

# EAST RANGE POLICE DEPARTMENT

## Reasonable Accommodation

POLICY  
111

REV – 03/10/2025

---

### I. DEPARTMENT POLICY ON ACCESS AND ACCOMMODATION

The East Range Police Department has a commitment to provide equitable access to qualified employees with disabilities. The supervisors, administrators and Staff Liaison will provide appropriate and reasonable accommodations intended to eliminate or minimize disability-related barriers. The process for determining reasonable accommodations is confidential and individualized. If you have questions that are not answered here, please contact Britt See-Benes, Staff Liaison.

### II. WHAT IS A DISABILITY?

A disability is a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, walking, learning or self-care. While some disabilities are apparent or visible, the majority of people have invisible disabilities. While an invisible disability may not be apparent, the impact of the condition is real. Some individuals may be reluctant to disclose a disability because of the perceived stigma associated with having a disability. Another section of this policy provides information about some common disability conditions. It is important to note that individuals may experience multiple conditions.

### III. HOW TO NOTIFY YOUR SUPERVISOR ABOUT A DISABILITY WHEN REQUESTING ACCOMMODATIONS

(a) Contact your supervisor and the Staff Liaison

The East Range Police Department provides accommodations for employees who experience disability-related work barriers. The interactive process typically begins when you contact your supervisor. You should call your supervisor to schedule an initial appointment with the Staff Liaison and your supervisor. If possible, complete the Americans with Disabilities Act (ADA) Accommodation Request Form, available from your supervisor or the Staff Liaison, prior to your first appointment.

(b) Obtain Documentation

If you have not yet completed the ADA Accommodation Request Form, you will be asked to do so at this appointment. If you have documentation that describes your disability, please bring it to the initial meeting or have it faxed to Staff Liaison. Please come to work as scheduled even if you do not have documentation, as your supervisor may be able to assist you in obtaining it.

(c) Attend Initial Appointment

You, the Staff Liaison, and your supervisor will discuss how your disability impacts your job duties, which accommodations are appropriate, and how accommodations will be implemented. If reasonable accommodations are identified for you, they will be outlined in a letter for you and your supervisor to use going forward. If you and your supervisor have any questions or concerns about your proposed accommodations, this is a good time to discuss them.

#### **IV. YOUR ROLE IN WORKING WITH YOUR SUPERVISOR AND THE DEPARTMENT**

We use an interactive process that necessitates your involvement as an employee.

- (a) In most situations, you are responsible for requesting accommodations as early as possible because the East Range Police Department does not require supervisors to provide retroactive accommodations.
- (b) Employees, Staff Liaison, and supervisors maintain contact as necessary to discuss any questions or concerns that may arise regarding the requirements and implementing accommodations.

#### **V. WHAT IS A REASONABLE ACCOMMODATION?**

An accommodation is a modification that is made to a job duty, activity, or facility that eliminates or minimizes disability-related barriers to allow equitable access and to allow you to perform our job.

There is often more than one way to accommodate a situation or activity. In order for an accommodation to be considered reasonable, however, it must meet four criteria. It must not:

- (a) Compromise essential requirements of a job, activity, or facility.
- (b) Cause an undue administrative or financial hardship.
- (c) Compromise safety of the employee or others.
- (d) Fundamentally alter an essential job duty.

Your Staff Liaison will work with you and your supervisor to determine if an accommodation is reasonable and available. Different jobs may require different accommodations. Each accommodation plan is tailored to the individual employee and their job duties. For example, some accommodations may be useful for a desk job while others may be useful in a manual labor setting.

#### **VI. EXAMPLES OF COMMON ACCOMMODATIONS**

Examples of some common accommodations which may be requested include:

- (a) Reduced or modified work schedule or a leave of absence.
- (b) Ergonomically or otherwise altered office furniture and desk/work space layout.
- (c) Use of mechanical equipment, such as carts, to assist with carrying heavy materials.
- (d) Ability to take more frequent breaks.

#### **VII. DOCUMENTATION GUIDELINES (WHAT WE NEED FROM YOU)**

Documentation is confidential information from an appropriately qualified health or other service professional who is knowledgeable about your condition. This professional might be a therapist, doctor, rehabilitation counselor, audiologist, nurse practitioner, mobility specialist, or other medical provider. Documentation can vary in length and format, but should focus on the ways the condition currently affects you, especially in your work environment.

In most cases, you will be asked to complete the Request for Accommodation Form available from your supervisor or the Staff Liaison.

Your supervisor and the Staff Liaison use documentation to better understand your experience of the condition, identify impacts in a work setting, and make informed decisions to determine reasonable and appropriate accommodations. If you do not have documentation of your disability, your supervisor and Staff Liaison can assist you in obtaining it.

## VIII. INFORMATION ABOUT DISABILITIES

(a) Mental Health Disabilities

Mental health disability or mental illness is a health condition that impacts an individual's thinking, feelings, or behavior (or all three) and may cause the individual distress and difficulty in functioning. The course of a mental illness is unique for each person and may limit one or more major life activities such as learning or working. Examples of mental health disability include major depression, bipolar disorder, schizophrenia, anxiety disorder, or post-traumatic stress disorder.

(b) Mobility Impairments

Mobility impairments include a broad range of disabilities that affect a person's independent movement and cause limited mobility. Some mobility impairments are acquired at birth while accidents, illnesses, or the natural process of aging may cause others. Examples of mobility impairments may include paraplegia, multiple sclerosis, quadriplegia, amputation, cerebral palsy, and arthritis. Depending on the severity of the disability, individuals may have limitations related to stamina, manual dexterity, speech and ability to stand or sit.

(c) Systemic Disabilities

Systemic disabilities are medical conditions that affect one or more major body systems. These conditions constitute a disability if they significantly impact one or more major life activities, such as learning. The effects and symptoms of these conditions vary greatly; systemic conditions may include cancer, asthma, HIV/AIDS, epilepsy, chronic fatigue syndrome, or diabetes.

(d) Other Disabilities

There are many other types of disabilities, too numerous to list in this policy. If you believe you may have a disability that is not listed here, please consult with your doctor first and then talk to your supervisor or the Staff Liaison.

## IX. TEMPORARY HEALTH CONDITIONS

Similar to chronic or permanent conditions, the East Range Police Department will work together with employees who have temporary conditions that significantly impact major life activities to identify reasonable accommodations whenever possible. Please call your supervisor and Staff Liaison if you have further questions.

## X. INTERACTIVE PROCESS

The East Range Police Department is committed to providing reasonable accommodations for employees with disabilities in a timely manner.

Determining and arranging employment accommodations is a partnership between the employee and the East Range Police Department (i.e., the supervisor, the Staff Liaison, and others as needed). The employee requesting job accommodations is an active participant in an interactive process to provide reasonable accommodations that provide an equitable opportunity to engage in, while not fundamentally altering, the job duties.

The employee's role in the interactive process is to discuss the impacts of his or her disability (including work restrictions), provide information and documentation on an as-needed basis, and share what disability accommodations have worked in the past.

The Staff Liaison department's role in the interactive process is to work with the employees and their supervisors to identify barriers to accessing the job duties or the East Range Police Department

facilities, and recommend reasonable accommodations that mitigate impact of the barriers, but do not fundamentally alter the essential functions of the job.

The supervisor's role in the interactive process is to share his or her knowledge of the essential elements of the job. It is also the supervisor's role to contact the Staff Liaison if he or she believes that the recommended job accommodations compromise the essential requirements of a job or fundamentally alter a job.

## **XI. GRIEVANCE PROCESS**

The Staff Liaison will promptly respond to verbal or written notification from employees who are not receiving accommodations. The Staff Liaison will communicate in a timely fashion with employees and supervisors to find out more about relevant circumstances, and attempt to resolve the issue. The process is described below.

- (a) The employee contacts the Staff Liaison as soon as possible if reasonable accommodations are not being implemented in an effective or timely way.
- (b) The Staff Liaison will attempt to resolve the issue by working with the employee and his or her supervisor and/or department director or, in some cases, by bringing in a disability consultant.
- (c) If the Staff Liaison is not able to successfully resolve the issue, the employee may file a grievance with the East Range Public Safety Board.
- (d) The Staff Liaison will respond to the employee's grievance with a decision within 10 working days.

## **XII. REFERENCES AND REVISIONS**

### **a. REFERENCES**

#### **a. EREPD POLICY**

### **b. REVISIONS**

- a. 03/08/2016 – Initial Policy
- b. 03/10/2025 – ERPSB Approval Date