



**STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION OFFICE**

**AMERICANS WITH DISABILITIES ACT POLICY STATEMENT**

The Department of Emergency Services and Public Protection (DESPP) is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes following the mandates of Title I and Title II of the Americans with Disabilities Act (ADA) of 1990, which prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job applications, procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment, as well as providing access to all of its programs, services and facilities to persons with disabilities.

The ADA, including the ADA Amendments Act of 2008, is a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits. DESPP is also committed to its obligations as an employer under the Rehabilitation Act of 1973, as amended and applicable to State Constitutional disability and discrimination provisions and statutes.

**According to the ADA, an individual with a disability is any person who:**

- (1) Has a physical, mental, learning, intellectual or emotional impairment which substantially limits one or more of that person's major life activities and/or is chronic; and/or;
- (2) Has a record of such an impairment; and/or
- (3) Is regarded as having such impairment.

Those who meet the above ADA standards are considered qualified individuals.

Further, DESPP will make reasonable attempts by engaging in an interactive process to accommodate persons with disabilities to allow them to participate, to the extent possible, in employment programs and activities.

The association provision of the ADA prohibits employment discrimination against a person, whether or not they have a disability, because of their known relationship or association with a person with a known disability. This means that an employer is prohibited from making adverse employment decisions based on unfounded concerns about the known or perceived disability of a family member or anyone else with whom the applicant or employee has a relationship or association.

**REASONABLE ACCOMMODATION:**

DESPP will engage in an interactive process with the goal of providing reasonable accommodation for the known physical, mental, intellectual, learning or emotional limitations of



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an otherwise qualified individual with a disability, unless the accommodation would impose an undue hardship to the agency. DESPP will make every reasonable effort to determine and provide the appropriate

reasonable accommodation to a qualified individual upon request through its interactive process. DESPP, in its discretion, may require the individual to provide additional information about their known disability and/or limitation(s) and the need for a reasonable accommodation.

The ADA Policy Statement does not require DESPP to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative hardship.

To request a reasonable accommodation:

- a. **In connection with the interview process or current employment at DESPP:** Qualified applicants or employees with disabilities may request a reasonable accommodation in order to perform the essential functions of their jobs and/or to gain access to the hiring or promotional process. Such requests should be referred to DESPP's Equal Employment Opportunity (EEO)/Affirmative Action (AA) Office or DESPP Human Resources.
  
- b. **In connection with other programs, services or activities at DESPP:** Qualified individuals with a disability who require an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service, or activity of DESPP should contact the EEO/AA Office for assistance in coordinating the request for accommodation.

**REPORTING A COMPLAINT:**

Any DESPP employee who feels that they have been unduly denied a reasonable accommodation or have been discriminated against due to their disability status is urged to report the conduct to any of the following:

1. The DESPP employee's manager, commander, or supervisor; or
  
2. Equal Employment Opportunity Director, Ngina McMillian  
1111 Country Club Road, Middletown, Connecticut 06457-2389  
Telephone: 860-685-8062 Email: [Ngina.McMillian@ct.gov](mailto:Ngina.McMillian@ct.gov)

DESPP employees as well as members of the public, who feel they have been denied a reasonable accommodation, may also file complaints with the Commission on Human Rights and Opportunities (CHRO).



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All DESPP employees are also urged to review DESPP's Administrative and Operational Manual, Section 4.1.3 for specific employee responsibilities and reporting procedures.

Any manager, commander, or supervisor who receives a complaint about prohibited retaliation or who believes that someone is engaging in such conduct is mandated to report the same to the DESPP EEO/AA Office; failure to do so may subject the manager, commander, or supervisor to disciplinary action.

No employee, agent or official of DESPP shall retaliate against, coerce, intimidate, threaten, harass or interfere with any individual who exercises or aids or encourages another individual to exercise rights granted or protected by the ADA or Connecticut law.

**Complaints Against Agency Heads and Equal Employment Opportunity Officers:**

Pursuant to C.G.S. Section 46a-68(b)(4)(B), CHRO shall receive any complaint alleging that the executive head of a state agency or department, any member of a state board or commission or any affirmative action officer engaged in discriminatory conduct to determine whether it should be forwarded to DAS for investigation. If the complaint is made against DAS, CHRO conducts the investigation. The purpose of this legislation was to eliminate the conflict that may arise if an affirmative action officer has to investigate allegations against their manager, commander, or supervisor, as such officers report directly to the appointing authority.

If you have any questions regarding the DESPP ADA Policy Statement, please contact:

DESPP Equal Employment Opportunity Director, Ngina A. McMillian  
1111 Country Club Road, Middletown, Connecticut 06457-2389  
Telephone: 860-685-8062 Email: [Ngina.McMillian@ct.gov](mailto:Ngina.McMillian@ct.gov)

4.30.12  
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Date

  
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James C. Rovella  
Commissioner