



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

**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 the Americans with Disabilities Act of 1990 ("ADA"), 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. The Department is also committed to its obligations, as an employer, under the Rehabilitation Act of 1973, as amended and applicable State Disability and Discrimination Constitutional provisions and statutes.

DESPP strictly prohibits discrimination on the basis of disability in:

- (1) admission to, access to, and/or operation of its public programs, services, or activities; and/or
- (2) its hiring or employment practices.

An individual with a disability is any person who:

- (1) has an actual physical or mental impairment which substantially limits one or more of that person's major life activities; and/or
- (2) has a record of such an impairment; and/or
- (3) is regarded as having such an impairment; and/or
- (4) falls within one or more of the disabling conditions protected by the state constitution and statutes.

Further, the Department will not exclude persons with a disability from participation in any employment program or activity. Accordingly, the Department will provide access to all of its programs, services and facilities to persons with disabilities in accordance with Title II of the Americans with Disabilities Act.

**REASONABLE ACCOMMODATIONS ("RA")**

DESPP will provide a reasonable accommodation ("RA") on the known physical or mental limitations of an otherwise qualified individual with a disability, unless the accommodation would impose an undue hardship to the agency. The Department will make every rational effort to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. DESPP, in its discretion, may require the individual to provide additional information about his or her known disability and/or limitation(s) and the need for a reasonable accommodation.



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

How to request a reasonable accommodation:

- a. ***In connection with current employment at DESPP or the interview process:*** Qualified employees or applicants 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 process. Such requests should be initially referred to the Department's Equal Employment Opportunity ("EEO")/Affirmative Action ("AA") Office. **If you are unable to submit the initial request to the DESPP EEO/AA Office, alternate submission sites are the Department's Special Services Unit/Employee Assistance Program, the Department's Human Resources Unit and/or the employee's manager and/or supervisor.** A representative from the alternate site will forward the request(s) to the Department's EEO/AA Office for appropriate review and handling.
- b. ***In connection with open competitive examinations:*** Qualified individuals with a disability who require special testing accommodations should contact the **Personnel Assessment Services Section** of DAS/Statewide Human Resources Management at **(860) 713-7463** (voice and TDD) immediately upon submitting an application for an examination associated with the Department of Emergency Services and Public Protection ("DESPP"). When calling, the individual should be prepared to provide the exam title and number and a description of his or her specific needs.
- c. ***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 Equal Employment Opportunity/Affirmative Action Office for assistance in coordinating the request for accommodation. The individual should be prepared to provide a description of his or her specific needs and medical release to evaluate your circumstances properly.

### **COMPLAINTS**

EEO Complaints that derive from a Request for a Reasonable Accommodation that is denied and/or the inaccessibility of a DESPP program, service, or activity to persons with disabilities are to be filed the Department's Human Resources Office, except for EEO complaints against the DESPP Commissioner or the Department's EEO/AA Office. Any additional forms and/or advisement on other avenues of redress are available to all employees and/or applicants



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by request through the Department's EEO/AA Office or by reviewing the DESPP EEO/AA Intranet website.

If you have any questions, concerns, complaints, or requests for additional information regarding the ADA Policy Statement, please forward all inquiries by either regular mail, electronic mail and/or telephone contact to the designated ADA Compliance Coordinator:

Equal Employment Opportunity ("EEO")/Affirmative Action ("AA") Office  
State of Connecticut Department of Emergency Services and Public Protection  
1111 Country Club Road  
Middletown, Connecticut 06457  
Telephone (860) 685-8010

Individuals needing any other services from the Department are invited to make their needs or requests known to the ADA Compliance Coordinator.

12-11-13  
Date

Reuben F. Bradford  
Reuben F. Bradford  
Commissioner