
INFORMATION & COMMUNICATION TECHNOLOGY ACCESSIBILITY

Introduction

The City of Golden is committed to providing equal access to all services, programs and activities in accordance with federal and state laws. Part of that commitment is creating an information and communication technology (ICT*) environment that is accessible to all, including individuals with disabilities. Ensuring equal and effective electronic information and communication technology access is the responsibility of Golden staff, administrator and supervisors.

Implementation Period: The Accessibility Committee shall establish a prioritization schedule defining when different programs, services and activities must be compliant with this policy.

Definitions

- I. Accessibility Guidelines: [Federal Access Board's Electronic and Information Technology Accessibility Standards.](#)
- II. Accessibility: A person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions and enjoy the same services as a person without a disability in an equally effective and equally inclusive manner, with substantially equivalent ease of use.
- III. Disability: Means a physical or mental impairment that substantially limits one or more life activities.
- IV. Information and Communication Technology: Any electronic system or equipment and content therein, used to create, convert, communicate, or duplicate data or information. The intent of this definition is to capture an inclusive spectrum of current and emerging technology.

ADA Coordinator

The City of Golden shall appoint an ADA Coordinator who is responsible:

- I. Creating, revising and publishing ICT accessibility standards, best practices, and resource information.
- II. Monitor regulatory changes and coordinate with regulatory agencies as appropriate.
- III. Providing guidance regarding implementation of ICT accessibility standards.
- IV. Reviewing and reporting on program effectiveness.

*Note: ICT is the acronym used by the U.S. Access Board- Section 508

- V. Day-to-day management for the ICT accessibility program.
- VI. Maintaining ICT accessibility training content.
- VII. Executing any other responsibilities as assigned.

Accessibility Review Board

The City of Golden will establish and maintain an ICT Accessibility Review Board, which shall include Public Works, Human Resources, Police/Fire, Parks and Recreation, IT and Communications. These board members will be responsible for:

- I. Approval of ICT accessibility standards, best practices and resource information proposed by the ADA Coordinator.
- II. Review and grant any exceptions to this policy or the Accessibility Standards.
- III. Determine the content and frequency of trainings.
- IV. Periodically review and update this Policy and the ICT Accessibility Standards.
- V. From time to time, not less than annually, oversee an evaluation of ICT accessibility compliance through diagnostic tests and end-user testing by individuals with various disabilities.

Procedure

- I. Golden, Colorado shall make training and resources readily available to all employees regarding accessible ICT. The training and resources shall include specific information for employees who are responsible for creating, selecting or maintaining ICT in any program, service or activity. The training will also include how to make ICT accessible, how to both manually check and use automated tools to ensure accessibility of content therein, furthermore, how to receive assistance.
- II. Golden, Colorado employees responsible for designing, developing or maintaining ICT Resources should ensure the resources comply with the Accessibility Guidelines.
- III. Golden, Colorado employees purchasing ICT Resources should ensure resources comply with Accessibility Guidelines before purchase.

Effective Date

May 1, 2021