

Notice of Reasonable Accommodations for Individuals with Disabilities and Frequently Asked Questions (FAQ)

NOTICE

In accordance with Title II of the Americans with Disabilities Act (ADA), the Michigan State Police Emergency Management and Homeland Security Division (MSP/EMHSD) will not discriminate against individuals on the basis of disability. MSP/EMHSD is committed to providing individuals with disabilities an **equal opportunity** to participate in and benefit from the programs, services, and activities offered by MSP/EMHSD. Individuals may request **reasonable accommodations** from MSP/EMHSD that will enable them to have such equal opportunity to participate.

To request reasonable accommodations, contact the organizer of the program, service, or activity for which you are requesting access or contact MSP/EMHSD by calling 517-284-3745 or by using the form on our website at: [MSP - Contact Us \(michigan.gov\)](https://www.michigan.gov/msp-emhsd). You may also contact the department's [ADA Coordinator](#) to request reasonable accommodations.

FREQUENTLY ASKED QUESTIONS (FAQ)

The following FAQ provides information on requesting reasonable accommodations in MSP/EMHSD's programs and activities.

1. What is a reasonable accommodation in MSP/EMHSD's program?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full access to MSP/EMHSD programs, services, or activities, unless modifications of policies, practices, or procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to MSP/EMHSD.

2. How do I request a reasonable accommodation?

If you need a reasonable accommodation, please contact MSP/EMHSD via telephone at: 517-284-3745 or on our website at: [MSP - Contact Us \(michigan.gov\)](https://www.michigan.gov/msp-emhsd).

3. Does my request for a reasonable accommodation need to be in writing?

No, you do not need to put your request in writing. However, making a written request can be helpful documentation for ensuring that the desired accommodation is provided. You also do not need to use the specific words "reasonable accommodations" when making your request.

4. When should I request a reasonable accommodation?

You may request a reasonable accommodation from MSP/EMHSD at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure MSP/EMHSD is able to fulfill the request for the accommodation.

For certain requests, such as requests for sign language interpretation, MSP/EMHSD requests at least two week's advance notice.

5. May someone request a reasonable accommodation on my behalf?

Yes, anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with MSP/EMHSD staff or participate in its programs, services, or activities.

6. What will MSP/EMHSD do upon receiving my request for a reasonable accommodation?

MSP/EMHSD may contact you to obtain more information about your request and to better understand your needs. In addition, MSP/EMHSD may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or if an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of MSP/EMHSD's program or impose undue financial or administrative burdens on MSP/EMHSD.

In addition, in some cases, MSP/EMHSD may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

If MSP/EMHSD determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, MSP/EMHSD may deny your request. However, in the unlikely event that this occurs, MSP/EMHSD will work with you to identify an alternative accommodation that allows you to effectively participate in the program, service, or activity.

7. May MSP/EMHSD request medical documentation from you after receiving your request for a reasonable accommodation?

No, MSP/EMHSD may not request medical documentation after receiving your request for a reasonable accommodation. MSP/EMHSD's questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

8. May MSP/EMHSD charge you the cost of providing the reasonable accommodation?

No, you are not responsible for the cost of an auxiliary aid or service provided by MSP/EMHSD.

9. What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples include:

- Arranging for qualified sign language interpreters.
- Permitting use of a service animal.
- Producing alternate formats of print materials in braille, large print, or in an electronic format.
- Providing remote conference captioning services.
- Removing barriers to access, such as opening doors or meeting individuals in a place with no stairs.