



Department A.D.A. Coordinator

Code of Federal Regulations, C.F.R. 35.107 directs all public entities that employ fifty (50) or more persons to designate at least one employee to coordinate its efforts and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. It also directs for the public entity to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part.

The following are the members of the Village of Key Biscayne Police Department that have been appointed as A.D.A. Coordinator to act in such capacity as authorized and described in this Regulation, including receipt of allegations of any action that would be prohibited by this Regulation:

Ms. Ana Y. Guerra
Administrative Services Manager
88 West McIntyre Street Key
Biscayne, Florida 33149
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Village of Key Biscayne Complaint Procedure:

1. Any action prohibited by this part that is alleged by a member of the public or the agency shall be brought to the attention of an A.D.A. coordinator who shall immediately notify the Chief of Police.
2. Upon being informed, the Chief of Police shall direct for a prompt and equitable resolution of the complaint.
 - a. In order to achieve the optimal results, the Chief of Police may direct department, Village or outside resources to investigate the allegation.
 - b. If the A.D.A. coordinator is not assigned the investigation, he/she shall be appraised and kept current of the investigation.