

ADA SELF -EVALUATION

- Self -evaluation of County programs, services and activities
- required/suggested training for County staff
- Facility audit (interior and exterior)
- Prioritizing facility improvements for accessibility

Departments:

Assessor

The Assessor's Office is responsible for establishing equal, just, and fair assessed values for all taxpayers. These gross values are developed to be utilized in the property taxation process. Duties include Real and Personal Property Assessment, Property Tax Board of Appeals, Classified Forest and Geothermal Deductions, Not-for Profit Exemptions, Sales Disclosures.

Warren County Courthouse (Ground Floor)

125 N. Monroe Street, Suite 3
Williamsport, IN 47993

Auditor

The Auditor's Office performs many duties and serves primarily as the principal financial operation of the county. As a County Auditor, we must work together as a team with the Assessor and the Treasurer. Our duties are independent of one another, thus allowing us to reconcile against each other. Through the various applied checks and balances, we are held to a high degree of accountability. This level of accountability is not only to the state agencies, but first and foremost we are accountable to the taxpayers. A few of the duties that are administered by the Auditor's Office are payroll, accounts payable, budgets, abatements, employee benefits, property deductions and maintenance of the property transfer books.

The Auditor is Secretary to the County Commissioners, County Council, State Tax Adjustment Board, County Drainage Board, Board of Review and Data Board.

Warren County Courthouse (First Floor)

125 N. Monroe Street, Suite 7
Williamsport, IN 47993

Circuit Court

The **Warren County Circuit Court** is presided over by the sole Judge who oversees Court Cases, Court Programs, Court Facility, and Court/Probation Department Staff. All Court/Probation Staff and Programs have substantial contact with the public.

The **Bi-County Accountability Court (BAC)** is a problem-solving drug court of the Fountain and Warren Circuit Courts. The Judge of Warren County is deemed the Supervising Judge and the Judge of Fountain County is deemed the Coordinating Judge.

Probation Department supervises, monitors, and assists Juvenile/Adult offenders with the goal of rehabilitation as ordered by the Court.

Court-Appointed Special Advocate (CASA) / Guardian Ad Litem is a specially trained individual, who is appointed by the Judge to advocate for an individuals' best interest in court. Their advocacy enables the Judge to make the well-informed decisions.

Warren County Courthouse (Second Floor)

125 N. Monroe Street, **Suite 4- Probation /Suite 5 – Court**
Williamsport, IN 47993

Circuit Court Clerk

The Clerk's Office is responsible for many administrative functions directly related to the Warren Circuit Court. Duties include maintaining court records, certifying/attesting transcripts, issuing summons/subpoenas, and collecting money related to court cases/child support. This office also issues/maintains records of marriage licenses, passports, and oath of office.

The Clerk is responsible for the administration of Election in the county. Early voting takes place in the Warren County Courthouse. Duties include appointing Election Board, Election Training, Election Equipment, Election Precincts, and Election Staff.

Warren County Courthouse (First Floor)

125 N. Monroe Street, Suite 11
Williamsport, IN 47993

Commissioners

The Board consists of three Commissioners who are elected to four-year staggered terms at County general elections. The Warren County Board of Commissioners serves as the executive and legislative authority for the county. The Board's statutory duties include Supervision of the County Highway system, Construction and maintenance of County bridges, Management of all County property, Auditing and authorizing claims, Receiving bids and authorizing County contracts, Exercising appointments to boards, commissions, committees, and certain department heads, Supervision of County building regulations, Management of County information technology system, Supervision of County economic development, and Liaison to all County officeholders.

Warren County Courthouse (First Floor)

125 N. Monroe Street, **Suite 7 Commissioner's Court**
Williamsport, IN 47993

Coroner

The coroner is responsible for investigating identification of deceased, cause of death, and manner of death. Upon determination of investigation the coroner files death certificate with health department. Duties include appointing Deputy Coroner, complete mandated training, reporting to scenes, ordering necessary testing for investigation, and working closely with others to make appropriate determination.

Warren County Coroner

14 Railroad Street
Williamsport, IN 47993

Council

The council has the ultimate decision-making power regarding fiscal affairs. The council has authority to view or review fiscal matters, determine proper policy, and set priorities for the allocation and expenditure of county funds. The General Assembly determines the powers of the county council in this area. Duties include Appropriating, Approving, Authorizing and Fixing annual tax rates, levies, budgets and expenditures of county funds for all county government offices, agencies, and other specific purposes.

Warren County Courthouse (First Floor)

125 N. Monroe Street, **Suite 7 Commissioner's Court**
Williamsport, IN 47993

EMA

Create, train, maintain and exercise disaster plans for Warren County and jurisdictions in Warren County. Coordinate response, recovery and mitigation efforts and plans, support and coordinate Emergency Services, utilities, industry government plans for disaster response and recovery. Work with IDHS to coordinate training, response and recovery, mitigation of state and federal agencies. Duties include: Develop risk assessments, maintain comprehensive emergency management plan, facilitate/coordinate grants thru Indiana Department of Homeland Security. Maintain memorandums of understanding and mutual aid agreements. Maintain county emergency operational center.

Warren County EMA

16 Railroad Street
Williamsport, IN 47993

Highway Department

The Highway Department is responsible for maintenance of 555 county road miles. Funding for road operations comes from Indiana State Motor Vehicle Highway Tax. The Department also maintains and repairs all county bridges and culverts.

Warren County Highway Garage

425 W. Washington Street
Williamsport, IN 47993

Human Resource/ADA -Title VI Director

Human Resource maintains personnel files, monitors employee salaries, enters time worked, administers personnel policies, employee benefits, workers compensation, and unemployment. In addition to ADA/Title VI responsibilities.

Warren County Office Building

14 Railroad St
Williamsport, IN 47993

Prosecutor

The Warren County Prosecutor's Office represents the State of Indiana in all felony and misdemeanor criminal prosecutions resulting from crimes committed in Warren County, Indiana. The Prosecutor's Office files and pursues felony and misdemeanor criminal charges and infractions involving violations of state statutes. Duties include assisting all law enforcement agencies in the investigation of crimes, to include obtaining the issuance of subpoenas and conducting grand juries to gather evidence of criminal conduct in Warren County, Indiana. The Prosecutor's Office also provides victim assistance and helps to recover restitution for crime victims. Pursues criminal seizure and forfeiture assets used in or acquired through criminal endeavors conducted in Warren County, Indiana. Assists local merchants and other recipients of bad checks through a program to help recoup monies. The Prosecutor's Office will also establish paternity of children born out of wedlock and assists custodial parents in the collection of child support.

Warren County Prosecutor

110 N. Monroe Street
Williamsport, IN 47993

Recorder

The Recorder's Office is dedicated to preserving and maintaining the records of Warren County. Duties include assisting with searching, maintaining, and recording documents.

Warren County Courthouse (First Floor)

125 N. Monroe Street, Suite 10
Williamsport, IN 47993

Sheriff

The Sheriff's Office is responsible for keeping the peace, the county jail and the prisoners in the jail, attending county council session and executing their orders, and executing orders from the County Commissioners. Duties Include dealing with the public, dealing with Sheriff's sales tax warrants, gun permits, and various other issues.

Warren County Sheriff Department/Jail

29 E. 2nd Street
Williamsport, IN 47993

Solid Waste/Recycle

The purpose of the Solid Waste District is to reduce the amount of solid waste going into landfills and to educate the public on the importance of preserving and enhancing the environment through Reduce, Reuse, Recycle. In addition to household recycling, we provide containers and pick-up service to county businesses and schools.

Warren County Solid Waste Management District

425 W. Washington Street
Williamsport, IN 47993

Surveyor

The Surveyor's Office is responsible for: Managing the construction, reconstruction and maintenance of all Warren County regulated (legal) drains in conjunction with the Warren County Drainage Board. Duties Include Providing the following data: Section Corner Monument Records, Bench Mark Records, Original Government Surveys, Legal Survey Records, U.S.G.S. Topographical Maps and Historic Maps.

Warren County Courthouse (Ground Floor)

125 N. Monroe Street, Suite 2
Williamsport, IN 47993

Treasurer

The Treasurer's office accepts all payment of taxes for real estate, personal property, mobile homes and inheritance tax. We also issue Mobile Home moving or transfer of title permits and sign property tax clearance schedules for liquor license permits. Some of these duties include Collecting property taxes, Balancing funds with Auditor each day, Counter signing all county checks, Investing County funds, issuing mobile home permits (transfer & moving), Validating liquor permits, and Facilitate Tax Sale/Certificate Sale.

Warren County Courthouse (First Floor)

125 N. Monroe Street, Suite 6
Williamsport, IN 47993

Veteran Service Officer

The Veterans Service Officer is a local point of contact for veterans in their county to assist with all veteran issues. Duties include working closely with The Indiana Department of Veteran Affairs, The United States Department of Veterans Affairs, and various Veteran Service Organizations assisting veterans and their family members with benefits they may be eligible for due to their military service.

Warren County Office Building

14 Railroad St
Williamsport, IN 47993

Area Plan/Zoning

The Area Plan & Zoning Office is responsible for: issuing building permits, overseeing special exceptions and variances, explaining and enforcing the ordinance, overseeing building projects
Duties include Building inspections, responding to violations and complaints pertaining to the ordinance.

Warren County Courthouse (Ground Floor)

125 N. Monroe Street, Suite 1
Williamsport, IN 47993

Warren County Health Department - EFFECTIVE 1/1/2023

The Warren County Health Department is responsible for: investigating and enforcing regulations in regards to food, water, and environment, preparedness for public emergency, maintaining/issuing vital records, promoting/ creating programs in regards to health, well-being, and disease management, and provides nursing services for a variety of public health needs.

Right of Ways- Curb Ramps- Sidewalks

Warren County Right of Ways, Curb Ramps, and Sidewalks were inventoried based on the information of the Warren County Highway Superintendent. At this time all accessible public Right of Ways, Curb Ramps, and Sidewalks of this rural community are under the jurisdiction of INDOT and incorporated Towns.

Facility Audit

1. Warren County Courthouse-
125 N. Monroe Street,
Williamsport, IN 47993
2. Warren County EMA Building -
16 Railroad Street
Williamsport, IN 47993
3. Warren County Highway/Recycling Center
425 W. Washington Street
Williamsport, IN 47993
4. Warren County Office Building
14 Railroad St
Williamsport, IN 47993
5. Warren County Purdue Extension Building
6. Warren County Sheriff Department
7. Fleming Woods County Park
8. Cicott Park
9. Warren County Health Department

Programs and Services:

- **Warren County Health Department**- EFFECTIVE 1/1/2023
Nursing services that include vaccinations, blood pressure checks, testing for pregnancy and limited diseases.
Educational outreach programs are offered for health and overall community wellbeing.
Environmental services that include community addressing concerns and permits.
Vital record services for issuing birth and death certificates.
- **Fountain-Warren County 911 Dispatch**- This is also under the control of Fountain County, with the largest population. Currently, the building, programs, and services would be also reported on the Fountain County ADA Transition Plan/ Title VI as Warren County only financially contributes an 1/3 (.33) portion of operating expenses to provide services for Warren County citizens.

All of the Following Boards meet in the Warren County Commissioner's Room

- Area Plan Commission- (APC)
- Board of Zoning Appeals- (BZA)
- Warren County Park Board
- Property Tax Assessment Board of Appeals (PTABOA)

- Alcohol and Tobacco Board
- Warren County Solid Waste Board
- Local Emergency Planning Committee- LEPC
- Emergency Management Agency Board- EMA

Facilities:

- **Prosecutor** Office is rented and meetings are mostly held in accessible areas of the Warren County Courthouse due to the nature of business.
- **Warren County Animal Control** Holding Facility is not for public access

SELF-EVALUATION FINDINGS OF COUNTY PROGRAMS AND SERVICES:

- Warren County employees are aware of ADA coordinator appointed by Commissioners.
- ADA Coordinator attended necessary training
- A minimum of three other staff members were previously trained ADA Coordinators
- Required Staff training was provided on Warren County Nondiscrimination & Accessibility Programs.
- **The current ADA Director has not received any formal complaints to log.**
- Warren County meeting announcements and website include required up to date ADA Coordinator contact information and statement.

- Non-Discrimination Policy has been previously adopted, published, hung in public buildings, posted on county website, and currently attached to ADA Transition Plan as Appendix A.
- Warren County is aware of the responsibility and necessity to provide reasonable accommodation to all disabled citizens, potential hires, and employees, that would not cause an undue burden as required by law.
- Grievance Procedures are published in ADA Transition Plan and communicated with staff through training,
- Grievance Forms are also available on County Website, published as part of ADA Transition Plan Appendix B, and was also communicated to staff as part of training.
- All staff is aware that necessary mobility devices and service animals are allowed in public areas.
 - Warren County owns/provides Auxiliary Aids to citizens upon request
 - Warren County has not received any requests for language services and acknowledges the responsibility to provide upon request.
 - Warren County has not and will not charge for any services/equipment that are required to be provided for reasonable accommodations
- Equal Employment Opportunity statements are included in job postings, employee handbook, and posters are hung in employee/public area.
- Job descriptions have recently been updated and include a portion that only asks “If there is anything that would keep you from doing the job duties as outlined” above signature for acknowledgement line.
- Interviews are mainly conducted in-person at accessible areas.
- All staff applicable to hiring/interviewing potential employees use standard practices to avoid potential discrimination.
- Sheriff and Highway departments are the only two departments that would require any form of standardized/physical testing. All rules and regulations are uniformly applied in applicable situations due to compliance with federal and state guidelines that are required of these specific positions.
- Employee personnel files containing confidential information are kept locked and are available for only authorized viewing.
- Warren County website is not currently ADA Compliant
- Warren County Emergency Management Agency works closely with State Agencies to ensure the needs of every citizen can be met when creating necessary plans for Disasters/ Emergencies.
- Polling Places are ADA compliant

Action Plan

Issue	Solution	Time frame Projected	Responsibility
Additional staff training needed in regards to ADA/Title VI regulations	Materials on topics related to ADA/Title VI will be provided to staff with more in-depth information.	Target date to begin August 2022 and will be on-going. This should be at minimum semi-yearly	ADA Coordinator will be responsible for further educating staff
Warren County Website Non- compliant when tested	County website is in the final phases of being updated. Vendor is currently migrating material from website onto newly ADA Compliant one. This vendor guaranteed consistent compliancy for ADA purposes.	Although targeted date is yet to be given from vendor it is believed website will be fully completed by the end of the 3 rd quarter and fully functional before the end of the 4 th quarter of 2022.	Warren County Commissioners / Website Administrator are responsible for Warren County Website
Language Services- no contract	Warren County is currently seeking a contract with Language Line to provide compliant services on demand.	Contract should be executed by the end of 2022	ADA Coordinator/ Warren County Commissioners

Self -Evaluation Facility Findings

Warren County Courthouse- 1 handicap parking per 20 available

Women's Restroom –Courthouse

- Signage needs replaced
- Sink replaced -
- Paper towel Dispenser Lowered-
- Toilet Paper Dispenser relocated-

Men's Restroom –

- 2nd floor Ramp in restroom railing recommended
- **Courtroom Private use** restroom- not used for public access
- Ramp to restroom entrance railing recommended
- Reconfigure restroom

Warren County EMA Building – not used for public access

- Restroom Opening too narrow- move door swing
- Exterior threshold into entrance too steep- add ramp
- Threshold into interior door from bay too steep – minor alter with threshold
- Sink is not accessible -replace

Warren County Office Building – one designated handicap parking

- Sidewalk cracked/unlevel- not on handicap accessible parking side
- New handicap parking sign needed
- Meeting room outside door too narrow and threshold too high -not handicap accessible entrance
- Parking Lot repair needed- not handicap accessible parking area

Warren County Purdue Extension- one designated handicap parking

- Restroom too small due to historic building

Fleming Woods County Park –

- Handicap parking sign needed
- access is limited to trails –
- Entrance into outhouse compost toilet- concrete cracked
- door too narrow into compost toilet
- Grab bars behind compost toilet are needed

Warren County Health Department

- Sidewalk and parking lot repairs needed

Plan for Readily Achievable Barrier Removal

Location	Priority	Estimated Cost	Timeframe Projected	Responsibility
Warren County Courthouse	1- Additional railing both sides of ramp	9875.00	In process - awaiting arrival/installation	Commissioner in charge of project
Warren County Courthouse	2- Signs need replaced/added	400.00	4 TH QTR 2022	Custodian can install
Warren County Courthouse	3-Lavatory replacement	300.00	2 nd Qtr 2023	TBD
Warren County Courthouse	3- relocate paper towel/ toilet paper dispenser In Women's restroom	50.00 -	4 TH Qtr 2023	Custodian can replace
Warren County Office Building	1- Signage needs replaced	30.00	4 th Qtr 2023	Custodian can replace
	1-			
Warren County Office Building	Sidewalk repair	2000.00	4 th Qtr 2024	
Ema Building			4 th qtr 2024	
Purdue Extension	Handicap push button opener	2000.00	4 th Qtr 2024	

ADA IMPROVEMENTS: APPENDIX C ADA Transition Plan

Previous –

1. ADA Compliant signs were installed in required areas of Warren County Courthouse
2. Cupholders were added at accessible height to Drinking Fountains, Warren County Courthouse
3. Auxiliary Device was purchased for public use- Warren County Courthouse
4. Grievance Procedure was established
5. Public Meeting announcements were updated to include required ADA notification
6. Transition Plan was updated
7. Warren County website was updated to include ADA required information

2022

1. COURTHOUSE - DIRECTIONAL SIGNS ORDERED AND INSTALLED DIRECTING TRAFFIC TO HANDICAP ENTRANCE
2. COURTHOUSE - SIGN ORDERED AND INSTALLED CLEARLY IDENTIFYING HANDICAP ENTRANCE
3. COURTHOUSE -RAILING ORDERED FOR BOTH SIDES OF HANDICAP RAMP EXTERIOR ENTRANCE
4. COURTHOUSE -RAILING ORDERED FOR EXTERIOR NEAR HANDICAP RAMP WEST ENTRANCE slope is steep on side
5. COURTHOUSE- EXTERIOR SIDEWALK CRACKS REPAIRED HANDICAP ENTRANCE AND PATHWAY
6. PURDUE EXTENSION BUILDING SERVICE COUNTER BROUGHT TO 36INCH HEIGHT
7. Water Fountains – currently being replaced will be installed at handicap height
8. Warren County Highway Department – removed parking block, installed new handicap parking sign, and added ramp at front entrance threshold that was too steep for accessibility

2023

1. Health Department became active and was fully remodeled.
2. Rail on ramp interior was custom made and put in ADA compliant- Health Dept
3. All features inside the building were made ADA compliant in areas the public use- Health Dept
4. ADA push button handicap operator was installed in both entry doors due to weight of doors. They open consecutively- Health Dept

5. Handicap accessible parking sign 1 per 20 spaces- Health Dept
6. Gap in threshold on entry door was made compliant- Health Dept
7. Website was brought to compliant -
8. Language has been added to application used for County
9. Employee training for ADA is ongoing
10. Women Restroom sink brought to ADA compliance in Courthouse