

## Section 504/ADA Complaint and Appeal Procedure

The Sheriff encourages individuals with complaints regarding any action prohibited by Section 504 and the ADA to attempt to informally resolve the complaint(s).

In the event a complaint cannot be resolved informally, a complaint may be filed in writing to the Arapahoe County Sheriff's Office Section 504/ADA Coordinator:

**Human Resources Manager  
Jon Takayama  
13101 E. Broncos Parkway  
Centennial, CO 80112**

**720-874-4118, TTY#: 720-874-6999**

**[jtakayama@arapahoegov.com](mailto:jtakayama@arapahoegov.com)**

A copy of the Sheriff's Office ADA Complaint Form may be obtained online at:

**<http://arapahoesherriff.org>**

Complaints should contain your name and address and should describe the alleged violation of Title II of the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act and the remedy you believe is appropriate. Complaints must be filed no later than 30 days after the alleged violation.

## Reasonable Accommodations at the Arapahoe County Sheriff's Office

### Americans with Disabilities Act and Section 504 of the Rehabilitation Act

#### Our Commitment to You



**Sheriff's Office (emergency): 911**

**Sheriff's Office  
(non-emergency): 303-795-4711**

**Sheriff's Office  
Human Resources: 720-874-4118  
TTY: 720-874-6999  
Arapahoe County Main: 303-738-7915  
Human Services (Aurora): 303-636-1522  
Human Services (Littleton): 303-734-5233**

**Arapahoe County Sheriff's Office  
Human Resources Department  
13101 East Broncos Parkway  
Centennial, Colorado 80112**

**720-874-4118, TTY#: 720-874-6999  
<http://arapahoesherriff.org>**

## Reasonable Accommodations at the Arapahoe County Sheriff's Office

The Sheriff's Office is committed to providing reasonable accommodations to ensure access to our facilities, programs, and services for all citizens. This brochure outlines our commitment to comply with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. This brochure also offers information on how to access programs and services.

The Sheriff's Office does not discriminate against any person on the basis of race, color, national origin, disability, or age in admission or access to or treatment, or employment in its programs, services, and activities.

### Need assistance?

If you need assistance, please let us know. Disabled individuals who seek available assistance must make their needs known to Sheriff's staff, at least three (3) days in advance of the utilization of the facility, program or service.



Individuals who require reasonable accommodations to access facilities, programs, or services should contact the Section 504/ADA Coordinator listed below who can provide additional assistance.

The Section 504/ADA Coordinator for the Sheriff's Office is Jon Takayama, Human Resources Manager.

He can be reached at 720-874-4118; TTY 720-874-6999; or by e-mail at:

[jtakayama@arapahoegov.com](mailto:jtakayama@arapahoegov.com)

The ADA Coordinator will handle your request or coordinate with the appropriate personnel to assist you.

Examples of reasonable accommodations may include, but are not limited to: extra staff assistance, readers, interpreters, assisted listening devices, TDD machines, electronic mail, audio tapes, computer CDs, paper and pen.

Copies of our ADA Policy are available from the Records Section and on our website at:

<http://arapahoesherriff.org>