



Americans With Disabilities Act
SELF EVALUATION

“ENHANCING OPPORTUNITY AND ACCESS”

IN THE

District of Columbia Courts

Draft of July 22, 1997

Introduction

The Americans With Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of physical or mental disabilities in the areas of employment, public services, public accommodations and services operated by private entities and telecommunications. It creates significant new obligations for state and local courts as public employers and as providers of public services. One such obligation is the requirement that courts complete a self-evaluation. The self-evaluation is a tool for management to use to identify and correct potential violations before they occur, thus avoiding future enforcement actions.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate by submitting comments, but are strongly encouraged to consult actively with individuals with disabilities in the self-evaluation process. The experience of such individuals in using court services can be an invaluable aid in identifying problems, and methods for providing access that are not readily apparent to individuals who have not experienced disabilities.

There is no requirement that all existing court facilities be made accessible. Instead, courts must ensure that the services, programs and activities they conduct are readily accessible to and useable by individuals with disabilities. In some cases, removal of architectural barriers in existing facilities may be the best method of providing program access, but removal of physical barriers is not required if other methods of providing program access are effective.

Even though facility access is not required, it is necessary to identify architectural barriers in existing facilities in order to determine where program modifications may be required to ensure that the programs offered in those facilities are accessible. The following self-evaluation is a tool designed to assist the D. C. Courts in assessing program and facility accessibility, to outline necessary programmatic modifications, and to plan structural alterations and future program development. A description of the process and methodology for conducting the self-evaluation follows.

1. What format was used for the Self-Evaluation? A self-evaluation format was developed for the District of Columbia

Courts, based on a document published by the Center for State Courts, combined with the District of Columbia Government's self- evaluation and third published in the *ADA Title II Action Guide for State and Local Governments*. In addition to identifying all programs, services and documents offered by each Division of the D. C. Courts, the new Self Evaluation also asks three questions regarding each item of the survey.

Column 1. Is full accessibility provided and if not, please explained;

Column 2. What program modifications do you utilize in order to provide accessibility; and

Column 3. What program modifications or facility alterations do you recommend for the future?

For each survey item e.g., "Is all door hardware in your Division operable with a closed fist?" the Division was required to identify accessible and inaccessible door hardware, and to discuss strategies which might be used immediately in order to provide accessibility. For example, some Divisions reported that certain public doors would remain open during business hours, and that staff would be trained to make sure the doors remain open. For the transition plan, those Divisions recommended which doors or door hardware might need to be replaced.

For another example, Divisions might have reported under the first column, that certain written documents have not been made available in alternate formats for persons with visual impairments. In the second column they might have reported that staff are presently being identified and trained to serve as readers to be utilized when necessary. In the third column they might have identified certain types of documents which they recommend be enlarged or provided on diskettes, audio tapes or in Braille.

2. Who performed the Self Evaluation?

The Self-Evaluation was performed by Division staff, under the supervision of the Chief ADA Coordinator. One person was designated from each Division within the Courts to serve as the Division ADA Coordinator, with the

first task of

performing an assessment of all program, services, documents and facilities within the Division of responsibility. The Division ADA Coordinators received one full day of training regarding the requirements of the Americans With Disabilities Act, and then met again to discuss the specific requirements of the Self-Evaluation. The Division ADA Coordinators then spent two weeks reviewing documents, meeting with other Division employees regarding programs and services, and surveying the facilities used within their Divisions. For some larger Divisions, multiple ADA Coordinators were appointed, who then worked in teams.

3. Why were Court employees used to conduct the Self-Evaluation? First of all, implicit in the concept of a *self* evaluation is that an organization may most effectively learn to provide maximum access to persons with disabilities by performing an evaluation of existing services *within* the organization. The self-evaluation thereby becomes a tool not only for evaluating, but also for educating the organization regarding the specific requirements for access, and the specific deficiencies discovered within the organization.

That is, employees within each Division, ADA Coordinators and managers were brought into the process of identifying specific points of access and in evaluating those points. The questionnaire itself, for example, sent Division staff out to locate accessible rest rooms, to review written documents regarding alternate formats, to look at things like "rope line barriers" and to articulate their questions regarding persons with vision impairments who might have difficulty maneuvering with a cane or seeing-eye dog, around ropes used to control lines. The questionnaire required staff to learn about features within their Divisions, from a different perspective. Some staff were able to locate and report maintenance problems of which they had previously been unaware. For example, two lavatories which had been installed to be accessible to persons in wheelchairs were found to be in need of repair. The knowledge obtained by ADA Coordinators and others performing the Self-Evaluation, will therefore be useful for providing future training for staff, and for monitoring maintenance and transitional developments.

It was also most necessary for the self- evaluation process to be conducted by staff, because the evaluation required more than just a review of facilities. Although it did include measuring doorways and halls and locating TTY machines, it also involved much more. The evaluation also required a review of programs, documents and communication avenues.

And furthermore, for any barrier identified, the new self-evaluation elicits discussion of the program modifications which are utilized, and recommendations for other modifications which might be utilized to increase accessibility for all.

Finally, the Self-Evaluation was performed by staff, because it was simply an exhaustive survey, requiring at least seventeen people, surveying all areas of the Courts for at least two weeks.

4. How was participation obtained in the Self –Evaluation, process, by persons who are disabled or who represent disability organizations?

As stated in the Introduction of the Self Evaluation,

"Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate by submitting comments, but are strongly encouraged to consult actively with individuals with disabilities in the self-evaluation process. The experience of such individuals in using court services can be an invaluable aid in identifying problems, and' methods for providing access that are not readily apparent to individuals who have not experienced disabilities."

Three avenues of participation were therefore proposed for community participation: 1.) Accessibility Simulation Survey; 2.) "Walk-Throughs;" and 3.) Public Review and Comments on Self Evaluation.

The Accessibility Simulation Survey is listed as the last page of this document. It allows participants to conduct "spot check" surveys of programs within the Courts, and to report their experiences within those programs. The "walkthroughs" may be scheduled with the Chief ADA Coordinator, as a tour of facilities and an evaluation of services from the perspective of a person with a disability. The "public review" may be provided to the Chief ADA Coordinator as comment and response to this draft document, and will be incorporated into the final Self-Evaluation.

District of Columbia Courts Americans With Disabilities Act 1997 Self Evaluation

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I. COURT OF APPEALS		6th Floor, Moultrie Building, 500 Indiana Avenue	
CLERK OF THE SUPERIOR COURT: Garland Pinkston Jr., Esq.		ADA COORDINATOR: Steve Newman / Clare Marie Root	
1. APPEAL PROCEEDINGS AND BRANCHES	2. WHAT CODES, RULES, OR PROCEDURES REGULATE THIS COURT?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THE COURT.	
Clerk's Public Office, Room 6000 (public counter, including carrels, being renovated).	D.C. Code, Title 11 and others. D.C. App. Rules. Internal Operating Procedures.	Slip opinions, Memorandum Opinions and Judgments, Orders, Calendar, Calendar Notices, Forms (Docketing Statement; Affidavit & Motion to Proceed in Forma	
Clerk's Private Office, Courtroom, Hearing Room, Attorney Waiting Room, Library,	"	Pauperis; Petition for Review; Motions; Designation of Record/Statement Regarding Transcript; Notice of Appeal; Appearance; CJA Voucher) Handouts (Your Case on	
Mailroom, Judges' Chambers, 6th floor and 5510, Committee on Admissions, Room 4200.	"	Appeal; Court Costs; Notice to Pro Se Appellants; Practice Tips for Appellants; Public Office Update; Rule 27 Amendments and Requirements; CJA Applications for Admission to the Bar.	
COURT OF APPEALS JUDICIAL PROCEEDINGS.			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
	Is full accessibility provided, and if not please explain.	What program modifications do you utilize in order to provide accessibility?	What program modifications or facility alterations do you recommend for the future?
1. Have all codes, procedures and rules applying to the Court of Appeals been reviewed to ensure that they do not limit accessibility to persons with disabilities?	We are aware of no court rules, procedures, or provisions of the D.C. Code pertaining to the Court of Appeals that limit accessibility to persons with disabilities.		
2. Who participates in court proceedings, and are individuals with disabilities excluded?	Judges, employees, attorneys, and members of the public participate in court proceedings.	Individuals with disabilities are not excluded.	
3. Have judicial officers and judicial staff received training regarding ADA accessibility in the courtroom?	Some judicial officers and judicial staff have received training regarding ADA	accessibility; some nonjudicial staff members also have received training.	We will review staff functions and identify appropriate staff to be trained regarding ADA accessibility.

4. Are TTY's provided and located appropriately for all court proceedings? Where are they located? Have staff been trained to use TTY's?	Yes. TTY is located in Room 4200 and will be located in Room 6000 after renovation.	Since these two units receive and handle inquiries from the public, staff members have been trained to operate the TTY's.	Additional training should be made available as needed.
5. When are auditory communications necessary in the courtroom? How are communications made accessible to individuals with hearing impairments? When are sign language interpreters, assistive listening devices, or real time reporting utilized?	Auditory communications are necessary in the courtroom during oral arguments.	A sign language interpreter, assistive listening device, or real time reporting can be made available upon request to the Court System.	
6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	Yes. Written documents, forms instructions, or guidelines can be made available by court staff in alternate	forms (audio tape, large print, diskette reader) for individuals with visual impairments.	
7. Are any audiovisual presentations used in the courtroom? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	No. It is rare to have audiovisual presentations in the appellate courtroom.	Should the need arise, arrangement can be made through the Court System to	accommodate the needs of the person have an audio/visual disability.
8. List any contractors who provide services (e.g., court reporting) in the courtroom.	Not applicable.		

COURT OF APPEALS FACILITY ACCESSIBILITY

<u>ISSUE:</u> Utilize "Court Facility Accessibility Reference Guide."	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes. Entrance routes are accessible.	Signage (map) located in wall-mounted directory in	the public corridor should be modified to meet ADA requirements.
2. Are any ramps used?	Not applicable. There are no steps, no ramps.		
3. Are doorway openings 36" minimum, with	Yes.		

threshold max <1/4" or beveled <1/2"?			
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	No. Appropriate hardware is on the entrance doors for the library, 6th floor restrooms, and Room 5510 and will be installed on Clerk's Office doors during renovation of 6000.	Doors for the hearing room, attorney waiting room, and conference rooms can be left in the open position when the rooms are to be utilized.	Door hardware must be replaced for the front and back combination doors to the private corridors on the 6th fl., Clerk's private office, courtroom, kitchen/lounge, and rm. 4200.
5. Can doors be opened without too much force (5 lb.)?	No.	Modification may be made when the door hardware is replaced.	Other than 5510, all doors need to be leveled to facilitate opening and to meet 51b. Requirement.
6. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T - shaped maneuvering clearance for wheelchairs?	Yes. Aisles, hallways and entrances are >36" with clearance for wheelchair use.	Private office space can be modified to accommodate the needs of an employee with a disability.	
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.		
8. Are public counters used? Are all counter tops 28"-34" above floor? Are writing surfaces accessible? At least one counter should be designed for wheelchair access.	Yes, in Rms. 6000 and 4200. Rm.6000 has been designed to comply with ADA.	In Rm. 4200, clip board is available for use by persons requiring assistance.	
9. Is public seating or workspace provided? If so, is at least 5% accessible?	Yes. Yes.		
10. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	No.		Signs designating permanent rooms and spaces need to be replaced to conform with ADA's requirements.
11. Are public restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory	6th fl. Public restrooms need some alterations.	In public restrooms, install bar behind toilet, relocate soap dispenser, install larger door handle and door latch.	Private women's room may be made accessible if necessary to accommodate disabled staff.

30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?			
12. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	No. Elevators in the main courthouse do not provide both visible and audible door operating and floor indicators. The emergency telephones require voice communication.	Individuals may be assisted.	The Court System will need to modify the elevators to meet the ADA's accessibility requirements.
13. Are any lifts provided? Can they be used without assistance? Is a call button provided?	No. NI A		
14. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?	Public drinking fountains are provided in 6th fl. Public corridor. Two of the three are clear floor space with spouts >36," but controls are mounted on the spouts.	Individuals may be directed to accessible fountain, or assisted, or provided with cup of water.	At least one fountain (of 3) will need to be modified so that control is mounted on front and operable with one closed fist.
15. Are public telephones provided? Does at least one have 30"x48" clear floor space, no more than 48" high, with push-button controls, hearing-aid compatible, with volume control identified? Where there are 4 or more public phones, is one equipped with TTY and identified by accessible signage?	One public telephone provided on 6th floor not hearing aid compatible, no volume control, no TTY, no signage regarding the availability of TTY equipped telephone in building.	Staff will be trained to direct individuals to nearest accessible public telephone.	It may be necessary to replace the telephone and/or add signage.
16. Are any security check-point mechanisms used? Are they accessible to persons with visual/hearing/mobility impairments? Are x-ray belts and security telephones within reach? Are both audible and visual instructions and indicators provided?	No security check-point mechanisms at the Court of Appeals.		
17. Are judge's benches wheelchair accessible?	Yes. The judges' bench can be made accessible through the use of a portable ramp	(27"x 1 07") which is presently used to convey chairs to the bench when the court sits en bane.	
18. Are judges' elevators accessible (see #12.)?	No. Private elevator is not accessible from the garage w/o assistance and is key-	operated from the floors. See #12.	The Court System will need to modify elevators to meet ADA

			requirements.
19. Are judges' dining room and gym accessible?	N/ A. Court of Appeals does not have private dining room or gym.		
20. Are attorney tables wheelchair accessible, with knee clearance minimum 27" high, 30" wide, and 19" deep?	No. Counsel tables in the courtroom are wheelchair accessible, but the knee clearance is only 25" high.		The table should be modified for knee clearance to conform with ADA's 27" high minimum.
21. Are assistive listening devices (ALD) or real-time translation available to jurors upon request in the courtroom? Are ALDs available in jury deliberation rooms?	N/A		
22. Are jury deliberation rooms and restore facilities wheelchair accessible (see #11.)?	N/A		
23. Is door hardware in jury rooms and facilities easy to grasp with one hand and not requiring twisting or wrist movement?	N/A		
24. Is the attorneys' lounge wheelchair accessible and equipped with a TTY?	N/ A. The Court of Appeals does not have an Attorney's Lounge.		

II. SUPERIOR COURT			
CLERK OF THE SUPERIOR COURT: Duane B. Delaney, Esq.		ADA COORDINATOR: Louis Kelly	
1. SUPERIOR COURT PROCEEDINGS	2. WHAT CODES, RULES, OR PROCEDURES REGULATE THIS COURT?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THE COURT.	
Office Of The Clerk Of The Court: after-hours Filing Kiosk, Judges' Chambers, Judges' Elevators, Gym, Cellblocks, Attorneys' Lounge.	District of Columbia code, Part II through IV, Titles 11-24.	All information is available in the D. C. Code.	
Civil Courtrooms, Jury Rooms, Attorney/Client Interview Rooms And Facilities.	"	"	
Criminal Courtrooms, Jury Rooms, Attorney/Client Interview Rooms And Facilities.	"	"	
Family Courtrooms, Jury Rooms, Attorney/Client Interview Rooms And Facilities.	"	"	
Domestic Violence Courtrooms, Jury Rooms, Attorney/Client Interview Rooms And Facilities.	"	"	
SUPERIOR COURT JUDICIAL PROCEEDINGS.			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u> What program modifications are utilized in order to provide accessibility?	<u>TRANSITION PLAN:</u> What program modifications or facility alterations are recommended for future?
I. Have all codes, procedures and rules applying to the Superior Court proceedings been reviewed to ensure that they do not limit accessibility to persons with disabilities?	No. Cases are handled individually in order to ensure that no persons are discriminated against based on disabilities.	Codes, procedures and rules will be reviewed.	
2. Who participates in court proceedings, and are individuals with disabilities excluded?	Any registered voter, counsel, party, etc. No one is excluded.	None.	
3. Have judicial officers and judicial staff received training regarding ADA accessibility in the courtroom?	No.	Some training has been offered.	Provide continuous training on ADA updates and issues.
4. Are TTY's provided and located appropriately for all court proceedings? Where	No.	Location of TTYs is being reviewed. Training has been scheduled.	Purchase additional TDDs to increase access to hearing impaired

are they located? Have staff been trained to use TTY's?			persons.
5. When are auditory communications necessary in the courtroom? How are communications made accessible to individuals with hearing impairments? When are sign language interpreters, assistive listening devices, or real time reporting utilized?	Auditory communications are necessary whenever someone speaks in the courtroom.	Hearing impaired persons may request assistive listening devices (ALDs), sign language interpreter services, or real time court reporting.	Continue to purchase state-of-the-art ALDs and real time equipment. Cordless microphone should be available for attorneys or others with speaking difficulty (soft voice).
6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	Some materials are available on diskette and may be provided on cassette tape or in Braille if requested.	Readers may be provided. Alternate formats may be made available when requested. Standard forms and manuals are being prepared on diskette and in Braille for Civil Division branches.	Research advisability of having standard forms reproduced on audio-tape, or diskette, or enlarged print or Braille, for all Divisions.
7. Are any audiovisual presentations used in the courtroom? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	Yes. When a judge has been made aware of a sight or hearing impaired juror or party, the necessary services are provided.	Sign language interpreters, ALDs, real time captioning or readers may be provided.	Increase availability of cordless microphones, ALDs, real time, and captioning equipment.
8. List any contractors who provide services in the courtroom. How are contracts monitored to ensure that they do not discriminate against individuals with disabilities?	None by Clerk of the Court. Administrative Services Division monitors contracts.		

SUPERIOR COURT COURTROOM FACILITY ACCESSIBILITY.

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are entrance routes to all courtrooms at least 36" wide, stable, firm, slip-resistant, and free from protruding objects?	Yes, but not slip-resistant at entrance to courtrooms.		Research entrance surface possibilities.
2. Are any ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1:12?	One hearing room on 1M level has a low ramp to w/o railing.		
3. Are doorway openings 36" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		

<p>4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.</p>	<p>Yes. We have no doors that can be opened with a closed fist. For example, jury rooms, chambers, restrooms, etc., do not pass "closed fist" test.</p>	<p>Jurors, witnesses attorneys, etc. with mobility impairments should be assisted.</p>	<p>Round door hardware may be replaced with levers when feasible.</p>
<p>5. Can doors be opened without too much force (5 lb.)?</p>	<p>Yes, most doors. The wind could cause a problem with the external doors.</p>		<p>We could convert to automatic door openers, particularly for at least one outside entrance, and possibly courtrooms.</p>
<p>6. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?</p>	<p>Yes. All aisles and hallways are 36", but not all provide the 60" circle or 36" T- shape maneuvering space.</p>		
<p>7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?</p>	<p>Some courtroom carpet is loose or buckling.</p>	<p>Individuals using canes or wheelchairs may be assisted.</p>	<p>Replace carpet with industrial low-pile when feasible. Research recommended types of accessible floor coverings.</p>
<p>8. Are public counters used? Are all counter tops 28"-34" above floor? At least one counter should be designed for wheelchair access. Is a service bell provided where counters are not continuously attended or where sightlines are obstructed?</p>	<p>No public counters. Judges' bench is above 34."</p>	<p>Attorney in wheelchair would have trouble with bench conference.</p>	
<p>9. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile sign age? Do all signs meet legibility requirements regarding contrast and character proportion?</p>	<p>No. Yes.</p>	<p>Staff may assist with directions.</p>	<p>Courthouse signage to be upgraded.</p>
<p>10. Are jury deliberation restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible</p>	<p>No jury restrooms are accessible.</p>	<p>Courtroom Clerks should locate accessible restrooms and assist jurors.</p>	<p>Renovate some jury rooms to provide accessible restrooms. All new courtrooms will provide accessible restrooms.</p>

with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?			
11. Do elevators (Judges') provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	No. Call buttons are higher than 42;" no audible signals; no Braille; intercom not usable without voice.	Judges in wheelchairs or with hearing impairments should be directed to accessible elevators.	
12. Are any lifts provided? Can they be used without assistance? Is a call button provided?	No.		
13. Are public drinking fountains provided in jury areas? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?	Yes. No. Yes.		
14. Are any security mechanisms used (security phones)? Are they accessible to persons with visual/hearing/mobility impairments? Are both audible and visual instructions and indicators provided?	Secure corridor telephones are not accessible to persons with visual/hearing/speaking disabilities.	Court Security Officers, Information Clerks and other staff will provide assistance.	Research accessible security systems: Install visual indicator light and visual instructions on security phones.
15. Are any judge's benches provided which are wheelchair accessible?	Not at this point. Renovation is underway to provide wheelchair accessibility to at least one bench.	Bench not required to be accessible because Judge is an employee covered under Title I, requiring accommodation when	needed. However, in new construction or alteration, the benches are required to be adaptable with space for ramp or lift.
16. Are witness stands accessible to wheelchairs? Is space available for a temporary ramp? Does stand have 36"x60" space for movement?	No.	Portable ramp or lift should be made available for existing courtrooms.	New courtroom construction should include ramp or lift for any raised witness stand.
17. Is at least 5% of public seating (courtroom spectator seating) accessible to wheelchairs?	No.	Seats in courtroom should be removed to accommodate wheelchairs in spectator seating.	New courtroom design should include removable spectator seating for wheelchair accommodation, or otherwise comply with ADAAG.
18. Are jury boxes accessible? Is a ramp provided for raised jury box?	No. No.	In existing courtrooms, the first row may be moved to front of jury box, and	New courtroom design should comply with ADAAG.

		second row moved to first, so that juror in wheelchair sits on floor level within row of jurors.	
19. Are attorney tables wheelchair accessible, with knee clearance minimum 27" high, 30" wide, and 19" deep?	Yes.		
20. Are assistive listening devices (ALD) or real-time translation available to jurors upon request in the courtroom? Are ALDs available in jury deliberation rooms?	Yes. Yes.		
21. Are jury deliberation rooms and facilities wheelchair accessible (see #11.)?	No.		
22. Are judges' dining room and gym accessible?	Yes/No		
23. Is the attorneys' lounge wheelchair accessible and equipped with a TTY?	Attorney's lounge is wheelchair accessible. A TTY is not available in lounge.	A "talking computer" may be installed for use by attorneys with vision	impairments for "reading" court documents on diskette.
CIVIL DIVISION		DIVISION DIRECTOR: Deborah M. Taylor-Godwin, Esq. ADA COORDINATOR: Charmaine Koo / Priscilla Edwards	
I. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
SMALL CLAIMS BRANCH	See Attachment	See Attachment	
LANDLORD AND TENANT BRANCH			
CIVIL ACTIONS BRANCH			
CIVIL ASSIGNMENT BRANCH			
CIVIL DIVISION PROGRAM ACCESSIBILITY			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
I. Have all policies and procedures been reviewed to ensure that they do not limit accessibility to persons with disabilities?	No.	Will be reviewed.	

2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Everyone is able to participate in programs and no one is excluded.		
3. Have staff been instructed or trained to provide accessibility to program participants?	Division Director, managers, ADA Coordinator and "first contact" staff have been trained.		Training is needed for all front counter staff regarding accessibility and availability of services.
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	There is one public TTY equipped telephone in the hallway on the JM level.	Staff need to be trained regarding location of and use of TTY's.	Training has been scheduled.
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments? When are sign language Interpreters, assistive listening devices, or real time reporting utilized?	All programs rely on auditory communications.	Staff may provide assistance by making phone calls, etc. Sign language interpreters and assistive listening devices may be requested. Staff training is needed for all front counter staff.	Home Page on-line filing would provide access to deaf, blind and mobility impaired attorneys and clients.
6. Are written documents, forms, instructions or guidelines available in alternate formats for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	No.	Readers/writers are provided when requested. Forms will be provided in enlargements, Braille, diskettes, or cassette tapes when requested.	Support staff "readers" and AARP volunteers will be trained, 8/97. Blank forms could be provided to attorneys via Home Page, FAX and mail.
7. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	No.		

CIVIL DIVISION FACILITY ACCESSIBILITY

<u>ISSUE:</u> Utilize "Court Facility Accessibility Reference Guide."	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN</u>
I. Are there Division entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes.		Signage will be upgraded.

2. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1: 12?	Yes.		
3. Are doorway openings 32" minimum, with threshold max <1!4" or beveled <1!2"?	Yes.		
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	The door hardware is not lever type and fails the closed fist test.	Inaccessible doors should remain open during office hours.	On doors that cannot appropriately be left opened, door hardware should be replaced when feasible.
5. Can doors be opened without too much force (5 lb.)?	No.		
6. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?	Yes.		
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	There are no protruding objects other than rope dividers for lines.	Rope dividers used for lines.	Use of rope dividers should be evaluated relative to blind persons using canes or dogs.
8. Are public counters used? Are all counter tops 28"-34" above floor? At least one counter should be designed for wheelchair access. Is a service bell provided where counters are not continuously attended or where sightlines are obstructed?	Yes. All the countertops are well above 34". There is a service bell in 1M 130, all	others are continuously attended. There is a turnstile in JM 170 that prohibits wheelchair access.	L&T counter keyboard for attorneys should be lowered.
9. Is public seating or workspace provided? If so, is at least 5% accessible?	Lobby areas are provided for public seating		
10. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	No.		Court signage will be upgraded.
11. Are public restrooms fully accessible with 36"	There is one restroom by the entrance of	There is one partially accessible	Provide accessible restrooms on JM

<p>path to all fixtures, T -shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?</p>	<p>JM level which is not fully accessible and there are no directions to accessible ones.</p>	<p>restroom by the escalator on the JM level, but there is a problem coming out of the room, and no faucets or dispensers within reach.</p>	<p>level and provide adequate directional signage.</p>
<p>12. Are any lifts provided? Can they be used without assistance? Is a call button provided?</p>	<p>Yes, the lift on the 1M level needs to be checked for needed repairs. It is frequently inoperable. There is a call button.</p>		
<p>13. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?</p>	<p>Yes. There is a public drinking fountain, which is not accessible.</p>		
<p>14. Are public telephones provided? Does at least one have 30"x48" clear floor space, no more than 48" high, with push-button controls, hearing-aid compatible, with volume control identified? Where there are 4 or more public phones, is one equipped with TTY and identified by accessible signage?</p>	<p>Public phone banks include accessible phones.</p>		
<p>15. Are any security checkpoint mechanisms used? Are they accessible to persons with visual/hearing/mobility impairments</p>	<p>Yes. Secure corridor phones not accessible.</p>		
<p>CRIMINAL DIVISION</p>		<p>DIVISION DIRECTOR: Dan Cipullo, Esq. ADA COORDINATOR: Richard Krutz</p>	
<p>1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.</p>	<p>2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?</p>	<p>3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.</p>	
<p>FELONY BRANCH</p>	<p>D.C. Court Rules of Criminal Procedure, 1-118</p>	<p>(All Branches) Judgment & Commitment/Probation Order CDI040, Commitment Pending Disposition CD1308, Release Order CD 1053, Bench Warrant CD 1090, Subpoena CD 1072, Pre-Trial/Pre-sentence Work Release Order CD 2035, Attorney Praceipe CD 1074, Notice of Return to Court CD 1088, Electronic Monitoring Order CD 1995, Pre-Trial Services</p>	

		Intensive Supervision Order, Youth Rehabilitation Act Study Commitment CD 1614, Judicial Summons CD 1114, Jury Trial Waiver Form CD 1089, Prison Transfer Request (Come-Ups) CD 1047, Order Assessing Costs CD 1419, Mental Incompetency To Stand Trial Order, Post Trial Mental Examination Order, Mental Examination Information Sheet, Notice of Appeal SC 1103, Order Imposing Probation w/o Adjudication of Guest CD 1412, Money Bond Notice CD 2038, Pre-Trial Release Form CD 1293, Criminal Division Complaint (Charging Document) CD17, Enhance Treatment Program Cd 1293.
MISDEMEANOR I D.C. AND TRAFFIC BRANCH	"	"
SPECIAL PROCEEDINGS BRANCH	"	"

CRIMINAL DIVISION PROGRAM ACCESSIBILITY

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN</u>
1. Have all policies, codes; procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	No.	Issues are addressed as needs arise.	Branch policies will be reviewed and revised to meet ADA standards. Codes, rules should be reviewed by Attorney Advisor's Office.
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	The public, attorneys, defendants.	Issues are addressed as needs arise.	Recommend training for all employees.
3. Have staff been instructed or trained to provide accessibility to program participants?	No. Only Division Directors, managers, ADA Coordinators.	"	"
4. Are TTY's provided and located appropriately for all programs? Where are they located? Has staff been trained to use TTY's?	No TTY's in Criminal Division.		Install TTY in Division.
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments? When are sign language interpreters, assistive listening devices, or real	None. Sign language interpreters (SLI), ALDs, etc. used only in courtrooms.	Communications can be written, or SLIs can be requested.	Home Page and on-line filing would provide access to deaf, blind and mobility impaired attorneys and clients.

time reporting utilized?			
6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	No alternative formats available.	Readers may be provided.	Blank forms should be provided to attorneys (with disabilities) via Home Page, FAX and mail. Also, some blind attorneys have "talking computers" which will read forms and other documents to them, from Home Page or diskettes.
7. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	No audiovisual presentations used.		

CRIMINAL DIVISION FACILITY ACCESSIBILITY

<u>ISSUE:</u> Utilize "Court Facility Accessibility Reference Guide."	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there Division entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes.		
2. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1:12?	N/A		
3. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	38". Door knobs are round and cannot be grasped with closed fist.	Doors are always open during working hours.	
5. Can doors be opened without too much force (5 lb.)?	Yes, very easily.		

6. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?	Yes.		
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.		
8. Are public counters used? Are all counter tops 28"-34" above floor? At least one with wheelchair access? Service bell where counters are not attended?	No.	40" high. Wheelchair visibility.	Install service. bell and clipboard. Lower part of counter in the future.
9. Is public seating or workspace provided? If so, is at least 5% accessible?	Yes. Yes, except Felony Branch.		
10. Do signs comply with the ADAAG requirements?	No.		Upgrade court signage.
II. Are public restrooms fully accessible? Do signs at inaccessible rest rooms give directions to accessible ones?	No public restrooms in Division. Employee restrooms are not accessible.	Public may be directed to accessible public restrooms in main corridor.	
12. Are public drinking fountains accessible?	Not accessible to persons using wheelchairs.	Persons may be directed to main corridor fountains.	

FAMILY DIVISION

DIVISION DIRECTOR: H. Edward Ricks

ADA COORDINATOR: Fillmore A. Lucas, Jr.

1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.
Information Directory	None	"About the Family Division"
CCAN Attorney Appointments	D.C. Code 16:2301 et. seq.	CCAN Newsletter, Attorney Listing
Financial Qualifications Interviews	Admin. Order 96-24	CCAN Library Reference Materials
Adoption Case Processing	D.C. Code 16:301 et. seq., Adm. Order 8&10	List Attached - DRB

Domestic Case Processing	D.C. Code 16:901 et. seq.	List Attached - DRB
Juvenile Case Processing	D.C. Code 16:2301 et. seq.	List Attached - JUVN
Neglect/Abuse Case Processing	D.C. Code 16-230 I et. seq.	List Attached - JUVN
Mental Health Case Processing	D.C. Code 6:901 et. seq., 21-501 et. seq.	List Attached - MHMR "Help for the Mentally III"
Mental Retardation Case Processing	D.C. Code 6:901 et. seq.	List Attached - MHMR "Volunteer Advocates"
Paternity Case Processing	D.C. Code 16:2341 et. seq.	List Attached - PCS
Child Support Case Processing	D.C. Code 30:301, 501	List Attached - PCS "Understanding Child Support"
Marriage Licensing	D.C. Code 30:101	List Attached - MB "Marriage Branch Brochure"

FAMILY DIVISION PROGRAM ACCESSIBILITY

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
I. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Yes.		None
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	General Public; Attorneys No.	Oral Reading; Enlarging Copiers, Interpreter Services.	None
3. Have staff been instructed or trained to provide accessibility to program participants?	Yes.	Division Director, Managers, ADA Coordinator and some "first contact" staff have been trained.	Make ADA training mandatory.
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	Yes. Rm.4335. Yes.	Relay Calls; Interpreter Services	None
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments?	All.	Relay Calls; Interpreter Services.	Expand phone conversant system to all programs as visual text options. Home Page on-line filing would provide access to deaf, blind and mobility impaired attorneys and clients.

6. Are written documents, forms, instructions or guidelines available in alternate formats?	Some.	Enlarging Copiers; Conversant Inf. System	Expand phone conversant system to all programs. Blank forms should be provided to attorneys (with disabilities) via Home Page, FAX and mail.
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FAMILY DIVISION FACILITY ACCESSIBILITY

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are Division entrance routes accessible?	Yes	N/A	N/A
2. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes	N/A	N/A
3. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	Yes	N/A	N/A
4. Can doors be opened without too much force (5lb.)?	Yes		
5. Are aisles and hallways 36" wide, with 60" circle or 36" T - shaped maneuvering clearance for wheelchairs?	Not All.	Assistance provided as necessary.	Relocate Furniture
6. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Not All. Question regarding rope line barriers.	Assistance provided as necessary.	Relocate Furniture
7. Are public counters used? Are all counter tops 28" -34" above floor?	Yes.	Assistance provided as necessary.	None
8. Is public seating or workspace provided? If so, is at least 5% accessible?	Not All.	Assistance provided as necessary.	Relocate Furniture
9. Do signs comply with ADA requirements?	No.	Assistance provided as necessary.	None
10. Are public restrooms fully accessible?	Not All.	Individuals may be directed to accessible restrooms.	None

11. Are public drinking fountains provided? Is at least one accessible?	Yes.	N/A	N/A
12. Are public telephones provided? Are they accessible?	Yes.	N/A	N/A
MULTI-DOOR DIVISION			
DIVISION DIRECTOR: David Michael, Esq.		DIVISION ADA COORDINATOR: Tongya Manigan	
1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
Civil: Early Neutral Evaluation	Civil Rules	Civil Training Manual, Handouts, Mediation	
Civil Mediation	Civil Rules	"	
Arbitration	Arbitration/Civil Rules	"	
probate	Probate/Civil Rules	"	
Tax	Tax/Civil Rules	"	
small Claims	Civil Rules	"	
Civil I	Civil Rules	"	
Family: Family and Community	Family Rules	Family Training Manual, Handouts, Mediation Diskettes, Handouts, Flyers.	
Intake and Referral	Depends on the Case	"	
MULTI-DOOR DIVISION PROGRAM ACCESSIBILITY			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Yes.		Literature, applications, program summary translated into two or more languages.
2, Who participates in and benefits from the	D.C. Residents. No one is excluded.		

programs and services, and are individuals with disabilities excluded?			
3. Have staff been instructed or trained to provide accessibility to program participants?	Yes.	Two staff per floor will be trained to use wheelchair lift.	
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	Yes, located behind the secretary's desk. An appropriate number of staff have been trained.		Two staff per floor will be trained.
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments?	All. Interpreter services or assistive listening devices may be utilized during mediation process.	Applications and forms could be provided on Home Page to provide	greater access to deaf, blind and mobility impaired attorneys, neutrals and clients.
6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	No.	Division documents are on disk and can be enlarged or translated into Braille.	"
7. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	Some parts of training rely on audiovisuals.	Readers or interpreter may be provided if needed. Training programs will be reviewed to ensure that individuals with disabilities have full access.	The programs are being evaluated at this time. Consideration will be given to individuals with disabilities (captioning, etc.)
8. Are contractors used? How are contractors monitored to ensure that programs do not discriminate against individuals with disabilities?	Contract trainers are used.	Contracts will be reviewed for ADA compliance.	

MULTI-DOOR DIVISION FACILITY ACCESSIBILITY

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there Division entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes. Yes.	Wheelchair lift nearest entrance, or the use of a more accessible hearing room.	None. Better signage to direct the public.
2. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1: 12?	No.	The use of available space with easier access.	Notify mediation participants of availability of assistance. Put question on forms.

3. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	32-1/2"		
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	43," minor difficulty, pull-type.		
5. Can doors be opened without too much force (5 lb.)?	Level one, no; levels two and three, yes.		
6. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?	Yes.		
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.	Move table and replace it with wall files.	Utilize hanging files for materials on the table.
8. Are public counters used? Are all counter tops 28"-34" above floor? At least one counter should be designed for wheelchair access. Is a service bell provided where counters are not continuously attended or where sightlines are obstructed?	45" on all levels. Service bell provided except in Building A.	Clipboards can be provided.	Install service bells where not designed for wheelchair access.
9. Is public seating or workspace provided? If so, is at least 5% accessible?	Yes. Yes.		
10. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with ADA requirements?	No.		
II. Are public restrooms fully accessible?	Not on 1st level. Commodes not accessible. No bars.	Direct persons to 1M levels.	
12. I. Do elevators provide both visible and verbal or audible door operating and floor indicators? 2. Are call buttons lower than 42" in raised and Braille lettering. 3. Is emergency intercom usable without	I. Audible via bell. 2.45"-49."	For any person unable to operate the elevator, assistance is provided.	

voice communication?	3. Call button requires key.		
13. Are any lifts provided? Can they be used without assistance? Is a call button provided?	Yes, from second level. No, need assistance and key. Call button is not on when key is not.	Must go through Small Claims back hall to get to lift. Need to clear two doors for guard approval, both with 31-7/8" opening. Lift phones are too high, 58" and 65."	There is no one in this area and no camera or phone. 36" to load on; 47" in hallway. Staff must be called in advance.
14. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?	Not in the area.	Direct clients to fountain on JM level.	Soda and juice machine is being requested.
15. Are public telephones provided?	No.	Direct clients to JM level public phones which are accessible.	
16. Are any security checkpoint mechanisms used?	Yes, accessible.	Guards will assist.	
17. Are fire extinguishers available and accessible?	Yes, on 1st level. No, on 2nd level.		
18. Are emergency alarms available and both visual and audible?	Alarms are 49"-51" high.	Floor captains need to be appointed.	All floors can hear alarms. Need to install flashing lights.
PROBATE DIVISION			
DIVISION DIRECTOR: Constance G. Evans, Esq.		ADA COORDINATOR: Thomas 1. Burns / Allen Butler	
1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION: Public service involving the formal processing of estates of decedents, minors, incapacitated adults and foreign estates.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
Guardianship and Fiduciary Branch	Primarily D.C. Code Titles 18. 19. 20 and 21 and Superior Court Rules of the Probate Division.	Pre-printed forms by the Washington Law Reporter and some other in-house forms.	
Small Estates Branch	"	"	
Auditing Branch	"	"	
Administrative Services Branch	"	"	

PROBATE DIVISION PROGRAM ACCESSIBILITY			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	No.	Will furnish a reader when necessary for sight impaired parties.	
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	All members of public participate and benefit. No individuals are excluded.	N/A	
3. Have staff been instructed or trained to provide accessibility to program participants?	Yes.	N/A	
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	No. A TTY machine, however, is located for use in one staff member's office (hearing impaired employee).	Accept and place calls through relay system.	Request a Division TTY and train appropriate employees for use.
5. Are programs which rely on auditory communications made accessible to individuals with hearing impairments?	Yes.	SLIs and ALDs are requested through Office of Interpreter Services.	General documents could be made available on Home Page. On-line communications would provide greater access to deaf, blind and mobility impaired attorneys and clients.
6. Are written documents available in alternate format?	No.	Readers are provided when necessary.	Blank forms could be provided to attorneys and clients (with disabilities) via Home Page, FAX and mail. Also, some blind persons have "talking computers" which will read forms and other documents from Home Page or diskettes.
7. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments?	Yes. Probate KIOSK is wheelchair accessible. Script available for persons with hearing impairments,	and assistance to persons with visual impairments.	
8. List any contractors who provide services or	N/A		

activities on behalf of the Division.			
PROBATE DIVISION FACILITY ACCESSIBILITY			
ISSUE: Utilize "Court Facility Accessibility Reference Guide."	<u>RESPONSE AND COMMENTS</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there Division entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes.		
2. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
3. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	No.	A "first contact" person is available to open the one doorway leading to a hall.	Recommend lever type door hardware in future, if necessary.
4. Can doors be opened without too much force (5 lb.)?	No. Front doors currently cumbersome and heavy.	Front counter personnel will assist parties.	Recommend installation of automatic sliding door.
5. Are aisles and hallways 36" wide, providing 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?	Yes.		
6. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.		
7. Are public counters used? Are all counter tops 28"-34" above floor?	Yes. Counters above 34", but always attended with no obstructed sightlines.	Personnel are trained to come from behind counter when necessary to assist parties.	Will furnish clipboards for necessary writing purposes.
8. Is public seating or workspace provided? If so, is at least 5% accessible?	Yes. Yes.		
9. Do signs comply with the ADA requirements?	N/A		

10. Are public restrooms fully accessible?	Public restroom on floor is accessible. Restrooms within Division are not.	Advise parties of the location of the accessible restroom.	Post sign at inaccessible restroom and near elevator directing to accessible restroom.
11. Are public drinking fountains accessible?	Yes, outside of the Division door.		
12. Are public telephones accessible?	Accessible public telephone in main lobby. Public telephones in Division 48"H.	Train staff to furnish behind the counter telephone.	Make Division public telephone accessible.
SPECIAL OPERATIONS DIVISION			
DIVISION DIRECTOR: Roy S. Wynn, Jr., Esq.		ADA COORDINATOR: Francis X. Burton / Suzanne Bailey-Jones	
1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
Jurors' Office: Prepare summons for 240,000 residents of the District of Columbia every 24 months. Provides Superior Court trial judges with qualified jurors for <i>voir dire</i> . Coordinates the selection and swearing in of Superior Court Grand Jurors for the Department of Justice / USAO. Provides payment for jurors who serve for one day as well as those serving on trials. Provides orientation for all incoming jurors.	District of Columbia code (Section 11-1901 through 1917), Jury Plan for the District of Columbia, Jury Fee Act of 1994.	Petit & Grand Juror Brochures, Petit Juror Handout "Notice to All Jurors," Grand Juror Handout "Payment Distribution Schedule," Juror A TM User Card, Juror Summons, Juror Summons Insert "Dear Citizen" letter, Juror Qualification Form, Juror Badge.	
Appeals Coordinator's Office: Public an review case jackets and appeal records. No actual programs and services.	D.C. Court of Appeals Rules	Notice of Appeal Form; Designation of Record form; Statement Regarding Transcription Form; Motion for Transcript Form; Bureau of Transportation Leave to Appeal Form; Information sheets for new law clerks, courtroom clerks and new Criminal Justice Act Attorneys.	
Office of Court Interpreting Services, Sign Language Interpreter: Sign language and oral interpretation; utilization of assistive listening devices (ALDs); coordination of "real time" transcription services; referral to other entities and agencies when appropriate.	American with Disability Act (July 1990); "Interpreters for Hearing Impaired and Non-English speaking Persons Act of 1987" (D.C. Code 31-2710 et seq); "Court Interpretation: A Manual for Judicial Officers, Attorneys, Interpreters, and Court Staff in the Superior Court of the District of Columbia" (1995); Administrative Orders of the Chief Judge; Internal	None for hearing-impaired consumers.	

	Procedures.	
Office of Court Interpreting Services, Foreign Language Coordinator:	D.C. Court interpreters Act/1987 and Federal Court Interpreters Act of 1978	Language translated brochures.
Superior Court Law Library: Traditional and electronic library reference services for legal research.	American Association of Law Libraries Guidelines.	Information hand--outs for Pro Se Litigants; Prospective Library Members.
Tax Office: Enables attorneys and pro se individuals an avenue under the D.C. code to appeal decisions made by the Dept. Of Real Property Assessment Division and any other decisions made relating to taxes paid in the District of Columbia. D.C. Code also provides an avenue to prosecute tax fraud.	Superior Court of District of Columbia Tax, Civil & Criminal Rules of Practice and Procedure; D.C. Code title 47; Tax Division Office Manual.	Guidelines to filing a petition in the Tax Division; Information sheet on what to expect after filing a petition; Subpoena for Deposition; Subpoena; Notice of Appeal; Revenue Refund Voucher; Praecipe.
Juror- Witness Child Care Center: Child care services for children ages 2-14 years. Information and referrals about training, job opportunities, and special events for children and their families. "Knit caps giveaway" during the winter months.	DCMR-29, Consumer and Regulatory Affairs; Guidelines for Use of the Juror Witness Child Care Center.	An overview of the childcare center; Registration Form.

SPECIAL OPERATIONS DIVISION - JUROR OFFICE

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u> Is	<u>CORRECTIVE ACTION:</u> What	<u>TRANSITION PLAN:</u> What
	full accessibility provided and if not, please explain.	programmatic modifications do you utilize in order to provide accessibility?	program modifications or facility alterations are recommended for the future?
I. Have policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	The policies, codes, procedures and rules of the Juror's Office neither limit access t nor prevent persons with disabilities from serving on juries.	Provides ASL, PSE and Oral sign language interpreters to jurors who are deaf or who have hearing impairments. Provides tools for aural and visual augmentation: page and handheld magnifiers, sound amplification in courtrooms (Main Building), and soon will provide assistive listening capability. Provides open-captioned juror orientation videocassettes. Provides television programming with open captions.	The Juror's Office has requisitioned five (5) Assistive Listening Devices from Duartek, Inc.
2. Who participates in and benefits from the	Judiciary, court staff, attorneys, jurors,		Staff will need training on use of

programs and services, and are individuals with disabilities excluded?	defendants, plaintiffs, members of the public, staff of the USAO.		Assistive Listening Devices.
3. Have staff been instructed or trained to provide accessibility to program participants?	Yes. Staff also maintains a "tickler file" on jurors with disabilities in order to monitor their progress while serving and to provide access to programs and services.		Staff will need training on use of Assistive Listening Devices.
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	Two (2) TTY's are located in SOD; one in OCIS (Room 3127); and on for public use in the Juror's Lounge (Room 3100).		Currently, there is no signage on the TTY. A replacement sign is on order.
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments? When are sign language interpreters, assistive listening devices, or real time reporting utilized?	Juror Orientation; Calling of Juror Panel Lists in the Juror's Lounge. Orientation videos are show with open captions; sign-language Interpreters are utilized at Juror Orientations and when Juror Panel Lists are called.		
6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	Currently the Juror Qualification form and the "Notice to All Jurors" information handout are available in large print. The Juror summons does not comply with ADA standards. The Juror Qualification form does not meet ADA standards.		This office is converting juror brochures, handouts & A TM User Cards to large print format. The Juror summons will have to be revised with larger print, information on accessible Court & Metro entrances and the availability of a TTY phone number. The Juror Qualification form will need to be revised with larger print and a space on the form to request special needs in advance.
7. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	The Juror Orientation video is available with open captions		
8. List any contractors who provide services or	ASL, PSE & Oral sign-language		

activities on behalf of the Division. How are contractors monitored to ensure that programs do not discriminate against individuals with disabilities?	interpreters are contracted through the Office of Court Interpreting Services (OCIS).		
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SPECIAL OPERATIONS DIVISION: APPEALS COORDINATOR'S OFFICE

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u> Is full accessibility provided and if not, please explain.	<u>CORRECTIVE ACTION:</u> What programmatic modifications do you utilize in order to provide accessibility?	<u>TRANSITION PLAN:</u> What program modifications or facility alterations are recommended for the future?
1. Have all policies, codes, procedures or rules applying to Appeals been reviewed to ensure that they do not limit accessibility to persons with disabilities?	N/A		
2. Who participates in programs and services, and are individuals with disabilities excluded?	The public. No one is excluded.		
3. Have staff been instructed or trained to provide accessibility to program participants?	No.	On-going training will be provided.	
4. Are TTY's provided and located appropriately for all programs?	No.		
5. What programs rely on auditory communications? How are these programs made accessible?	N/A		
6. Are written documents, forms, instructions or guidelines available in alternate formats?	No.	Staff person will assist individuals.	
7. Are any audiovisual presentations used in the program?	No.		

SPECIAL OPERATIONS DIVISION: LIBRARY

<u>ISSUE</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Judicial staff and authorized members of the Bar; no public. No exclusion of disabled.		

3. Have staff been instructed or trained to provide accessibility to program participants?	To some extent, either from training or reading training materials.		
4. Are TTY's provided?	No.		
5. What programs rely on auditory communications?	None, other than requests for reference service.		
6. Are written documents, forms, instructions or guidelines available in alternate formats?	No.		
7. Are any audiovisual presentations used in the program?	No.		
8. List any contractors who provide services or activities on behalf of the Library.	None.		

SPECIAL OPERATIONS DIVISION: **CHILD CARE SERVICES**

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Yes.	None.	None.
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	No one is excluded. We accept children with special needs such as visual impairment, hearing loss, etc.	None.	None.
3. Have staff been instructed or trained to provide accessibility to program participants?	Staff has been instructed but not all staff are trained.	All staff will receive basic training and information on accessibility for disabled persons.	
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	We do not have TTY's in Child Care Center.		Make TTY's available for Child Care Center use.
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments?	We would use the services of the Interpreter's Office if needed.		
6. Are written documents, forms, instructions or	No.	Documents, forms guidelines etc. Will	

guidelines available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?		be printed in large print to help visually disabled persons.	
7. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	No. Audiovisual presentations are not used in the program.		

SPECIAL OPERATIONS DIVISION: TAX OFFICE

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	General public, Judges, lawyers and court employees. Individuals with disabilities are not excluded.		
2. Have staff been instructed or trained to provide accessibility to program participants?	Yes, participated in training of "First Contact" and sensitivity regarding disabilities.		
3. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	N/A		Make TTY's available for Child Care Center use.
4. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments?	N/A		
5. Are written documents, forms, instructions or guidelines available in alternate formats?	No.		
6. Are any audiovisual presentations used in the program?	No. Audiovisual presentations are not used in the program.		

SPECIAL OPERATIONS DIVISION: OFFICE OF COURT INTERPRETER SERVICES

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with	Not as of this date. Consideration of limited vision, blindness, cognitive and developmental disabilities has not been	Not known at present.	Awaiting completion of self-evaluation (A.C.O.S.).

disabilities?	incorporated into the daily functions of the Division nor OCIS.		
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Any hearing-impaired person having business with the D.C. Courts and those who may have disabilities in addition to hearing impairment. Office brochure is not in Braille.	Not known at present.	ACOS.
3. Have staff been instructed or trained to provide accessibility to program participants?	Coordinator provides program accessibility within the Special Operations Division and for every other program within the D.C. Courts.	AU staff will receive basic training and information on accessibility for disabled persons.	
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	Coordinator has own TTY in OCIS. OCIS and nearest pay telephone in the Juror's Lounge, Room 3100. No.	Coordinator will conduct training on use of TTY.	Coordination with staff now in progress to provide training on use of TTY.
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments?	The primary mission of OCIS is to provide accommodation for the needs of hearing-impaired persons. Interpretation, assistive listening devices and real time transcription services are provided and coordinated as requested and assessed. General lack of court reporters and consequent lack of reporters trained in real time transcribing is a problem.	The court is presently procuring five ALD portable systems to augment the present system, which is being evaluated as to most effective compliance. Court reporter situation must be addressed, but is not under purview of OCIS.	
6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	NO...the only documents that OCIS uses are the brochures explaining the function of the OCIS and request for interpreter services forms that attorneys and parties complete.	Since there are blind and vision-impaired attorneys practicing law in the D.C. Courts, it would be appropriate to have these few materials in a form useable to them.	
7. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	None.		

8. List any contractors who provide services or activities on behalf of the OCIS. How are they monitored to ensure ADA compliance?	All contractors working for OCIS have as their sole function providing access to hearing-impaired persons.	NAI	
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SPECIAL OPERATIONS DIVISION FACILITY ACCESSIBILITY (ALL BRANCHES AND OFFICES)

ISSUE:	RESPONSE AND COMMENTS	CORRECTIVE ACTION:	TRANSITION PLAN:
1. Are there Division entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	No signage identifies accessible entrances and routes.		Post signage indicating location of elevators.
2. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Requirement is met.		
3. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	Rooms 3130, 3120, 3100 & Vending Room doors are propped open during office hours. Door to the Juror's Quiet Room does not pass "closed fist" test.	Doors are propped open to make sure entrances are accessible.	To simply prop open door to Quiet Room would defeat the purpose of having a quiet room. Door knob should be replaced with a lever.
4. Can doors be opened without too much force (5lb.)?	Door to the Jury Quiet Room swings out and cannot be opened w/o leverage. Library door weight is difficult.	Compressor on door to OCIS Rm. 3127, and does not pass "closed fist" test.	Adjust doors to require less force. Possible replace door with hollow-type doors.
5. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T - shaped maneuvering clearance for wheelchairs?	Requirement is met.	Furniture near direct entrance to Director's Office may be moved when necessary.	
6. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Requirement is met.		
7. Are public counters used? Are all counter tops 28"-34" above floor? At least one counter should be designed for wheelchair access. Is a service bell provided where counters are not continuously attended or where sightlines are obstructed?	Counter used in Jury Office, Rm. 3130 is 42" high and does not meet standard. Library counter also too high, but bell is provided.	Clipboards are available. Counter is continuously attended in Jury Office.	Library should have a second bell at a lower counter near the door.

8. Is public seating or workspace provided? If so, is at least 5% accessible?	Requirement is met.	Seating and workspaces are accessible in both the main Juror's Lounge and Quiet room.	
9. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	No. Currently no such signs are in use.	Assistance may be provided, relying on verbal or physical directions.	Post signs designating permanent rooms, spaces, room numbers, accessible restrooms, exists and elevators. Signs should meet requirements for tactile signage and legibility.
10. Are public restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?	Juror restrooms do not meet accessibility standards. Public restrooms behind atrium are partially accessible. The accessible sink with lever handled faucets are not working. (When on, they leak. When they leak, the Admin. Ser. Division turns them off completely.)	The hinged door to the accessible restroom is push-type but requires more than 5 lb. force, making it difficult to hold open while maneuvering a wheelchair. Door should be replaced with hollow type to facilitate entry.	Post signage at Juror restrooms indicating location of nearest accessible restroom. Repair the plumbing on the accessible sink so that it does not leak when faucets are on. Install hand dryers at an accessible level.
11. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	Once inside the elevators, there are no audible or verbal floor indicators. Call buttons are >42" high on outside of elevators with no Braille and no raised lettering; inside >42" with Braille. Emergency intercom cannot be used w/o voice and is almost totally inaccessible. It is >72" overhead!		There should be call buttons in Braille or raised lettering on each floor. There should be audible or verbal floor indicators inside the elevator car. Call buttons should be <42" on each floor. Emergency intercom needs to be lowered to an accessible height. Should be usable w/o voice.
12. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?	Fountain in Juror's Lounge area has no clear floor space. Spout is 43", Neither of the two fountains in public area behind escalators is accessible. One has front controls, but spout 43",		One drinking fountain in public area should be accessible, with front mounted control, and spout <36," Sign should be posted at

	The other has spout 38" without front control.		inaccessible Juror's Lounge fountain with directions to accessible fountain.
14. Are public telephones provided? Does at least one have 30"x48" clear floor space, no more than 48" high, with push-button controls, hearing-aid compatible, with volume control identified? Where there are 4 or more public phones, is one equipped with TTY and identified by accessible signage?	One accessible phone with push button controls and volume control is available, with TTY. No signage indicating location of TTY phone at bank of inaccessible phones.		Post signage-identifying TTY. Post signage at both banks of inaccessible phones to indicate location of TTY.
15. Are any security checkpoint mechanisms used? Are they accessible to persons with visual/hearing/mobility impairments? Are both audible and visual instructions and indicators provided?	Security telephones leading to jury rooms are too high for reach from wheelchairs, and provide no visual instructions.	Secure doors to jury corridors have round knobs and require more than 5 lbs. of force.	Security phones need to be equipped with visual controls/ instructions, at accessible level. Secure doors should require less force, with lever hardware.

III. COURT SYSTEM			
EXECUTIVE OFFICE			
Executive Officer: Ulysses B. Hammond, Esq.		ADA Coordinator: Steve Ramirez	
1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
Court Operations	N/A	See Divisions under authority of Executive Office.	
Intergovernmental Affairs and Special Programs		"	
program Management and Policy Development		"	
Communications Office		"	
court Services		"	
EXECUTIVE OFFICE PROGRAM ACCESSIBILITY			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Have policies applying to the Executive Office been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Yes. See "D.C. Courts Comprehensive Personnel Policies" under Personnel Division.		
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Citizens of the District of Columbia and employees of the D.C. Courts.		
3. Have staff been instructed or trained to provide accessibility to program participants?	Yes.		
4. Is a TTY available for communications with deaf or hearing impaired employees and the public?	Yes, in Executive Office, Main Counter.		
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments?	All programs. Sign Language Interpreters or Assistive Listening Devices may be provided when requested.		

6. Are written documents available in alternate formats for individuals with visual impairments?	Alternate formats may be provided when requested.		Home Page posting of vacancy announcements would provide greater access.
7. Are any audiovisual presentations used? How are they made accessible to persons with audio or visual impairments?	Yes. Accommodations may be made when requested.		
EXECUTIVE OFFICE FACILITY ACCESSIBILITY			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are entrance routes to Executive Office at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes.		
3. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	Door hardware < 48." Does not pass "closed fist" test.	Assistance may be provided.	Modify door hardware where necessary.
5. Can doors be opened without too much force (5 lb.)?	Yes.		
6. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?	Yes. Yes.		
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, and rooms low-pile, tightly woven and securely attached?	Yes. Yes.		
8.. Are public counters used? Are all counter tops 28"-34" above floor? At least one counter should be designed for wheelchair access. Is a service bell provided where counters are not attended or where	Yes. Not 28"-34." Sightlines not obstructed.	Staff trained to move from behind counter to meet eye-level with person in wheelchair in order to provide assistance.	Future counter construction will meet 28"-34" height requirements.

sightlines are obstructed?			
9. Is public seating or workspace accessible?	Yes.		
10. Do signs for rest rooms, exit doors and room numbers comply with requirements for tactile signage? Do signs meet legibility requirements regarding contrast and character proportion?	No.	Assistance may be provided by Court staff or Court Security Officers.	Court signage will be upgraded to meet specifications.
11. Are public restrooms fully accessible with 36" path to all fixtures, T -shape or 60" maneuvering circle, grab bars on two sides, toilet seat 17-19" H, with lavatory 30X48", 29" H, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?	No.	Staff assistance may be provided in locating accessible restrooms.	
PERSONNEL DIVISION.			
Division Director: Arl B. Williams, Esq.		Chief ADA Coordinator: Wanda Radowitz	
1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
Classification/Compensation	Federal Government X-II8	Position descriptions.	
Employment/Staffing	Uniform Guidelines on Employee Selection of 1978, Civil Rights Act of 1991, Age Discrimination in Employment Act of , Americans With Disabilities Act of 1990.	Employment and promotion applications; Vacancy announcements, Tests.	
Payroll/Processing		Processing forms (insurance, benefits, retirement, withholding, etc.), Orientation materials.	
Employee Relations			
Health Care Unit			
<u>PERSONNEL DIVISION:</u>	<u>RESPONSE AND COMMENTS:.</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
ADA ADMINISTRATION			
1. Does the D. C. Court System have a nondiscrimination policy?	Yes.		

2. Does the existing nondiscrimination policy address the requirements of the ADA?	Yes.		
3. How is the nondiscrimination policy communicated to court staff and the public?	Policy Manual and Handbook.	Distribute nondiscrimination and ADA policy in orientation. Post signs.	Provide training to all employees. Develop orientation curriculum for new employees.
4. Identify the individual responsible for coordinating ADA compliance activity for the court system.	Wanda Radowitz, Chief ADA Coordinator, Office of Personnel		
5. Identify the office responsible for processing ADA complaints.	Personnel/EEO.	Process is being developed to include EEO Office.	New mediation program may be utilized.
6. Has a complaint processing procedure been developed? Attach copy.	Informal process at this point. Employees communicate with supervisor or ADA Office.	EEO Office will draft formal ADA complaint procedure consistent with other EEO issues.	Finalize procedure and distribute to employees.
7. How are court staff and the public notified about the complaint process?	Managers and supervisors communicate process to staff.	Distribute procedure.	Consider article in "Communicator."
8. Describe the steps taken to ensure staff fully understand the policy of non-discrimination against Individuals with disabilities in court programs, services, activities and in employment.	ADA Training has been presented to Division Directors, Managers, Division ADA Coordinators and "First Contact" staff.	Continue training, including all support staff, and further development of ADA Coordinators.	Initiate brief EEO and ADA training curriculum as part of new employee orientation.
9. Describe the means adopted by the court system to communicate effectively by telephone with individuals with speech and hearing impairments.	TTY's are located in nine offices and at six public telephones. The relay system is utilized in all other offices.	Formal training will be provided to staff in offices where TTY's are located.	Conduct needs assessment to determine locations for placement of TTY's, i.e., high volume public contact offices.
10. List Court System publications or documents which are available to the public.	Annual Report. <i>The Communicator</i> . See Division of origination for specific publications.	Available on diskette or in large print when requested.	Research Braille production.
II. List Court System activities which may require auxiliary aids or services, including sign language or oral interpreters.	All Court System activities may require such services. Services and assistance provided as necessary.	Consider expanding scope of Office of Sign Language Interpreter to include provision of services for hearing	impairments to all Divisions as well as coordination of reader/writer services for persons with visual impairment.
12. List Court System activities where readers and writers may be needed.	All Court System activities may require such services.	"	"

13. Is computer-assisted transcription available for individuals with impaired hearing who do not use sign language?	Real time transcription available.	See "Court Reporting Division" for specifics.	Expand use of "real time."
14. How are the services of sign-language interpreters secured? Who determines when an interpreter is needed and how is the decision made?	Requests for sign-language interpreters are made through the Office of Interpreter Services.	All requests are accommodated for courtrooms or defendants.	Expand responsibility of Office to include all Divisions.
15. How are the services of readers and writers secured? Who determines when a reader or writer is needed and how is the decision made?	Requests are usually made at service counters. Supervisor or ADA Coordinator is contacted when necessary.	Further training will be provided to support staff regarding ways to assist and procedures for handling difficulties.	Obtain training from Columbia Lighthouse for the Blind. Certify persons in each Branch to serve as readers/writers when necessary.
16. Do the Courts have provisions for use of assistive listening devices (ALD)? How are decisions regarding their availability made?	Yes. The Office of interpreter Services maintains ALDs.	ALDs are provided when requested..	
17. Describe how the court notifies employees and others in the court of an emergency.	Fire Alarm System - bells with flashing lights.		Upgrade alarm system in older facilities, with more flashing lights.
18. Describe how the court notifies individuals with disabilities of an emergency. What are the procedures for assisting persons with disabilities in emergency situations.	Employees with disabilities are identified in advance and pre-assigned to Floor Captains for assistance.	Floor Captains, Door Captains and Court Security Officers are responsible for assisting the public.	Maintain on-going training in emergency evacuation procedures.
19. Describe how interested parties and individuals with disabilities are included in the self-evaluation process.	Court users, i.e., attorneys, jurors, clients and other members of the public who have disabilities have been invited to participate.	These persons will review and comment on self-evaluation and will conduct walk-through "spot check" evaluations of services.	On-going review of Self-Evaluation and Transition Plan may be conducted by members of "Committee on Access" working groups.
<u>PERSONNEL DIVISION:</u> Title I: Employment Policies, Procedures and Practices.	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
I. Does a personnel policy manual exist for the court system?	Yes.		
2. Does the personnel policy include a statement addressing the ADA and commitment to provide reasonable accommodations to employees and	The Policy includes statement of nondiscrimination on the basis of disabilities.		

applicants with disabilities?			
3. Does the personnel policy protect individuals from discrimination or retaliation when filing ADA complaints?	Not specifically provided by policy, but practice and procedures provide protection.		
4. What is the process for determining whether an employee or applicant qualifies under the ADA?	An employee files an "Employee Accommodation" form with the ADA office. The ADA Coordinator makes	decisions in conference with Deputy and Director of Personnel and the Attorney Advisory when necessary.	Formal procedure to be outlined and distributed. Mediation program may be utilized for resolving issues.
5. What process is used to determine how an employee should be accommodated?	"	"	"
6. Is there a process to advise applicants and employees of their rights regarding ADA job accommodations?	ADA Coordinators and supervisors communicate that information.		Procedure to be outlined and covered in on-going training.
7. Is the process of making "reasonable accommodations" written? If yes, where is it located?	"Reasonable accommodation" is defined in ADA guidelines, and on accommodation request form.	ADA guidelines are distributed in training, and will be distributed in orientation of new employees.	
8. Does a procedure exist for determining whether an individual poses a "significant risk of substantial harm to the health and safety of himself /herself or others."	No. That issue has not been used to deny accommodation.		
9. Describe the training provided to personnel staff to enhance awareness of the ADA requirements and sensitivity to the needs of individuals with disabilities.	Division Directors and Managers were trained regarding the law.	ADA Coordinators, Alternates and First Contact employees received sensitivity training and orientation to ADA.	On-going training. For example, support staff and AARP volunteers will be trained by Columbia Lighthouse for the Blind, August, 1997, in working with visually impaired persons and reading for the blind.
10. Have employment policies been reviewed to determine whether they discriminate against employees or applicants who have disabilities?	Yes.	Employment policies do not discriminate against persons with disabilities.	
II. Do any current practices discriminate against individuals on the basis of disability during the pre-employment stage of the hiring process?	No.		

12. Are locations used for posting vacancy announcements, testing or interviewing accessible? What accommodations are made?	Yes, posting, testing and interviewing sites are accessible.		Vacancies will be posted with disability employment agencies.
13. Have applications, announcements, and other employment forms been reviewed for compliance with ADA?	Yes.	In the process of printing new applications. Adding ADA information and TTY numbers to forms, announcements and applications.	New applications/forms/ stationary have been ordered.
14. Are written documents used in recruitment and selection (tests, etc.) available in alternate forms?	Yes, when requested.		
15. How are applicants made aware that auxiliary aids or services are available?	Applicant\$. request assistance.	, Availability of assistance to be offered o applications and other forms.	New applications/forms! stationary to be designed and ordered.
16. Are interview questions reviewed in light of the ADA?	Yes. Interview questions are reviewed by Personnel an" must	be "job related," and based 'on "essential functions" of job.	
19. Have employee orientation materials and procedures been reviewed for compliance with ADA?	Yes.		New orientation curriculum to cover court structure, location of services, EEO and ADA guidelines.
20. Do written position descriptions exist for jobs? How are "essential functions" identified?	Yes. "Essential functions"are identified as "minimum qualification" and "ranking factor" functions, based on	job analysis of most important know ledges, skills and abilities (KSAs).	
21. Are jobs held by individuals with disabilities classified differently from those held by other employees?	No. Classification is based on tasks performed, KSAs required, and level of responsibility.		
22. Do employees with disabilities enjoy the same benefits (insurance, leave, compensation) as other employees?	Yes.		
PERSONNEL DIVISION Program Accessibility			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Yes.		

2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Applicants and Employees. Individuals with disabilities are not excluded.		
3. Have staff been instructed or trained to provide accessibility to program participants?	Yes.		
4. Are TTY's available for communications with deaf or hearing-impaired employees and applicants?	Yes, in Personnel Division, Main Desk.		
5. What programs rely on audio-communication? How are they made accessible to persons with hearing impairments?	Sign language interpreters or alternative listening devices may be used when needed.	Deaf and hearing impaired candidates do not have access to Audex, automated job line.	Vacancy announcements and applications should be available on Home Page, with on-line filing of applications. This would provide access to deaf, blind and mobility impaired candidates.
6. Are written documents available in alternate formats for individuals with visual impairments?	When requested. Readers are provided.	Standard forms to be reviewed for alternative formats.	Braille use will be considered when requested.
7. Are any audiovisual presentations used? How are they made accessible to persons with audio or visual impairments?	Yes. Accommodations may be made when requested.	Films are reviewed for captioning, etc.	

PERSONNEL DIVISION Facility Accessibility

ISSUE: Utilize "Court Facility Accessibility Reference Guide."	RESPONSE AND COMMENTS: Is	CORRECTIVE ACTION: What	TRANSITION PLAN: What
	full accessibility provided? If not, please explain.	program modifications do you utilize in order to provide accessibility?	program modification or facility alterations do you recommend for the future?
I. Are there entrance routes to all facilities that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes.		
3. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-	Entrance door does not pass "closed fist test" but is open during court hours.	Door will remain open during office hours. Assistance may be provided.	

type or u-shaped)? Try opening doors using only one hand, held in a fist.			
5. Can doors be opened without too much force (5 lb.)?	Entrance door open during court hours.		
6. Are aisles 36" wide with 60" circle or 36" T-shaped clearance for wheelchairs?	Yes.		
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes. Carpet is loose and buckling in some areas.	Staff should offer assistance to individuals using cane or wheelchair.	Carpet should be tightened or reinstalled.
8.. Are public counters used? Are all counter tops 28"-34" above floor? At least one counter should be designed for wheelchair access. Is a service bell provided where counters are not continuously attended or where sightlines are obstructed?	43" High. Visibility not obstructed.	Staff trained to move chair from behind counter to meet eye-level with person in wheelchair.	
9. Is public seating or workspace accessible?	Yes.		
10. Do signs comply with ADA requirements? Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	No.	Court signage will be upgraded.	
11. Are restrooms accessible: 36" path, T-shape or 60" circle, 2 grab bars, toilet seat 17-19H," lavatory 30X48," 29"H, faucet access with closed fist, dispensers w/o reach and mirror<40"? Do signs at inaccessible rooms give directions to accessible ones?	Two public accessible restrooms. No. Signage is not available.	Accessible restrooms may be located when necessary.	Accessible restrooms may be provided when necessary.
ADMINISTRATIVE SERVICES DIVISION			
DIVISION DIRECTOR: Bruce A. Marshall, Esq.		ADA COORDINATOR: Mary Ann Satterthwaite	
1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	

Procurement and Contracts	D.C. Procurement Guidelines	Requisition
Telecommunications	Public Service Commission	Requisition
Office Services		"
ASSET Desk (Help Desk)		Help Desk Call Sheets (Internal)
Mailroom/Information Office.	Postal Services Regulations	
Facilities	BOCA; D.C. Bldg. Codes	

ADMINISTRATIVE SERVICES DIVISION PROGRAM ACCESSIBILITY

ISSUE:	RESPONSE AND COMMENTS:	CORRECTIVE ACTION:	TRANSITION PLAN:
1. Have Division policies and procedures been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Yes.		
2. Who participates in the programs and services, and are individuals with disabilities excluded?	All court employees and any vendor or contractor capable of	providing the needed service.	
3. Have staff been instructed or trained to provide accessibility to program participants?	Yes, information office staff know the procedures for individuals using wheelchairs.	Telecom. Mgr. will give training regarding location of TTY's.	On-going training.
4. Are TTY's provided and located appropriately for all programs? Have staff been trained to use TTY's?	We have not had the need for TTY's in our Division.		
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments?	All programs rely on auditory communication.	Since all programs are accessed by only Court employees, we have not had to make any specific adjustments.	Accommodations may be made if requested.
6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments?	No. No employee request has been made.		
7. Are any audiovisual presentations used in the program?	No.		
8. List contractors who provide services for the Courts. How are contracts monitored to ensure that	The general provisions in all our contracts prohibit discrimination of any	Contract language specifically speaks to persons with disabilities.	

programs and capital improvement projects comply with the ADA?	kind.		
ADMINISTRATIVE SERVICES DIVISION - DIVISION FACILITY ACCESSIBILITY.			
ISSUE:	RESPONSE AND COMMENTS:	CORRECTIVE ACTION:	TRANSITION PLAN:
1. Are there entrance routes to all facilities that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes.		
2. Are any security checkpoint mechanisms used? Are they accessible to persons with visual/hearing/mobility impairments? Are x-ray belts and security telephones within reach? Are both audible and visual instructions and indicators provided on security telephones?	Yes. Yes. X-ray belts, Yes. Secure corridor phones are not accessible-- no visual indicators or instructions. No. No.		
3. Do security alarm systems provide flashing lights as well as audible alarms? How are disabled persons evacuated from facilities in the case of an emergency?	No.	Door captains and floor captains responsible for assisting persons with disabilities. o,	Review security alarm systems.
4. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1:12?	Yes.		
5. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
6. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	All hardware is <48" No levers, only knobs.	All doors throughout the Division remain open.	
7. Can doors be opened without too much force (5lb.)?	Yes, except two sets of double doors.	Doors remain open.	
8. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or	Yes.		

36" T- shaped maneuvering clearance for wheelchairs?	Yes.		
9. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.		
10. Are public counters used? Are they accessible?	Public counters are not used.		
II. Is public seating provided in common areas? If so, is at least 5% accessible?	No public seating.		
12. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	No. Yes.		
13. Are public restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?	The restroom on 3rd floor is for employees, using key entry. It is not ADA accessible. No.	Individuals may be directed to accessible restroom if necessary.	Accommodation may be made if an employee requires accessibility in the future.
14. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	No audible indicators. No Braille. Emergency intercom not usable without voice.	Court Security Officers will be alerted to assist hearing impaired persons, or to call ADA Coordinator for assistance.	Elevators may be adapted for audible communications.
15. Are any lifts provided? Can they be used without assistance? Is a call button provided?	Yes. No, call be used w/o assistance. Yes, call button is provided.		
16. Are public drinking fountains provided?	Public drinking fountains are inoperable in Building A.		

17. Are public telephones provided?	No public telephones within Division.		
ADMINISTRATIVE SERVICES DIVISION – MOULTRIE BUILDING Facility Accessibility: Lobbies, Court Rooms, Dining Rooms, Elevators, Escalators, Cell Blocks, Holding Cells, Building Exteriors, Outside Entrances, Public Restrooms, Cafeteria and Other Common Areas.			
ISSUE:		CORRECTIVE ACTION:	TRANSITION PLAN:
1. Are there entrance routes to all facilities that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes. Yes. Yes and No.	Signage is needed at front entrance directing people to ADA entrance.	Courtwide signage will be contracted.
2. Are any security checkpoint mechanisms used? Are they accessible to persons with visual/hearing/mobility impairments? Are x-ray belts and security telephones within reach? Are both audible and visual instructions and indicators provided on security telephones?	Yes. No. Yes. Secure Corridor Telephones, no.	Security telephones are not accessible to deaf or blind persons: are not within reach for wheelchair or persons of short stature; no instructions of any kind exist for security phones.	Security telephones should be relocated to accessible heights and should provide audible as well as visual signals, indicators and instructions.
3. Do security alarm systems provide flashing lights as well as audible alarms? How are disabled persons evacuated from facilities in the case of an emergency?	No.	Door captains and floor captains responsible for assisting persons with disabilities.	Review security alarm systems.
4. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1: 12?	No.		
5. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes. Yes.		
6. Is door hardware no more than 48" high, easy to grasp with closed fist" test. Try opening doors using only one hand, held in a fist.	All hardware is <48." Yes, main public door is accessible. Office doors have round knobs.	Staff can provide assistance, or leave public doors opened during office hours.	
7. Can doors be opened without too much force (5lb.)?	Yes.		
8. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T- shaped maneuvering clearance for	Yes. Yes.		

wheelchairs?			
9. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes. Carpet is loose and buckling in some areas, like courtrooms and cafeterias.	Staff should offer assistance to individuals using cane or wheelchair.	Carpet should be tightened, reinstalled or replaced when possible.
10. Are public counters used? Are they accessible?	Yes. Public counters are used. No, not 28"-34". No service bell.	Staff will be trained to provided assistance.	Service bells will be provided where necessary.
II. Is public seating provided in common areas? If so, is at least 5% accessible?	Yes. Yes.		
12. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	No.	Staff will provide assistance.	Courthouse signage will be upgraded.
13. Are public restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?	Yes. Men's room on 4th floor near escalator: accessible lavatory faucet missing.	Individuals may be directed to accessible restroom if necessary.	Accommodation may be made if an employee requires accessibility in the future.
14. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	Once inside the elevators, there are no audible or verbal floor indicators. Call buttons are >42" high on outside of elevators with no Braille and no raised lettering; inside >42" with Braille. Emergency intercom cannot be used w/o voice and is almost totally inaccessible. It is >72" overhead!	Court Security Officers may be alerted to assist hearing impaired persons, or to call ADA Coordinator for assistance. Staff training required.	There should be call buttons in Braille or raised lettering on each floor. There should be audible or verbal floor indicators inside the elevator car. Call buttons should be <42" on each floor, in/outside of car. Emergency intercom needs to be lowered to an accessible height and

			adapted to be usable w/o voice communication.
15. Are any lifts provided? Can they be used without assistance? Is a call button provided?	Yes. No. Wheelchair lift not working 1M level. Multi-Door lift requires assistance, but call button not working.	Court Security will provide assistance or call Multi-Door Division for assistance.	Repair lifts and call buttons. Enlarge hallway to lift. Provide adequate signage to lifts.
16. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?	Yes. No. Yes. Yes.		
17. Are public telephones provided? Does at least one have 30"x48" clear floor space, no more than 48" high, with push-button controls, hearing-aid compatible, with volume control identified? Where there are 4 or more public phones, is one equipped with TTY and identified by accessible signage?	Yes.		
18. Are cellblocks and holding cells accessible?	No, there is a step-up between courtrooms and lock-ups, preventing any attorney in wheelchair from visiting clients.		Step should be removed or ramp provided.
19. Are cafeterias and dining rooms accessible?			Renovation pending.

ADMINISTRATIVE SERVICES DIVISION - BUILDING Facility Accessibility.

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there entrance routes to all facilities that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes. Yes, but need additional signs and word sign for entrance. F Street entrance sign needed for direction.	Court Security provides assistance when requested.	Signage needed at front entrance to E Street. Also F Street entrance needs bell/ intercom for wheelchair persons.
2. Are any security checkpoint mechanisms used? Are they accessible to persons with visual/hearing/mobility impairments? Are x-ray belts and security telephones within reach? Are both audible and visual instructions and indicators provided on security telephones?	Yes. Yes. X-ray belts, Yes. No.	CSOs provide assistance. ADA Coordinators may be called.	Training needed for CSOs in provided assistance to persons who are blind or hearing impaired.

3. Do security alarm systems provide flashing lights as well as audible alarms? How are disabled persons evacuated from facilities in the case of an emergency?	No.	Door captains and floor captains responsible for assisting persons with disabilities.	Review security alarm systems.
4. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1: 12?	Yes.		
5. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
6. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	All hardware is <48" Yes.	All door throughout the Division remain open.	
7. Can doors be opened without too much force (5lb.)?	2nd floor restrooms too heavy (male and female).		
8. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T - shaped maneuvering clearance for wheelchairs?	Yes. Yes.		
9. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	No. Yes.	Protruding objects should be moved from halls and rooms.	
10. Are public counters used? Are they accessible?	Yes, security desk. No. No.	CSOs may assist as needed.	
II. Is public seating provided in common areas? If so, is at least 5% accessible?	No public seating.		
12. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	Yes, for public restrooms on 2nd floor.		

13. Are public restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?	The restroom on 3rd floor is used for Employee's only, using key entry. It is not ADA accessible. No.	Individuals may be directed to accessible restroom if necessary.	Accommodation may be made if an employee requires accessibility in the future.
14. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	No audible indicators. No Braille. Emergency intercom not usable without voice.	Court Security Officers will be alerted to assist hearing Impaired persons, or to call ADA Coordinator for assistance.	Elevators should be upgraded.
15. Are any lifts provided? Can they be used without assistance? Is a call button provided?	No.		
16. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?	Yes. Yes.		
17. Are public telephones provided? Does at least one have 30"x48" clear floor space, no more than 48" high, with push-button controls, hearing-aid compatible, with volume control identified? Where there are 4 or more public phones, is one equipped with TTY and identified by accessible sign age?	Yes. Not hearing aid compatible. No volume control or TTY equipment.	Persons may be directed to TTY machine in Building A (Personnel).	

ADMINISTRATIVE SERVICES DIVISION - BUILDING B FACILITY ACCESSIBILITY.

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
I. Are there entrance routes to all facilities that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes. Yes. Yes. No sign for ADA access on front of 409.		Upgrade signage.
2. Are any security check-point mechanisms used?	Yes.		Evaluate security telephone

Are they accessible to persons with visual/hearing/mobility impairments? Are x-ray belts and security telephones within reach? Are both audible and visual instructions and indicators provided on security telephones?	Yes. X-ray belts, Yes. Security Phones, No. No.		placement.
3. Do security alarm systems provide flashing lights as well as audible alarms? How are disabled persons evacuated from facilities in the case of an emergency?	No.	Door captains and floor captains responsible for assisting persons with disabilities.	Review security alarm systems.
4. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1:12?	Yes.		
5. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
6. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	Yes. Yes.		
7. Can doors be opened without too much force (5lb.)?	Yes.	Doors remain open.	
8. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T-shaped maneuvering clearance for wheelchairs?	Yes. Yes.		
9. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.		
10. Are public counters used? Are they accessible?	Public counter at Security Desk, not 28"-34."		
11. Is public seating provided in common areas? If so, is at least 5% accessible?	No public seating.		

12. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with ADA requirements, Le., correct height, tactile, legibility requirements regarding contrast and character proportion?	No. Building B needs ADA signs for all entrances indicating access for entry. No. No.		
13. Are public restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?	Ladies' Room: No. No. No. No. Men's Room: No. No. No. No.		Public restrooms should be renovated to be ADA accessible.
14. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	Yes. Yes, 41-UI". No, emergency intercom not usable without voice. No audible indicators; no Braille?	Court Security Officers will be alerted to assist hearing impaired persons, or to call ADA Coordinator for assistance.	Elevators should be adapted for audible communications.
15. Are any lifts provided? Can they be used without assistance? Is a call button provided?	No.		
16. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?	Yes. Yes. No, spout not <36." Yes.		
17. Are public telephones provided? Does at least one have 30"x48" clear floor space, no more than 48" high, with push-button controls, hearing-aid compatible, with volume control identified? Where there are 4 or more public phones, is one equipped with TTY and identified by accessible signage?	Yes. Yes. Yes. Yes. Yes (look tampered with).	Conduct maintenance check and repair if necessary.	

ADMINISTRATIVE SERVICES DIVISION - BUILDING D FACILITY ACCESSIBILITY.

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
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<p>1. Are there entrance routes to all facilities that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?</p>	<p>Yes. No. Yes. No access sign. Side door needs a security system.</p>		<p>Install security system on side door, with bell. Install appropriate signage indicating location of accessible entrances.</p>
<p>2. Are any security checkpoint mechanisms used? Are they accessible to persons with visual/hearing/mobility impairments? Are x-ray belts and security telephones within reach? Are both audible and visual instructions and indicators provided on security telephones?</p>	<p>Yes. Yes. X-ray belts, Yes. Secure Corridor. Phones, No. No.</p>		
<p>3. Do security alarm systems provide flashing lights as well as audible alarms? How are disabled persons evacuated from facilities in the case of an emergency?</p>	<p>No.</p>	<p>Door captains and floor captains responsible for assisting persons with disabilities.</p>	<p>Review security alarm systems.</p>
<p>4. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1: 12?</p>	<p>Yes. No. Yes.</p>	<p>Provide assistance.</p>	<p>Install sturdy railings 30"-38" high, on all ramps.</p>
<p>5. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?</p>	<p>Yes.</p>		
<p>6. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.</p>	<p>All hardware is <48" Yes.</p>		
<p>7. Can doors be opened without too much force (5lb.)?</p>	<p>Yes.</p>		
<p>8. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?</p>	<p>Yes. Yes.</p>		
<p>9. In public rooms and spaces, are protruding</p>	<p>No.</p>		

objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.		
10. Are public counters used? Are they accessible?	Yes. No. No.		
11. Is public seating provided in common areas? If so, is at least 5% accessible?	Yes. Yes.		
12. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements' for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	Yes & No. Yes & No.		
13. Are public restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?	Men's Room: Yes {k No. Yes Yes. Yes.. No. No. Ladies' Room:	Individuals may be directed to accessible restroom if necessary.	Accommodation may be made if an employee requires accessibility in the future.
14. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	Yes. No and Yes. No.	Court Security Officers will be alerted to assist hearing impaired persons, or to call ADA Coordinator for assistance.	Elevators may be adapted for audible communications.
15. Are any lifts provided? Can they be used without assistance? Is a call button provided?	No.		
16. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?	Yes. Not accessible.		
17. Are public telephones provided? Does at least one have 30"x48" clear floor space, no more than	Yes. No. Yes. Yes. Yes.		

48" high, with push-button controls, hearing-aid compatible, with volume control identified? Where there are 4 or more public phones, is one equipped with TTY and identified by accessible signage?			
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COURT REPORTING DIVISION

DIVISION DIRECTOR: Shirley R. Shepard-Curley

ADA COORDINATOR: Carolyn Sargent-Bums

1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.

2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?

3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.

(1) To provide transcripts of court proceedings.

Handbook for Court Reporting Division, D.C. Courts, implemented 11-1-88.

Transcripts.

(2) Transcribe taped proceedings.

"

Forms used in ordering and receiving transcripts.

(3) Research issues related to transcripts.

"

COURT REPORTING DIVISION PROGRAM ACCESSIBILITY

ISSUE: Hearing impaired individuals need access to all proceedings taking place in the courtroom through REAL-TIME TRANSLATION or simultaneous computer aided transcription. This service provided by court reporters.

RESPONSE AND COMMENTS:

CORRECTIVE ACTION:

TRANSITION PLAN:

1. Have policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?

No.

Needs review.

2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?

Attorneys, litigants, general public.

No individuals are excluded.

More services need to be offered, Le., more real time transcription.

3. Have staff been instructed or trained to provide accessibility to program participants?

No.

Provide training.

Provide sensitivity training.

4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?

No.

Relay system may be utilized.

Install a TTY within Division. Train staff to utilize relay and/or TTY.

5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments?	All programs rely on auditory communication. Individuals with disabilities need assistance.	Hearing impaired individuals should be notified that Real-time Computer Aided Transcription is available when needed.	Real-time Computer Aided Transcriptions should be made available when needed.
6. Are written documents, forms, instructions or guidelines available in alternate formats?	No.	Provide reader and/or assistance.	Train staff to serve as readers/writers.

COURT REPORTING DIVISION FACILITY ACCESSIBILITY

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are Division entrance routes accessible?	Yes.		
2. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
3. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test?	No.	Leave door open during office hours.	Replace round door knob.
4. Can doors be opened without too much force (5lb.)?	Yes.		
5. Are aisles and hallways 36" wide and accessible?	Yes.		
6. Are public counter tops 28"-34" above floor?	No.	Provide a clipboard and service bell.	
7. Is public seating or workspace provided? If so, is at least 5% accessible?	Yes.		
8. Are public restrooms fully accessible?	N/ A. No public restroom.		
9. Are public telephones accessible?	No.	Train staff on location of nearest TTY machine, and to offer assistance.	Install one TTY phone for public use.

DATA PROCESSING DIVISION:

DIVISION DIRECTOR: Philip S. Braxton		ADA COORD IN A TOR: David Kelly / Rosann Colovos
1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.	2. WHAT CODES, RULES, OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THE PROGRAM.
(None to the public.)		None.

DATA PROCESSING DIVISION FACILITY ACCESSIBILITY

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there Division entrance routes that do not require the use of stairs, 36" wide, stable, firm, slip-resistant, and free from protruding objects?	Yes. Not free from protruding objects.		More space needed for Division.
2. Are all ramps non-slip, less than 30 ft., with sturdy railings, with slope < 1: 12?	10 feet, non-slip, no railings, slope 1:9.		Rebuild if accommodation is requested for employee.
3. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes. 36", no thresholds.		
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push type or u-shaped)?	36" with round doorknobs. Do not pass "closed fist" test.	Doorbell is provided.	Consistent with all courthouse' doors.
5. Can doors be opened without too much force (5lb.)?	No.		
6. Are aisles and hallways 36" wide, with 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?	Yes.		
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	No public spaces. Carpet is not low-pile, tightly woven and securely attached.		New carpet has been ordered.
8. Are public counters used? Are all counter tops 28"-34" above floor?	No public counters. Counters are 36" and 56" with service bell.		
9. Is public seating or workspace provided? If so, is at least 5% accessible?	N/A		
10. Do signs comply with ADA requirements?	No signs except standard "Exit."		
11. Are public restrooms fully accessible with?	No public restrooms.	Identify an accessible .restroom if needed.	Provide an accessible restroom if needed to accommodate staff.
12. Are any security checkpoint mechanisms used? Are they accessible to persons with visual/hearing/mobility impairments?	Yes.		

	N/A		
EDUCATION, TRAINING AND DEVELOPMENT DIVISION			
DIVISION DIRECTOR: Ellen Marshall		DIVISION ADA COORDINATOR: Rhonda Lewis	
1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
Judicial Training and Education including Annual Judicial Conference	N/A	Training Materials: booklets, pamphlets,	
Non-Judicial Training and Education		brochures, and instructors manuals.	
Health Education			
Language Education			
TRAINING DIVISION PROGRAM ACCESSIBILITY			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Yes.		
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Court employees. Persons with disabilities are not excluded.		
3. Have staff been instructed or trained to provide accessibility to program participants?	Yes.	Accommodations are made when requested.	On-going ADA training will be provided.
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	No.	Relay system may be utilized. Staff may direct persons to TTY machines when necessary.	
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments? When are sign language interpreters, assistive listening devices, or real time reporting utilized?	All programs rely on auditory communications.	Sign language interpreters and assistive listening devices may be provided when requested.	Films will be reviewed for captioning.

6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	Alternate forms may be provided if requested.		
7. Are training manuals available in alternate forms?	If requested they may be made available.	Training materials may be enlarged, or readers may be provided.	
8. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	Yes. A V presentations are used in program but they are not always ready for use by persons with disabilities.	Presentation may be made accessible as necessary. Materials may be enlarged, or readers may be provided	A V. presentations and films will be reviewed for captioning.
9. List any contractors who provide services or activities on behalf of the Division. How are contractors monitored to ensure that programs do not discriminate against individuals with disabilities?	ITA, Tamaroff Assoc. and Private Consultants.	Contracts require that services be nondiscriminatory.	On-going monitoring of contracts, included clause in contracts regarding ADA compliance and nondiscrimination.

TRAINING DIVISION FACILITY ACCESSIBILITY

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there Division entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes.	Signage is inadequate.	
2. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1:12?	Yes, except for F Street ramp.		
3. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	Yes. Do not pass "closed fist" test.	Doors to training room and public office can remain open during office/training hours.	Consider replacing door hardware when feasible.

5. Can doors be opened without too much force (5lb.)?	Yes.		
6. Are hallways 36" wide with 60" circle or 36" T-shaped maneuvering clearance for wheelchairs?	Yes.		
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Training offices (not public spaces) have some protruding objects (furniture, boxes) and some loose carpet.	If necessary, persons may be directed to accessible routes.	Remove furniture/ boxes from hallways.
8. Are public counters used? Are all counter tops 28"-34" above floor? At least one counter should be designed for wheelchair access. Is a service bell provided where counters are not continuously attended or where sightlines are obstructed?	No.		
9. Is public seating or workspace provided? If so, is at least 5% accessible?	Yes, in training room. Seating is accessible.		
10. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile sign age? Do all signs meet legibility requirements regarding contrast and character proportion?	No, signage is inadequate.	Direct persons to appropriate routes and rooms.	Upgrade signage.
11. Are public restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?	Two training room restrooms are fully accessible.		
12. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	No audible indicators. No Braille. Emergency intercom requires voice.	Assist persons with disabilities.	Upgrade elevators when feasible.

13. Are any lifts provided? Can they be used without assistance? Is a call button provided?	Not in this office.		
14. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?	No. Court water fountains are inoperable. We have a private water cooler and it is accessible.		
15. Are public telephones provided? Does at least one have 30"x48" clear floor space, no more than 48" high, with push-button controls, hearing-aid compatible, with volume control identified? Where there are 4 or more public phones, is one equipped with TTY and identified by accessible signage?	Not within Division.		
16. Are security check-point mechanisms used?	Not within Division; at entrance only.		
FINANCIAL OPERATIONS DIVISION			
DIVISION DIRECTOR: John F. Schultheis		ADA COORDINATOR: Ray Richardson	
1. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
All financial aspects of the running of the District of Columbia Court.	11-1723 D.C. Code. Policies and procedures issued by the District of Columbia Government regarding financial management.	Vouchers, claim forms, receipts, notices.	
Accounting Branch	"	"	
Finance and Revenue Branch	"	"	
Internal Auditor Branch	"	"	
FINANCIAL OPERATIONS DIVISION PROGRAM ACCESSIBILITY			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
I. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Yes, they have been reviewed. No, they do not limit accessibility.		

2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Employees, vendors and the public. Individuals with disabilities are not excluded.		
3. Have staff been instructed or trained to provide accessibility to program participants?	Yes, several years ago.		
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	TTY's not provided within the Division.	Relay system may be used when necessary.	
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments? When are sign language interpreters, assistive listening devices, or real time reporting utilized?	Many. Interpreters provided as needed and whenever needed.		
6. Are written documents, forms and instructions available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	Alternate formats not available.	Documents are read to participants when requested.	Staff will be trained to offer assistance or to provide readers. Standard forms will be reviewed to determine whether larger print may be provided when necessary.
7. Are any audiovisual presentations used in the program? Are they made accessible to persons with audio/visual impairments? Are they captioned; or are readers provided?	Juror film. Probate kiosk. Both are captioned.		
8. List any contractors who provide services. Are contractors monitored to ensure that programs do not discriminate against individuals with disabilities?	Administrative Services maintains list of contractors.	Contracts require nondiscrimination on the basis of disabilities.	Review all D.C. Courts contracts. Include specific ADA language.

FINANCIAL OPERATIONS DIVISION FACILITY ACCESSIBILITY

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there Division entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes. Yes.		

2. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1: 12?	Yes.		
3. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
4. Is door hardware < 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try "closed fist" test.	Yes.		
5. Can doors be opened without too much force (5 lb.)?	Yes.		
6. Are aisles 36" wide with 60" circle or 36" T-shaped maneuvering clearance for wheelchairs?	Yes.		
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.		
8. Are public counters used? Are all counter tops 28"-34" above floor? At least one counter should be designed for wheelchair access. Is a service bell provided where counters are not continuously attended or where sightlines are obstructed?	No. Yes. Main Finance Office, Building A counter is 42."	Clipboard may be provided to individual using wheelchair.	Future counters will be built in compliance with ADA.
9. Is public seating or workspace provided? If so, is at least 5% accessible?	Yes. Yes.		
10. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers. comply with the requirements for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	No.	Signage is inadequate.	Upgrade signage.
11. How many public restrooms are provided within the Division? How many are accessible?	None.		
12. How many public telephones are provided	None.		

within Division? How many are accessible with TTY equipment?			
RESEARCH AND DEVELOPMENT DIVISION			
DIVISION DIRECTOR: JOANNE F. POZZO			ADA COORDINATOR: KIM BEVERLY
I. LIST PROGRAMS OR SERVICES PROVIDED BY THE DIVISION. (This Division does not provide direct services to the public.)	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
Conducts research and report studies on court operations and administrative functions, as well as undertakes other planning projects for new court program.		Inter-organizational documents (Le., reports, needs assessments, program evaluations, special presentation packages, etc.)	
Coordinates grant-seeking activities and monitors grants in progress.		Concept papers and grant proposals for submission to public/private agencies/foundations.	
Prepares and disseminates statistical reports.		Annual report.	
RESEARCH AND DEVELOPMENT DIVISION PROGRAM ACCESSIBILITY			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Yes.		
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Research services are provided to the D.C. Courts. No public services are offered.	Contact with the public limited to funding sources, public/private foundations, etc..	
3. Have staff been instructed or trained to provide accessibility to program participants?	Yes.		
4. Are TTY's available for communications with deaf or hearing impaired employees or persons from public/private agencies or foundations?	Relay system may be utilized when necessary.		
5. What programs rely on auditory communications? How are these programs made	Interpreters or devices may be used for auditory communications with public/private agencies or foundations if		

accessible to individuals with hearing impairments?	requested.		
6. Are written documents available in alternate formats for individuals with visual impairments?	Annual report may be provided on diskette or large print if requested.		
7. Are any audiovisual presentations used? How are they made accessible to persons with audio or visual impairments?	Yes. Accommodations may be made if requested.		
RESEARCH AND DEVELOPMENT DIVISION FACILITY ACCESSIBILITY			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there Division entrance routes accessible?	Yes.		
3. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Yes.		
4. Is door hardware < 48" high, easy to grasp with one hand "closed fist" test?	Entrance door does not pass "closed fist test" but is always open during court hours.		
5. Can doors be opened without too much force (5lb.)?	Entrance door always open during court hours.		
6. Are aisles and hallways 36" wide, with 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?	Yes.		
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.		
8. Are public counters used?	No.		
9. Is public seating or workspace provided?	No.		
10. Do signs comply with ADA requirements?	No.	Court sign age will be upgraded.	Court signage will be upgraded.
11. Are public restrooms accessible?	No public restrooms. No accessible restrooms.	Accessible restrooms may be located when necessary.	Accessible restrooms may be provided when necessary.

SOCIAL SERVICES DIVISION - ADULT SERVICES			
DIVISION DIRECTOR: Moses McAllister, Jr.		ADULT SERVICES ADA COORDINATOR: Tanya Ray	
1. LIST PROGRAMS AND LOCATIONS.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
Building B: Adult Diagnostic/ Supervision	Branch Procedures Manual, Personnel	Referral, Supervision, Reporting	
Northeast Field Unit: Adult Supervision	Manual, Mission Statements,	Forms, Contracts, Building Pass,	
Anacostia Field Unit: Adult Supervision	EEOC Guidelines, DC Criminal Code,	Informational Brochures, Forms,	
Northwest Field Unit: Adult Supervision	DC Dept. of Consumer & Regulatory Affairs.	Orientation/Probation Guidelines.	
SOCIAL SERVICES DIVISION PROGRAM ACCESSIBILITY - ADULT SERVICES			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Nothing in writing that discriminates. Some programs have made persons with mental disabilities ineligible.	Utilize Referral Process.	Budget Purchase of Services money for adult offenders. Have qualified staff to secure the need.
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Persons and families under the Court's jurisdiction, dependent on the charge and/or sentence and program eligibility.	Utilize Referral Process. Take into consideration individual circumstances.	Hire qualified staff. Budget Purchase of Services money for adult offenders. Periodic review and modification of program.
3. Have staff been instructed or trained to provide accessibility to program participants?	In some circumstances. No standardized training and instruction given.	Develop written policy in Division Standard Practice Manual.	Conduct ongoing standardized training.
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	No TTY's provided for client contact.	Equip all sites and train designated staff. Use relay system until TTY's are provided.	Equip according to ADA guidelines.
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments? When are sign language interpreters, assistive listening devices, or real time reporting utilized?	All programs require auditory communication. Sign language interpreters are only provided to defendants.	Expand Office of the Court Interpreter Coordinator to services the Social Services Division sites.	Comply with the ADA.

6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	Do not have alternative formats available.	Produce alternative formats when requested. Make them available.	Include in all subsequent planning and development.
7. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	Yes, some programs use them. However, no accommodations are made for audio and visual impairments; no captions or readers.	Provide interpreters/readers or other assistance as required.	Ensure that future audiovisual programs are accessible to individuals with hearing/visual disabilities.
8. List any contractors who provide services or activities. How are contractors monitored to ensure that programs do not discriminate against individuals with disabilities?	Do not use contractors in Adult Services.		

FACILITY ACCESSIBILITY - ADULT SERVICES

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there Division entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes. Building B - no signage at entrances.	When making appointments, ask if assistance or accommodation is needed. Provide location of accessible entrance.	Place signs appropriately.
2. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1:12?	Yes.	N/A	Routinely inspect.
3. Are doorway openings 32" minimum, with threshold max <114" or beveled <112"?	NEFU-Some. AFU-None on 1st floor and no elevator. NWFU - All.	AFU: Partition area of in waiting room. NEFU: Utilize office that can accommodate defendants.	Ensure sure that any new buildings or leases comply with ADA standards.
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	All comply with 48". Only NWFU can pass "closed fist test."	Assistance provided by security or staff persons.	Replace all non-compliant door handles with lever handles.
5. Can doors be opened without too much force (5lb.)?	Field Units- all must be buzzed in; security available to assist.	Wherever possible, keep door open.	If feasible, replace doors to comply.

6. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T - shaped maneuvering clearance for wheelchairs?	Bldg. B-Main hallways OK. Some interior aisles too narrow. Adequate clearance. NWFU: OK. NEFU: OK. AFU: 1st fl. Interior aisle too narrow.	Adjust and rearrange partitions and furniture in Building B.	Redesign hallway in AFU.
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.	N/A	N/A
8. Are public counters used? Are all counter tops 28"-34" above floor? At least one counter should be designed for wheelchair access. Is a service bII provided where counters are not continuously attended or where sightlines are obstructed?	Bldg. B-Security, Control Center, and one unit counters are too high. NWFU-Security Counter too high. AFU-OK NEFU-OK. No service bells.	Clients at all field units are buzzed in and NWFU&AFO have security.. cameras at the entrances; First client' contact is with Security staff. Security stations are continuously attended.	Install or adjust existing to meet ADA requirements:
9. Is public seating or workspace provided? If so, is at least 5% accessible?	Yes.		
10. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	No.	Provide assistance to clients; direct to appropriate rooms.	Upgrade signage.
11. Are public restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?	No accessible public restrooms.		
12. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	NWFU: all control in compliance. NEFU: no. AFU: no elevator.	Security and staff can assist.	Make needed changes to bring elevators in compliance with ADA standards.

13. Are any lifts provided? Can they be used without assistance? Is a call button provided?			
14. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?			
15. Are public telephones provided? Does at least one have 30"x48" clear floor space, no more than 48" high, with push-button controls, hearing-aid compatible, with volume control identified? Where there are 4 or more public phones, is one equipped with TTY and identified by accessible signage?	Yes in Bldg. B, but not accessible, hearing aid compatible or equipped with TTY.	Clients can access court telephones to make local calls.	Install at least one pay telephone at each site that meets ADA standards.
16. Are any security checkpoint mechanisms used? Are they accessible to persons with visual/hearing/mobility impairments? Are x-ray belts and security telephones within reach? Are both audible and visual instructions and indicators provided?	Building B: has belt and magnetometer. Belt is within reach; magnetometer is not wide enough. Security phone is not accessible at NWFU & Bldg. B. There are no audible instructions at any sites. Signs are posted at all sites. At all sites clients must interface with security before proceeding.	Clients can be "wanded" if unable to go through magnetometer. There is adequate space to maneuver around.	Security may be trained to give audible instructions to visually impaired persons.
SOCIAL SERVICES DIVISION - FAMILY SERVICES			
DIVISION DIRECTOR: Moses McAllister, Jr.		FAMIL Y ADA COORDINATOR: Sheila Roberson-Adams	
1. LIST PROGRAMS AND LOCATIONS.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
Building B: Child Abuse, Diagnostic	Branch Procedures Manual	Referrals, supervision reporting	
Supervision; Cellblock	Personnel Manual, EEO Guidelines	forms, contracts, building passes,	
Juvenile Diagnostic	Mission Statements	information brochures, orientation/	
NSFU, NEFU, SEFU - Juvenile Supervision	DC Dept. of Consumer & Regulatory Affairs	probation guidelines.	
Moultrie Building: Juvenile and Abuse Intake	DC Criminal and Civil Codes		
PROGRAM ACCESSIBILITY - FAMILY SERVICES			

	RESPONSE AND COMMENTS:	CORRECTIVE ACTION:	TRANSITION PLAN:
1. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with	Nothing in writing that discriminates. Some programs do not allow persons with mental disabilities.	Purchase of services and programs to provide service.	Hiring psychiatrists to service these clients, and/or other staff to provide services.
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Persons under the supervision of the court. Individuals are not excluded	based on disability, but may be based on program eligibility.	Hire staff who can provide services. Review and modification of programs.
3. Have staff been instructed or trained to provide accessibility to program participants?	Some staff, in some circumstances. No standardized training or instruction.	On-going training of staff.	Written policy in standard practice manual.
4. Are TTY's provided and located appropriately Where are they located? Have staff been trained to use TTY's?	No TTY's. No staff trained.	Equip all sites and train designated staff.	Equip according to ADA guiltiness.
5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments? When are sign language interpreters, assistive listening devices, or real time reporting utilized?	All programs rely on auditory communications. Interpreter services not provided (except with the assistance of interns).	Expand Office of Court Interpreter to provide services to all divisions.	Comply with ADA guiltiness.
6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments (audio tape, large print, diskettes, readers, etc.)?	Alternate formats not available.	Produce audio tapes and make available. Enlarge forms. Provide readers.	Include corrective actions in subsequent document development.
7. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide	Yes. Not captions. No accommodations for audio or visual impairments.	Get films and slides with captioning.	Make accommodations in future programs.
8. List any contractors who provide services or activities on behalf of the Division. How are contractors monitored to ensure that programs do not discriminate against individuals with	38 private vendors, which are monitored through facility visits and case file reviews. Vendors are required to sign EEO statement.	Program evaluation and change if discrimination is found.	Continue with on-going program monitoring.
SOCIAL SERVICES DIVISION FACILITY ACCESSIBILITY - FAMILY SERVICES			

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
1. Are there Division entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Sign at Building B identifies the building, but no sign on front of building directing individuals to accessible entrances.	Produce signs and place appropriately.	Routine inspection for compliance.
2. Are all ramps non-slip, less than 30 ft., with sturdy railings 30-38" high, with slope no greater than 1: 12?	All in compliance.	N/A	Routinely inspect.
3. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	SEFU: all but one office door not wide enough. Other buildings have some doors wide enough. NWFU: all door compliance.	SEFU clients can be seen in waiting area. Will use offices that are accessible;	Any new building or leases should be in compliance with ADA standards.
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)? Try opening doors using only one hand, held in a fist.	NWFU: all doors comply. Most doors in other buildings do not pass closed fist test. All door knobs are in compliance regarding height.	Assistance may be provided by staff or security officers. Doors can be left open for easy entrance.	Replace all noncompliant door handles with ones that comply.
5. Can doors be opened without too much force (5lb.)?	Many doors in Building Band NEFU are too heavy.	Assistance is provided by staff. Interior doors may be kept open when possible.	Replace noncompliant doors. New buildings or leases should be in compliance.
6. Are aisles and hallways 36" wide? Do aisles, hallways, entrances and rooms provide 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?	NEFU, Yes. Building B main hallways are okay. Some interior aisles are too narrow.	Rearrange/adjust some partitions and furniture.	New building locations for SEFU. Larger office areas.
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.	N/A	N/A
8. Are public counters used? Are all counter tops 28"-34" above floor? At least one counter should be designed for wheelchair access. Is a service bell provided where counters are not continuously attended or where sightlines are obstructed?	Building B information window and guards' desk too high. SEFU okay. NEFU okay. NWFU too high.	Most building have lower counters near primary counter. NWFU public must be buzzed in, so staff may assist, and security cameras are used at entrance.	Install lower counters. Install security counters at all entrances.

9. Is public seating or workspace provided? If so, is at least 5% accessible?	Yes for seating area and workspace at least 5%.	Lower tables and wider areas for workspace.	N/A
10. Do signs designating permanent rooms and spaces, such as rest room signs, signs at exit doors and room numbers, comply with the requirements for tactile signage? Do all signs meet legibility requirements regarding contrast and character proportion?	Appropriate signs are posted, but not all room numbers. Signs are too high in some areas.	Place signage at proper height for easier visibility. Post room numbers.	
II. Are public restrooms fully accessible with 36" path to all fixtures, T-shape or 60" maneuvering circle, grab bars on two sides of stall, toilet seat 17-19" high, with lavatory 30X48", 29" high, faucets accessible with closed fist, dispensers and dryers within reach, and mirror <40"? Do signs at inaccessible rest rooms give directions to accessible ones?	NWFU - full compliance. Others partial compliance. Most no compliance.	Building B: Redo the first floor restrooms to make fully accessible. Staff with disabilities may then move their offices to the first floor.	Have restrooms on each floor that are accessible.
12. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	No Braille lettering. Call buttons at NWFU is too high. Intercoms in all buildings require voice communication.	Units use security cameras so clients can be see at the door.	Install buttons that are low enough and that have Braille lettering. Install intercoms that can be used without voice communications.
13. Are any lifts provided? Can they be used without assistance? Is a call button provided?	No lift available. Call buttons are provided.	Not needed at any of the locations.	N/A
14. Are public drinking fountains provided? Does at least one have clear floor space of 30"x48" with spout no higher than 36"? Are controls mounted on front and operable with one closed fist?	Fountain at NWFU in compliance. Fountains I other places lower but no floor space for access. Building B fountains are not working at all.	At least one fountain on each floor should be brought into compliance.	Bring all fountains into compliance with ADA standards.
15. Are public telephones provided? Does at least one have 30"x48" clear floor space, no more than 48" high, with push-button controls, hearing-aid compatible, with volume control identified? Where there are 4 or more public phones, is one equipped with TTY and identified by accessible signage?	Public telephones are located in Building B and Moultrie Building only. No TTY accessibility.	Clients can use staff phones when emergencies arise. Staff can assist clients in make phone calls.	Install telephones in compliance with ADA standards.
16. Are any security check-point mechanisms used?	Security check-points at all buildings	N/A	Monitor to ensure continued

Are they accessible to persons with visual/hearing/mobility impairments? Are x-ray belts and security telephones within reach? Are both audible and visual instructions and indicators provided?	and are accessible. Belts are within reach. Security Officers are available to give visual and audible instructions.		compliance.
SOCIAL SERVICES DIVISION - SPECIAL PROGRAMS			
DIVISION DIRECTOR: Moses McAllister, Jr.		ADA COORDINATOR: Wilbur Jackson	
I. LIST PROGRAMS AND LOCATIONS.	2. WHAT CODES, RULES, PROCEDURES OR POLICIES REGULATE THIS PROGRAM?	3. LIST WRITTEN DOCUMENTS WHICH ARE PROVIDED BY THIS PROGRAM OR SERVICE.	
Hamilton School: USP, EMIS, ERI, DVIP, Learning Lab	Branch Procedures Manual	Referral, Supervision Reporting	
MOULTRIE Bldg.: TAP Diag., HIDTA, Assessment Office.	Personnel Manual	Forms, Contracts, Building Pass	
Building B: STAR/HIDTA, DVIP Sup., TAP Sup., PDTU, HIDTA Assessment Office.	Mission Statements, EEO Guidelines	Informational Brochures, Orientation/Probation Guidelines, Forms	
NEFU: PPRC, Learning Lab	DC Dept. Of Consumer & Regulatory Affairs, DC Criminal and Civil Codes	Forms	
PROGRAM ACCESSIBILITY - SPECIAL PROGRAM SERVICES			
<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
I. Have all policies, codes, procedures or rules applying to the Division been reviewed to ensure that they do not limit accessibility to persons with disabilities?	Nothing in writing that discriminates although some programs do screen out some disabilities, i.e., alcoholics.	Utilize referral process or alternate program.	Budget purchase of service for adult offenders.
2. Who participates in and benefits from the programs and services, and are individuals with disabilities excluded?	Assessing ability is dependent upon charge or the sentence program.	Review with emphasis on consideration for individual circumstances.	Increasing budget periodic review and modification of program.
3. Have staff been instructed or trained to provide accessibility to program participants?	In some circumstances. No standardized training given to all.	On-going training in program.	
4. Are TTY's provided and located appropriately for all programs? Where are they located? Have staff been trained to use TTY's?	No.	Equip all sites and train designated staff.	Equip according to ADA guidelines.

5. What programs rely on auditory communications? How are these programs made accessible to individuals with hearing impairments? When are sign language interpreters, assistive listening devices, or real time reporting utilized?	All programs require auditory communications. Interpreter services are not provided.		Comply with ADA guidelines.
6. Are written documents, forms, instructions or guidelines available in alternate forms for individuals with visual impairments?	No.	Provide enlargements or diskettes when requested. Provide readers when requested.	Train staff to offer assistance as necessary. Research use of Braille if necessary.
7. Are any audiovisual presentations used in the program? How are they made accessible to persons with audio or visual impairments? Are they captioned; or are readers provided for slide presentations, etc.?	Some programs use them. However, they are not captioned.	Will request interpreter services or readers as necessary.	Review presentations and research availability of captioning.
8: List any contractors who provide services or activities on behalf of the Division. How are contractors monitored to ensure that programs do not discriminate against individuals with disabilities?	All Division contracts are negotiated through Administrative Services.	Monitor contracts for ADA compliance. Ensure that clients with disabilities are able to participate fully in all treatment programs.	

FACILITY ACCESSIBILITY - SPECIAL PROGRAM SERVICES BRANCH

<u>ISSUE:</u>	<u>RESPONSE AND COMMENTS:</u>	<u>CORRECTIVE ACTION:</u>	<u>TRANSITION PLAN:</u>
I. Are there Division entrance routes that do not require the use of stairs, at least 36" wide, stable, firm, slip-resistant, and free from protruding objects? Does signage identify accessible entrances and routes?	Yes. Signage inadequate at Building B.	Produce and place signs appropriately.	Routinely inspect for compliance.
2. Are doorway openings 32" minimum, with threshold max <1/4" or beveled <1/2"?	Some doors do not meet requirements.	Ensure that all staff are aware of issues, and trained to provide assistance.	Alter doors.
4. Is door hardware no more than 48" high, easy to grasp with one hand "closed fist" test (lever, push-type or u-shaped)?	Correct height. Some do not pass "closed fist" test.	Assistance provided by staff person when necessary.	Alter doors.
5. Can doors be opened without too much force (51b.)?	Some.	Provide assistance.	Alter doors.

6. Are aisles and hallways 36" wide, with 60" circle or 36" T- shaped maneuvering clearance for wheelchairs?	Yes. Main halls are okay. Some interior hallways are narrow.	Adjust some partitions and furniture for ADA compliance.	Reduce staff use of building.
7. In public rooms and spaces, are protruding objects cane-detectable? Is carpeting in hallways, rooms and spaces low-pile, tightly woven and securely attached?	Yes.	N/A	N/A
8. Are public counters used? Are all counter tops 28"-34" above floor and accessible?	Counters 45" high.	Provide table space.	Lower counter at Hamilton School and Building B.
9. Is public seating or workspace provided? If so, is at least 5% accessible?	Yes.	N/A	N/A
10. Do signs comply with the ADA requirements?	Some are acceptable. Some need change.	Provide assistance to persons in locating rooms and services.	Re-do signs, placed at proper height. Add room numbers.
II. Are public restrooms fully accessible?	Partial compliance in all facilities.	Direct persons to accessible restrooms.	Provide a reasonable number of accessible restrooms.
12. Do elevators provide both visible and verbal or audible door operating and floor indicators? Are call buttons lower than 42" in raised and Braille lettering. Is emergency intercom usable without voice communication?	Partial compliance. Elevators do not provide for audible operation and are not in Braille lettering.	Building B and Hamilton School have Court Security Officers to assist.	Develop standard operating procedures.
14. Are public drinking fountains provided?	No. Public drinking fountains are inoperable at Hamilton School and Building B.		Fountains should be replaced and installed to meet ADA standards
15. Are public telephones provided? Are they accessible?	Public telephone only available at Building B., and not equipped with TTY.	Emergency clients can have access to Court telephones with staff assistance if necessary.	Ensure that staff are trained to provide assistance. Develop standard plan for ADA accommodation.
16. Are any security checkpoint mechanisms used? Are they accessible to persons with visual/hearing/mobility impairments	Yes. Court Security Officers are available for assistance.	N/A	N/A

IV. PUBLIC REVIEW: Accessibility Simulation Survey

The ADA Coordinator will provide individuals with disabilities, or individuals representing disability organizations, with a list of offices, courtrooms, and other facilities and identify the programs, services, and activities available in each location. The task of participants is to attempt to gain access to each area and participate in the program, service, or activity scheduled. Use one of the following forms for each area that you visit and record the destination and activity (e.g., the cafeteria to buy a cup of coffee or a clerical counter to pay a fine). Include in your response the following: length of time taken to conduct the simulation, the ease with which the activity was accomplished, problems encountered, physical barriers, attitudinal barriers of staff or others, and barriers to effective communication.

Please note that the simulations should be done by people who actually have disabilities. Also, local individuals and organizations should be contacted for suggestions and comments about problems they have encountered and about practical solutions.

Reprinted from *Center for State Courts ADA Resource and Training Materials*

Simulation #:	Date:	Time Required:
Destination:		
Type of Program or Service:		
Type of Disability:		
Ease in Conducting Simulation (Circle Response):	Easy	1 2 3 4 5 Difficult
Problems Encountered:		
Physical Barriers:		
Communication Barriers:		
Attitudinal Barriers:		
Person Completing Survey:	Telephone or TTY#:	