

**OFFICE USE ONLY**

DATE COMPLAINT OPEN: _____

DATE COMPLAINT CLOSED: _____

**BRAZOS COUNTY, TEXAS
TITLE II ADA GRIEVANCE FORM**

Brazos County 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 all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact Leslie Contreras, Risk Manager and ADA Coordinator at 979-361-4246.

INSTRUCTIONS : Please complete and sign the form and email or mail it to Brazos County within 60 calendar days of any incident to:

ADA COORDINATOR - RISK MANAGER

Physical Address:

ADA Coordinator - Risk Manager
200 S. Texas Avenue, Suite 264
Bryan, Texas 77803

PHONE: 979-361-4642

EMAIL: riskmanagement@brazoscountytexas.gov

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 County 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 County ADA Coordinator at:

Physical Address:

Leslie Contreras, Risk Manager, ADA Coordinator

200 S. Texas Avenue, Suite 264

Bryan, Texas 77803

PHONE: 979-361-4642

EMAIL: riskmanagement@brazoscountytexas.gov