Comments included:
    - Mainly regarding parking and sidewalks
    - Elevator in courthouse
    - Meeting accessibility – streaming quality, sound/hearing, seating, and times
- Current input period on Draft:
  - Draft available at Health Department, Library, and Fairgrounds and online for review.
  - Comments will be accepted until 4pm, June 21, 2024

# Implementation



## Projected County Commitments

- Annual budgeting would start as part of the 2025 fiscal year budget.
- The amount of request for allocation will be determined yearly dependent on funds available and projects pending.
- Targeted expenditure to address issues would require approximately \$46,000 annually. Will be discussed at next Council meeting

## Plan Implementation

- Implement immediate low cost, programmatic changes where possible, especially regarding staff training.
- Delay architectural changes as needed if equal accommodation can be provided.
- Address physical barriers generally in order of priority and coordinate these changes with planned improvement projects.
- Prioritize implementation of improvement projects as noted in plan.
- Schedule for implementation on a yearly basis and plan in conjunction with fiscal year for appropriate budgeting.

# Tasks Remaining



- **Provide Public Participation and Comment Period for Transition Plan**
  - Comments will be accepted until 4pm, June 21, 2024
  - Review public comments for potential plan revisions.
- **Adopt Transition Plan**
  - Anticipated at regular meeting in July
- **Regular reviews and updates done as required and recommended**
  - Document corrective actions and removal of barriers in an annual summary.
  - Document changes to ADA and other guidance.
  - Maintain documentation of all activities, grievances, etc. as required by law.
  - Complete a plan update every 3 years per current INDOT guidance.



## Discussion & Questions

To provide additional comment, request reasonable accommodations, or to resolve future concerns, contact:

**Ms. Sherri Crawford, ADA Coordinator**

**Phone:** (765) 675-4508 Ext. 1003

**E-mail:** [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov)





## Call for Public Input!

**Tipton County is conducting an update to their self-evaluation of all County-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA).** Title II of the ADA requires that each of the County's services, programs, and activities be readily accessible and usable by individuals with disabilities.

The draft Self-Evaluation and Transition Plan is available for public review at the links below.

If you prefer an off-line option, hard copies of the plan are also available at the following locations along with comment forms during regular business hours:

- County Health Department (101 E. Jefferson St.)
- Public Library (127 E. Madison St.)
- County Fairgrounds (Education Building, 1200 S. Main St.)

After reviewing the plan, we would greatly appreciate your feedback and all responses are anonymous. Please submit any feedback either in the Comment form below, dropped off or mailed to the ADA Coordinator (405 Market Road, Tipton, IN 46072) during normal business hours or provided via email ([scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov)). Comments will be accepted until 4pm, June 21, 2024. All comments will be reviewed, considered and included in the appendix of the final document.

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**Click links below to download or view the plan documents.**

[Self-Evaluation and Transition Plan Report](#)

[Appendix A - Facilities Physical Barrier Summary](#)

[Appendix B - Public Outreach](#)

[Appendix C - Forms & Notices](#)

[Appendix D - Polling Places Checklist](#)

[Appendix E - Questionnaires](#)

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Tipton County acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Tipton County Government, should contact the office of the ADA Coordinator at 405 Market Road, Tipton, IN 46072, Phone (765) 675-4508 Ext. 1003 e-mail [scrawford@tiptoncounty.in.gov](mailto:scrawford@tiptoncounty.in.gov) as soon as possible but no later than 3 business days before the scheduled event or close of the comment period.



# Please Share Your Feedback

Comments or Suggestions:

0/500

Submit Survey

If you just opted in, you're consenting to receive marketing emails from: DLZ, 6121 Huntley Rd, , , Columbus, OH 43229. You can revoke your consent to receive emails at any time by using the SafeUnsubscribe® link, found at the bottom of every email. [Emails are serviced by Constant Contact](#)

Active

Tipton County - ADA SETP Update Draft Review

Share ...



**Call for Public Input!**

Tipton County is conducting an update to their self-evaluation of all County-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the County's services, programs, and activities be readily accessible and usable by individuals with disabilities.

The draft Self-Evaluation and Transition Plan is available for public review at the following locations along with comment forms during regular business hours:

- County Health Department (101 E. Jefferson St.)
- Public Library (1217 E. Madison St.)
- County Courthouse (Courthouse Building, 1200 S. Main St.)

After reviewing the plan, we would greatly appreciate your feedback and all responses are welcome. Comments can be submitted in person at any of the locations listed above or mailed to the ADA Coordinator (605 Market Road, Tipton, IN 46072) during normal business hours or provided via email ([ada@tiptoncountynovis.gov](mailto:ada@tiptoncountynovis.gov)). Comments will be accepted until the end of the public input period. All comments will be reviewed, considered and included in the appendix of the final document.

**Click links below to download or view the plan documents.**

[Self-Evaluation and Transition Plan Report](#)

[Appendix A - Facilities Physical Barrier Summary](#)

[Appendix B - Public Outreach](#)

[Appendix C - Access & Usability](#)

Page title:	ADA Self-Evaluation and Transition Plan - Draft for Public Review		
Campaign type:	Survey Page		
Activation date:	May 23, 2024 at 3:53pm EDT		
Survey Page URL:	<a href="https://p.constantcontactpages.com/sv/GxvJJDu/TiptonCountyADASETPDraft">https://p.constantcontactpages.com/sv/GxvJJDu/TiptonCountyADASETPDraft</a>		

Reporting

Starts

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Submits

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## OUTREACH FROM PREVIOUS SETP

### NOTICE OF PUBLIC HEARING

Notice is hereby given that Tipton County is conducting a self-evaluation of all County-owned facilities and programs for compliance with the Americans with Disabilities Act (ADA). Title II of the ADA requires that each of the County's services, programs, and activities be readily accessible and usable by individuals with disabilities. The County has scheduled a meeting to solicit public input and comments from individuals with disabilities, their caregivers, and disability advocates, on what barriers to access or use of County facilities or programs exist or are perceived to exist. This will be an opportunity to provide suggestions, ask questions, and make recommendations on how to remove barriers. The meeting will consist of a short presentation at the beginning of the meeting to provide information on the project, followed by open discussion and interaction with attendees. The meeting will be held at the Tipton County Fairgrounds, Education Building, 1200 S. Main St., Tipton, Indiana, 46072, on January 17, 2013 at 6 pm.

Tipton County complies with the Americans with Disabilities Act. Upon request, the County will provide written materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three (3) business days prior to the meeting to the ADA Coordinator, Dee Welch, County Health Department, 101 E. Jefferson St., Tipton, Indiana, 46072, 765-675-8741.

The County values your input and hopes you are able to attend one of the meetings. We encourage you to forward this information to individuals or groups that may be interested in providing input. Comments can be provided in writing to the ADA Coordinator at the Tipton County Health Department office or via email at [tiptoncounty@dlz.com](mailto:tiptoncounty@dlz.com) if you are unable to attend. Please provide comments by January 31, 2013.

(Published January 5, 2013 in Tipton Tribune)



## OUTREACH FROM PREVIOUS SETP

### MEETING MEMORANDUM

**Meeting Date:** January 17, 2013  
**Written By:** Sara Rhodes  
**DLZ Account No.:** 1263-0858  
**Client:** Tipton County Board of Commissioners  
**Project:** Accessibility Study/Self Evaluation and Transition Plan

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**Meeting Location:** Tipton County Fairgrounds, Education Building, 1200 S. Main St., Tipton, Indiana

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**Purpose of Meeting:** Public Meeting

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<b>Attendees:</b>	Mr. Mike Cline	President, Board of Commissioners
	Mr. Phil Heron	Vice President, Board of Commissioners
	Mr. Joe VanBibber	Board of Commissioners
	Ms. Dee Welch	ADA Coordinator, Tipton County Health Dept.
	Ms. Kristina Sommers	Tipton County Health Dept.
	Mr. Gregg Townsend	Tipton County Auditor
	Mr. Wyatt Johnson	City of Tipton
	Mr. Bob Edinger	
	Ms. Emily Mattingly	
	Mr. Stephen Metzger	DLZ Indiana, LLC
	Ms. Sara Rhodes	DLZ Indiana, LLC

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#### 1) Introduction and Overview

- a) Tipton County is striving to ensure that all residents and visitors are able to access all services, programs and activities such as to not discriminate against qualified individuals with disabilities on the basis of disability.
- b) In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Tipton County, as a Title II entity with 50 or more employees, is required to 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.
- c) In order to perform this work, the County retained DLZ to perform the inventory and evaluation and write a transition plan for all County owned or leased facilities where County programs are offered. The facility evaluation phase of this project has been completed. Departmental/program evaluation, as well as the drafting of the Self-Evaluation and Transition Plan (SETP) is underway.

#### 2) Open Discussion

- a) Question #1 – How is accessibility handled for the Fairgrounds with the varied uses and barns?
  - i) The County is required to provide program access, which means that programs, services and activities when viewed in their entirety, are readily accessible to and usable by individuals with disabilities. To provide program access at the fairgrounds, an individual would need to get from the arrival point (parking space) via an accessible route (sidewalk, curb ramp, etc.) to

the building or area of activity (i.e. Sheep Barn, Horse and Pony Arena, etc.). Once in that building or activity area, you would then look at the requirements for that space which might include doors, restrooms, electrical controls, etc. Given the various uses and configurations possible in a situation like this, it will be recommended that an accessible route be provided to each activity area/barn, but each special event held should look at temporary barriers, such as insufficient accessible parking and vendor electrical cords blocking accessible routes.

- b) Question #2 – What areas are evaluated? What are the responsibilities for leasing and renting space?
  - i) Areas evaluated include all publicly accessible areas of County owned or operated facilities, including ‘primary function’ areas and the amenities and routes leading to those areas. Employee only spaces are not evaluated under this project. Employee spaces are regulated under Title I of ADA and can be modified on a case-by-case basis and recommendations for Human Resources will be included in the policies analysis.
  - ii) As part of a discussion with the Access Board, it was determined that leased space falls under both the lessee and leaser as best described under Subpart B – General Requirements, § 36.201 of Title III. Examples: 1) Soil and Water Conservation District leases space. Parking, accessible route, leased building space, and common areas such as entry and restrooms will be evaluated. 2) County leases out office space on first floor of County Courthouse. Evaluation will stop at entrance to office space. Interior of office space and programs offered are not under County jurisdiction.
- c) Question #3 – In regards to Right-Of-Way, what is the County’s responsibility?
  - i) According to the County Highway Department, all pedestrian facilities in Tipton County are under Indiana Department of Transportation (INDOT) or other incorporated area jurisdiction. No right-of-way facilities will be evaluated.
- d) Question #4 – Is there a time frame in which the County must make improvements?
  - i) No. Initially, there was a 2 year time frame in in ADA for completion of improvements to provide access, which was 1995. No new guidelines have been issued. Compliance at this time has been prompted by enforcement by the Federal Highway Association (FHWA) with support from INDOT.
  - ii) It will be recommended that simple program access changes and improvement to signing should be made soon following adoption of the SETP. High priority items should be addressed early in the implementation.
- e) Question #5 – How are barriers and improvements prioritized?
  - i) All barriers will be ranked as Low, Medium, or High priority in the SETP. High priority items will include those items which present the largest barrier to use at the County’s highest use facilities. High priority items also include those presenting a safety hazard to the public in general. Low priority items include those features that are useable, but do not meet the exact requirements, or are in extremely low use County facilities.
  - ii) A yearly budget allotment will most likely be made by the County Council to ensure continuing progress to eliminate all barriers.
- f) Question #6 – What should you do if you get to a facility and can’t get access to the building? How is it handled if there are equipment problems (i.e. mechanical issues with elevator, power door openers, etc)? What about emergencies?

- i) Notify the ADA coordinator as soon as possible, whether it is a programmatic or architectural barrier. They will set in motion necessary steps to get the problem resolved.
- ii) Emergency provisions are not addressed specifically by the ADAAG. However, each County building should have procedures in place for evacuation of all people regardless of disability. On a County-wide basis, the County EMA heads up emergency response. The EMA procedures will be looked at in depth in the SETP.

### 3) Next Steps

- a) Once completed, the Draft SETP will be made publicly available for public comment. A second public meeting will be held to discuss comments or concerns regarding this plan. All attendees of the January 17<sup>th</sup> public meeting will be notified directly (via email provided) when this meeting is scheduled. Public notices and letters to advocacy groups will also be distributed at least 7 days in advance of the scheduled meeting.
- b) After comments have been incorporated, the Final SETP will be adopted by the County Commission.
- c) Implementation will be determined based on priorities and available budget as specified in the Transition Plan.

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*The foregoing constitutes our understanding of matters discussed and conclusions reached. Please review these items and advise the undersigned, in writing and within five (5) business days, of any errors or omissions.*

**cc:** Those in attendance  
mk, cgh, cs, acl

**DLZ INDIANA, LLC**



Sara Rhodes, RLA, LEED AP  
srhodes@dlz.com

# **Appendix C**

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Forms and Notices

Document Excerpts

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# Board of TIPTON COUNTY COMMISSIONERS

TIPTON COUNTY COURTHOUSE 101 E. JEFFERSON ST. TIPTON, IN 46072 PHONE: 765 675 2794

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## NOTICE OF NONDISCRIMINATION UNDER THE AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Pursuant to the Title II of the Americans with Disabilities Act as amended (ADA) of 1990 (42 U.S. C. §§12101 et seq.) and Section of the Rehabilitation Act of 1973, as amended (Section 504) (29 U.S.C. §794) and implementing regulations found in 28 CFR 35 and 49 CFR 27, Tipton County and its entities does not discriminate against qualified individuals with disabilities in its policies, or in the admission of, access to, treatment of or employment in its programs, services or activities.

Upon request, Tipton County and its entities will use its best efforts to provide appropriate auxiliary aids and services to facilitate effective communication for qualified persons with disabilities so that they have equal opportunity to obtain the same result, to gain the same benefit or to reach the same level of achievement as provided to others. These efforts may include providing qualified sign language interpreters, brailled documents, and other products and services to make communications accessible to individuals with speech, hearing and vision impairments.


Upon request, Tipton County and its entities will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its programs and activities. Tipton County and its entities are not required to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Tipton County and its entities will not place a surcharge on qualified individuals with disabilities to cover the cost of providing auxiliary aids, services or reasonable modifications of policies.

Inquiries or complaints regarding Section 504 or the ADA should be directed to:

Sherri Crawford, ADA / Title VI Coordinator  
Tipton County Highway Dept.  
405 Market Road  
Tipton, IN 46072  
[s.crawford@tiptoncounty.in.gov](mailto:s.crawford@tiptoncounty.in.gov)  
765-675-4508.

Tipton County will investigate all complaints in accordance with Tipton County's complaint process, and promptly take any remedial action deemed necessary to provide an equitable resolution to overcome the effects of a substantiated violation.

  
Dennis Henderson

President, Tipton County Board of Commissioners

10-9-2023  
Date

**Board of  
TIPTON COUNTY COMMISSIONERS**

Tipton County Courthouse 101 E. Jefferson St. Tipton, IN 46072 Phone 765-675-2794

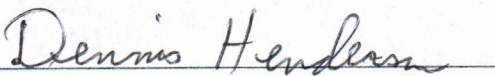
**NOTICE OF NONDISCRIMINATION**

In accordance with the requirements of Title I of the American with Disabilities act of 1990 (ADA), the County of Tipton will not discriminate against individuals with disabilities on the basis of disability in its services, programs, or activities.

Tipton County supports equal opportunity regardless of race, color, national origin, or gender, and in compliance with Title VI of the Civil Rights Act of 1964, does not discriminate on the basis of race, color, national origin, sexual orientation or gender.

Sherri Crawford, ADA / Title VI Coordinator  
Tipton county Highway Dept.  
405 Market Road  
Tipton, IN 46072  
[s.crawford@tiptoncounty.in.gov](mailto:s.crawford@tiptoncounty.in.gov)  
765-675-4508

Tipton County will investigate all complaints in accordance with Tipton County's complaint process, and promptly take any remedial action deemed necessary to provide an equitable resolution to overcome the effects of a substantiated violation.



Dennis Henderson  
President, Tipton County Board of Commissioners

10-9-2023  
Date

# **Title II of the Americans with Disabilities Act**

## **Tipton County Notification Procedure**

Instructions: Sign and return original with signature to:

**Sherri Crawford**  
**ADA/Title VI Coordinator**  
**405 Market Road**  
**Tipton, Indiana 46072**  
**Phone: (765) 675-4508**

Please fill out this form completely. Please note that this ADA notification procedure is for facilities, services and programs owned and/or operated by Tipton County.

<b>Your name</b> <i>(complainant)</i>		
<b>Address:</b>		
<b>Phone:</b>	Home:	Mobile:
<b>Email address:</b>		
<i>Reason for grievance/complaint, or why you feel you have been discriminated against. Please be specific and provide as much information as possible i.e. location, date, time, names, etc. Use a separate sheet if more space is needed.</i>		
State if you require an alternative form for any written follow-up communications:		
<b>Signature:</b>		<b>Date:</b>

*If you have questions about this form, need and accommodation, or a different format, please contact the ADA Coordinator's office at (765) 675-4508 or send an email to [s.crawford@tiptoncounty.in.gov](mailto:s.crawford@tiptoncounty.in.gov)*

*Please allow us 30 business days to investigate and respond to your complaint.*

performance standards, many of which can be measured objectively, such as attendance.

The County will not tolerate discriminatory slurs or epithets in the workplace and is absolutely committed to maintaining a bias-free working atmosphere. Jokes or slurs made in the presence of a minority employee are considered to be a violation of our discrimination policy.

Employees who are subjected to any discriminatory practices are urged to report them to their supervisors or to the County Commissioners. Employees who are found guilty of discrimination will be subject to discipline, up to and including discharge.

## **AGE DISCRIMINATION**

The County does not discriminate against any individual on the basis of age. Age-based criteria will not be used in making personnel decisions regarding layoffs, selection, promotion, or any other right or consideration of employment.

The County does reserve the right, though, to base its business decisions on factors other than age, including seniority, performance, job worth, work unit contributions, and those other factors outlined in our job descriptions.

The fact that a more senior employee is replaced by a less senior one, or one not in the category (40 or over) protected by federal law, does not automatically infer age bias. Age discrepancy, whether insignificant or substantial, will not be a consideration in County employment decisions.

The County will not tolerate any kind of age harassment, whether verbal, physical, psychological, or otherwise. Both managers and employees must refrain from speaking or acting in a way that would offend a senior employee because of his/her age. Appropriate discipline, up to and including discharge, will be the result of any proven case of age harassment.

## **RELIGIOUS DISCRIMINATION**

It is against County policy to discriminate against any person based on religious beliefs or practices. It is our policy not to ask employees about their religious convictions or practices. When an offer of employment is extended, applicants will be informed of the regular schedule and potential for overtime work in the job, and potential conflicts will be explored.

It is our policy to accommodate the religious beliefs of our employees whenever possible. The accommodation, however, cannot exert undue hardship on other employees or create a financial burden for the County. If the accommodation is not possible, the employee will be expected to assume his/her usual duties as previously scheduled. No employee will be allowed to wear any religious costume or headpiece in violation of safety rules or business dress codes.

Employees will be permitted to use vacation days as "personal" days for religious observances, to observe a period of mourning prescribed by religious or ethical beliefs, or to prepare for religious observances. Employees are requested to give their supervisors at least two weeks' notice of observances of religious holidays.

No County employees, especially in a supervisory capacity, are allowed to assert their religious beliefs on others. Religious harassment is strictly prohibited. All violations may be subjected to discipline, up to and including discharge.

## **AMERICANS WITH DISABILITIES ACT**

It is the policy of this County to abide by both the letter and spirit of the law in all aspects of the Americans



with Disabilities Act (ADA). The Act prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

The County prohibits all discrimination against "qualified individuals with disabilities." This includes applicants for employment and current employees. An individual is considered to have a "disability" if he/she has a physical or mental impairment that substantially limits one or more life activities, has a record of such impairment, or is regarded as having such impairment. We also forbid discrimination against persons because they have a known association or relationship with an individual with a disability.

The ADA applies to impairments that substantially limit major life activities, such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working.

An individual with epilepsy, paralysis, HIV infection, AIDS, a substantially hearing or visual impairment, mental retardation, or a specific learning disability is covered, but an individual with a minor, non-chronic condition of short duration, such as sprain, broken limb, or the flu, generally would not be covered. We consider a qualified individual with a disability as a person who meets legitimate skill, experience, education, or other requirements of an employment position that he/she holds or seeks.

The County requires the ability to perform "essential" functions to assure that an individual with a disability will not be considered unqualified simply because of inability to perform marginal or incidental job functions. If the individual is qualified to perform essential job functions, except for limits caused by a disability, we will consider whether the individual could perform these functions with a reasonable accommodation.

The County will provide reasonable accommodation to enable a qualified applicant to perform the essential functions of the job, which he/she is seeking, and to enable a qualified employee with disability to perform the essential functions of a job currently held.

Modifications or adjustments may be required in the work environment, in the manner or circumstances in which the job is customarily performed, or in employment policies. Our goal is to allow an employee with a disability to enjoy the benefits and privileges of employment, equal to those enjoyed by similarly situated employees without disabilities.

We will not be able to make an accommodation that would impose an undue hardship on the operation of the organization. The Americans with Disabilities Act defines an undue hardship as an action that requires significant difficulty or expense. Each accommodation request will be handled on a case-by-case basis, and every effort will be made to comply with the Act.

The County will not ask or require a job applicant to take a medical examination before making a job offer. Except under lawful circumstances, we will not make any pre-employment inquiry about a disability or the nature or severity of a disability. But we may ask questions about the ability to perform specific job functions and may, with certain limitations, ask an individual with a disability to describe or demonstrate how he/she would perform these functions.

We will condition our job offer on the satisfactory result of a post-offer medical examination or medical inquiry, since this is required of all entering employees in the same job category. We reserve the right to use a post-offer medical examination to disqualify an individual if it demonstrates that the individual would pose a "direct threat" in the workplace (i.e., a significant risk of substantial harm to the health or safety of the individual or others) that cannot be eliminated or reduced below the "direct threat" level through reasonable accommodation.

We also retain the right to conduct employee medical examinations where there is evidence of a job performance or safety problems, as required by other federal laws, to determine current "fitness" to perform a particular job, and on a voluntary basis as part of employee health programs.

Information from all medical examinations and inquiries will be kept apart from general personnel files as a separate, confidential medical record, available only under limited conditions.

Tests for illegal use of drugs are not medical examinations under the ADA and are not subject to restrictions of such examinations. We reserve the right to conduct them according to County policy and current federal, state, and local laws.

Individuals who currently engage in the illegal use of drugs are specifically excluded from the definition of a "qualified individual with a disability" protected by the ADA when the employer takes action on the basis of their drug use.

An alcoholic is a person with a disability and is protected by the ADA if he/she is qualified to perform the essential function of the job. While we provide an accommodation to an alcoholic, we reserve the right to discipline, discharge or deny employment to any individual whose use of alcohol adversely affects job performance or conduct.

This County is dedicated to protecting the rights provided to individuals with disabilities by the ADA. Accordingly, no one in a position of responsibility will retaliate against anyone who asserts the rights provided by the ADA or any state human rights laws.

## **AIDS AND HIV INFECTION**

The County treats AIDS and HIV infection as disabilities in accordance with our policy on Equal Employment Opportunity (EEO) and the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973.

In addition to the provisions of the County's policies on non-discrimination and reasonable accommodation for disability, the following guidelines are intended to assist managers in maintaining a work environment that is responsive to the workplace issues created by AIDS and HIV (Human Immunodeficiency Virus) infection and the concerns of employees who may request management assistance.

Employees who are diagnosed with AIDS and HIV infection may continue to work if they are deemed medically able to work and can meet acceptable performance standards. The County will provide reasonable performance standards and reasonable accommodation if necessary to enable these employees to continue working.

The County recognizes that a supportive and caring response from managers and co-workers is an important factor in maintaining the quality of life for an employee with AIDS and HIV infection. Managers should be sensitive to the special needs of employees and assist them by demonstrative personal support, referring them to counseling services and arranging for benefits counseling as necessary.

An employee's health condition is private and confidential. An employee with AIDS or HIV infection is under no obligation to disclose his/her condition to their manager or any other employee of the County, unless they desire accommodation. Managers are expected to take careful precautions to protect the confidentiality of information regarding any employee's health condition, including an employee with AIDS or HIV infection.

AIDS doesn't present a risk to the health or safety of co-workers or customers/citizens. On the basis of current medical and scientific evidence, the County recognizes that AIDS is a life-threatening illness that isn't transmitted through casual, personal contact under normal working conditions.

Any individual who believes he or she received treatment inconsistent with the policies set forth above or any other requirements of the ADA, can file a complaint within 90 days of the date of the alleged discriminatory act or practice with the County Attorney designated by the County Commissioners as the County ADA Coordinator, Tipton County, Courthouse, Tipton, Indiana 46072.

Members of the public, including individuals with disabilities and groups representing individuals with disabilities, are encouraged to submit suggestions to the County ADA Coordinator on how the County might better meet the needs of individuals with disabilities pursuant to this policy.

## **ACCOMMODATION FOR LACTATING MOTHERS**

**The Patient Protection and Affordable Care Act**, enacted March 23, 2010, requires employers subject to the Fair Labor Standards Act (FLSA) to provide unpaid, reasonable break time for an employee to express breast milk for a year after her child's birth

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. Each department will designate a room for this purpose. Nursing mothers wishing to use this room must request/reserve a room by contacting their supervisor.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

## **EMPLOYMENT POLICIES**

### **RECRUITMENT/HIRING**

Authorization to recruit and hire to fill a vacancy in an existing or newly created position rests solely with the County Commissioners, or if within the department of an elected official, with the duly elected official. Basic qualifications of formal education, background and experience shall be determined before recruiting begins and shall be based upon job requirements as well as dictates of applicable federal, state, and local laws.

Open and new job opportunities, insofar as practicable, shall be afforded employees in line with seniority principles subject to ability and job qualifications to be reasonable determined by management.

When vacancies occur or new positions are created, the position will be publicly posted on the County website. The County encourages internal promotion and transfer whenever possible.

At the discretion of management and based upon the urgency and specialization of the job requirements, newspaper and trade journal advertising may be used in recruiting employees. Advertisements shall describe the position, basic qualifications and state the County is "An Equal Opportunity Employer."

### **EMPLOYMENT APPLICATIONS**

All applicants are required to complete a County application form.

All applicants must complete the County's Employee Application in its entirety. Applicants must account for periods of employment and unemployment.

The County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the County's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Applications will be retained in active files for 6 months in the Auditor's Office. Applications shall be returned to the Personnel Officer prior to hiring or being placed on the County payroll.



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## **Appendix D**

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### Polling Places Checklist (Example)

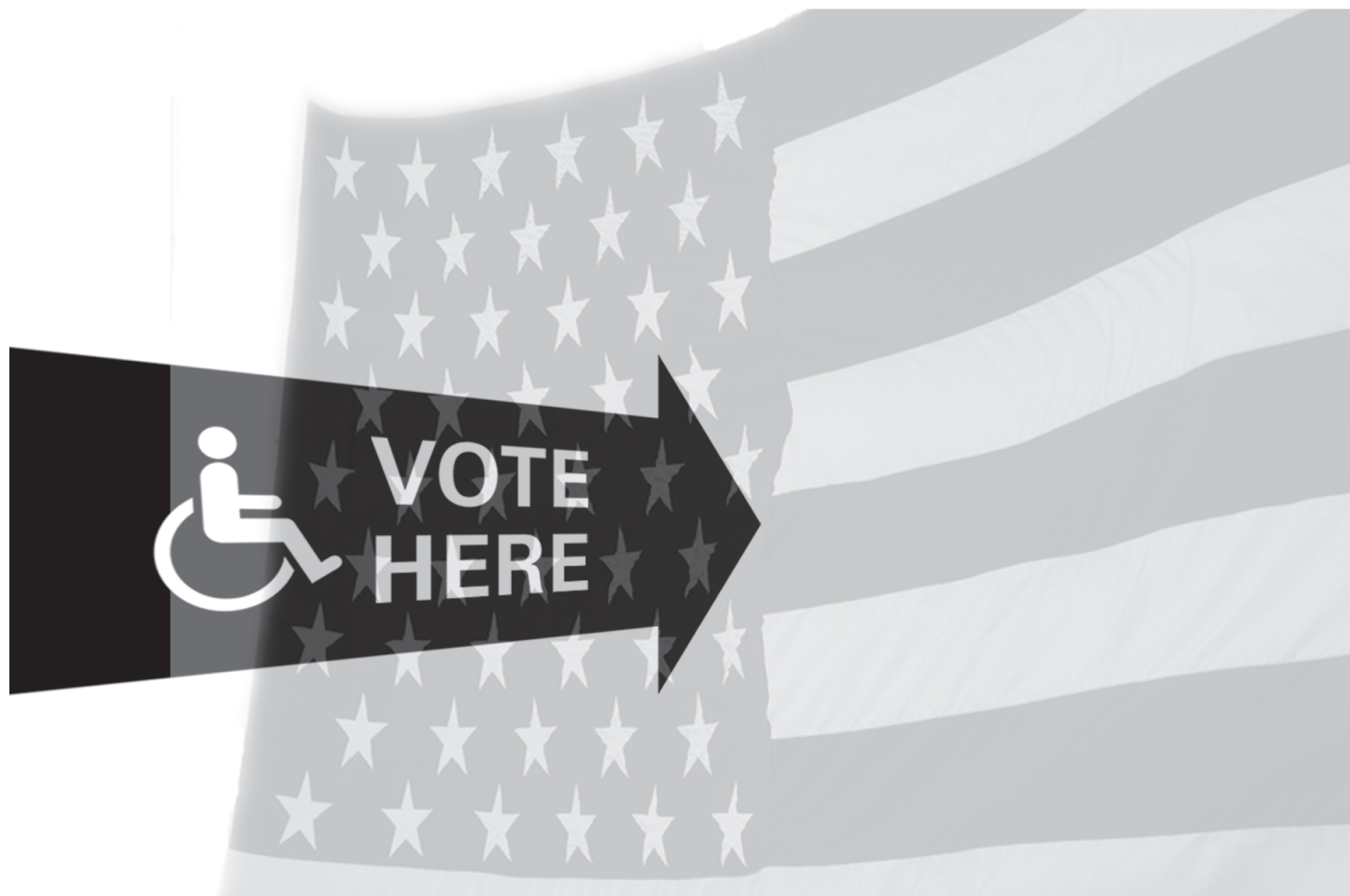
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**Americans with Disabilities Act**

# **ADA CHECKLIST FOR POLLING PLACES**



**June 2016**

**Part 1** discusses polling place accessibility with a focus on the areas of a facility that may be used as a polling place on Election Day.

**Part 2** includes a list of the tools election officials will need in order to use the Checklist, some helpful tips on taking measurements and photographs, and a useful list of the most common tools for temporary remedies and the circumstances in which they may be used.

**Part 3** is the 2016 Checklist.

### **Disclaimer**

The ADA authorizes the Department of Justice to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulation. However, this technical assistance does not constitute a legal interpretation of the statute. It is intended to be used as a guide for assessing the accessibility of the portions of facilities to be selected for use as polling places on Election Day.

Reproduction of this document is encouraged. Additional copies of this publication may be obtained, viewed or downloaded from the technical assistance section of the ADA Website ([www.ada.gov](http://www.ada.gov)) or by calling the ADA Information Line at 800-514-0301 (voice), 800-514-0383 (TTY).

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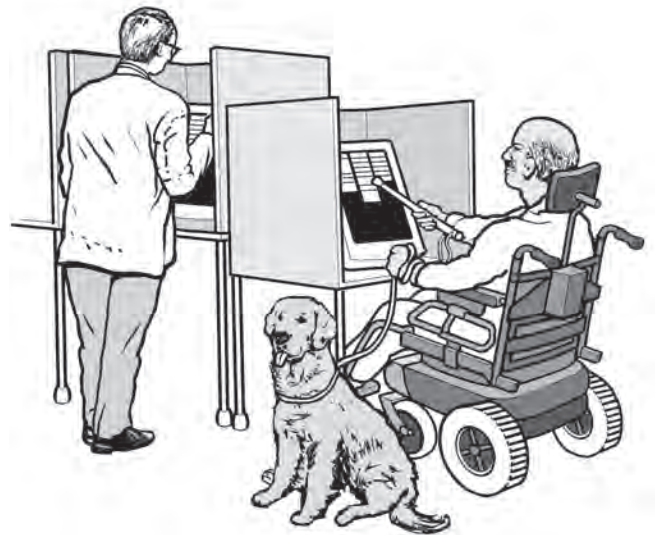
# POLLING PLACE ACCESSIBILITY IS REQUIRED BY THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) is a federal civil rights law that provides protections to people with disabilities to ensure that they are treated equally in all aspects of life. Title II of the ADA requires state and local governments (“public entities”) to ensure that people with disabilities have a full and equal opportunity to vote. The ADA’s provisions apply to all aspects of voting, including polling places (or vote centers). Voting at one’s polling place allows voters the chance to interact with neighbors and candidates who talk with voters outside the polling place, and to ask questions of or receive assistance from trained poll workers inside the polling place. Simply put, voting in person at a local polling place is the quintessential American voting experience.

In communities large and small, people cast their ballots in a variety of facilities that temporarily serve as polling places, such as libraries, schools, and fire stations, or churches, stores, and other private buildings. Voters include people with a variety of disabilities, such as those who use wheelchairs, scooters, or other devices, those who have difficulty walking or using stairs, or those who are blind or have vision loss. They are people, young and old, who have come to their polling place to exercise their right to vote. Many public entities report that their polling places are accessible. However, the Government Accountability Office estimates that only 27% of polling places were accessible to people with disabilities in the 2008 elections.<sup>1</sup> This means that 73% of the polling places used in 2008 had architectural barriers that made it difficult or even impossible for people with disabilities to enter their polling place and vote side by side with their neighbors.

People with disabilities must have the opportunity to be full participants in an integrated civic event. The ADA requires that public entities ensure that people with disabilities can access and use all of their voting facilities. Because

a mix of public and private facilities are used as polling places, public entities may ensure Election Day accessibility of a polling place by using low-cost temporary measures, such as portable ramps or door stops, rather than necessarily making permanent modifications to a facility. If temporary measures will not fix a barrier, and public entities are unable to make a permanent modification to fix the barrier, then the public entity must look for an alternative, accessible polling place. In some circumstances, when a public entity is unable to identify or create an accessible polling place for a particular voting precinct or ward, election administrators may instead use an alternative method of voting at the polling place.<sup>2</sup> Public entities are encouraged to make permanent modifications to their facilities used as polling places, such as



A voter with a disability casting his ballot

schools, community centers, and town halls. The use of temporary measures to provide access to polling places on Election Day does not change a public entity’s obligations under the ADA to ensure that its programs and services are accessible to people with disabilities, nor does it mean that a temporary remedy would be appropriate in a public facility on an every-day basis.

# REQUIREMENTS FOR ACCESSIBILITY

The ADA's regulations and the ADA Standards for Accessible Design set out what makes a facility accessible and should be used to determine the accessibility of any facility being considered for use as a polling place. This publication, the ADA Checklist for Polling Places (2016 Checklist), provides guidance to election officials for determining whether a polling place already has the basic accessibility features needed by most voters with disabilities or can be made accessible on Election Day using temporary solutions to remove barriers. The updated Checklist includes provisions from the 2010 ADA Standards for Accessible Design ("2010 Standards").<sup>3</sup> Any alterations made to a polling place must comply with the 2010 Standards.

## Other Justice Department Publications

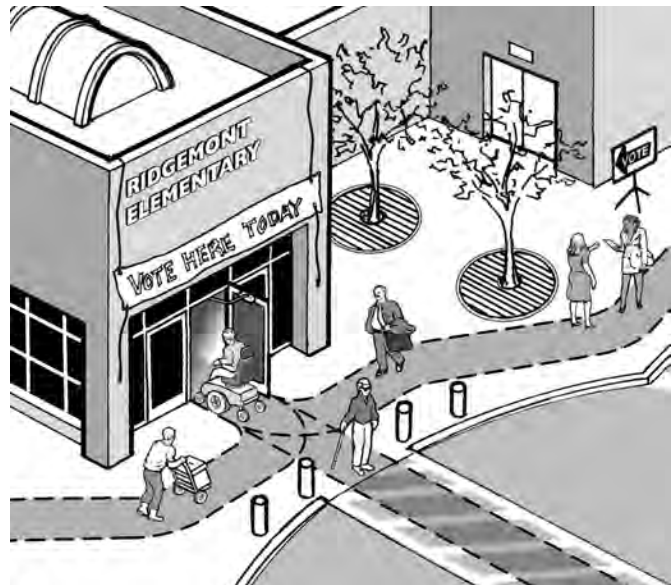
In addition to the 2016 Checklist, election officials should consult the Department's 7-page publication on the rights of voters with disabilities, *The Americans with Disabilities Act and Other Federal Laws Protecting the Rights of Voters with Disabilities*.

Another Justice Department publication, *Solutions for Five Common ADA Access Problems at Polling Places*, illustrates suggested temporary solutions for several common accessibility problems found at polling places.

This 2016 Checklist and other Justice Department publications, as well as the title II regulation and the 2010 Standards are available at [www.ada.gov](http://www.ada.gov).

## Part 1: Evaluating the Physical Accessibility of Polling Places

The 2016 Checklist, found in Part 3 of this document, is designed to assist officials in determining whether a facility being considered for use as a polling place is accessible to people with mobility or vision disabilities, and, if not, whether modifications can be made to ensure accessibility or relocation to another accessible facility will be necessary. The 2016 Checklist should be used to evaluate both new and existing polling places. Completing the 2016 Checklist will provide guidance on whether a facility is accessible for voters with disabilities, and how to identify and remedy any barriers that exist.



Accessible polling place

<sup>1</sup>U.S. Government Accountability Office Report: Voters with Disabilities; Additional Monitoring of Polling Places Could Further Improve Accessibility; September 2009.

<sup>2</sup>See U.S. Department of Justice Technical Assistance: "The Americans with Disabilities Act and Other Federal Laws Protecting the Rights of Voters with Disabilities," (September 2014), available at [www.ada.gov](http://www.ada.gov).

<sup>3</sup>The requirements that new construction and alterations comply with the 2010 Standards went into effect on March 15, 2012. Facilities that were built or altered before that date, and that complied with the 1991 Standards, need not be modified

to comply with the 2010 Standards as to those provisions included in the 1991 Standards. See 28 C.F.R. §35.151(b)(2)(i). This is referred to as a safe harbor. The 1991 Standards and the 2010 Standards, as applied to polling places, are very similar, however, with the exception of the requirements for accessible parking. For example, the 1991 Standards required only one van-accessible space for every eight accessible spaces, see 28 C.F.R. pt. 36, Appendix D, §4.1.2(5)(b), while the 2010 Standards require one van-accessible space for every six accessible spaces, see 2010 Standards §208.2.4.



## Getting Started

Individuals using the 2016 Checklist need not be experienced in evaluating facilities for accessibility. It is designed to be used to evaluate key areas that must be accessible. By following these directions, staff can identify accessible polling places and consider how to implement temporary and permanent accessibility remedies to those facilities found to be inaccessible. References are also provided to the 2010 Standards for more information about particular requirements. We encourage election officials to provide training to their staff on compliance with the ADA.

An evaluation of polling place accessibility focuses on those areas of a facility that may be used as a polling place on Election Day. Think about how people generally arrive at, enter, and move through the polling place. Do people drive and park? Are people dropped off at the entrance? Do they arrive on foot or do they take public transportation? This document addresses the following key areas or features that must be accessible: the parking area and passenger drop-off sites; routes (both exterior and interior); the entrance to the polling place; and the voting area itself.

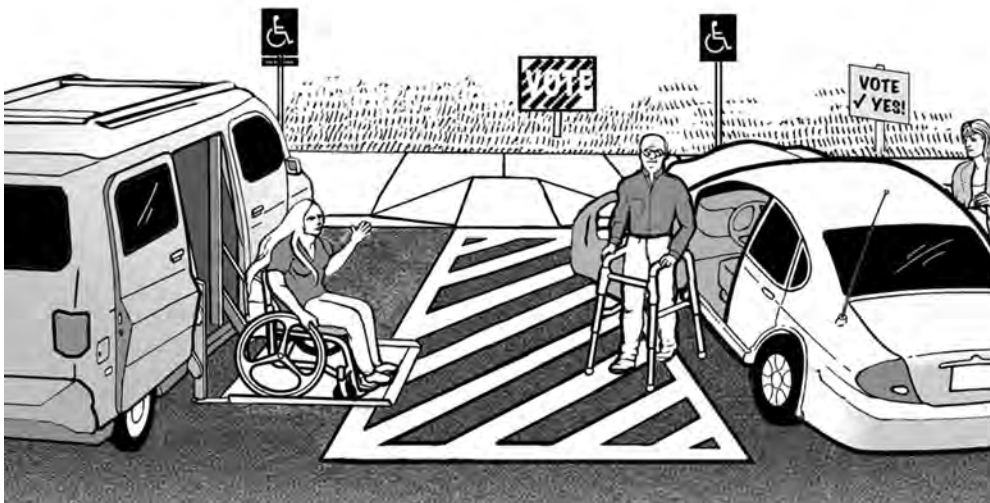
## Arriving at the Polling Place

### Parking

If parking is provided for voters, accessible parking must be provided for people with disabilities. An accessible space is composed of three elements: the parking space, an access aisle adjacent to the space that is wide enough to allow voters with a mobility disability to get out of their car or van, and signage designating it as an accessible space. The 2010 Standards require one accessible parking space per 25 parking spaces provided (up to the first 100 spaces). One of six (or fraction of six) accessible parking spaces, but always at least one, must be van accessible. Generally, the access aisle must be at least 60 inches wide for cars and 96 inches wide for vans. Van accessible spaces can also have an access aisle at least 60 inches wide if the width of the van parking space is at least 132 inches. A sign, with the International Symbol of Accessibility, must mark each accessible parking space. Van accessible spaces must be designated as such on the sign at these spaces. Accessible parking spaces and the access aisles serving them must be on a surface that is stable, firm, and slip resistant (e.g., clear of gravel or mud) without wide cracks or broken pavement and located on the closest accessible route to the accessible entrance. The accessible parking spaces and access aisles must also be level

to allow a safe transfer from the car to a person's wheelchair. (See Part 2 of this document for tips on measuring slopes and cross slopes.)

Parking requirements are in Section A of the 2016 Checklist found in Part 3 of this document.



A van accessible parking space and a car parking space share an access aisle

## Solutions for Accessibility: Problems Involving the Parking Area

**Problem One:** Parking is available, but no accessible parking is provided or there are not enough accessible parking or van accessible spaces.

**Solution:** Find a relatively level parking area near the accessible entrance and then designate the area for accessible parking spaces and adjacent access aisles. Use three parking spaces to make two accessible parking spaces with an access aisle. Traffic cones or other temporary elements may be used to mark these spaces and access aisles. Provide a temporary sign designating each accessible parking space and make sure the access aisle of each space is connected to the accessible route to the accessible entrance.

**Problem Two:** Accessible parking is provided, but it does not have a marked access aisle next to each designated accessible parking space.

**Solution:** Use traffic cones to mark and block off the access aisle and curb ramp area. The first accessible parking space provided should be a van accessible parking space with an access aisle that is at least 96 inches wide.

**Problem Three:** Accessible parking spaces or access aisles are on a sloped surface and do not provide a level area for a safe transition from the voter's car to a wheelchair.

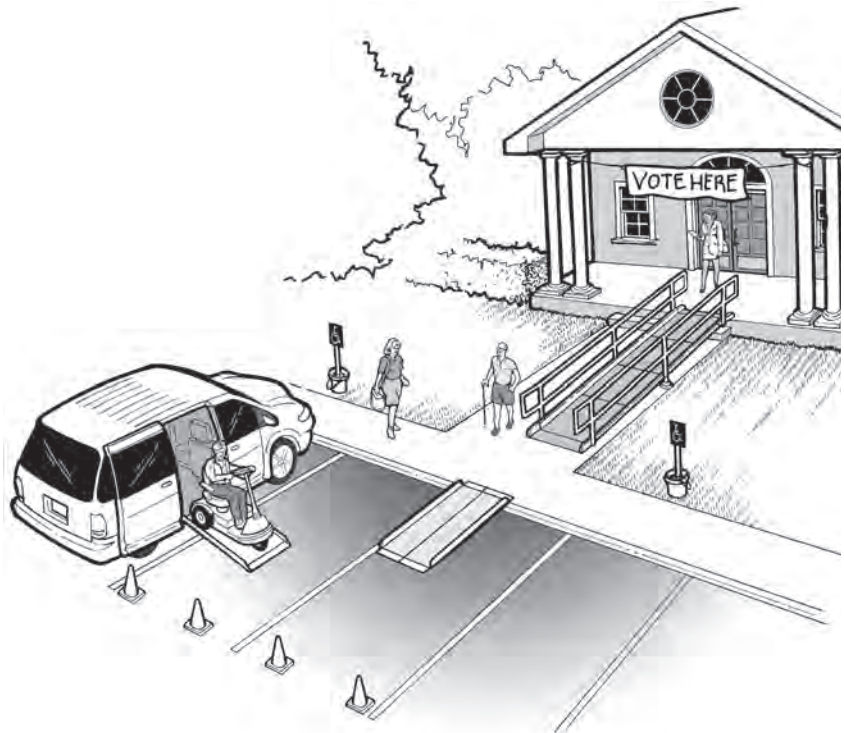
**Solution:** Find a parking area that is close to the accessible entrance and is level. Provide accessible parking spaces and access aisles in that area by marking them off with traffic cones. Make sure the accessible parking spaces connect to an accessible route to the entrance. Provide a sign designating each accessible

parking space. When the parking area generally is not level, you may need to look beyond the parking area, to driveways and streets, for example, to provide accessible parking in a level area temporarily on Election Day.

**Problem Four:** No sign with the International Symbol of Accessibility is installed at each accessible parking space.

**Solution:** Provide a temporary sign in front of each accessible parking space, including a "van accessible" sign for the van parking space.

**Problem Five:** A large number of accessible parking spaces are provided, including van accessible spaces, at a school near the main building entrance. The voting area and entrance to the voting area, however, are at the rear of the school and there are no designated accessible parking spaces in this area.



Three standard parking spaces are converted into a van accessible parking space with an access aisle. Cones mark and block off the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.

**Solution:** Find a relatively level parking area near the accessible entrance to the voting area and then designate the area for accessible parking spaces and adjacent access aisles. Traffic cones or other temporary elements may be used to mark the spaces and access aisles. Provide a temporary sign for each accessible parking space and make sure the access aisle of each space is connected to the accessible route to the accessible entrance.

### Passenger Drop-off Locations

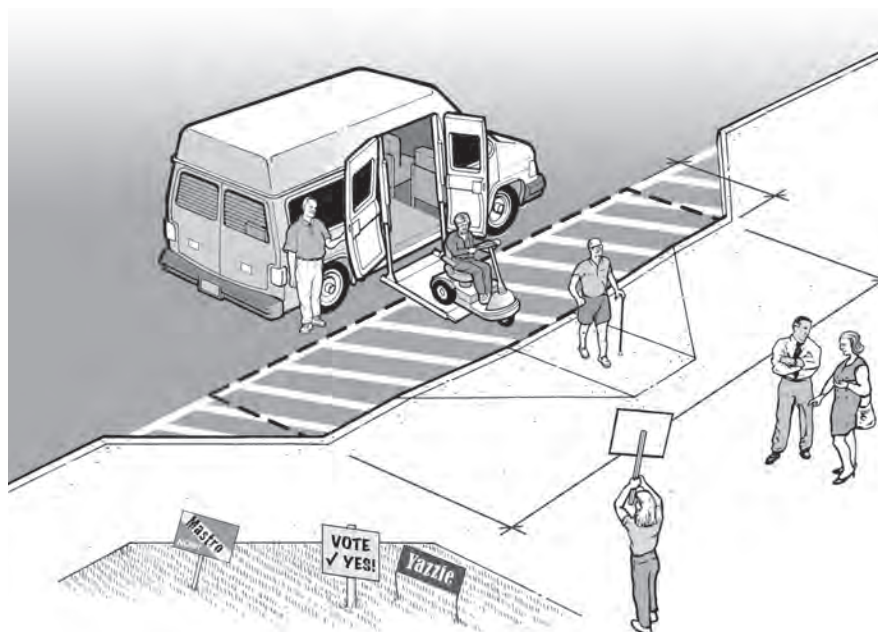
Some voters with disabilities will be driven to the polling place and dropped off in a passenger drop-off area near the entrance. If the polling place is served by passenger drop-off areas, then at least one drop-off area must be accessible. An accessible drop-off area, also known as an accessible passenger loading zone, must have a level access aisle next to the vehicle space. If a curb separates the access aisle from an accessible route, a curb ramp must be provided so that people with disabilities can get to the accessible route leading to the accessible entrance.

Passenger drop-off area requirements are in Section B of the 2016 Checklist found in Part 3 of this document.

### Accessible Routes (Exterior and Interior)

Once a voter with a disability arrives at the polling site, there must be an accessible route from the accessible parking, passenger drop-off sites, sidewalks and walkways, and public transportation stops to get to the entrance of the voting facility. The accessible route must be at least 36 inches wide. It may narrow briefly to 32 inches wide, but only for a distance of up to 24 inches. (See Part 2 of this document for tips on taking measurements.) Whenever possible, the accessible route must be the same as or near the general circulation path (i.e., the path for general pedestrian use).

Inside the polling place, there must be an accessible route from the entrance through hallways, corridors, and interior rooms leading to the voting area. The route must be free of abrupt changes in level, steps, high thresholds, or steeply sloped walkways. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility devices to get into the polling place and to the voting area. Where an accessible route is different from the general circulation path, signs will be needed to direct voters with disabilities to the accessible route and to the voting area.



Route requirements are in Sections C and E of the 2016 Checklist found in Part 3 of this document.





Accessible routes to and within the polling place

### **Solutions for Accessibility: Problems Involving the Accessible Route**

**Problem One:** The sidewalk connecting parking to the polling place entrance is too steep to be accessible.

**Solution:** Check to see if there is another sidewalk that provides an accessible route to the accessible entrance. Sometimes there is a less direct route that can serve as the accessible route. If no accessible route can be found from the current designated accessible parking, relocate the accessible parking using traffic cones and signs to an area where there is an accessible route to the entrance.

**Problem Two:** The accessible route crosses a curb and no curb ramp is provided.

**Solution:** Install a portable ramp.

**Problem Three:** One or two steps are part of the route leading to the accessible entrance.

**Solution:** Install a portable ramp.

**Problem Four:** The interior hallway leading to the voting area contains a set of stairs that cannot be ramped.

**Solution:** If the accessible route cannot be relocated, look for another area where voting may be provided. For example, if the stage in a school auditorium used for voting is up several steps, perhaps the hallway or lobby area may be accessible and used for voting instead of the stage. Or, if a church basement located down a flight of stairs is used as the voting area, perhaps one of the ground floor rooms could be used as the voting area. If it is impossible to relocate the voting area for all voters, find a location for an accessible voting station that offers the same privacy as the other voting area.

## Ramps

If any part of the accessible route - exterior or interior - has a slope greater than 1:20, it is considered a ramp and must meet the requirements for ramps. (See Part 2 of this document for tips on measuring running slopes and cross slopes.) If any part of the accessible route contains steps, it must be ramped. Even one short step at an entrance or in a hallway can prevent access by a person using a wheelchair, walker, or cane and can make entry difficult for many people who have other mobility disabilities. Interior and exterior ramps must not be too steep and must have a level landing at the bottom and top, and where the ramp changes direction. They must meet the ADA's requirements regarding slope, width, landings, handrails, and edge protection. Ramps with a rise greater than six inches must have handrails and if there are vertical drop offs on the sides, there must be edge protection.

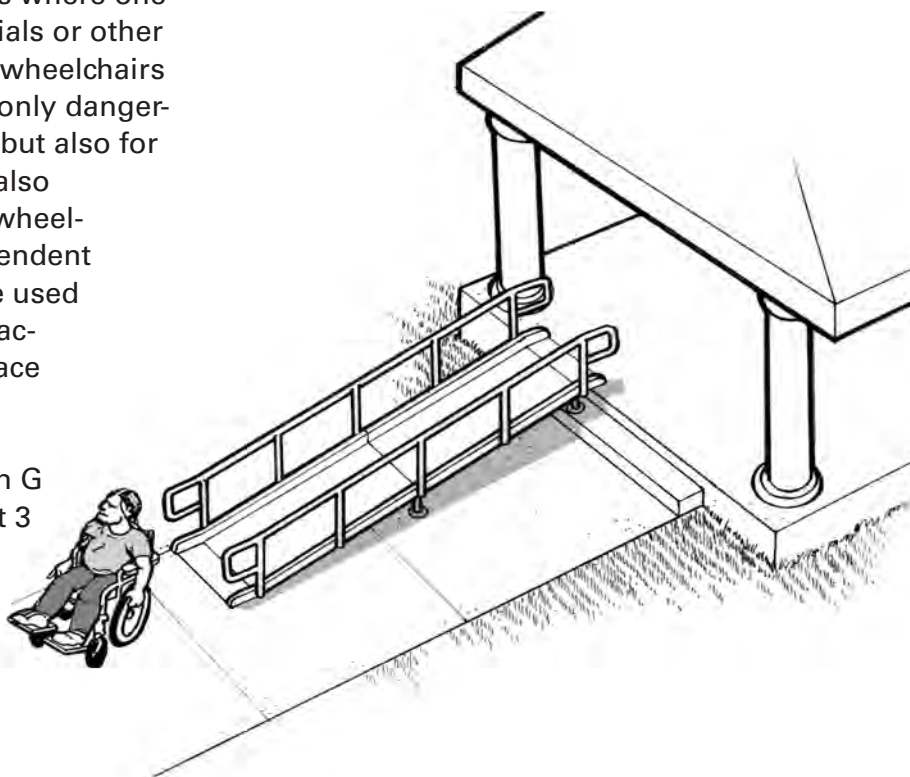
In the past, at some polling places where one or more steps were present, officials or other voters have carried people using wheelchairs up the steps. This practice is not only dangerous for the person being carried, but also for those lifting the wheelchair. It is also degrading to the person using a wheelchair and does not provide independent access. Carrying should never be used as an alternative to providing an accessible way to enter a polling place (or other facility).

Ramp requirements are in Section G of the 2016 Checklist found in Part 3 of this document.

## Solutions for Accessibility: Problems Involving Ramps

**Problem One:** There is a six inch high step on the accessible route that has a ramp that is only three feet long, making the ramp too steep and, therefore, inaccessible.

**Solution:** Alter the route to avoid the steep ramp or place a temporary ramp that is at least six feet long over the short ramp.



A portable ramp with edge protection and handrails is placed over stairs to provide an accessible route on Election Day.

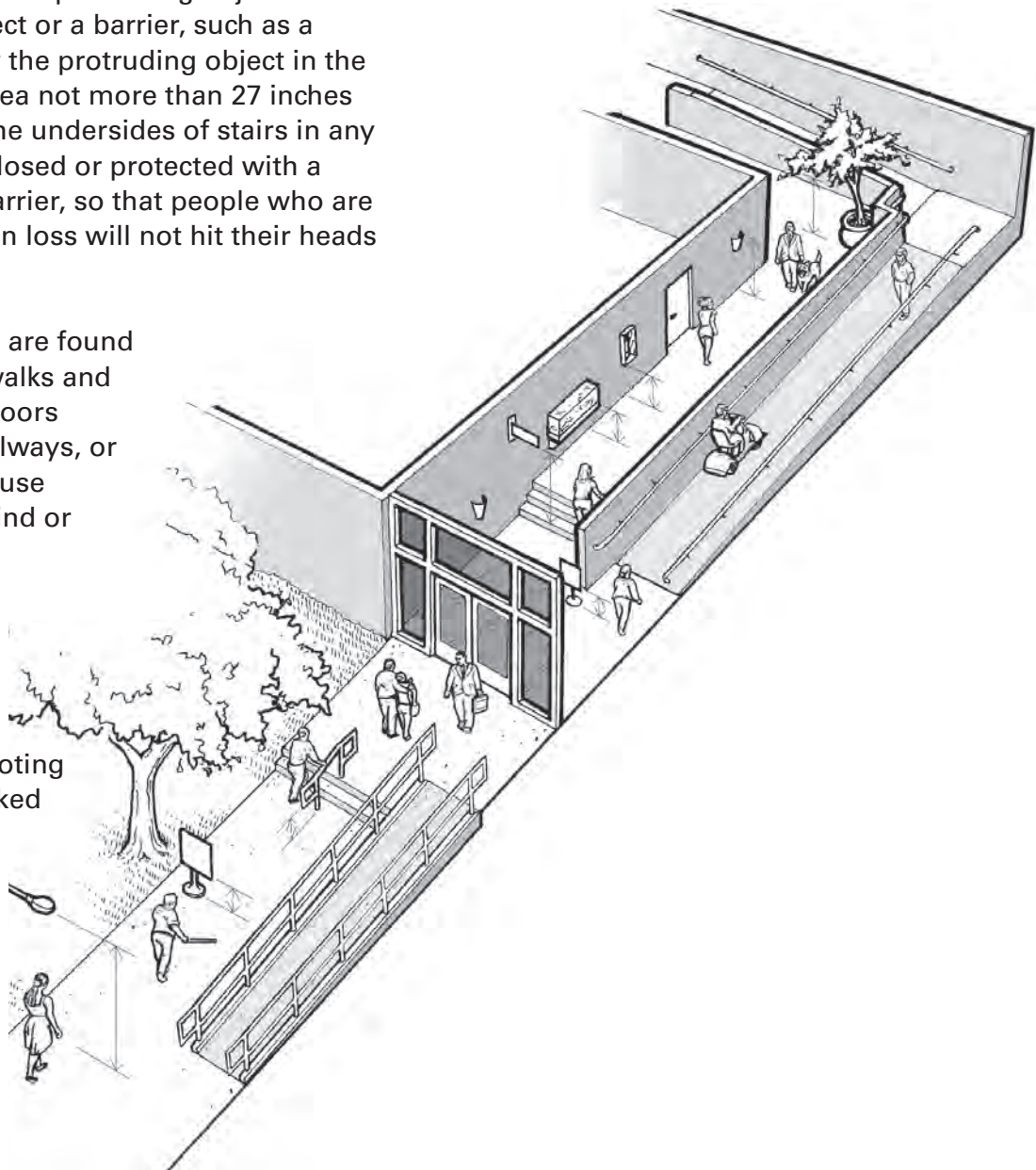
## Protruding Objects

When people who are blind or who have vision loss use a cane to detect hazards, only objects located at 27 inches above the floor or ground or lower are detectable. If an object is higher than 27 inches and wall-mounted, it must not protrude more than four inches into the path of travel. Similarly, post-mounted objects higher than 27 inches must not protrude more than 12 inches into the path of travel. There must be at least 80 inches clear height above the pedestrian route. To make a protruding object detectable: place an object or a barrier, such as a traffic cone, below the protruding object in the cane-detectable area not more than 27 inches above the floor. The undersides of stairs in any route must be enclosed or protected with a cane-detectable barrier, so that people who are blind or have vision loss will not hit their heads on the underside.

Protruding objects are found outdoors on sidewalks and walkways, and indoors in lobby areas, hallways, or voting areas. Because people who are blind or have vision loss may walk on any circulation path, not just the accessible routes, all routes serving or leading to the voting area must be checked for protruding objects.

Examples of outdoor protruding objects include post or wall-mounted signs and low-hanging tree limbs. Examples of indoor protruding objects include fire extinguishers and wall-mounted display cases, wall sconces, open staircases, exit signs, overhead signs, banners, and some arched doorways.

Protruding object requirements are in Sections C, E, and F of the 2016 Checklist found in Part 3 of this document.



Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route. Objects that overhang the pedestrian route must be at least 80 inches above the route.



## **Solutions for Accessibility: Problems Involving Protruding Objects**

**Problem One:** Objects, such as branches and ceiling-mounted televisions, over a route are lower than 80 inches above the ground or floor.

**Solution:** Prune the branches or remove the items that are hanging below 80 inches. Another approach is to install a detectable barrier under the item that is too low. The detectable barrier or object must be no higher than 27 inches above the route.

**Problem Two:** A wall-mounted display case protrudes seven inches from the wall and the bottom of the case is 40 inches above the floor.

**Solution:** Place a detectable object or skirting below the case. The bottom of the skirting or detectable object must be no higher than 27 inches above the floor.

**Problem Three:** The bottom of a set of stairs is open and voters who are blind or have vision loss can hit their head on the underside of the stairs.

**Solution:** Provide a detectable fence or other object so voters cannot walk under the stairs.

## **Building Entrance**

A polling place must have at least one accessible entrance. At least one door at the accessible entrance must have a minimum clear width of 32 inches for a voter who uses a wheelchair or other mobility device to pass through the doorway. (See Part 2 of this document for tips on taking measurements.) Door hardware must be useable with one hand without tight grasping, pinching, or twisting of the wrist, so that it is operable by someone with limited mobility in their hands. Doors may not have high thresholds that impede voters who use wheelchairs or other mobility devices in crossing the threshold. Inaccessible entrances must have signs directing voters to the accessible entrance. The accessible entrance must remain



When the underside of a set of stairs is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps the person to stop before hitting her head.

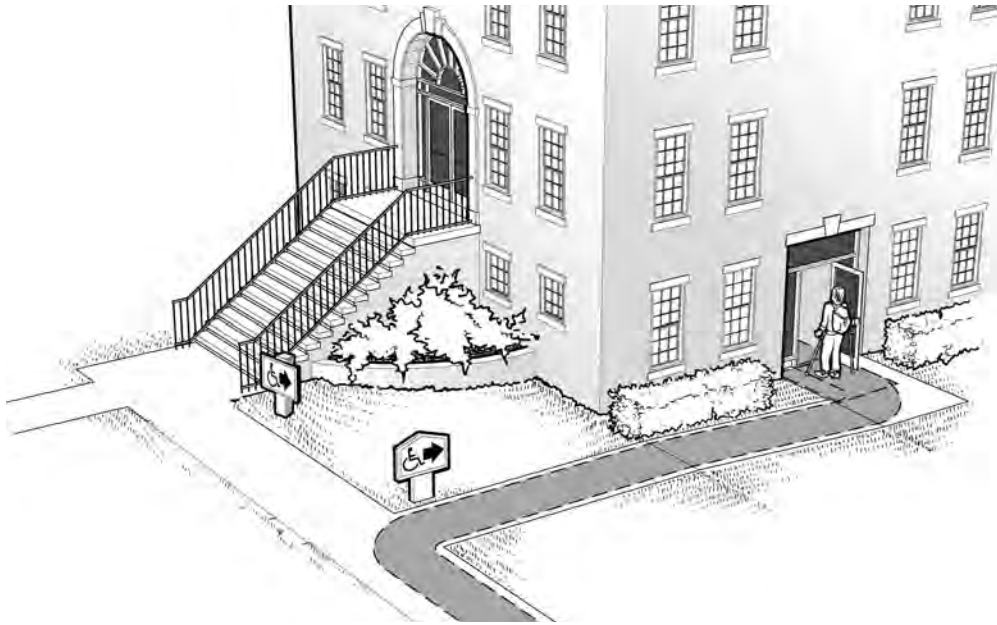
unlocked at all times the polling place is open.

Building entrance requirements are in Section D of the 2016 Checklist found in Part 3 of this document.

## **Solutions for Accessibility: Problems Involving the Building Entrance**

**Problem One:** One or two steps at the entrance prevent access.

**Solution:** If another entrance is accessible and on an accessible route from parking, passenger drop-off sites, or public transportation stops, designate it as the accessible entrance. If the main entrance is not accessible, install a directional sign at the main entrance directing voters with disabilities to the accessible entrance. Keep the accessible entrance unlocked during all voting hours. If another accessible entrance is not available, install a temporary ramp at the main entrance.



Accessible entrance to polling place with signs directing voters to the accessible entrance

**Problem Two:** The entrance door threshold is one inch high.

**Solution:** Short ramps or wedges may be used on both sides of the threshold to allow a voter in a wheelchair to pass over the threshold.

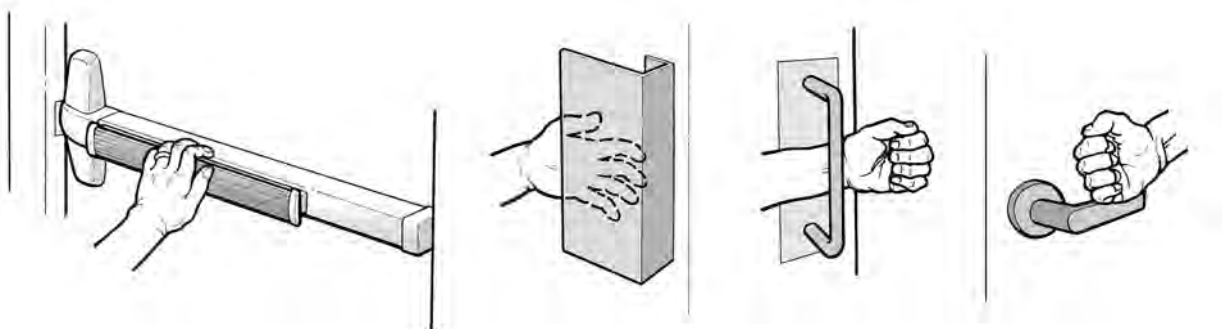
**Problem Three:** The entrance doors are narrow double leaf doors that are normally opened by an automatic door opener but it is not working on Election Day.

**Solution:** Keep both doors propped open, station volunteers near the doors to open them for voters while the polling place is open, or provide a temporary doorbell to notify officials

that the door needs to be opened in a timely manner.

**Problem Four:** The entrance door has a door knob and/or latch that requires tight pinching and twisting and is not accessible.

**Solution:** There are four typical solutions: add an accessible pull or handle and leave the door unlatched; install fully accessible door hardware; leave the door propped open; or provide a temporary doorbell to notify officials that the door needs to be opened in a timely manner.



Examples of accessible door hardware



## Lifts and Elevators

If the voting area is not on the same level as the entrance, there must be an independently operable elevator or lift to provide an accessible route to individuals with disabilities. The door into the elevator or lift and the space within must be wide enough to accommodate wheelchairs and other mobility devices. All controls should be operable without tight grasping, pinching, or twisting and should be no higher than 48 inches. Chair or seated lifts found on staircases do not comply with the 2010 Standards as they are not suited for many voters with disabilities, including people who use wheelchairs.

Lift and elevator requirements are in Section H and I of the 2016 Checklist found in Part 3 of this document.

### Solutions for Accessibility: Problems Involving Lifts and Elevators

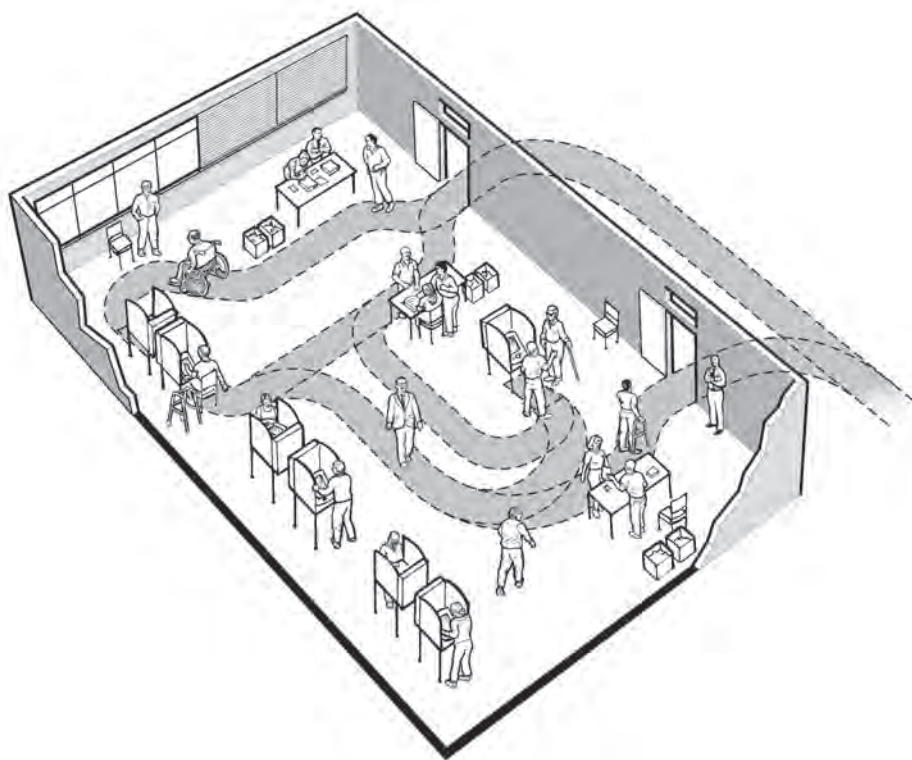
**Problem One:** The elevator or lift to the voting area requires a key to be inserted before the elevator or lift is operational.

**Solution:** Relocate the voting area to avoid use of the elevator or lift. Otherwise, leave the key in the elevator or lift for the entire time the polling place is open, or station a volunteer, who has been trained in its operation, to operate the elevator or lift while the polling place is open.

## Voting Area

The accessible voting area must have an accessible entrance and adequate circulation and maneuvering space for voters who use wheelchairs or scooters, or who walk with mobility devices, to get in to the voting area, sign in at the check-in table, and go to the voting stations or machines. Within the voting area there must be enough clearance for an individual with a disability to access and use all the voting equipment. Voting machines should be positioned so that the highest operable part is no higher than 48 inches. If voters are expected to vote at counters or tables, there should be a writing surface that provides knee and toe clearance so that a voter who uses a wheelchair may sit at and use the counter or table.

Voting area requirements are in Section F of the 2016 Checklist found in Part 3 of this document.



An accessible route connects the building entrance with the voting area, including voter check-in and voting stations.

## **Solutions for Accessibility: Problems Involving the Voting Area**

**Problem One:** The voting area is in a small room and the accessible voting machine is only two feet from the check-in table.

**Solution:** Relocate the voting area to a larger space such as a hallway or lobby or change the layout of the voting area by moving the check-in table outside the room to provide appropriate space for voters with disabilities to use the accessible voting machine.

## **Part 2: Tools for Surveys**

The tools necessary to conduct surveys using the 2016 Checklist are inexpensive and many, if not all, can be purchased at local hardware and home improvement stores.

### **Tools and Documentation**

The following tools are needed for the 2016 Checklist:

- a metal tape measure at least 20 feet long
- a digital level or a bubble level that is at least 24 inches long
- a door pressure gauge
- a digital camera with a flash
- a copy of the 2016 Checklist for each location to be surveyed
- a clipboard and pens or pencils

### **Completing Measurements and Recording Information**

One person can complete a survey of a polling place but it is often quicker and easier for two people to work together. One can be responsible for taking the measurements and the other for recording the information and taking any photographs.

## **Taking Measurements**

### **Sloped Surfaces**

Measuring the slope of a ramp, parking space, pedestrian route, or other ground or floor surface is important to identify whether the surface is accessible. Two slope measurements perpendicular to one another should be taken at each location. One is the running slope that runs parallel to the direction of travel and the other is the cross slope, which runs perpendicular to the running slope.

The amount of slope or grade is described as the proportion of a vertical rise to a horizontal length. It is usually described as:

- a ratio (e.g., 1:20, means one unit of vertical rise for each 20 units of horizontal length); or
- a percentage (e.g., 8.33% which equates to a ratio of 1:12 or 4.76 degrees).

The easiest way to measure slope is to use a digital level. The digital display gives a reading that may be shown as a ratio, percent, or degree. Calibrate the digital level before each use.



A digital level that can be used with measurements in degrees, percentages, or ratios

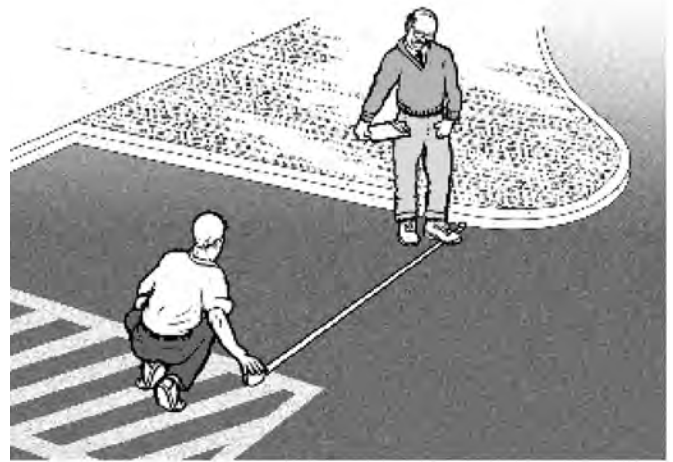
Another way to measure slope is to use a 24 inch level with leveling bubbles and a tape measure. Place the level on the sloped surface in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (see image) until the bubble is in the middle of the tube. This is the "level" position. While the level is in this position, measure the distance between the bottom end of the level and the sloped surface below. If the distance is two inches or less, then the slope is 1:12 or less. When the distance is more than two inches, record the distance on the checklist so the exact slope can be calculated later. For measuring cross slope, if the distance measured from the level position is  $\frac{1}{2}$  inch or less then the slope is 1:48 or less.



Measuring slope using a 24 inch bubble level and tape measure

### Using the Tape Measure

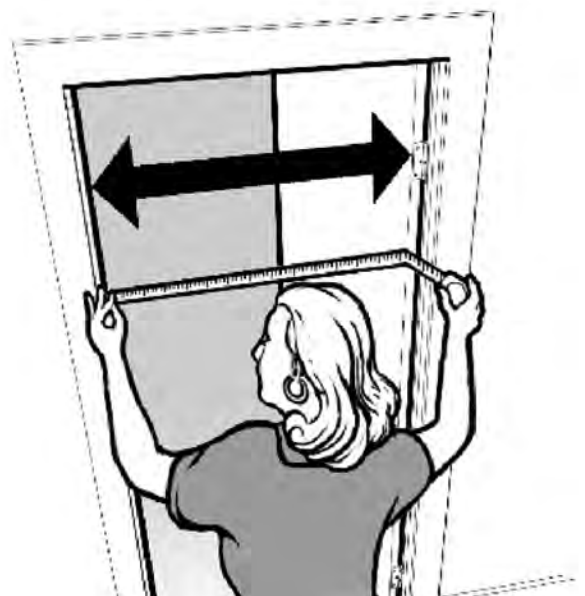
A tape measure is used to measure the length, width, height, and depth of various elements including parking spaces and access aisles, routes, thresholds, doorways, and protruding objects.



Using a tape measure to measure the width of a parking space

### Measuring Door Openings

Special care is needed when measuring the clear opening of a doorway. To measure the clear opening of a standard hinged door, open the door to 90 degrees. Measure the clear door opening from the edge of the doorstop to the edge of the door (not to the door jamb). This measures the clear width of the door opening through which people pass, which is less than the width of the door itself. Door handles and push bars should not be included in the measurements of door opening widths.



Measuring the clear door opening

## Taking Photographs

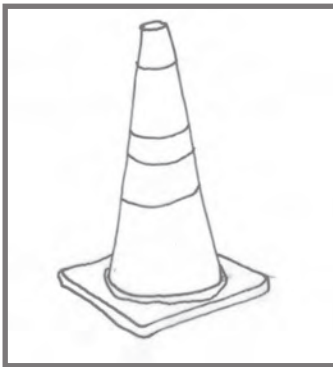
It is always useful to first take a photo that will clearly identify the site, then the elements surveyed. A comprehensive set of photographs makes it easier to understand existing conditions after the survey is completed. It is a good idea to take several photos of the exterior and interior of the polling place. We recommend taking photographs of measurements and non-compliant elements such as steps. It is likely that others may review information about the facility you are surveying.

## Temporary Remedies

Many accessibility barriers at polling places can be removed with temporary remedies. Although not designed to be permanent solutions, the following tools can be used to provide remedies on Election Day to improve accessibility. These tools can often be found in local hardware and home improvement stores or online at minimal cost.

### Temporary Remedies

#### Traffic Cones



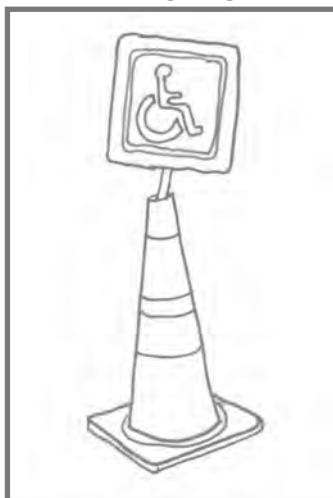
Traffic cones can be used to mark parking spaces, access aisles and passenger loading zones, to hold parking signs, and to warn of protruding objects.

#### Van Parking Sign



Van accessible parking signs should be used to designate van accessible parking locations.

#### Parking Signs



Accessible parking signs should be used to designate accessible parking locations.

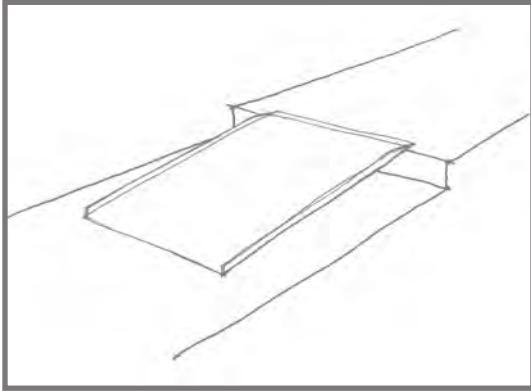
#### Directional Signs



Directional signage should be used to show direction to the accessible route, accessible entrance, and voting area.

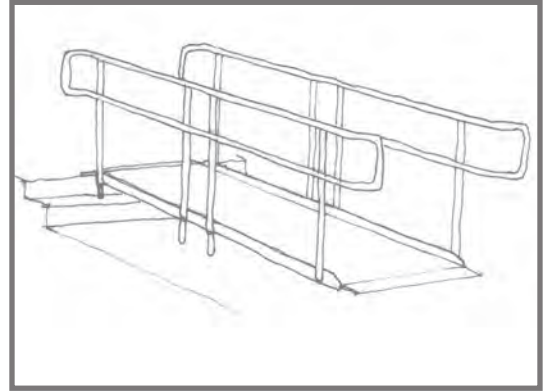


**Portable ramp -  
step six inches or less**



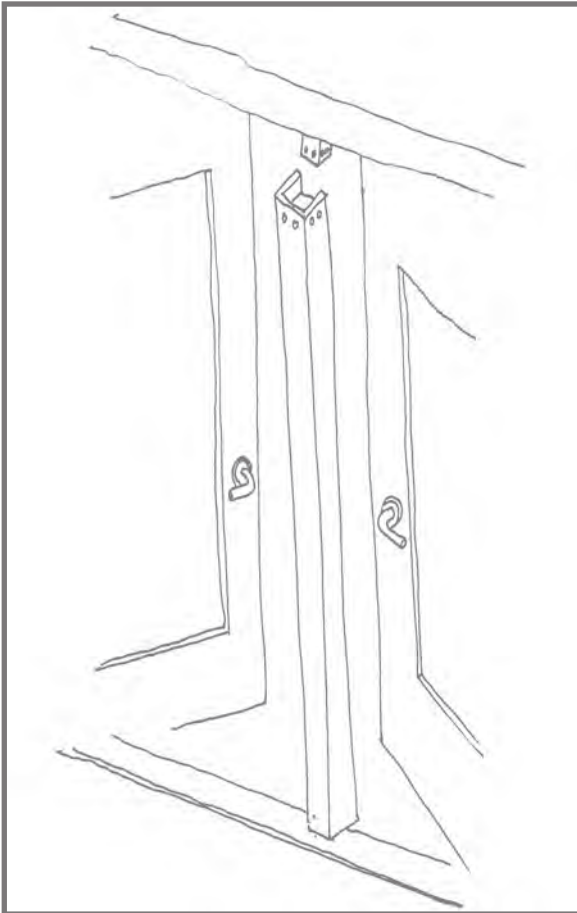
Portable ramps without handrails can only be used for heights six inches or less and can provide access at a curb or low step. Portable ramps also can be placed flat to cover holes or gaps in a sidewalk.

**Portable ramp -  
greater than six inch step**



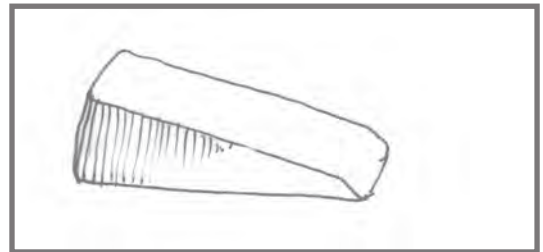
Portable ramps with handrails must be used for heights greater than six inches to provide access over steps. For ramps greater than six inches high, temporary edge protection such as a pipe or piece of wood can be attached with ties or twine to the edges of the ramp. Edge protection must run the entire length of the ramp.

**Remove post (increase clear width  
at double leaf doors)**



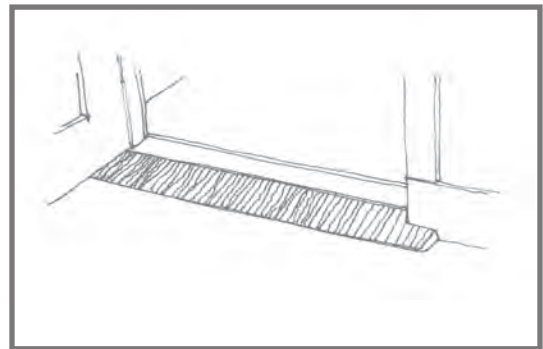
Remove center post between doors if the post is bolted to the door frame to provide a 32 inch clear opening or to allow double doors to be propped open.

**Door stop**



Door stops can be used to prop open a door if the door handle is inaccessible, or if there is an inadequate maneuvering clearance for a person using a wheelchair or other mobility device to open the door.

**Wedges**



Wedges can provide access at thresholds and slight changes in level.

### Part 3 : Polling Place Accessibility Checklist

Ward:\_\_\_\_\_ Precinct:\_\_\_\_\_ Staff:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

Address:\_\_\_\_\_ Location name:\_\_\_\_\_

This checklist is designed to provide guidance for determining whether a polling place has basic accessibility features needed by voters with disabilities.

For each question below there are citations to the 2010 ADA Standards for Accessible Design (2010 Standards). Please review the 2010 Standards for all requirements.

There are some differences between the 1991 ADA Standards for Accessible Design (1991 Standards) and the 2010 Standards. Elements and spaces in a building constructed or altered before March 15, 2012, that complied with the 1991 Standards may remain in compliance with the 2010 Standards. See 28 C.F.R. §35.150(b)(2) for more information.

In completing the checklist, provide a measurement for every question with a “no” answer. Where a question asks about more than one element, provide a note in the comments explaining any noncompliant elements.

#### Status of Polling Place

\_\_\_\_ All Elements Compliant

\_\_\_\_ Non-Compliant Elements Remediable with Temporary Measures

\_\_\_\_ Non-Compliant Elements Not Remediable with Temporary Measures  
(Relocate Polling Place)

Ward:\_\_\_\_\_ Precinct:\_\_\_\_\_ Staff:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

Address:\_\_\_\_\_ Location name:\_\_\_\_\_

A	<b>Parking</b>  <b>Only complete this section if off-street parking is provided to voters. If off-street parking is not provided to voters, go to Section B.</b>  <b>If more than 25 parking spaces are provided to voters, see the 2010 Standards for the number of accessible parking spaces required. (§208.2)</b>	Yes	No	N/A	Comments/ Remedies
A1	Is there at least one designated van accessible space with signage with the International Symbol of Accessibility and designated "van accessible"? (§§208.2, 208.2.4, 502.6)				
A2	Are the designated van accessible spaces at least 96" wide with a 96" wide access aisle, or 132" wide with a 60" wide access aisle? (§§502.2, 502.3) Width of space _____ Width of access aisle _____				
A3	For van accessible spaces (particularly in a garage or parking structure), is there vertical clearance of at least 98" for the vehicular route to the parking space, in the parking space and access aisle, and along the vehicular route to the exit? (§502.5)				
A4	Are designated accessible parking spaces and the access aisles serving them on a level surface, with slopes not exceeding 1:48 in all directions? (Note: Curb ramps may not be part of an access aisle since they include slopes greater than 1:48.) (§502.4)				
A5	Are the surfaces of the designated accessible parking spaces and access aisles stable, firm, and slip resistant? (§§502.4, 302.1)				
A6	Are the designated accessible parking spaces located on the shortest accessible route to the accessible entrance? (§208.3.1)				

Ward:\_\_\_\_\_ Precinct:\_\_\_\_\_ Staff:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

Address:\_\_\_\_\_ Location name:\_\_\_\_\_

B	<b>Passenger Drop-Off Area</b>  <b>Only complete this section if a passenger drop-off area is provided for voters. If a drop-off area is not provided to voters, go to Section C.</b>	Yes	No	N/A	Comments/ Remedies
B1	Is the vehicle pull-up space on a level surface, with slopes not exceeding 1:48 in all directions? (§503.4)				
B2	Is the access aisle next to the vehicle pull-up space on a level surface, with a slope not exceeding 1:48 in all directions? (§503.4)				
B3	Is there vertical clearance of at least 114" (9 feet 6 inches) from the site entrance to the vehicle pull-up area, in the access aisle, and along the vehicular route to the exit? (§503.5)				
B4	Is a curb ramp provided if a curb separates the access aisle from the accessible route to the accessible entrance? (§§206.2.1, 503.3)				
B5	Is the width of the curb ramp surface at least 36" (not counting the side flares)? (§405.5)				
B6	Does an accessible route connect the access aisle and curb ramp to the accessible entrance of the polling place? (§206.2)				



Ward:\_\_\_\_\_ Precinct:\_\_\_\_\_ Staff:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

Address:\_\_\_\_\_ Location name:\_\_\_\_\_

<b>C</b>	<b>Exterior Route to Accessible Entrance</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/ Remedies</b>
	<p><b>Complete a separate Exterior Route form, when applicable, for the routes from 1) parking, 2) passenger drop-off areas, 3) public sidewalks and 4) public transportation stops.</b></p> <p><b>Exterior route location: _____</b></p>				
C1	Is the route at least 36" wide? (§403.5.1)				
C2	Is the route free of abrupt changes in level greater than ½", including stairs? (§303)				
C3	Is the route free of surface openings greater than ½", such as grates or holes in the pavement? (§302.3)				
C4	Are walking surfaces stable, firm, and slip resistant? (§302.1)				
C5	Is the route free of wall mounted objects that protrude more than 4" into the path of travel and are between 27" and 80" high? (§307.2)				
C6	Is the route free of post mounted objects that protrude more than 12" into the path of travel and are between 27" and 80" high? (§307.3)				
C7	Are objects that hang over the pedestrian route 80" or higher, including the underside of exterior stairs? (§307.4)				
C8	If the route crosses a curb, is there a curb ramp that is at least 36" wide with a slope no more than 1:12? (§§303.4, 405.2, 405.5, 406.1)				
C9	Is the running slope of part of the route greater than 1:20? If yes, go to Section G. (§402.2)				
C10	Is the cross slope of the accessible route no greater than 1:48? (§§403.3, 405.3)				

Ward:\_\_\_\_\_ Precinct:\_\_\_\_\_ Staff:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

Address:\_\_\_\_\_ Location name:\_\_\_\_\_

<b>D</b>	<b>Polling Place Entrances</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/ Remedies</b>
D1	Is the clear width of the door opening (one door or one active leaf of a double door) at least 32"? (§404.2.3)				
D2	Is each door hardware useable with one hand without tight grasping, pinching, or twisting of the wrist? (§§309.4, 404.2.7)				
D3	On the pull side of the door, is there at least 18" of clearance provided to the side of the latch? (§404.2.4)				
D4	Is the area in front of the door level, with slopes no greater than 1:48 in all directions? (§§404.2.4.4, 405.7.1)				
D5	If there are doors in a series, is the distance between the two hinged doors at least 48" plus the width of the door swinging into the space? (§404.2.6)				
D6	Can the second door (interior door) in the series be opened with no more than 5 pounds of force? (§309.4)				
D7	Does the second door (interior door) in the series comply with D2, D3, and D4, above?				
D8	Are door thresholds no higher than ½"? (Note: If the threshold is between ¼" and ½" it must be beveled.) (§404.2.5)				
D9	Do inaccessible entrances have signage directing voters to the accessible entrance? (§216.6)				
D10	If voters are directed to an alternative accessible entrance, is this entrance kept unlocked during voting hours? (28 C.F.R. §§35.130, 35.133)				

Ward:\_\_\_\_\_ Precinct:\_\_\_\_\_ Staff:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

Address:\_\_\_\_\_ Location name:\_\_\_\_\_

<b>E</b>	<b>Route from Entrance Into Voting Area</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/ Remedies</b>
E1	Is the route at least 36" wide? (§403.5.1)				
E2	Is the route free of wall mounted objects that protrude more than 4" into the path of travel and are between 27" and 80" high? (§307.2)				
E3	Is the route free of post mounted objects that protrude more than 12" into the path of travel and are between 27" and 80" high? (§307.3)				
E4	Are objects that hang over the route 80" or higher, including the underside of stairs? (§307.4)				
E5	Is the route free of abrupt changes in level greater than ½", including stairs? (§303)				
E6	Is the running slope of part of the route greater than 1:20? If yes, go to Section G. (§303.4 )				
E7	If the route to the voting area has stairs, is a platform lift or elevator provided? If yes, go to Section H (lifts) or Section I (elevators). (§402.2)				
E8	If doors are provided along the route to the voting area, is the clear width of each door opening (one door or one active leaf of a double door) at least 32"? (§404.2.3)				
E9	Is each door hardware useable with one hand without tight grasping, pinching, or twisting of the wrist? (§§309.4, 404.2.7)				
E10	Can each door be opened with no more than 5 pounds of force? (§309.4)				
E11	Is the threshold at each door no higher than ½"? (Note: If the threshold is between ¼" and ½" it must be beveled.) (§404.2.5)				
E12	On the pull side of each door, is there at least 18" of clearance provided to the side of the latch? (§404.2.4)				
E13	Is the area in front of each door level, with slopes no greater than 1:48 in all directions? (§§404.2.4.4, 405.7.1)				

Ward:\_\_\_\_\_ Precinct:\_\_\_\_\_ Staff:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

Address:\_\_\_\_\_ Location name:\_\_\_\_\_

<b>F</b>	<b>Within the Voting Area</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/ Remedies</b>
F1	Are floor surfaces stable, firm, and slip resistant? (§302.1)				
F2	Is the route free of wall mounted objects that protrude more than 4" into the path of travel and are between 27" and 80" high? (§307.2)				
F3	Is the route free of post mounted objects that protrude more than 12" into the path of travel and are between 27" and 80" high? (§307.3)				
F4	Are objects that hang over the route 80" or higher, including the underside of stairs? (§307.4)				
F5	Is there enough room to provide a route at least 36" wide to the registration table and voting stations? (§403.5.1)				
F6	Is there enough room to provide a turning space in front of at least one voting station, such as a circle that is at least 60" in diameter? (§304.3)				
F7	Is there enough room to provide a turning space in front of at least one accessible voting machine, such as a circle that is at least 60" in diameter? (§304.3)				

Ward:\_\_\_\_\_ Precinct:\_\_\_\_\_ Staff:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

Address:\_\_\_\_\_ Location name:\_\_\_\_\_

<b>G</b>	<b>Ramps</b>  <b>Complete a separate ramp form for each ramp, whether exterior or interior.</b>  <b>Ramp location: _____</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/ Remedies</b>
G1	Is the running slope of the ramp no greater than 1:12? (§405.2)				
G2	Is the cross slope of the ramp 1:48 or less? (§405.3)				
G3	Is the rise (height) for any ramp run 30" or less? (§405.6)				
G4	Is the ramp, measured between handrails, at least 36" wide? (§405.5)				
G5	Does the ramp have a level landing that is at least 60" long, at the top and bottom of each ramp section? (§405.7)				
G6	For every 30" of rise, is a level landing at least 60" long provided? (§§405.6, 405.7)				
G7	Is a level landing, at least 60" by 60" provided where the ramp changes direction? (§405.7.4)				
G8	If the rise of the ramp is greater than 6", are handrails provided that are between 34" and 38" above the ramp surface? (§§405.8, 505.4)				
G9	If the rise of the ramp is greater than 6" and the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? (§405.9)				

Ward:\_\_\_\_\_ Precinct:\_\_\_\_\_ Staff:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

Address:\_\_\_\_\_ Location name:\_\_\_\_\_

H	Lifts	Yes	No	N/A	Comments/ Remedies
H1	Is the lift operational at the time of the survey? (28 C.F.R. §§35.130, 35.133)				
H2	Is the lift independently operable, or can it be made so during Election Day? (§410.1)				
H3	Is there 30" by 48" of clear floor space within the lift? (§§410.3, 305.3)				
H4	Are the controls for the lift no higher than 48"? (§§410.5, 309.3, 308)				
H5	Are the controls useable with one hand without tight grasping, pinching or twisting? (§§410.5, 309.4)				
H6	Is the clear width of the door opening/gate opening at the end of the lift at least 32"? If a side door/gate is provided, is the clear opening width at least 42"? (§410.6)				

Ward:\_\_\_\_\_ Precinct:\_\_\_\_\_ Staff:\_\_\_\_\_ Date:\_\_\_\_\_ Time:\_\_\_\_\_

Address:\_\_\_\_\_ Location name:\_\_\_\_\_

I	Elevators	Yes	No	N/A	Comments/ Remedies
I1	Is the elevator car door opening at least 36" wide? (§407.3.6, Table 407.4.1)				
I2	Is there space to maneuver within the elevator car, e.g., 51" deep and 68" wide; OR 80" deep and 54" wide; OR 60" deep and 60" wide? (§407.4.1)				
I3	Are hallway elevator call buttons 48" high or lower? (§§407.2.1.1, 308.2, 308.3)				
I4	Are elevator car controls 48" high or lower? (§§407.4.6.1, 308.2, 308.3)				
I5	Does the elevator have visible and audible signals in the hallway to indicate the arrival and direction of the elevator car? (§407.2.2.1)				
I6	Does the elevator have visible and audible signals within the elevator car to indicate the position of the car? (§407.4.8)				

## **Appendix E**

### County Questionnaires



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

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## Tipton 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. Provide name and contact information for "Human Resources" person.

- 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 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.
- J. Has the County ever been asked to provide special accommodation for printed materials? If so what was requested and provided?
- K. Do any County facilities have Telecommunication Devices for the Deaf (TDD) or access to a relay service to communicate to persons with hearing loss?
- L. Do you allow any community groups, etc. to use County facilities for meetings, picnics, etc.? If so, provide a copy of any lease agreements.
- M. 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.
- N. 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?
- O. 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.)

- 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. 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.
- R. Have all polling places been reviewed for accessibility by the Clerk? Provide a copy of all inspection reports/records for polling places.
- S. 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.
- T. 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?
- U. 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?

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

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**Tipton 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.

**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?

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