

AMERICANS WITH DISABILITIES (ADA) POLICY

***COUNTY OF GONZALES
414 St. Joseph Street
Gonzales, Texas 78629***

ADA Contact Information

***Gonzales County Human Resources Office
Misty Cook, Human Resources Clerk
ADA/504 Coordinator
427 St. George Street, Basement
Gonzales, Texas 78629
Phone: (830) 339-8476
Fax: (830) 263-7022
Email: hr@co.gonzales.tx.us***

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A. Introduction and ADA Authorities & Regulatory Requirements

The purpose of this Policy is to comply with the Americans with Disabilities Act (hereinafter "ADA" or "Act") and related statutes & regulatory requirements and to assure that persons with disabilities have equal access to Gonzales County ("County") buildings, services, and employment.

By the way of background, Section 504 of the Rehabilitation Act of 1973, requires that all organizations receiving federal funds make their services available without discrimination to persons with disabilities. The Act, which became known as the "civil rights act" of persons with disabilities, states:

No otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program of activity receiving Federal financial assistance. (See Section 504).

Subsequent to the enactment of the Rehabilitation Act of 1973, Congress passed the ADA on July 26, 1990, and provides a comprehensive mandate of the rights of individuals with disabilities. Details of the ADA can be found at: www.ada.gov.

Title II of the ADA covers public entities, including Gonzales County government, and all its services. Title II regulations prohibit public entities from discriminating against or excluding individuals with disabilities from services on the basis of disability. (See 28 CFR Part 35). The provisions of the Title II fall into four broad areas: 1). General non-discrimination, 2). Equal effective communication, 3). Employment and 4). Facility accessibility

The County will strive to provide equal opportunity through reasonable modification in policies, practices, or procedures; ensure effective communication through the provisions of aids and services; and require nondiscriminatory employment.

The County is obligated to observe requirements of the ADA and the ADA Access Guidelines of 2012 (ADAAG) that apply to facilities and other physical holdings, as well as any other applicable law, as amended. Additionally, the County is to also comply with the Texas Accessibility Standards (TAS), Elimination of Architectural Barriers contained in Texas Government Code, Chapter 469 (See: <https://www.statutes.capitor.texas.gov/Docs/GV/htm/GV.469.htm>), as well as Texas Department of Licensing and Regulations, under the Architectural Barriers Act.

B. Accessibility Requirements

Pursuant to the ADA and other accessibility laws and regulations, including Title II, the County as a public entity with over 50 employees is required to execute the following administrative requirements referenced below to ensure compliance with the law and be eligible to receive federal funds:

1. **Establishment of an ADA Coordinator.** In accordance with §35.107(a), an ADA Coordinator must be designated. Responsibilities of the ADA Coordinator (or designee) will include:
 - a. Familiarity with the ADA and applicable DOJ regulations.
 - b. Monitoring the County's compliance with the ADA and applicable DOJ regulations.
 - c. Coordination of accommodations for visitors and employees.
 - d. Serving as the contact person for people who need information about the ADA.
 - e. Educating County officials and employees about their responsibilities under the ADA.
 - f. Coordination of self-evaluations and barrier identification.
 - g. Handle ADA grievances.

Anyone who requires services for, or has a complaint related to, effective communication, or a modification of policies or procedures to allow participation in a service in the County should contact:

Gonzales County Human Resource Office
Misty Cook, Human Resource Clerk
ADA/504 Coordinator
427 St. George Street, Basement
Gonzales, Texas 78629
Phone: (830) 339-8476
Fax: (830) 263-7022
Email: hr@co.gonzales.tx.us

Gonzales County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing services to accommodate access to or participation in services.

The ADA does not require the County to undertake any action that it can demonstrate would result in a fundamental alteration to the nature of a service, would create a hazardous condition for other people, or would represent an undue financial and/or administrative burden. The ADA Coordinator (or designee) shall make these determinations based on an evaluation of available applicable resources and shall provide a statement citing reasons for reaching that conclusion.

2. **ADA Accessibility Policy, ADA Assurances & ADA Statement.** In accordance with 28 CFR §35.106, the County provides information to applicants, participants, beneficiaries, employees, and other interested parties through this policy, as well as the ADA Notice, ADA Nondiscrimination Statement, & ADA Assurances regarding the rights and protections afforded by Title II of the ADA and application of the same to the County's particular services. (Attachments 01, 02, & 03).
3. **Conduct a Self-Evaluations of All Public Facilities and Services.** In accordance with 28 CFR §35.105, the County will conduct a comprehensive

review of the following four major areas in an effort to determine physical obstacles that limit the accessibility of the public entity's services to people with disabilities.

- a. Policies and Procedures. The self-evaluation involves a thorough review of general policies and procedures to ensure non-discrimination. The County will make all reasonable modifications to policies and services to ensure that people with disabilities have an equal opportunity to enjoy all the County services.
 - b. Communications. The County will, upon request, provide appropriate aids and services leading to effective communication for qualified person with disabilities so they may participate equally in the County's services.
 - c. Employment. The County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commissioner under Title I of the Americans with Disabilities Act (ADA).
 - d. Program Facility Accessibility. Title II of the ADA prohibits public entities from excluding individuals with disabilities from services because of inaccessible facilities. The County will conduct a facility access review to determine and ensure program accessibility.
4. **Develop a Transition Plan.** In accordance with 28 CFR §35.105, the County will develop an ADA Transition Plan as part of the conducted self-evaluation. At a minimum, the Transition Plan should:
- a. Identify the County's ADA Coordinator by name and include contact information;
 - b. Include the ADA policy and related documents;
 - c. Include the grievance procedure for ADA complaints;
 - d. Include the ADA self-evaluation results (for services and facilities);
 - e. Identify the design standards for all facilities (building, county roads); and

- f. Include a prioritization schedule for remediating assets and services that are not ADA compliant and include the following information, if known:
 - The estimated completion date for each item on the schedule; and/or
 - A budget to be applied to the items on the prioritization schedule together with cost estimates for their remediation
- g. Identify that the plan will be updated periodically to ensure the ongoing needs of the community continue to be met; and
- h. Effectuate the plan by the signature of the Gonzales County Commissioners Court upon their adoption of the plan.

5. **ADA Complaint/ Request Procedure.**

- a. **Purpose.** Public input regarding ADA-related matters may be obtained through the complaint procedure described below. This Complaint Procedure is established to meet ADA requirements and may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services by the County of Gonzales.

Any person who believes that he or she, individually, as a member of a disabled community, has been subject to discrimination prohibited by the ADA, sections 504 or 508 of the Rehabilitation Act of 1973, as amended, may file a complaint as provided herein. A complaint may also be filed by a representative on behalf of such a person or group.

Prior to filing a formal complaint, individuals are encouraged, but not required, to bring any such disability-related concern or complaint to the attention of the ADA Coordinator in an effort to resolve the matter informally.

GONZALES COUNTY EMPLOYEES – Gonzales County employees seeking to file an ADA complaint shall utilize the Gonzales County employee complaint process/procedures available

through applicable Gonzales County policy. Any Gonzales County employee utilizing the complaint procedures under this ADA policy will be redirected to follow the Gonzales County employee complaint procedure at the County's discretion.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

- b. Filing an ADA Complaint. The complaint should be in writing and contain information about the alleged discrimination such as Complainant's name, address, and method of contact (i.e., telephone number, email address, etc.;;) location, date, and description of the problem/alleged disability discrimination; location, names and contact information of any witnesses; and any other information that Complainant deems significant. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for person with disabilities upon request. All complaints must be signed by the complainant and/or by the complainant's representative, unless unable to do so due to disability.

Time frame for filing a complaint: If Complainant decides to proceed with a formal ADA complaint, it should be submitted by the Complainant and/or his/her designee as soon as possible but no later than **180 calendar days** after the alleged violation or the date the person(s) became aware of the alleged act(s) of discrimination. The County may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaint Form: Complainant should use the External Title VI/ADA Discrimination Complaint Form (Attachment 04) to file a formal written complaint alleging discrimination on the basis of disability, which may be obtained in English or Spanish at the

Gonzales County ADA Coordinator's Office or online at:
www.co.gonzales.tx.us under Human Resources office.

Where to file a complaint: The written complaint form and any supporting documentation should be submitted by the complainant and/or his or her designee to:

Gonzales County Human Resource Office
Misty Cook, Human Resource Clerk
ADA/504 Coordinator

427 St. George Street, Basement

Gonzales, Texas 78629

Phone: (830) 339-8476

Fax: (830) 263-7022

Email: hr@co.gonzales.tx.us

ADA Coordinator's Roles & Responsibilities: The ADA Coordinator or designee is charged with the primary responsibility of processing ADA discrimination complaints received by the County. Failure to submit an ADA complaint to the ADA Coordinator may result in the complaint not being processed. The ADA Coordinator or designee shall follow the processes established herein when addressing an ADA complaint.

- c. Complaint Process. Within ten (10) business days of receipt of a complaint alleging discrimination based on disability, the ADA Coordinator will acknowledge receipt of the complaint and begin an investigation. The ADA Coordinator must also provide appropriate assistance to complainants, including those persons with disabilities, or who may be limited in their ability to communicate in English.

The ADA Coordinator has overall responsibility for the discrimination complaint process and procedures, and may at his/her discretion, assign a capable person to investigate the complaint. The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

The ADA Coordinator shall make every effort to address all complaints expeditiously and thoroughly. The ADA Coordinator will contact the complainant in writing no later than thirty (30) business days after receipt of the complaint for additional information, if needed. The Complaint will be copied, filed, and logged. If the complainant fails to provide the requested information in a timely basis, ADA Coordinator may administratively close the complaint.

The ADA Coordinator will complete the investigation within sixty (60) calendar days of receipt of a complaint. If additional time is needed for the investigation, the complainant will be notified. A written investigation report will be prepared by the ADA Coordinator. This report shall include a summary description of the incident, findings for each issue, and recommended corrective action if any. The written investigation report will be provided to the Gonzales County Criminal County Attorney's Office for review before finalization.

If required by applicable grant requirements, the investigation and recommended decision will be forwarded to the appropriate state/federal agency.

- d. Disposition of Complaint. A final written response letter will be provided to the complainant, and where appropriate, in a format accessible to the Complainant, within ten (10) calendar days of completing the investigation. The final response letter will explain the position of the County and, if appropriate, offer options for

substantive resolution of the complaint. The Complainant will also be advised of his or her right to appeal the County's decision with the County within five (5) business days from receipt of the closing letter or that they may file a complaint externally with an applicable state/federal agency. If there is no appeal or no findings, the complaint will be closed.

- e. Appeal Process. Upon receipt of a written request for appeal, the ADA Coordinator or designee will verify the timeliness of filing. An appeal request mailed via US mail is considered filed on the date postmarked. If determined to be filed timely, the ADA Coordinator or designee will initiate the ADA Appeal Committee review process and send a notice of receipt of the appeal to the Complainant advising of the appointment of the appeal committee and the general appeal process.

The ADA Appeals Committee will be composed of three (3) members and will be tasked with reviewing any ADA appeal and submitting a written appeal decision. The three member committee will consist of the Director or designee from the following departments/offices: Gonzales County Judge, one of the Gonzales County Commissioners and the Gonzales County Auditor.

If a Committee representative or the representative's department/office is involved in the complaint or is otherwise conflicted to participate as a member of the committee, the ADA Coordinator will have the discretion to choose a replacement. The ADA Appeals Committee will choose one individual among them to serve as chair of the committee. The County's Legal Counsel will serve to advise the committee as needed.

Within thirty (30) calendar days after receipt of the appeal, the County's ADA Appeals Committee will review the Complainant's permanent file including but not limited to the final investigation. During this time, the Committee shall confer a minimum of one (1) time to discuss the matter and their decision.

After review of the Complainant's permanent file, the Committee shall vote to either:

- i. Accept the County's findings;
- ii. Reject the County findings;
- iii. Accept in part and Reject in part the County's findings; and/or
- iv. Recommend any applicable action to be taken.

Within 15 calendar days after the ADA Appeals Committee's final decision, the ADA Appeals Committee will provide a written appeal decision to the ADA Coordinator which shall include the Committee's conclusions.

The ADA Coordinator shall provide the complainant with a copy of the ADA Appeals Committee's final appeal decision, and where appropriate, in a format accessible to the Complainant. If necessary, the ADA Coordinator may take the recommended action.

- f. Complaint Logs. The ADA Coordinator shall maintain a log (Attachment 05) of any discrimination complaints or lawsuits filed naming the County of Gonzales, which alleges discrimination with respect to disability discrimination and/or ADA concerns. The log shall include information on each complainant to include:
 - The identity of the complainant,
 - The recipient,
 - The claimed disability of the complainant,
 - The nature of the complaint,
 - The dates the complaint was filed,
 - A summary of the allegation,

- The date the investigation was completed,
- The disposition and date of disposition,
- If concerning a lawsuit, include whether the parties to a lawsuit have entered into a consent decree/settlement agreement; and
- Any other pertinent information (such as age)

g. County Departments/Elected Offices Responsibilities: (under this Section)

All ADA/disability discrimination complaints received by a County department/office must be forwarded to the ADA Coordinator to investigate, regardless of whether the County department/office is required to conduct a separate investigation. The ADA Coordinator's investigation does not replace any other statutory obligation to investigate. The County Department Head/Elected Official must:

- Post the ADA Notice (Attachment 01) in a conspicuous location in the departments/offices under their supervision, whereby the public and employees have access to the information;
- Forward any ADA/disability discrimination complaint to the ADA Coordinator within 48 hours of receipt.

h. Record Keeping. The ADA Coordinator will maintain permanent records, which include, but are not limited to:

- Signed acknowledgements of receipt from the employees indicating the receipt of the Gonzales County ADA Policy;
- Copies of the ADA complaints or lawsuits and related documentation;
- Compliance records and records of correspondence to and from complainants;
- ADA investigations; and
- Any appeals decisions, responses or other pertinent records

The records shall be maintained for a period of ten (10) years or in accordance with Records Retention Schedules issued by the Texas State Library and Archives Commission, whichever is longer; however, should records be the subject of a grievance, administrative action, litigation or other formal complaint, said records must be maintained for the minimum retention period and thereafter until the final disposition or resolution of the complaint.

6. **Monitor & Maintain Compliance.**

In addition to implementing an ADA Transition Plan, the County will make subsequent plan updates which will demonstrate and evidence progress that has been made in order to reflect good faith efforts to comply with the requirements. The Transition Plan should be viewed as a “living document” and updated regularly to reflect changes in real world conditions and to address any possible new areas of compliance or noncompliance. As indicated above, the plan will be updated periodically to ensure the ongoing needs of the community continue to be met. The ADA Coordinator or designee, in coordination with County policy makers will discuss and evaluate the effectiveness of the County’s ADA Transition Plan, maintain applicable data and monitor compliance with the priorities set therein.

C. Summary of Attachments

- Attachment 01 - ADA Notice
- Attachment 02 - ADA Nondiscrimination Statement
- Attachment 03 - ADA Assurance
- Attachment 04 - External Title VI/ADA Discrimination Complaint Form
- Attachment 05 - ADA Coordinator’s ADA Complaint Log

Attachment 01

**COUNTY OF GONZALES
ADA POLICY**

GONZALES COUNTY

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the County of Gonzales ("County") will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Gonzales County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Gonzales County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Gonzales County's programs, services, and activities.

Modifications to Policies and Procedures: Gonzales County will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Gonzales County offices, even where pets are generally prohibited.

Anyone who requires a modification of policies or procedures to participate in a program, service, or activity of Gonzales County, should contact Gonzales County's ADA Coordinator, Misty Cook, at 427 St. George Street, Basement, Gonzales, Texas 78629; Phone: (830) 339-8476; Fax: (830) 263-7022; email hr@co.gonzales.tx.us as soon as possible, but no later than 48 hours before the scheduled event.

The ADA does not require Gonzales County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Gonzales County is not accessible to persons with disabilities should be directed to Gonzales County's ADA Coordinator, Misty Cook, at 427 St. George Street, Basement, Gonzales, Texas 78629; Phone: (830) 339-8476; Fax: (830) 263-7022; email hr@co.gonzales.tx.us. (Contact to obtain complaint form)

Gonzales County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Attachment 02

**GONZALES COUNTY AMERICANS WITH DISABILITIES ACT
AND SECTION 504 OF THE REHABILITATION ACT OF 1973
NONDISCRIMINATION STATEMENT**

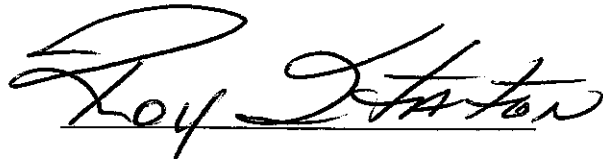
The County of Gonzales does not discriminate against any qualified disabled person solely by reason of his or her disability, exclude from participation in, deny the benefits of, or otherwise subject individuals to discrimination, including discrimination of employment, under any program or activity that receives or benefits from federal financial assistance.

Additionally, the County of Gonzales ensures its programs will be conducted, and its facilities operated, in compliance with all non-discriminatory practices and requirements imposed by or pursuant to 49 Code of Federal Regulations (CFR) Part 27, 28 CFR Part 35 and 42 USC §§ 12101 – 12213.

23rd day of March, 2026



Patrick C. Davis, County Judge



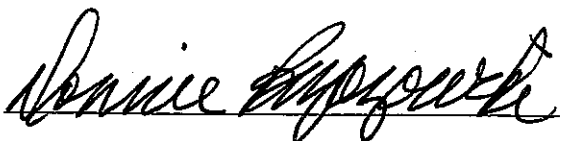
Roy Staton, Commissioner Precinct #3



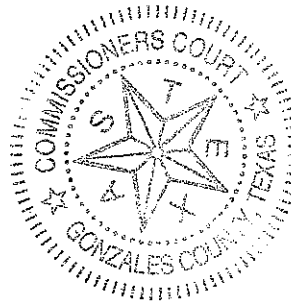
Anton Matias, Commissioner Precinct #1



Collie Boatright, Commissioner Precinct #4



Donnie Brzozowski, Commissioner Precinct #2



**AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE
REHABILITATION ACT OF 1973 ASSURANCE**

28 Code of Federal Regulations Part 35.130, Title II of the Americans with Disabilities Act prohibits discrimination on the basis of disability by public entities. Subtitle A protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all state and local governments. It extends the prohibition of discrimination in federally assisted programs established by section 504 of the Rehabilitation Act of 1973 to all activities of state and local governments, including those that do not receive federal financial assistance, and incorporates specific prohibitions of discrimination on the basis of disability from Titles I, III, and V of the Americans with Disabilities Act. This rule, therefore, 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.

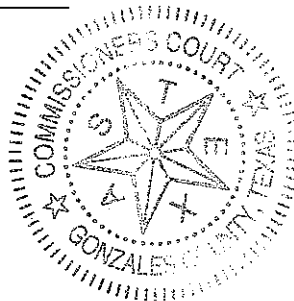
Gonzales County, HEREBY AGREES THAT, as a condition to receiving any federal financial assistance from the U.S. Department of Transportation through the Federal Highway Administration, is subject to and will comply with all laws and regulations, and hereby gives assurance that no qualified disabled person shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discriminations, including discrimination of employment, under any program or activity that received or benefits from this federal financial assistance. Gonzales County further assures that its programs will be conducted, and its facilities operated, in compliance with all the requirements imposed by or pursuant to 49 CFR Part 27, 28 CFR Part 35, and 42 USC §§ 12101 - 12213.

Patrick C. Davis

Patrick C Davis
Gonzales County Judge

03-23-2026

Date



Attachment 04

COUNTY OF GONZALES

External Title VI / ADA Discrimination Complaint Form

This form may be used to file a complaint with the County of Gonzales based on violations of Title VI of the Civil Rights Act of 1964, and/or the Americans with Disabilities Act (ADA). (Gonzales County employees should utilize the complaint procedures outlined in applicable county employee policy). Complaints should be filed within 180 days of the alleged discrimination. Return the signed form to:

Mail: Gonzales County Human Resources
427 St. George Street, Basement
Gonzales, Texas 78629

Fax: (830) 263-7022

Email: hr@co.gonzales.tx.us

For assistance completing this form please call the Title VI/Nondiscrimination Coordinator/ ADA Coordinator Office at (830) 339-8476.

Last Name: _____ **First Name:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Alternate Telephone:** _____

Email: _____

Please state the basis of your complaint:

___ Race _____	___ National Origin _____
___ Color _____	___ Disability _____
___ Other _____	

Date and place of alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date of discrimination.

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other person were treated differently from you. (Attached additional pages, if necessary.)

The law prohibits intimidation or retaliation against anyone because he/she had either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.

Names of individuals responsible for the discriminatory action(s):

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint. (Attach additional pages, if necessary).

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- U.S. Department of Transportation (DOT) Date filed: _____
- Federal Highway Administration (FHWA) Date filed: _____
- Federal Transit Administration (FTA) Date filed: _____
- Office of Federal Contract Compliance Programs (OFCCP) Date filed: _____
- U.S. Equal Employment Opportunity Commission (EEOC) Date filed: _____
- U.S. Department of Justice (DOJ) Date filed: _____
- Other: _____ Date filed: _____

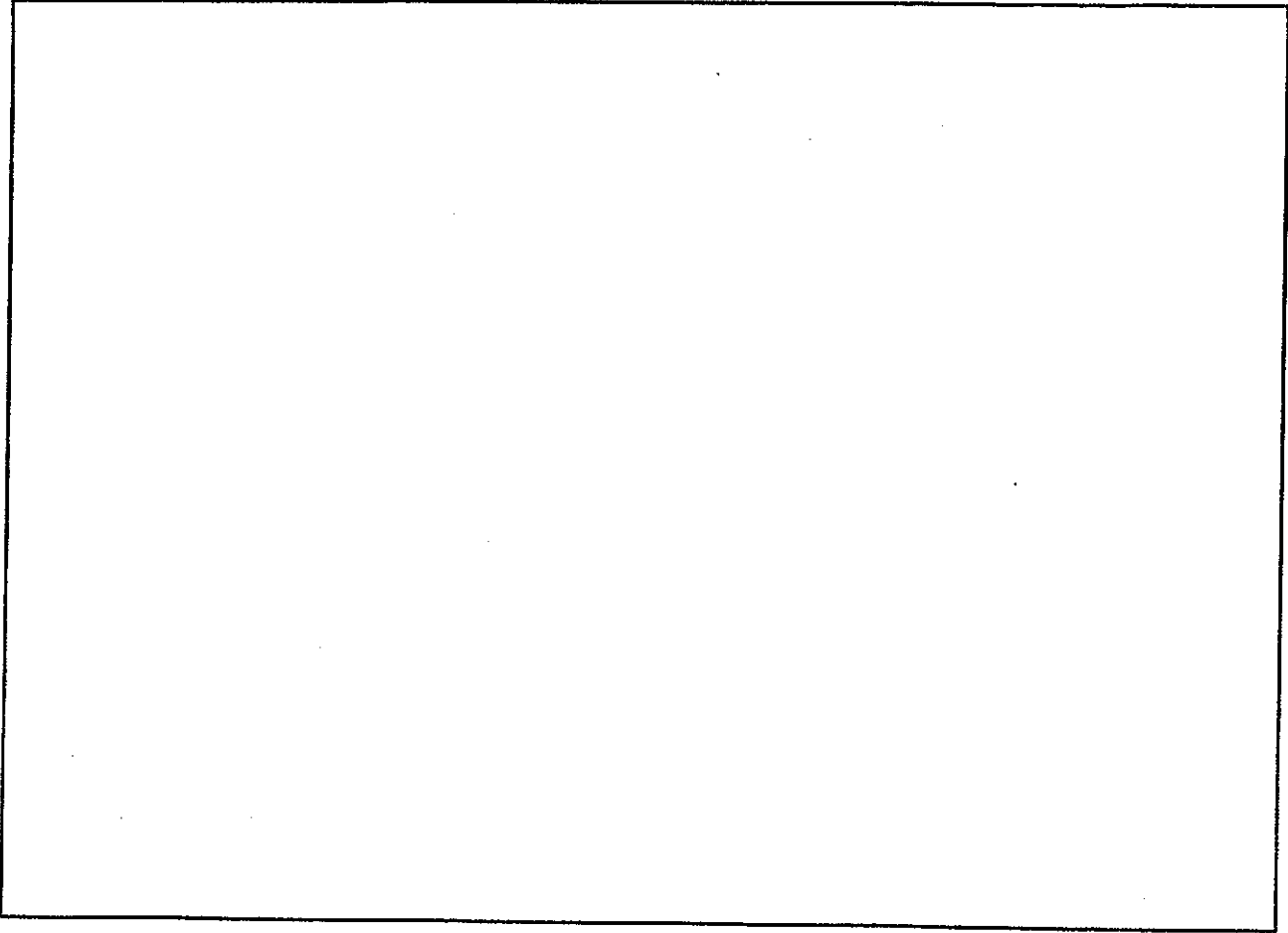
Have you discussed the complaint with any Gonzales County representative? If yes, provide the name, position, and date of discussion.

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

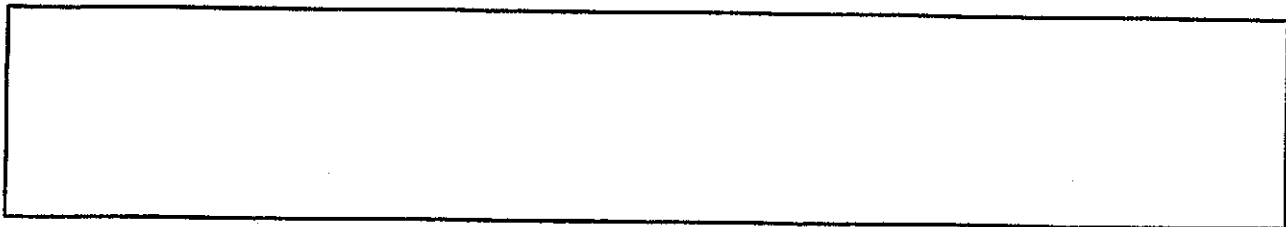
Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation (attach additional pages, if necessary).

For ADA complaints only, please provide the following information:

If applicable, please provide a description and the exact location of the non-accessible feature. Provide a sketch or picture if helpful. (Attach additional pages, if necessary.)



Please provide comments, suggestions, or other information that may assist us in providing you a better service.



We cannot accept an unsigned complaint. Please sign and date the complaint form below.

Complainant's Signature (or authorized representative)

Date

Person preparing complaint (if different from complainant)

Relation to complainant

FOR OFFICE USE ONLY

Date Complaint Received: _____ *Case #:* _____

Processed by: _____ *Date Returned:* _____

Referred to: ___ *USDOT* ___ *FHWA* ___ *FTA* ___ *OFCCP* ___ *EEOC* ___ *Other* _____

Attachment 05

COUNTY OF GONZALES
ADA COORDINATOR'S ADA COMPLAINT LOG

Instructions: ADA Coordinator shall maintain a log of any ADA complaints or lawsuits filed naming the County of Gonzales.

Identity of Complainant:

Respondent's Name:

Complaint Recipient:

Complainant's Claimed Disability:

Nature of Complaint:

Date Complaint Filed:

Summary of Allegation:

Date Investigation Completed:

Disposition & Date of Disposition:

If lawsuit – Have parties entered into settlement agreement:

Any other Pertinent Information:
