



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION  
AMERICANS WITH DISABILITIES ACT (ADA)  
COMPLAINT FORM**

Person completing form (**check one**):  Complainant  Authorized Representative

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

**ALLEGED VIOLATIONS**

Describe how the County of Los Angeles has not complied with ADA. Provide sufficient detail to make your complaint clear (attach additional pages if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUESTED ACTION**

What actions do you request the County take to correct the alleged ADA non-compliance or discrimination?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**INSTRUCTIONS**

The County of Los Angeles (County) has adopted an informal complaint procedure for the resolution of complaints alleging Americans with Disabilities Act (ADA) non-compliance in the provision of its programs, services, and activities.

**Complaint Procedure**

1. Complaint shall be filed in writing. The complaint must contain the name, address, and telephone number of complainant and a brief description of the alleged County violation(s).
2. Requested corrective action to resolve the alleged violation(s) should be included.
3. All complaints must be signed by the complainant or an authorized representative.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant no later than thirty (30) calendar days after its filing.
5. Once the complaint form has been completed and signed, please return to:

**County of Los Angeles  
Department of Parks and Recreation  
Attn.: Patrice Sanders, ADA Coordinator  
433 S. Vermont Ave., 2<sup>nd</sup> Floor  
Los Angeles, CA 90020  
(213) 738-2970 (Voice)  
(213) 427-6118 (TTY)  
(213) 738-8398(FAX)**

ADA NOTICE

Pursuant to the American with Disabilities Act (ADA), the County of Los Angeles Department of Parks and Recreation has designated an ADA Coordinator to effect compliance with the non-discriminatory provisions of the ADA. Upon 3 day request/notice, sign language interpretation and related materials in alternative formats (Braille-transcript, large print, audio-record, video captioning, etc.) or any other accommodations are available for County sponsored activities and events.