



# **The City of New York Office of Chief Medical Examiner**

**Local Law 12  
Five-Year Accessibility Plan:  
2025-2026 Progress Report**

May 1, 2026

## Table of Contents

General.....	3
Statement of Commitment .....	3
Disability Service Facilitator and Accessibility Information .....	3
Feedback Process.....	4
Summary of Progress.....	4
Workplace Inclusion .....	4
Effective Communications and Programmatic Access .....	5
Digital Access.....	6
Physical Access.....	6
Conclusion .....	7

## General

Local Law 12 of 2023 (“Local Law 12”), codified as section 23-1004 of the NYC Administrative Code, requires agencies to prepare and publish 5-year accessibility plans using a template provided by the Mayor’s Office for People with Disabilities (MOPD).

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. This 2025-2026 progress report provides summary of achievements and goals as we complete year 2 of the agency’s 2024-2028 accessibility plan.

## Statement of Commitment

The Office of Chief Medical Examiner (OCME) is committed to the inclusion of people with disabilities in its workplace, services, programs, and activities and will work to identify and remove barriers including, physical, communication, attitudinal, technological, and systemic, that hamper the full and meaningful participation of persons with disabilities. OCME’s Accessibility Plan outlines our strategy to ensure inclusion over the next five years through accessibility and to otherwise meet the requirements of all applicable laws, including the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the New York State Human Rights Law, and the New York City Human Rights Law.

## Disability Service Facilitator and Other Key Accessibility Information

OCME’s Accessibility Plan is publicly posted at:

<https://www.nyc.gov/site/ocme/about/accessibility-policy.page>

To request a copy of this document in an alternative accessible format contact OCME’s Disability Service Facilitator (DSF), Shivonne Hutson, at [shutson@ocme.nyc.gov](mailto:shutson@ocme.nyc.gov) or 212-323-1599.

The DSF is OCME’s primary Agency contact for people with disabilities and is responsible for responding to requests for auxiliary services, develop and review agency policies and procedures to ensure programmatic and communication accessibility, and investigate any complaint alleging OCME’s noncompliance with required accessibility.

OCME’s Policy Prohibiting Disability Discrimination in Access to Services outlines our commitment to accessibility and inclusion in the operation of our programs, services and activities and can be found at:

<https://www.nyc.gov/site/ocme/about/accessibility-policy.page>

Further, OCME has instituted a Grievance Procedure for anyone who believes they may have been denied auxiliary aid or service or a reasonable modification of policies or procedures necessary for their participation in OCME programs, services, or activities. OCME's Grievance procedure is explained at:

<https://www.nyc.gov/site/ocme/about/accessibility-policy.page>

OCME welcomes and encourages feedback on both the agency's accessibility plan and subsequent progress reports. Comments may be submitted by:

- **Email:**  
You can email comments to:  
[OCME\\_EEO@ocme.nyc.gov](mailto:OCME_EEO@ocme.nyc.gov)  
Please include "Accessibility Plan" in the subject line
- **Website:**  
You may submit comments via the Agency Accessibility Plan website at  
<https://accessibilityplans.cityofnewyork.us/>
- **Mail:**  
You can mail comments to:  
**Shivonne Hutson**  
Disability Service Facilitator  
Office of Chief Medical Examiner  
421 East 26th Street  
10th Floor, Room 1003.A  
New York, New York 10016

## Summary of Progress

### Workplace Inclusion:

OCME is committed to fair and accessible employment practices which are inclusive of persons with disabilities.

### As of May 1, 2026

- Though not required for all city employees, the 'Disability Etiquette and Awareness' course offered through the Department of Citywide Administrative Services has been established as a mandatory training course for all OCME employees, including interns and per diem personnel.
- Throughout the first years of the accessibility plan, OCME has increased participation in disability inclusive recruitment events and job boards, and the 55-a program, to support the inclusion and placement of people with disabilities throughout our workforce.

- In 2025, OCME established the Belonging and Inclusivity Group (BIG), to support diversity and inclusivity-based awareness and engagement amongst employees. To this end, the BIG, comprised of representatives from EEO, HR, Communications and OCME Health and Wellness, will serve as the oversight committee to help develop and support individual Employee Resource Groups (ERGs).
- OCME has worked on enhanced communications and guidelines, distributed via agencywide email and posted to the intranet page, to provide all employees with up-to-date instructions, criteria and processes for requesting reasonable accommodation.
- The OCME EEO team has developed and held fundamental training for supervisors and managers on the Reasonable Accommodations requirements and process.

**By May 1, 2027**

- The OCME Human Resources (HR) Department and Equal Employment Opportunity (EEO) Office will work collaboratively to ensure all job recruitment materials across the agency, including postings and interview correspondence, includes information on requesting reasonable accommodation.
- In line with the above, OCME will also work to ensure all employment/personnel notices are made available in accessible formats.
- OCME will continue to develop an enhanced training program to ensure that management and staff understand the agency's obligations towards applicants and employees with a disability and the goals of barrier-free access.

**Effective Communication and Programmatic Access:**

OCME is committed to ensuring that its communications with individuals with disabilities are as effective as communications with everyone else.

**As of May 1, 2026**

- OCME enhanced and redistributed its existing guidelines for accessing interpretation and translation services offered through our contracted vendor, to include new instructions for accessing Sign Language interpretation services.
- In collaboration with the OCME Communication and Press Information Office OCME has established a review process to ensure use of plain, easy to understand language in all public facing communications, including printed, electronic, webpages, etc.

**By May 1, 2027**

- OCME will ensure that members of the public understand the process for requesting auxiliary aids and services, including sign language interpretation, Communicative Access Realtime Transcription (CART), assistive listening

devices, braille, Telecommunications Relay Service (TRS), by including this information on its website and in outreach information.

- OCME will include information about accessibility features, such as induction loop, and how to request additional modifications or accommodations on all event notices
- OCME will ensure that members of the public understand the process for requesting auxiliary aids and services, including sign language interpretation, CART, assistive listening devices, braille, TRS, by including this information on its website and in outreach information.

**Digital Access:**

OCME appreciates its responsibility to ensure equitable access to information and communication technology for people with disabilities

**As of May 1, 2026**

- OCME’s website strives to meet the Web Content Accessibility Guidelines 2.2 Level AA

**By May 1, 2027**

- OCME plans to designate a Digital Inclusion Officer (DIO) who, upon completing requisite training, will serve as the digital accessibility advocate within OCME as well as OCME’s liaison with the NYC Office of Technology and Innovation (OTI) and the MOPD.
- The DIO will also collect and share data with MOPD for the bi-annual report required by Local Law 26 and identify staff training needs and collaborate with OTI and MOPD to organize the training.
- The DIO will also endeavor to include “alt text” for all images on all OCME social media and its website and include captions, American Sign Language interpretation and/or audio descriptions for all videos posted on social media platforms.
- OCME will ensure that employees who create digital content and electronic documents as well as those who procure digital products and services are provided specific training on accessible content.

**Physical Access:**

OCME recognizes its responsibility to survey each of its facilities carefully to reduce any barriers in line with OCME’s commitment to inclusion and equal access.

**As of May 1, 2026**

- OCME has initiated the procurement process to contract an MWBE vendor to complete a citywide ADA accessibility assessment for all OCME owned and leased facilities.

**By May 1, 2027**

- Upon contract award, OCME plans to begin the citywide accessibility assessment for completion by end of CY26 and will then work to develop a

- strategic plan to address and remedy assessment findings across all facilities.
- OCME will develop and disseminate a policy regarding addressing visitors with service animals in each facility.

## **Conclusion**

OCME is committed to this plan to evaluate and enhance its processes, communications and facilities, ensuring its programs, services and activities are accessible to and usable by people with disabilities. Through this plan and its continuous work, OCME strives to not only remove any existing barriers to inclusivity, but to prevent future barriers.