

Queens County District Attorney's Office



Local Law 12 of 2023 Accessibility Progress Report 2024-2025

Contents

General	2
Statement of Commitment	2
Feedback Process	3
Progress Report	4
Physical Access	4
Digital Access.....	5
Programmatic Access	6
Effective Communications.....	6
Workplace Inclusion.....	6
Consultations and Feedback.....	7
Conclusion	8

General

The mission of the Queens District Attorney's Office (QDA) is to promote fairness for all participants in the criminal justice system and keep our communities safe. Queens is the largest of New York City's five boroughs and one of the most diverse. With that diversity comes many people who speak a wide range of different languages. The well-being and safety of Queens and greater New York City residents are jeopardized if they are unable to access our services effectively.

QDA has engaged in agency-wide collaborations to develop and implement various elements outlined in Local Law 12 of 2023 ("Local Law 12"), codified as section 23-1004 of the NYC Administrative Code, which requires agencies to prepare and publish 5-year accessibility plans. Local Law 12 further requires agencies to publish an annual report, setting forth the progress they have made towards achieving the goals in their 5-year accessibility plan.

QDA has:

- Appointed a Disability Service Facilitator
 - o Tyear K. Middleton, Esq., dsf@queensda.org or 718-286-6000
- Developed and Published a 5-year Accessibility Plan
 - o QDA's 5-year Accessibility Plan was published on July 15, 2024.
- Completed Agency Wide Training
 - o All staff were required to complete Disability Etiquette and Awareness Training.
- Completed Accessibility Self-Evaluations
- QDA will continue to meet the Web Content Accessibility Guidelines 2.1 Level AA for both our internal and public-facing websites

The purpose of this document is to report on the progress made thus far in implementing QDA's 5-year Accessibility Plan. This is QDA's first annual progress report.

Statement of Commitment

QDA is committed to providing its employees, job applicants, and all individuals, including those with disabilities, equal access to all QDA services, activities, and programs.

Local Law 27 of 2016 requires all City agencies to hire or appoint a full-time Disability Service Facilitator (DSF). These individuals serve as liaisons to New Yorkers with disabilities, providing access points for them to obtain information, services, and assistance.

The DSF's responsibilities include ensuring their agencies, programs, and services comply with the Americans with Disabilities Act (ADA) and other laws that impact people with disabilities; providing information to the public on programs and services; ensuring physical accessibility; and serving as a liaison with the NYC Mayor's Office for People with Disabilities (MOPD).

Additionally, the DSF serves as the primary contact for people with disabilities requesting auxiliary services; auxiliary services include - readers, note-takers, sign language interpreters, assistive listening systems and devices, open and closed captioning, videophones, large print, Braille, audible or electronic formats, real-time captioning (CART), or video remote interpreting (VRI).

QDA Appointed:

Disability Service Facilitator

Tyear K. Middleton, Esq.
80-02 Kew Gardens Rd.
Kew Gardens, New York
dsf@queensda.org

- [5-year Accessibility Plan](#)
- [Grievance Procedure](#)
- [Website Accessibility Statement](#)

Feedback Process

QDA welcomes feedback from both staff and the public regarding accessibility. Feedback can be submitted anonymously through the agency's contact form, in writing, or by telephone.

Progress Report¹

Physical Access

QDA operates out of the following buildings:

DCAS Buildings

125-01 Queens Boulevard

Kew Gardens, NY 11415

120-55 Queens Boulevard

Kew Gardens, NY 11424

Family Justice Center

126-02 82nd Avenue

Kew Gardens, NY 11415

Leased Spaces

80-02 Kew Gardens Road

Kew Gardens, NY 11415

126-06 Queens Boulevard

Kew Gardens, NY 11415

DCAS is responsible for common areas in the City-owned buildings listed above. QDA is responsible for assessing common areas in the leased spaces listed above.

As of FY 2025, QDA:

- Has made updates and improvements to 120-55 Queens Boulevard Kew Gardens, NY 11424, adding additional office space that includes:

¹ The progress report must address the five areas identified in section (b)(2) of Local Law 12 (NYC Admin Code § 1004(b)(2))

- o Accessible entrance by ramp with the symbol of accessibility sign at entrance
 - o ambulatory accessible bathrooms
 - o Elevator between duplex floors for mobility-impaired persons only, with applicable signage
- Is ADA compliant with ambulatory accessible bathrooms (stall and toilet) in our leased locations.
- Will continue to follow Local Law 51 of 2017, which requires the installation of an induction loop assistive listening system or successor technology in at least one of the planned assembly areas for new construction or rehabilitation projects with City financing and an estimated construction cost of \$950,000 or above. Additionally, the law requires us to report updates to the Mayor's Office for People with Disabilities (MOPD) to maintain and update the current list of looped venues throughout the city annually.
- Will continue to conduct self-assessments to address access issues, including, where applicable, alterations or structural changes to facilities or premises, as well as planned upgrades or investments in technology.

Digital Access

As of FY 2025:

- QDA's website purports with Web Content Accessibility Guidelines (WCAG).
- QDA will continue to audit and review internal and public websites and digital assets for accessibility

By May 2026, we will:

- Appoint a Digital Inclusion Officer to participate in MOPD's DIO training series
- Audit and review internal and public websites to include Alt text and captions for online video meetings.
- Include ASL interpretation to be built into (video-in-video) the original videos or have a separate ASL video that is linked to from the page of the original.

Programmatic Access

As of FY 2025

- The QDA Community Partnership Division participated in *Public Events Accessibility Training*, offered through the Mayor's Office of People with Disabilities (MOPD), to ensure physical access to spaces used for public events.
- QDA has updated all advertisements, posters, invitations, and other publicity materials for public events to include information on accessibility for people with disabilities and the deadline for submitting accommodation requests.

By May 2026, we will:

- Ensure training resources are available with alt text and alt images.

Effective Communications

FY 2025 QDA:

- Secured a language access provider that offers video remote interpretation (VRI)
- Secured assistive listening devices (ALDs)
- All QDA staff were offered training on effective communication techniques when interacting with people with various disabilities through the Justice Center for the Protection of People with Special Needs
- Train employees in creating accessible documents that contribute to our website.

By May 2026, we will:

- Follow MOPD recommendations for visual and text communications.

Workplace Inclusion

FY 2025 QDA:

- Offered training to managers and supervisors on *Coaching and Effective Feedback*.
- Increased our staff completion rate for preventing workplace harassment.

- Hiring managers will complete *Structured Interviewing and Unconscious Bias* training.
- Continue to follow the City's EEO and reasonable accommodations policies.
- Remind employees annually of the availability of the reasonable accommodations process, in the EEO statement of Commitment.

By May 2026, we will:

- Staff will complete the *Disability Etiquette & Awareness* Training, which offers a brief overview of disability justice, preferred language, and best practices for interacting with people with disabilities.
- Utilize the *55-a Program* to hire people with disabilities for competitive positions.

Consultations and Feedback

QDA opened its proposed accessibility plan for public comment by posting a notice of opportunity to comment on our website. Additionally, QDA e-mailed our proposed plan to several community-based organizations, providing an e-mail and mailing address where comments could be received. To date, QDA has not received any comments or feedback.

Currently, our grievance procedure for members of the public is available by mail, e-mail, or phone, or upon request, by alternative means, such as an in-person interview. A request for an alternative means of filing may be granted through reasonable accommodation for a grievant with a disability.

Disability Service Facilitator

Tyear K. Middleton, Esq.
80-02 Kew Gardens Rd.
Kew Gardens, New York
dsf@queensda.org
718-286-6000

To date, QDA has not received any grievances.

Conclusion

QDA understands and actively pursues the inclusion of all people with disabilities in all aspects of our agency. We strive to make significant progress in demonstrating our commitment to improving accessibility, addressing current and future barriers, and ensuring that our services are accessible to everyone. QDA recognizes that improving accessibility is an ongoing process and welcomes feedback from our community at all times.

QDA affirms its dedication to fostering accessibility and inclusion, and over the next year, QDA will focus on

1. Additional Braille Signage
 - o Install braille signage in key locations where directional signage is present. This should be completed in FY2026
2. Continue to strive to meet the Web Content Accessibility Guidelines 2.1 Level AA for both our internal and external websites.
3. Foster an inclusive work environment:
 - o Implement initiatives to broaden access to employment opportunities for under-represented populations
4. Reporting Requirements:
 - o Commitment to filing annual progress reports on accessibility initiatives as required by LL12

The goals outlined are subject to change based on ongoing assessments, feedback, and changes in regulatory requirements.