



New York County District Attorney's Office (DANY)

Local Law 12 of 2023

Five-Year Accessibility Plan

2024-2028

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BACKGROUND

Local Law 12 of 2023 amended the New York City Charter and Section 23-1004 of the Administrative Code of the City of New York, in relation to improving accessibility for persons with disabilities. It also requires agencies to prepare and publish five-year accessibility plans in consultation with the Mayor's Office for People with Disabilities. At a minimum the plan must include:

1. The steps the agency is taking and will be taking over the next five years to ensure that the agency's workplace, services, programs, and activities are accessible to and accommodating and inclusive of persons with disabilities; and
2. Information regarding ongoing projects and projects planned over the next five years that are related to improving physical, digital, programmatic access, and effective communications for persons with disabilities, including, but not limited to:
 - i. alterations or structural changes to facilities or premises that are owned and operated by the agency or contracted for use by the agency or otherwise under the agency's jurisdiction;
 - ii. planned upgrades or investments in technology or tools that will improve accessibility within the agency or access to such agency's services and programs; and
 - iii. additional steps to make the agency's programs and services more accessible to and inclusive of persons with disabilities.

STATEMENT OF COMMITMENT

Our office investigates and prosecutes crimes in Manhattan, while working toward both a safer and fairer borough. We provide a comprehensive range of services for crime survivors and their families, addressing issues such as intimate partner and domestic violence, elder abuse, financial crimes, and fraud targeting immigrants. Our work is strengthened by the diversity of our staff and the communities we serve. Therefore, it is

important that we ensure equitable access to all our physical and digital spaces, as well as many of our services.

It is our policy to comply with all applicable laws including, but not limited to, the Americans with Disabilities Act (ADA), Rehabilitation Act, the New York State Human Rights Law, and the New York City Human Rights Law. We do not discriminate on the basis of disability in the operation of our programs, services, and activities, and we strive to be welcoming to and inclusive of people with disabilities.

ACCESSIBILITY INFORMATION

Disability Service Facilitator (DSF)

Pursuant to Local Law 27 of 2016, any member of the public who requires an auxiliary aid or service for effective communication, or a reasonable modification of policies or procedures to participate in our programs, services, or activities (involving matters other than employment) is invited to direct their needs and preferences to DANY's DSF at:

Juan Pablo Gutierrez
New York County District Attorney's Office
One Hogan Place
New York, NY 10013
Telephone: (212) 335-9000
Email: dsf@dany.nyc.gov

Digital Accessibility

Pursuant to Local Law 26 of 2016, our website contains our Website Accessibility Statement and Website Accessibility Feedback Form.

Communications Accessibility

Our website includes a drop-down that provides visitors with the ability to select and translate web content into the 10 designated citywide languages under Local Law 30 of

2017, which include: Spanish, Chinese, Russian, Bengali, Haitian, Korean, Arabic, Urdu, French, and Polish.

Workplace Accessibility

We are an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment. Employment related complaints for employees and applicants are covered under the [City's EEO Policy](#).

EXECUTIVE SUMMARY

Our accessibility plan aims to identify and remove barriers to accessing DANY services and to enable our workforce to better serve New Yorkers. The plan addresses accessibility in the following spaces: physical, digital, programmatic, communications, and workplace. As such, this plan is iterative and will evolve to keep pace with accessibility standards and requirements.

The DANY Disability Service Facilitator prepared this plan and is responsible for coordinating, implementing, and updating. This plan was developed in consultation with DANY's Chief Operating Officer; Equal Employment Opportunity Officer; Chief Diversity, Equity, and Inclusion Officer; and other senior DANY management.

AGENCY PLAN (2024-2028)

Physical Accessibility

DANY operates out of seven buildings - two managed by the Department of Citywide Administrative Services (DCAS) and five spaces leased by DANY. Building managers at each facility are responsible for common areas and we are responsible for our tenant occupied spaces.

The two buildings managed by DCAS are in lower Manhattan at 100 Centre Street (including 1 Hogan Place), and 80 Centre Street. Four leased spaces are in Manhattan

at 40 Worth Street, 163 West 125th Street, 530 West 166th Street, and 84 Wooster Street, and one in Brooklyn at 4312 Second Avenue.

In compliance with ADA and local mandates, DCAS has posted signage indicating building accessible entry points as well as location of public toilets and elevators, added wheelchair ramps, lifts, and ADA push buttons for automatic opening of doors for people with disabilities at building entrances where possible. DANY has also posted signage related to access to single-sex facilities consistent with gender identity and expression.

Our office continually works to address ADA and local mandates related to physical space accessibility. As part of this plan, our office will defer to DCAS's commitment to address the barriers it identified in its 2019 architectural accessibility survey as noted in [DCAS' published five-year accessibility plan](#). We will work with building managers to address accessibility barriers at leased spaces as they arise and conduct a comprehensive audit of all spaces within our purview to determine next steps and ensure we are compliant with physical accessibility standards.

Digital Accessibility

In 2023, DANY implemented Level AA standards of the Web Content Accessibility Guidelines 2.1 adopted by the city to address digital access to include the publication of our Web Accessibility Statement.

Our office will continue to review web content accessibility guidelines and standards and address accordingly. Additionally, we will conduct a digital accessibility self-evaluation to assist in our development and implementation of policies and procedures over the next five years.

Programmatic Accessibility

In compliance with City laws and regulations, DANY has designated a Disability Service Facilitator, implemented an EEO Complaint Process and EEO Reasonable Accommodation Process, and launched the [Website Accessibility Feedback Form](#).

In our continued commitment to programmatic access, we will conduct a program accessibility self-evaluation to aid in our development and implementation of policies and protocols to ensure that people with disabilities are not excluded from programs, activities, and services.

Communications Accessibility

We added language and/or symbols to some of the materials we use to promote the use of the wide array of survivor services we offer to reflect the availability of American Sign Language and provisioned in-person and video remote interpretation.

Our office will conduct a communications accessibility self-evaluation to aid in our development and implementation of policies and procedures over the next five years.

Workplace Accessibility

Our office previously designated a 55-a Program Coordinator, deployed structured interviews office-wide, added text on all job postings that states our Office is an equal opportunity employer, mandated all new hires and managers to take the online DCAS provisioned “Disability Etiquette & Awareness” training, mandated all employees to take the online DCAS provisioned “LGBTQ: the Power of Inclusion” training bi-annually required by DCAS, and enhanced the Reasonable Accommodations request process.

We will conduct a workplace accessibility self-evaluation to assist in the development and implementation of policies and procedures related to recruitment, retention, and fire and life safety that will shape our efforts over the next five years.

Methodology

We periodically review all administrative requirements related to accessibility to develop solutions wherever possible.