

# NYC Commission on Human Rights

**Local Law 12 of 2023  
Accessibility Progress Report  
2024-2025**

## Local Law 12 of 2023 Background

Local Law 12 of 2023 requires every New York City agency to develop and implement a Five-Year Accessibility Plan, in consultation with the Mayor's Office for People with Disabilities ("MOPD").

## Mission of the New York City Commission on Human Rights

The New York City Commission on Human Rights (the "Commission") is charged with enforcing the New York City Human Rights Law (the "Law") and with educating the public and encouraging positive community relations. The Commission is divided into two major bureaus -- Law Enforcement - responsible for intake, investigation and prosecution of complaints; and Community Relations - provides education about the Law and helps cultivate respect among the City's many diverse communities. The Law prohibits discrimination in employment, housing, and public accommodations based on protected classes such as disability, race, religion/creed, immigration or citizenship status, gender, sexual orientation, height and weight.

## Statement of Commitment

The Commission makes reasonable efforts to ensure that its policies, practices, and procedures are consistent with the following principles - services are provided in a manner that respects the dignity and independence of people with disabilities; people with disabilities are given an opportunity to obtain Commission services and resources; communicate in a manner that considers the person's disability and preferred method of communication.

## Local Law 27 of 2016

Under Local Law 27 of 2016, every City agency is required to appoint a Disability Service Facilitator (“DSF”). People with disabilities needing an accommodation in order to participate in a program or receive a service at the Commission are invited to make their needs and preferences known by contacting the DSF:

Anna Martinez  
22 Reade Street  
NY, NY 10007  
Phone: (212) 416-0112  
Email: [armartinez@cchr.nyc.gov](mailto:armartinez@cchr.nyc.gov)

Commission employees seeking reasonable accommodations should contact the Commission’s Chief Equal Opportunity Officer:

Medgine Sanon-Ellis  
[msanonellis@cchr.nyc.gov](mailto:msanonellis@cchr.nyc.gov)

## Commission Key Accessibility Information

To access the Commission's key accessibility information, visit the links below:

Notice of Non-discrimination / Notice of Rights / Grievance Procedure  
[nyc.gov/site/cchr/about/accommodations-notice.page](http://nyc.gov/site/cchr/about/accommodations-notice.page)

Website Accessibility Statement  
[nyc.gov/site/cchr/about/website-accessibility-statement.page](http://nyc.gov/site/cchr/about/website-accessibility-statement.page)

## Feedback Process

The Commission welcomes feedback regarding accessibility. Members of the public and employees wishing to share their feedback can send an email to the Disability Service Facilitator. Those wishing to submit their feedback anonymously can do so via

the Commission's website <https://www.nyc.gov/site/cchr/about/report-discrimination.page> .

## Progress Report

### **Physical Access (Implementation Timeframe: 2024-2028)**

Physical access improvement is planned for our Staten Island CSC – removal of a shelving unit to create a clear route of travel. Funding sources will be identified in Fiscal 2026.

### **Digital Access (Implementation Timeframe: 2024-2028)**

Videos and pictures on the Commission's website and social media currently do not have American Sign Language (ASL) interpretation and/or audio descriptions built into the original videos, or a separate version. Vendors and funding sources will be identified in late Fiscal 2026.

### **Programmatic Access (Implementation Timeframe: 2024-2028)**

The Commission implement a process so that accessibility and the impact on people with disabilities are considered when the agency launches a new program or initiative or makes a change to an existing program or service. Currently all Commission events open to the public are held in spaces physically accessible.

### **Effective Communications (Implementation Timeframe: 2024-2026)**

The Commission plans to implement a process so that all staff know how to respond to telephone calls made through a Telecommunications Relay Service (TRS). This will be implemented by the Commission's IT department. Funding sources will be identified in Fiscal 2026.

### **Workplace Inclusion (Implementation Timeframe: 2024-2028)**

The Commission's Administrative and Human Resources departments are in the process of adding language explaining how to request accommodations on all interview

confirmations, letters, emails, making all pre-employment and on-boarding process documents and forms in accessible formats like large print and braille. Funding sources will be identified for braille formatting in Fiscal 2026. The Commission continues to research and identify State Vocation Rehabilitation agencies and organizations to share job postings; continues to poll staff on desired employee resource groups; and create coaching opportunities and ensure that all employees have the information to be successful.

## Conclusion

The Commission remains committed to accessibility and working towards meeting its goals developed its Five Year Accessibility Plan.