

HOW TO FILE AN ADA VIOLATION COMPLAINT

Should you feel that NNRJ has violated the Americans with Disabilities Act you may file a complaint. The appropriate method to file a complaint is outlined below.

- a. Come to the Northern Neck Regional Jail and tell an employee that you want to file an ADA violation complaint. You will be directed to the appropriate staff member; or
- b. Call the Northern Neck Regional Jail and press five (4) for Family Liaison to request that an ADA Violation Complaint Form be mailed to you. You will need to provide the appropriate mailing address; or
- c. Download the ADA Violation Complaint Form with instructions from the Northern Neck regional Jail Website at (www.nnrj.state.va.us) and select "About Us" from the Menu.
- d. Mail completed forms to:

Jail Superintendent
P.O. Box 1090
Warsaw, VA 22572.

Your complaint will be reviewed by the Superintendent and handled in the most expeditious manner possible. Your issue may require that we contact you to obtain additional information.

**Northern Neck Regional Jail
ADA Violation Complaint Form**

Today's Date: _____

Name of Person Filing Complaint : _____

Mailing Address of Person Filing Complaint: _____

Phone Number of Person Filing Complaint: _____

Nature of Complaint / Description of Potential Violation:

I understand I may be contacted and asked further questions, and I further understand that I may have to testify under oath concerning all matters relevant to this complaint.

Signature of Complainant

Date

() check if complainant refused to sign

Signature of Staff Person Receiving Form

Date

Mail to: Jail Superintendent
P.O. Box 1090
Warsaw, VA 22572