



OFFICE USE ONLY DATE COMPLAINT OPENED: _____ DATE COMPLAINT CLOSED: _____

CITY OF LAS CRUCES, NM TITLE II ADA GRIEVANCE FORM

The City of Las Cruces ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact Saron McKee, ADA/504 Coordinator, at 575-528-3039, or New Mexico relay by dialing 7-1-1.

Instructions: Please complete and sign the form and email or mail it to the City within 60 calendar days of any incident to:

ADA/504 Coordinator – Saron McKee

Physical address:

Saron McKee, ADA/504 Coordinator

Phone: 575-528-3039

Email: smckee@lascruces.gov

700 N Main Street

Las Cruces, NM 88001

1. Type of Grievance (check all that apply):

☐ Accommodation Request

☐ Program/Service Facility

☐ Accessibility

☐ Other: _____

CONTACT INFORMATION

2. Reporting Individual:

Full Name:	
Address:	
City, State, Zip code:	
Phone:	Alternate Phone:
Email:	

3. Authorized Representative of Reporting Individual (if any):

Full Name:	
Address:	
City, State, Zip code:	
Phone:	Alternate Phone:
Email:	

DETAILS OF COMPLAINT / INCIDENT

4. Date/Time of Incident: _____

5. Department/Facility/Location Involved:

6. Describe the incident/complaint with enough detail so the nature of the grievance can be understood. Add additional pages if necessary:

7. Have attempts been made to resolve the complaint through a City Department? If yes, please describe the efforts that have been made.

8. Remedy Sought. What action do you want taken?

Signature

Date

Attach additional pages as necessary. If you need assistance, require an accessible format, or have questions about this form, please contact the City's ADA/504 Coordinator at:

Physical address:

Saron McKee
ADA/504 Coordinator
700 N. Main Street
Las Cruces, NM 88001

Phone: 575-528-3039
Email: smckee@lascruces.gov



CITY OF LAS CRUCES CITY OF LAS CRUCES, NEW MEXICO NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

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

City of Las Cruces 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: City of Las Cruces will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in City of Las Cruces' programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: City of Las Cruces 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 City of Las Cruces offices, even where pets are generally prohibited.

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 City of Las Cruces, should contact the office of **Saron McKee, ADA/504 Coordinator at 575-528-3039 or smckee@lascruces.gov** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of Las Cruces 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 the City of Las Cruces is not accessible to persons with disabilities should be directed to **Saron McKee, ADA/504 Coordinator at 575-528- 3039 or smckee@lascruces.gov**.

City of Las Cruces 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.