

OFFICE USE ONLY DATE COMPLAINT OPENED:
DATE COMPLAINT CLOSED:

March 2020

TOWN OF OAKLAND, TN TITLE II ADA GRIEVANCE FORM

The Town of Oakland 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 including all employment practices. To request an accommodation and/or an alternate format, please contact Nancy Jackson, ADA/504 Coordinator at 901-465-8523, Human Resource.

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 - Nancy Jackson

Physical address:

Nancy Jackson, ADA Coordinator Human Resources 170 Doss Circle Oakland, TN 38060 Phone: 901- 465-8523

Email: njackson@oaklandtn.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 In	dividual (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 form, please contact the City's ADA Coordinates	need assistance, require an accessible format, or have questions about thitor at:			
Physical address:				
Nancy Jackson, ADA/504 Human Resource 170 Doss Circle Oakland, TN 38060	Phone: 901-465-8523 Email: njackson@oaklandtn.gov			