

Administrative Order



Administrative Order No.: 10-10

Ordered:

Effective:

AUTHORITY:

Section 5.02 of the Miami-Dade County Home Rule Amendment and Charter.

SUPERSEDES:

This Administrative Order supersedes previous Administrative Order 10-10 ordered and effective January 29, 2009.

POLICY:

It is the policy of Miami-Dade County to ensure that all Miami-Dade County departments are in compliance with the Americans with Disabilities Act (ADA). The ADA is a federal law that prohibits public entities from discriminating on the basis of disability by providing comprehensive civil rights protections to individuals with disabilities in the areas of employment, state and local government services, telecommunications, and public accommodations. This Administrative Order establishes the duties and responsibilities of Miami-Dade County departments, and their respective ADA Coordinators and designated staff, in order to ensure compliance and improve equity and engagement with the disability community.

EXCEPTIONS:

Nothing in this Administrative Order shall be construed as limiting the authority of the Miami-Dade Human Resources Department, under the authority of Section 5.05(b) of the Miami-Dade County Charter, in its administration and oversight of countywide programs to ensure departmental compliance with the employment provisions of Title I of the ADA.

ROLES AND RESPONSIBILITIES:

Each department director is responsible for the following areas of ADA compliance, which may be assigned to the department's ADA Coordinators or to other departmental staff:

1. Ensuring that all new construction and alteration projects of County-owned or operated facilities and facilities on County property are compliant with the US Department of Justice's (DOJ) ADA standards (2010), which became mandatory on March 15, 2012, and Florida Building Code, where applicable, prior to the acceptance of the project from the contractor. This applies to each project, whether project design is done by County staff or by an outside consultant. Each department that manages capital construction projects shall have a qualified design professional to serve as the department's Built Environment Coordinator and shall be the point of contact for the Internal Services Department (ISD) ADA Office (or its successor office) for all facilities access issues relevant to the

department. The designated Built Environment Coordinator may be the same design professional who certifies the compliance of construction documents, as required by this Administrative Order.

2. Setting departmental priorities for removal of architectural barriers in buildings and facilities to ensure access to all County programs. All departments must have plans to remove architectural barriers to provide access to all programs and services. Departmental barrier removal plans shall be developed in consultation with the ISD ADA Office.
3. Ensuring that any newly acquired or leased facilities comply with the accessibility requirements of the US DOJ ADA Standards and Florida Building Code, where applicable, by conducting an assessment of access barriers and addressing those barriers in order to achieve program access of the facility. All such assessments must be submitted to the ISD ADA Office for review. The ISD ADA Office can provide suggestions for barrier removal upon request.
4. Annually appointing three ADA Coordinators: one to address built environment issues, one to address programs and services issues, and one to address employment issues and notifying the ISD ADA Office of the assignment. The duties of the departmental ADA Coordinators shall include:
 - A. Ensuring their contact information is included on the departmental website, in department publications and announcements, in the County directory, and in any departmental directories.
 - B. Serving as a departmental resource for ADA information.
 - C. Coordinating responses to ADA grievances filed against the department in accordance with the Miami-Dade County ADA Grievance Procedure No. 426 contained in the County Procedures Manual.
 - D. Reviewing existing programs, policies, and procedures for ADA compliance annually. Departmental policies and Standard Operating Procedures that affect internal or external customers with disabilities shall be developed in consultation and reviewed annually with the ISD ADA Office.
 - E. Attending and scheduling other appropriate staff for mandatory attendance at ADA Compliance Professionals quarterly meetings, County ADA Coordinator meetings and related training sessions.
 - F. Assessing and identifying the need for ADA compliance and awareness training within the department and coordinating the necessary training for departmental personnel with the ISD ADA Office.
 - G. Serving as a departmental liaison for the Commission on Disability Issues (CODI). This involves identifying appropriate departmental staff to

respond to requests for information and following up to ensure that a proper response is made by memo, report, or presentation. Liaison duties also include identifying departmental issues to be placed on the CODI agenda. This includes issues and proposals that are expected to have a different impact on people with disabilities than on the general population, as well as requesting the input of CODI on major construction projects and projects that will require a waiver under the Florida Building Code.

- H. Promoting the inclusion of people with disabilities in all departmental programs and services.
- I. Coordinating effective communication services, including, but not limited to, sign language interpreters and real-time captioning. This involves ensuring that all appropriate departmental staff are aware of the County's policy and legal obligation to provide effective communication services for customers, job applicants, and employees with disabilities. Also, staff must be informed of the process for obtaining effective communication services and the need to include projected costs for such services in annual budget requests.
- J. Ensuring equally effective communication with the provision of requested materials in alternate formats to people with disabilities and compliance in all departmental communications with the County's Providing Effective Communication to Persons with Disabilities Procedure No. 579 contained in the County Procedures Manual. This shall include, but not be limited to, promotional materials for County-sponsored events such as flyers.
- K. Ensuring that all departmental broadcasts video productions, internet and social media posts are accessible to people with disabilities.
- L. Ensuring that all departmental displays including exhibits, information booths, and information counters provide program access for persons with disabilities including persons who are deaf, persons who are blind, persons who use wheelchairs, persons with developmental disabilities, persons with intellectual and/or cognitive disabilities, and persons who are neurodivergent.
- M. Ensuring that special events sponsored by the department are fully accessible to people with disabilities and are in compliance with the County's ADA Accessible Special Events Procedure No. 582 contained in the County Procedures Manual.
- N. Ensuring compliance with the County's Service Animals Procedure No. 581 contained in the County Procedures Manual.
- O. Ensuring, that any contractors providing programs or services on behalf of the department do so in a manner that complies with ADA

requirements.

- P. Ensuring, as required by the ADA, that the department does not provide funding or other substantial benefits to entities that are not in compliance with their obligations under the ADA.
- Q. Assisting the County Attorney's Office and the ISD ADA Office in addressing ADA-related litigation.

County Mayor

Approved by the County Attorney as
To form and legal sufficiency