

**WHITELAND TOWN COUNCIL**

**RESOLUTION 2013-05**

**A RESOLUTION ADOPTING POLICIES CONCERNING TITLE VI OF THE 1964 CIVIL RIGHTS ACT AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT, DESIGNATING A TITLE VI COORDINATOR AND AN ADA/SECTION 504 COORDINATOR, AND ESTABLISHING TITLE VI AND ADA GRIEVANCE PROCEDURES**

WHEREAS, the Federal government enacted Title VI of the 1964 Civil Rights Act (Title VI) and Title II of the Americans with Disabilities Act (ADA) to prohibit discrimination on the basis of race, color, national origin, ethnicity, gender, or disability and to ensure that federal financial assistance to local units of government is not used in connection with such discrimination; and

WHEREAS, all persons who come into contact with residents of the Town of Whiteland ("Town") are entitled to receive equal treatment, equal access, equal rights, and equal opportunities without regard to their race, color, national origin, ethnicity, gender, or disability;

WHEREAS, in compliance with Title VI and the ADA, the Whiteland Town Council shall name a Title VI Coordinator and an ADA/Section 504 Coordinator; and

WHEREAS, in compliance with Title VI and the ADA, the Whiteland Town Council shall adopt a grievance procedure for resolving complaints alleging violation of Title VI or the ADA; and

WHEREAS, in compliance with Title VI and the ADA, the Whiteland Town Council shall publish notice to the public regarding Title VI and the ADA;

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WHITELAND, INDIANA, AS FOLLOWS:

Section 1. The Whiteland Town Manager is designated as the Title VI Coordinator for the Town.

Section 2. The Whiteland Town Manager is designated as the ADA/Section 504 Coordinator for the Town.

Section 3. A notice of the Town's commitment to comply with Title VI and the ADA shall be posted at the Town Hall and shall be accessible on the Town's website at [www.townofwhiteland.com](http://www.townofwhiteland.com).

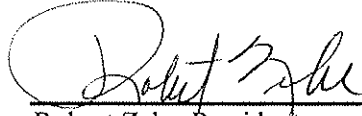
Section 4. The Town's Grievance Procedure under Title VI and the ADA, a copy of which is attached hereto, is adopted as the grievance procedure for addressing complaints alleging discrimination on the basis of race, color, national origin, ethnicity, gender, or disability in the provision of services, activities, programs, or benefits by the Town.

Section 5. In compliance with Federal and State laws as set forth above, the Whiteland Town Council directs the Town Manager to accomplish the posting of the required information regarding the Title VI Coordinator and the ADA/Section 504 Coordinator, notice under Title VI and the ADA, and the Town's Title VI and ADA grievance procedure on the Town's website and at such other locations as may be determined from time to time.

ADOPTED this 9<sup>th</sup> day of September, 2013.

YEAS

NAYS



Robert Zehr, President

Robert Zehr, President



Kent Beeson, Vice President

Kent Beeson, Vice President



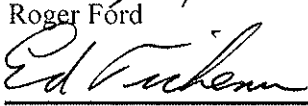
Chris Hadley

Chris Hadley



Roger Ford

Roger Ford



Ed Tichenor

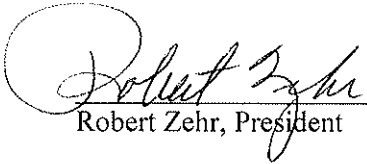
Ed Tichenor

ATTEST



Michelle R. Richards, Clerk-Treasurer  
Town of Whiteland, Indiana

In accordance with Indiana Code 36-5-2-10(a), I, Robert Zehr, as President of the Whiteland Town Council, and therefore the Executive of the Town of Whiteland, Indiana, hereby affirm that the Town Council has adopted the above Resolution.

  
Robert Zehr, President

Dated: 9/9/13

**Town of Whiteland**  
**Grievance Procedure under**  
**Title VI of the 1964 Civil Rights Act and Title II of the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of Title VI of the 1964 Civil Rights act ("Title VI") and Title II of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, national origin, ethnicity, gender, or disability, including limited English proficiency, in the provision of services, activities, programs, or benefits by the Town of Whiteland, Indiana. The Town's Personnel Policy governs employment-related complaints of such discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Town Manager**  
**549 Main Street**  
**Whiteland, Indiana 46184**

Within 15 calendar days after receipt of the complaint, the Town Manager or assigned designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Town Manager or assigned designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Whiteland and offer options for substantive resolution of the complaint.

If the response by the Town Manager or assigned designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Whiteland Town Council or assigned designee.

Within 15 calendar days after receipt of the appeal, the Whiteland Town Council or assigned designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Whiteland Town Council or assigned designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Town Manager or assigned designee, appeals to the Whiteland Town Council or assigned designee, and responses from these two offices will be retained by the Town of Whiteland for at least three years.