

**ILLINOIS STATE POLICE DIRECTIVE
ADM-111, PUBLIC MEETING ACCESSIBILITY**

RESCINDS: ADM-111, 2012-065, revised 10-12-2012.	REVISED: 12-15-2015 2015-090
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) will conduct public meetings or conferences in a manner that will assure access by all citizens.

II. AUTHORITY

| The Americans with Disabilities Act, 42 U.S.C. 12101 et seq.

III. DEFINITIONS

Public meetings or conferences - any meeting or conference held by the ISP that has been opened to the public or to which the public has been invited.

IV. PROCEDURES

IV.A. Every meeting notice, registration form, and/or written notice distributed prior to the scheduled public event will include the following statement:

| "This meeting will be accessible to individuals with special needs in compliance with the Americans with Disabilities Act upon notification of anticipated attendance. Persons planning to attend and who need special accommodations should contact either by telephone or by letter (*name/address*) at (*telephone number*) by (*date - 5 days prior to meeting*) to inform of their anticipated attendance."

IV.B. The ISP will:

IV.B.1. Reasonably honor requests for accommodations.

IV.B.2. Make every effort to conduct public meetings and conferences in an accessible manner.

| IV.C. The Illinois Deaf and Hard of Hearing Commission maintains a list of interpreters that will provide a basis of information on interpreter services. The Commission's website containing a list of interpreters is located at: <http://www2.illinois.gov/idhhc/Pages/interp.aspx>.

IV.D. A distinction between a request for materials in Braille text or taped text should be obtained to accommodate a blind or visually impaired person.

| Indicates new or revised items.

-End of Directive-