

Information Technology Accessibility Plan

Washington State Department of Corrections

SUMMARY

An Information Technology (IT) Accessibility Plan is required by [Washington State Technology Policy 188](#) to address the expectation for state agencies to provide information technology that is accessible and usable by individuals with disabilities.

POLICY 188 DIRECTIVE

This plan identifies how the Department of Corrections (DOC) will ensure new and existing covered technologies are accessible. The plan includes a list of prioritized non-accessible covered technology, recommended alternative access methods, actions being taken to correct issues, a description of agency policy concerning accessibility, and the contact information for the agency's IT accessibility coordinator.

ACCESSIBILITY PLAN

I. Accessibility Statement in Agency Policy

- A. The Washington State Department of Corrections (DOC) is committed to ensuring all technology covered in [Washington State Technology Policy 188](#), and [Section 508 of the Rehabilitation Act of 1973](#), when applicable, is accessible and usable by individuals with disabilities through conformance to state and federal standards.

II. General Exemptions

A. Undue Burden or Fundamental Alteration

- i. Conformance to state and federal accessibility standards shall be required only to the extent that it does not impose an undue burden or result in a fundamental alteration in the nature of the covered technology.
- ii. In determining whether conformance to requirements would impose an undue burden, the department shall consider the extent to which conformance would impose significant difficulty or expense considering the agency resources available to the program or component for which the covered technology is to be procured, developed, maintained, or used.
- iii. Where conformance imposes an undue burden or fundamental alteration in the nature of the covered technology, or is not commercially available, the agency shall provide individuals with disabilities access to and use of information and data by an alternative means that meets the identified needs.

III. Acquisition and Procurement of Covered Technology

A. Contracted Procurements and Acquisitions

- i. A Voluntary Product Accessibility Template (VPAT), which documents a product or services conformance with accessibility standards, will be required from the vendor.
- ii. All contracts will have standardized accessibility compliance language:
 1. "Accessibility Compliance: Vendor hereby warrants that any technology provided under this Agreement currently complies, and will continue to comply, with Washington State Office of Chief Information Officer

(“OCIO”) Policy 188 (<http://ocio.wa.gov/policy/accessibility>) and Minimum Accessibility Standard 188.10 (<http://ocio.wa.gov/policy/minimum-accessibility-standard>). Vendor agrees to promptly respond to and resolve any complaint brought to its attention regarding accessibility of its products or services. Vendor further agrees to indemnify and hold harmless the Washington State Department of Corrections from any claim arising out of Vendor’s failure to comply with the aforesaid requirements.”

B. Exemptions

- i. Where covered technology conforming to state and federal standards is not commercially available, the agency shall procure the covered technology that best meets conformance standards consistent with the agency’s business needs.

IV. Conformance of Existing Covered Technology

A. The Accessibility Conformance of Covered Technology list will:

- i. identify all existing covered technology,
- ii. specify whether the covered technology is accessible or non-accessible, and
- iii. prioritize non-accessible covered technology for corrective action.

B. General actions being taken to correct issues:

- i. identify resources and educational materials for staff,
- ii. determine assessment and validation tools and process,
- iii. use Recommended Alternative Access Methods.
 1. Recommended alternative access methods have been determined by resolving previous access issues through alternative design or technology that resulted in equivalent or greater accessibility and usability by individuals with disabilities than would be provided by conformance to standards.

C. Exemptions

- i. Conformance to state and federal accessibility standards that is deemed a significant safety and/or security risk are exempt until a compliant resolution can be found that does not pose a safety or security risk.

V. IT Accessibility Coordinator

- A. The Secretary/Designee will designate an IT Accessibility Coordinator for the agency.
- B. The IT Accessibility Coordinator is the agency’s liaison with the Office of the Chief Information Officer (OCIO) regarding the agency’s Information Technology Accessibility Plan.
- C. The current IT Accessibility Coordinator’s name will be published on the department’s public website (<http://www.doc.wa.gov/site/accessibility.htm>).
 - i. The designated contact email address is docitaccessibility@doc1.wa.gov.

VI. IT Accessibility Committee

- A. The Secretary/Designee will designate members for the IT Accessibility Committee.
- B. The IT Accessibility Coordinator chairs the committee.
- C. IT Accessibility Committee prioritizes non-accessible covered technology for corrective action.

VII. IT Accessibility Plan Review and Revisions

A. Annual Review

- i. The Information Technology Accessibility Plan will be reviewed annually by the IT Accessibility Coordinator and IT Accessibility Committee.
- ii. The Secretary/Designee approves the plan.

B. Minor Revisions

- i. The IT Accessibility Coordinator has the authority to coordinate revisions as necessary to the IT Accessibility Plan that do not change the intent of the approved plan.

APPROVED:  _____

DATE SIGNED: 6/30/17 _____

Stephen Sinclair, Secretary of Corrections