



NYC LAW DEPARTMENT

Accessibility Progress Report

2025-2026

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 annual progress reports detailing their 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, the Council, 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, 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 2026, we have:

- Collected and disseminated information about reasonable accommodations and accessibility resources at various local, state, federal, and administrative courts where Law Department employees conduct their work.
- Installed a new infrared assistive listening system in the conference room of the Law Department's 233 Broadway, 12th Floor, New York, NY office location.
- Continued to research ADA compliant podiums/lecterns and audio/visual controls to add to the office's Conference Center located at 100 Church Street, New York, NY, Room 2-160.
- Initiated planning for an accessible workstation/office to improve accessibility and accommodate individuals that use wheelchairs.

By May 2027, we will:

- 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 2026, we have:

- Identified two individuals to fulfill the role of Digital Inclusion Officers, to liaise with and attend meetings with the Mayor's Office for People with Disabilities (MOPD). Redundancy was added due to the departure of the prior Digital Inclusion Officer. Officers will attend meetings with the MOPD.
- Inventoried and reviewed digital assets, including, public-facing websites/portals, internal-facing websites/portals, mobile

- applications, social media accounts, public-facing electronic documents, and regularly sent mass emails.
- Prepared a Digital Accessibility Plan that reviewed gaps and proposed corrective measures as needed.

By May 2027, we will:

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

Programmatic Access

As of May 2026, 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.
- Advocated for the increased use of live transcription and live closed caption features during online meetings and trainings.
- Advocated for increased use of live transcription and captioning during recorded Continuing Legal Education Courses available on CE Manager so that the catalog of recorded programs may be viewed with transcriptions.

By May 2027, we will:

- Explore accessibility improvements 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 2026, we have:

- Installed assistive listening devices at a new location.
- 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 2027, we will:

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

Workplace Inclusion

As of May 2026, we have:

- Provided annual training on disability etiquette to approximately 91% of Law Department staff

By May 2027, we will:

- Continue planning trainings and promoting trainings available to staff, including but not limited to trainings related to inclusion, accessibility and/or neurodiversity.

Consultations and Feedback

The Disability Services Facilitator(s) 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 Facilitator(s) 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. 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.