



ADA Transition Plan

Buffalo County

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1. Purpose

The purpose of this plan is to ensure that the citizens of Buffalo County are provided access to the County's programs, services, and activities without physical or administrative barrier. The County's elected officials, department heads, and staff believe the ability to accommodate individuals with disabilities is essential to good customer service and effective governance.

1.1 Our mission for ADA Compliance

Buffalo County will not discriminate against qualified individuals with disabilities on the basis of disability in its programs, services, or activities. Buffalo County does not discriminate on the basis of disability in its hiring or employment practices. Buffalo County will make reasonable modifications to our policies or procedures when necessary to avoid discrimination on the basis of disability, unless the modification would fundamentally alter the nature of the program or service or impose an undue financial or administrative burden. Buffalo 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.

2. Introduction

The Americans with Disabilities Act (ADA) of 1990 is a civil rights law that prohibits discrimination against individuals with disabilities and includes provisions which apply to public entities. Specifically, Title II requires nondiscrimination on the basis of disability in state and local government services.

Title II of ADA requires that all public programs, services, and activities be accessible to individuals with disabilities. The ADA applies to all facilities, including both facilities built before and after 1990. In order to analyze compliance with ADA, state and local governments are required to conduct self-evaluations on their current facilities and services, relative to the accessibility requirement of ADA. Self-evaluations should consider all of a county's programs, services, and activities as well as the policies and practices that a county has put in place to implement its various programs and services.

Based on the information collected on the self-evaluations, the state and local governments are required to develop a transition plan to address any deficiencies. State and local governments are required to update the transition plan periodically until all of the accessibility barriers are removed. The transition plan is intended to achieve the following:

- a. Identify barriers that limit the accessibility of county services to individuals with disabilities
- b. Describe the methods to be used to remove the barriers

- c. Provide a schedule for taking the steps necessary to achieve compliance with Title II of the ADA
- d. Identify the individual responsible for implementing the transition plan

This plan has been prepared after a study of Buffalo County's programs, services, activities and facilities. The County, in preparing this document, has received input from individuals at a public meeting as well as from Elected Officials, Department Heads, and County staff. The County ADA Coordinator will be responsible for implementing this plan. The County facilities, programs, services, policies, practices, and procedures will continue to be reviewed on an on-going basis and the ADA transition plan will be revised to account for any changes in county functions. This plan is posted on the county website for review and consideration by the general public. The self-evaluation and transition plan will be available for inspection for at least three years in the Board Administrator's Office.

3. Physical Barriers

Under the ADA, a public entity may not deny the benefits of its programs, services, and activities to individuals with disabilities because its facilities are inaccessible. A public entity's services, programs, or activities when viewed in their entirety, must be readily accessible and usable by individuals with disabilities. Public entities, however, are not necessarily required to make each of their existing facilities accessible. Below is a table of the County's existing facilities:

- a. Buffalo County Courthouse-1512 Central Avenue
- b. Buffalo County Justice Center-1512 Central Avenue
- c. Buffalo County Jail-1512 Central Avenue
- d. Department of Health and Human Services-1512 Central Avenue
- e. Buffalo County Highway Department-9730 Antelope Avenue
- f. Buffalo County Weed Department-9720 Antelope Avenue
- g. Buffalo County Extension-1400 E 34th Street
- h. Buffalo County Adult Probation-2022 Avenue A
- i. Buffalo County Fleet Maintenance Facility/Juvenile Probation-321 S Central Avenue
- j. Unoccupied office building-215 W 18th Street

A self-evaluation has been completed for every Buffalo County facility listed above. The evaluations were based on the following priorities:

- a. Priority 1-Approach & Entrance
- b. Priority 2-Access to Goods & Services
- c. Priority 3-Toilet Rooms
- d. Priority 4-Additional Access

The priorities and checklists used for our self-evaluations were produced by the New England ADA Center and adapted for our use and purposes.

3.1 County Owned Facility Assessment

The table below identifies the deficiencies found in the facilities that were inspected for ADA compliance by the Buffalo County Facilities Director according to the priorities list above. Adjacent to each deficiency is the proposed action plan to correct said deficiency. Action plans are set forth in more detail below.

Except for deficiencies set forth below, all other aspects of our County owned facilities appear to be compliant with the ADA.

Buffalo County Courthouse

Deficiency	Action Item
1. Entrance sign does not have raised letters	Replace sign
2. No emergency evacuation maps posted	Create and post emergency evacuation maps
3. Break rooms do not have paper towels in accessible locations	Move paper towel holders to appropriate location
4. Break rooms do not have identified waste and recycle containers	Add containers
5. Break rooms have limited ADA compliance	Adjust break rooms for compliance (utilize lower shelves/drawers, label contents, etc.)
6. Handicap stalls on Central Avenue still need paint and signage	Install signage and paint
7. Ramp at south door needs handrail on one side and handrail on other side needs base rail	Install handrail and modify existing handrail
8. Entrances need ADA signs to identify handicap accessibility or direct to accessible entrance	Install signs
9. Defibrillator box sticks out 7"	Recess box into the wall
10. Signs do not have raised letters and number system/braille needs to be addressed	Install new sign inserts with braille and raised letters
11. Restroom doors by Treasurer's office is too hard to open	Replace handles and adjust closure

Justice Center-1512 Central Avenue

Deficiency	Action Item
1. Break rooms and jury rooms do not have frequently used items stored where they can be reached from a wheelchair	Adjust items to utilize lower cabinets and drawers for frequently used items
2. Break room and jury rooms do not have labeling on their cabinet/shelves	Label cabinets/shelves
3. Break room and jury rooms do not have	Add accessible paper towel dispensers

accessible paper towel dispensers	
4. Break room and jury rooms do not have blue recycling bins/gray trash cans	Add appropriate cans
5. Court Clerk's office has many shelves/cabinets up high and inaccessible to wheelchairs	Adjust items on shelves/cabinets as needed for accessibility
6. County Court Clerk's printer/copier only has 28" of clear space to access it	Move printer/copier to space with adequate ADA clearance as needed
7. Handicap stall signs are too low	Raise signs
8. Entrance doors close too fast	Slow down close speed
9. Signs are generally installed approximately 2-3" too high	Lower signs
10. Signs at the County Court Clerk's windows are installed above the windows and have no ADA accessibility	Add ADA accessible signs
11. Door closing speeds throughout are too fast	Slow down close speeds
12. Need signs at inaccessible restrooms to direct to accessible restrooms (jury area)	Add direction signs on inaccessible restrooms
13. Restrooms signs are installed 2-3" too high	Lower signs
14. Restroom doors with closures close too fast	Slow close speed
15. Soap dispensers in men's/women's public restroom installed too high	Lower dispensers
16. Trash cans block towel dispensers in public restrooms	Move trash cans

Jail Visitation/Administration/EOC

Deficiency	Action Item
1. Handicap parking stalls need signs	Add signage
2. No signs identifying accessible entrances	Add signage
3. Gun cabinets in emergency egress corridor stick out too far	Build partial wall underneath
4. Doors close too fast	Slow close speed
5. Paper towel dispensers are too high in jail basement/EOC	Install new dispensers
6. Most of the grab bars are 37" off the floor to the top of the rail	Lower grab bars
7. Toilet paper dispensers are too far/too close to the toilet	Move dispensers/install new dispensers
8. Toilets too far off side wall	Install offset flanges
9. Handicap parking stalls too far from EOC	Add handicap stall in SE parking lot

Department of Health and Human Services

Deficiency	Action Item
1. Most of the doors have knobs instead of handles	Replace locksets with lever sets
2. No entrance sign going into HHS	Install signs with raised letters
3. No emergency evacuation maps posted	Create and post emergency evacuation maps
4. Handicap stalls no compliant	One on north side should be eliminated and on the one on the south side is not compliant and either needs to moved or eliminated
5. Van accessible space does not have correct sizing/aisle hatching	Add additional paint to increase aisle hatching
6. Signs on horseshoe handicap stalls are too low and need to be raised	Raise handicap signs
7. There are no signs on inaccessible entrance to direct to nearest accessible entrance	Install signs
8. There is no sign on accessible entrance	Install sign
9. Entrance doors to the courthouse at both north and south entrances close too fast	Slow close speed
10. The only accessible egress route out of HHS is the main entrance	Need to install ramp at either the west or south emergency door in order to provide a second accessible route
11. Defibrillator box sticks out 7"	Need to recess box in brick wall
12. No tactile stars on elevator jambs at main level entry (spelling?)	Add stars to signage on jambs
13. Signs on permanent rooms/space do not have raised letters or braille	Replace signs
14. Front double doors close too fast	Slow down close speed
15. Restroom signs need lowered and raised letters	Move and replace signs
16. Clear floor space is inadequate at front restroom	Install signage to direct people to nearest ADA restroom by Zoning
17. Mirror is installed too high in the front restroom	Lower mirror or install taller mirrors
18. Sink is too high in upstairs restroom	Lower sink/countertop
19. Paper towel dispensers are too high and infringe on clearance above grab bars	Move/lower paper towel dispensers
20. Soap dispensers are too high	Lower soap dispensers
21. Toilets in front restroom and upstairs	Install offsets

worker restroom are too far off the side wall	
22. Baby changer in front restroom infringes on clear floor space and grab bar clearance	Move or eliminate baby changing table
23. Grab bars are installed too high throughout	Lower to correct height
24. Rear grab bars too short in all bathrooms	Only 2 can be replaced with correct length
25. Toilet paper dispensers too far/too near to toilet	Move to correct location
26. Coat hooks installed too high	Lower to correct height
27. Front restroom sink does not have a clear floor space	Room is too small to correct, install signage to direct to nearest ADA restroom by Zoning
28. Basement stair handrail is too short	Add to handrail to meet required height

Highway/Weed Building

Deficiency	Action Item
1. Entrance signs do not have raised letters	Replace signs
2. No emergency evacuation maps posted	Create and post emergency evacuation maps
3. Front counter does not have a lower ledge	Modify front counters
4. Handicap stall has no paint markings	Paint stall
5. Handicap stall sign is too low and does not have a van accessible sign	Raise sign and add van accessible markings
6. No accessible signage at front entrance doors	Add signs
7. Front doors to both Highway and Weed Department closes too fast	Slow close speed
8. Front mats at both entrance need to be removed	Remove mats
9. Women's restroom has a cabinet that infringes on door opening space and light switch space	Remove cabinet
10. Mirrors are installed too high	Lower mirrors
11. Coat hook in men's restroom needs to be wrapped	Lower coat hook
12. Toilet too far office side wall in men's restroom	Install offset flange
13. Grab bars are backwards in men's restroom (long bar in back and short on one side)	Switch grab bars
14. Toilet paper dispensers are in wrong location	Install in correct location
15. No handle on inside of toilet stall in men's	Install handle

restroom	
16. Only drinking foundation is in shop and not accessible to the public	Replace drinking fountain

Extension Building

Deficiency	Action Item
1. Office entrances do not have raised letters	Replace signs
2. No emergency evacuation maps are posted	Create and post emergency evacuation maps
3. Shelves and Counters in main office area are not reachable from a wheelchair and are not adjustable	Utilize reachable shelving and alternate countertops as needed
4. Handicap stall for van accessible needs to have the hatching aisle increased	Paint larger aisle
5. Handicap signs need adjusted	Swap signs, raise heights and add van accessible
6. No signs to indicate accessible entrance or route to accessible entrance	Add signs
7. Outside entrance door closes too fast	Slow close speed
8. 2 floor mats at entrance are not secured	Either remove or secure floor mats
9. No signage	Add accessible signage to permanent rooms
10. No always 18" of approach on pull side of doors	Move obstructions to create 18" approach (couch, table, etc.)
11. Some exterior doors have knobs and not levers	Change lock sets
12. Need new signage on women's restroom door	Replace sign
13. Men's restroom sign located in the wrong place	Move sign
14. There is not a 60" turning radius in both restrooms?	Move partitions out
15. Mirrors are installed too high	Lower mirrors or install taller mirrors
16. Coat hooks are installed too high	Lower coat hooks
17. Women's toilet is too far off side partition	Install offset flange
18. Grab bars in both restrooms are installed ¾" too high	Lower grab bars
19. Toilet paper dispensers are too close to front edge of toilet and do not want to roll paper freely	Install new dispensers at correct locations
20. Drinking fountain is infringing upon light switches	Remove or install new fountain in different location
21. No fire alarms	Install fire alarms

Midtown/Adult Probation

Deficiency	Action Item
1. Most of the doors have knobs instead of handles	Change locksets to lever locks
2. Entrances signs do not have raised letters	Replace signs
3. No emergency evacuation maps posted	Create and post emergency evacuation maps
4. Front counter does not have a lowered ledge	Add accessible writing/work surface
5. There is only limited space for a wheelchair to access or turnaround throughout the building	Adjust corridors for width and turnaround capabilities
6. Handicap stalls are not compliant	Hatching pattern needs to be painted wider to make it van accessible
7. No van accessible handicap sign	Install a van accessible sign
8. No accessible signage at front entrance door other than door push pad	Install signage
9. There is only one accessible egress route from the building (front door)	Add accessible egress route from the back of the building
10. Back corridors are narrow (without trim 36" with trim 35.5")	Widen corridors
11. Narrow corridors have no turn around space to get back to the front of the building	Create turnaround space at the rear of the building
12. There are limited signs and none of the signs are correct	Replace and install signs
13. Restrooms need new signs??	Replace signs
14. Mirrors are installed too high	Lower mirrors or install taller mirrors
15. No insulating wraps on piping under the sinks	Install insulating wraps
16. Paper towel dispensers are too high	Lower dispensers
17. Grab bar behind public toilet not in correct location??	Move grab bar to correct location
18. Toilet paper dispensers are too far away from the front of the toilet	Move dispensers

Fleet Maintenance/Juvenile Probation

Deficiency	Action Item
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1. Entrance sign does not have raised letters	Replace sign
2. No emergency evacuation maps posted	Create and post emergency evacuation maps
3. Handicap stall not compliant	Adjust sizing of stall or aisle hatching for van accessible space
4. Handicap stall does not have a sign	Install sign
5. Entrances do not have handicap accessible signs	Install and/or replace signs
6. No signs in building	Install signs on permanent rooms
7. No sign on bathrooms	Install signs
8. No clear floor space for turnaround in public restroom	Enlarge restroom
9. Mirror is too short and too high off the floor	Install new mirror at ADA height
10. No grab bars in bathroom	Install grab bars

Unoccupied Office Building-215 W 18th Street

Building is under construction and not currently being used

Deficiency	Action Item
1. Entrance signs do not have raised letters	Replace signs
2. No emergency evacuation maps posted	Create and post emergency evacuation signs
3. Current door hardware is not ADA accessible	Change door hardware
4. Front door threshold is not easily passable	Change front door and threshold
5. Handicap stall has no paint markings	Paint markings
6. No handicap sign	Install handicap signage
7. No accessible signage at front entrance doors	Install signage
8. Front door hardware is not accessible	Change hardware
9. Doors are all too narrow	Install wider doors
10. Door hardware is all knobs	Change locksets to levers
11. No signage	Add signs to permanent rooms
12. Front counter not ADA accessible	Modify front counter
13. Restrooms are currently under construction and every effort will be made to make them 100% ADA accessible	Provide ADA restrooms

Highway Equipment Buildings

Buffalo County owns five highway equipment buildings that are located in Miller, Elm Creek, Pleasanton, Ravenna, and Gibbon. These buildings were not inspected as they are not open to the public and are only used to house highway department equipment. The equipment is

accessed by highway employees, and if we were to hire an individual with a disability, reasonable accommodations would be made to allow access.

3.2 Non-County Owned Facilities Used to Deliver County Services

Under the ADA, a public entity may not deny the benefits of its programs, services, and activities to individuals with disabilities because its facilities are inaccessible, and this includes facilities that are not necessarily owned by Buffalo County, but are utilized to deliver county services. These facilities when viewed in their entirety must be readily accessible and usable by individuals with disabilities.

Public Defender

Buffalo County employs public defenders that work for local law firms, and their law firms performed a self-evaluation on their facilities based on priorities created for our internal offices. For those Public Defenders working out of offices which do not fully comply with the physical standards of ADA, each attorney has agreed if they need to meet with or provide services to an individual with disabilities, they will meet with them at the Buffalo County Courthouse or another facility that is ADA accessible.

Surveyor

Buffalo County currently has an elected part-time surveyor that operates a private business. The surveyor also has an office located in the Buffalo County Courthouse which is fully ADA compliant. The Surveyor conducted his own facility and services self-evaluation based on priorities created for the County's internal offices, and has agreed that if the surveyor needs to meet with or provide services to an individual with disabilities, he will meet with them at his County provide office.

4. Surveys Completed by Third Parties/Outside Agencies

Election Polling Places

In May 2016, Disability Rights Nebraska, a third party, surveyed the polling places in Buffalo County for ADA compliance. Their report is attached. After said survey, all facilities were brought up to ADA compliance. Buffalo County will continue to monitor each polling as they are added, removed, or undergo renovations themselves.

Buffalo County Jail

The Buffalo County Jail was built in 2010 and was constructed according to the ADA regulations as required by the Nebraska Jail Standards Board. The jail undergoes period reviews by the Jail Standards Board and is, and must continue to be, compliant with all aspects of ADA in both physical infrastructure and service delivery.

5. Administrative Barriers

Buffalo County recognizes that not all barriers to the County's programs, services and activities are physical. There are other administrative barriers that need to be addressed to provide

access to individuals with disabilities. Buffalo County conducted a self-evaluation of every county department to help identify the administrative barriers that impact the access to our programs, services, and activities.

Buffalo County conducted a detailed survey to help determine our compliance with ADA. The purpose of the survey was to help identify current barriers for serving individuals with disabilities. The County will use this information to identify what actions need to be taken to better serve the citizens of Buffalo County. The survey was conducted on the following areas:

- a. Equal Opportunity to benefit
- b. Reasonable program modifications
- c. Surcharges and additional requirements
- d. Integrated settings and separate programs
- e. Contracting with external organizations
- f. Licensing and certification
- g. Communication
 - a. Effective communication is vital to providing accessible services to individuals with disabilities. It is important to Buffalo County that individuals with disabilities receive the same information as those who do not have disabilities.
- h. Employment
 - a. Advertising
 - b. Application Forms
 - c. Interviews
 - d. Medical Examinations
 - e. Health Insurance and Other Benefits
 - f. Personnel Policies Manual
 - g. Job Tasks
 - h. Current employees

Based on the results of the surveys, the County has identified actions to be taken to ensure that individuals with disabilities have access to County programs, services, and activities.

Aside from the limited deficiencies set forth below in the action plan, Buffalo County was proud to affirm that we provide excellent services to all citizens, regardless of disability.

6. Conclusion/ Action Plan

Below is Buffalo County's action plan to remove physical and administrative barriers to our programs, services, and activities. Buffalo County will continue to review this action plan, and look for more ways to remove barriers. The action plan was created to help ensure action is being taken and will document our efforts to become ADA compliant. The action plan shows the action that needs taken, the implementation date, and the department and/or individual responsible for the implementation. Once this plan is approved by the Buffalo County Board of Commissioners, it will be reviewed every year. The Action Plan will be available at the ADA Coordinator's Office for review upon request.

6.1 Action Plan for Physical Barriers

To help determine whether corrective action needed to be taken on our facilities, we created a set of criteria:

- a. Current compliance with ADA
- b. Ability to relocate programs from one facility to another accessible facility
- c. Cost

For all of the facilities listed above, we will conduct the following action plan designed to address the deficiencies set forth in section 3.

Action Item	Implementation Date	Responsible Party
1. Solicit quotes as needed to perform renovation/construction work necessary to bring facilities into compliance with ADA	On or before 12/31/2017	Building and Grounds Department
2. Assess solicited quotes and develop a timeline for implementing facility improvements.	On or before 12/31/2017	Building and Grounds Department
3. Implement the improvement timeline as funds become available	Upon completion of items 1 and 2	Building and Grounds Department
4. Review all future construction renovation plans to ensure ADA compliance from initial construction	Ongoing	Building and Grounds Department

6.2 Action Plan for Administrative Barriers

Action Item	Implementation Date	Responsible Party
<u>Policies and Procedures</u>		
1. Update, distribute, and post ADA Grievance Policy and Procedures	Documents created, will be distributed after final	ADA Coordinator

	approval of transition plan	
2. Update, distribute and post the ADA Policy	Documents created, will be distributed after final approval of transition plan	ADA Coordinator
3. Update, distribute, and post the ADA Public Notice	Documents created, will be distributed after final approval of transition plan	ADA Coordinator
4. Create and distribute a policy and procedure for requesting a Reasonable Accommodation	Documents created, will be distributed after final approval of transition plan	ADA Coordinator
5. Create and distribute the policy for requesting a sign language interpreter and post on the county website	Documents created, will be distributed after final approval of transition plan	ADA Coordinator
6. Create and distribute the policy for requesting auxiliary aids or services and post on the county website	Documents created, will be distributed after final approval of transition plan	ADA Coordinator
7. Include the ADA Policy, Grievance Procedure, Public Notice, and the Request for Reasonable Accommodation Policy in the hiring packet given out by the County Clerk	Documents created, will be distributed after final approval of transition plan	ADA Coordinator/County Clerk
8. Create a policy and procedure on providing the ADA Policy, Grievance Policy, ADA Policy, and the Public Notice in alternate formats for those individuals with disabilities upon request	Documents created, will be distributed after final approval of transition plan	ADA Coordinator
9. When/If we create a publication for the public, we will emphasize that our programs are accessible to	Ongoing	All County Departments/ADA Coordinator

individuals with disabilities		
10. Create, implement, and post a website accessibility policy	Documents created, will be distributed after final approval of transition plan	ADA Coordinator/IT Department
11. Create and distribute a notice notifying all county officials that all public meetings must be held in an ADA accessible facility	Documents created, will be distributed after final approval of transition plan	ADA Coordinator
12. Continue to mandate that all public meetings be held in an ADA accessible facility	Ongoing	All County Departments
13. Create and distribute a policy for county sponsored programs	Documents created, will be distributed after final approval of transition plan	ADA Coordinator
14. Create a policy and procedure to provide spoken material in print, assistive listening devices, audiovisual material audio-narrated, printed material in large print, printed material in braille upon request	Documents created, will be distributed after final approval of transition plan	All County Departments/ADA Coordinator
15. Develop and implement ADA compliant evacuation plans for all county buildings	On or before 02/28/17	Emergency Manager
<u>Communication</u>		
16. Research the different options for advertising on multiple media so individuals with disabilities can learn about the programs independently	On or before 12/31/2017	All County Departments
17. Create and distribute ADA language to be included in all public communications	On or before 12/31/16	ADA Coordinator
18. Update the county website to be ADA compliant	On or before 12/31/17	IT Department
19. Modify the content of the website to cease use of secondary media	On or before 12/31/17	IT Department
<u>Training</u>		
20. Provide in-house training on emergency evacuation procedures	On or before 02/28/17	Emergency Manager

21. Provide in-house training on ADA compliant hiring procedures (applying, testing, and interviewing)- physical and administrative barrier	On or before 12/31/16	ADA Coordinator/County Attorney
22. Provide in-house training on reasonable accommodation process (including sign language interpreter, auxiliary aids and other services)	On or before 12/31/16	ADA Coordinator/County Attorney
23. Encourage staff to attend available conference sessions addressing ADA compliance when offered by partners such as NIRMA/NACO	Ongoing	All County Departments
24. Continue to offer TTD/TTY services and train employees on how to handle these calls	Ongoing	IT Department/Communications
25. Continue to monitor new agreements for ADA compliance	Ongoing	County Attorney
26. Conduct training for County staff for ADA Transition Plan	On or before 12/31/2016	ADA Coordinator/County Attorney
27. Conduct training with officials and/or staff to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others	On or before 12/31/16	ADA Coordinator/County Attorney
<u>Other steps towards ADA Compliance</u>		
28. Continue to research the feasibility of purchasing equipment, upon request, designed for those that are hearing impaired.	On or before 12/31/17	ADA Coordinator
29. Solicit qualified interpreters and other providers to allow the ability to have services available within 48 hours' notice	On or before 12/31/17	ADA Coordinator
30. Solicit braille service providers to allow the ability to have services available within 48 hours' notice	On or before 12/31/17	ADA Coordinator
31. Research options for making our videos or audio files available for the public captioned	On or before 12/31/17	ADA Coordinator

Buffalo County will review and/or update the transition plan on an annual basis. This transition plan and self-evaluations will be on file with the ADA Coordinator for at least three years for public review. All of this information will also be on our county website.

