



NYC LAW DEPARTMENT

Accessibility Progress Report

2024-2025

Pursuant to Local Law 12 of 2023 (“Local Law 12”), codified as section 23-1004 of the NYC Administrative Code, the Law Department prepared a 5-year accessibility plan that addressed potential improvements to accessibility through physical access, digital access, effective communication, programmatic access, and workplace inclusion.

Local Law 12 further requires agencies to release an annual progress report, detailing its achievements, from the prior fiscal year, with respect to the goals of the five-year accessibility plan.

Overview of the Law Department

The Law Department represents the City, the Mayor, other elected officials, and the City's many agencies in all affirmative and defensive civil litigation, as well as juvenile delinquency proceedings brought in Family Court and Administrative Code enforcement proceedings brought in Criminal Court. Law Department attorneys draft and review local and State legislation, real estate leases, procurement contracts, and financial instruments for the sale of municipal bonds. The Law Department also provides legal counsel to City officials on a wide range of issues such as immigration, education, and environmental policy.

Statement of Commitment

The New York City Law Department is committed to providing an inclusive and accessible environment for all. We will strive to provide accessible services and facilities to all members of our community and will work towards this goal with dedication and passion. Everyone deserves equal access to our services and facilities. It is only by promoting accessibility that the Law Department will be able to uphold its core values: Justice, Diversity, Equity and Inclusion, Integrity, Excellence, Dedication, Respect, Teamwork, Supportive Work Environment, and Professional Development.

Consistent with these core values and with the purpose of Local Law 12 of 2023, the Law Department will continue to use reasonable efforts to identify, prevent, and remove barriers to accessibility. The New York City Law Department is committed to providing physical, digital, and programmatic access, and effective communications to persons with disabilities. This annual progress report to our five-year accessibility plan outlines the efforts taken over the last year to improve accessibility and equal access to our services and programs for persons with disabilities.

Disability Service Facilitators and Other Key Accessibility Information

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Grievance Procedure

A grievance, pursuant to the Americans with Disabilities Act, the New York State Human Rights Law and/or the New York City Human Rights Law, by members of the public should be made to the Law Department's Disability Service Facilitators listed above.

To access the Law Department's grievance procedure, please visit: <https://www.nyc.gov/site/law/public-resources/americans-with-disability-act-notice-of-rights.page>.

A copy of the grievance procedure is appended to this proposed five-year accessibility plan as **Appendix A**.

Website Accessibility

The New York City Law Department is committed to ensuring its digital content is accessible to and usable by people with disabilities. The Law Department is continually improving the user experience for everyone and applying the relevant accessibility standards.

To access the Law Department's Website Accessibility Statement, please visit: <https://www.nyc.gov/site/law/about/accessibility-statement.page>

A copy of the Law Department's website accessibility features is appended to this proposed five-year accessibility plan as **Appendix B**.

Feedback Process

We welcome your feedback on the accessibility of our content. Please let us know if you encounter accessibility issues by using the [**Website Accessibility Feedback Form**](#).

If you need assistance accessing a particular program or service, please reach out to the New York City Law Department's Disability Services Facilitator at 212-356-1000.

Reported Progress

Progress on areas identified in Local Law 12 (NYC Admin Code § 1004(b)(2)):

Physical Accessibility

As of May 2025, we have:

- Collected information about requesting accommodations at various local, state, federal, and administrative courts where Law Department employees conduct their work.
- Researched ADA compliant podiums/lecterns and audio/visual controls to add to the Conference Center at Room 2-160.

By May 2026, we will:

- Disseminate information about accommodations at various external courts and locations where agency employees work.
- Install an ADA compliant podium/lectern with audio/visual controls in Conference Center in Room 2-160 for presenters.
- Continue to analyze and improve accessibility to common areas and occupied spaces as outlined in the Accessibility Plan.

Digital Accessibility

As of May 2025, we have:

- Identified a Digital Inclusion Officer to liaise with and attend meetings with the Mayor's Office for People with Disabilities (MOPD).
- Started to inventory digital assets to review, including, public-facing websites/portals, internal-facing websites/portals, mobile applications, social media accounts, public-facing electronic documents, and regularly sent mass emails.
- By the end of May 2025, plan to complete the initial annual MOPD compliance survey for the Web Content Accessibility Guidelines (WCAG) 2.2 Standard for our external Agency web site.
- The results of the survey will be compiled by MOPD into their annual report with an overall Agency score.

- The agency plans to review gaps and introduce corrective measures as needed.

By May 2026, we will:

- Continue the inventory of digital assets and assess for compliance and corrective measures.
- Continue the annual survey for WCAG Standards to measure compliance.

Programmatic Access

As of May 2025, we have:

- The Conference Center, Room 2-160, at 100 Church Street is where many Law Department programs and events are held. The room is equipped with a NADY ALD-800 VHF wireless assistive listening system and receivers are provided to those who have requested them during programs.
- Begin practice of enabling transcription, live closed caption features during recorded programming.
- Requested additional accessibility features be added to electronic training library database used for continuing legal education.

By May 2026, we will:

- The Law Department will explore improving accessibility to the Conference Center for persons with disabilities, including the installation of additional automatic doors and directional signage, including signage accessible to persons with visual impairments.

Effective Communications

As of May 2025, we have:

- Surveyed locations with assistive listening devices like personal amplifiers and audio induction loops to make sure information is up-to-date and accurate, and that the equipment is functional.
- Started an inventory of internal communications, including mass emails, electronic documents, newsletters, and PDFs.

By May 2026, we will:

- Analyze internal communications including mass emails, electronic documents, newsletters, and PDFs, to improve accessibility in communications.

Workplace Inclusion

As of May 2025, we have:

- Identified training on disability etiquette that is now mandatory for Law Department staff.
- Trained 1,338 staff members on disability etiquette.

As of May 2026, we will:

- Identify or begin developing additional trainings to be offered to staff, including but not limited to trainings related to the neurodivergent community.

Consultations and Feedback

The Law Department corresponded with the Statewide ADA Coordinator with the Office of Court Administration at the New York Unified Court System to obtain information related to requesting accommodations at the various courts where Law Department employees make appearances. The Law Department will continue to correspond with the Statewide ADA Coordinator and other responsible parties to make sure information obtained or disseminated is accurate and up to date.

Conclusion

The New York City Law Department is committed to providing an inclusive and accessible environment and we will continue to work towards improving accessibility in our programs, services, and facilities for all members of our community and will work towards this goal with dedication and passion.