

# **Effective Communication Policy**

**It is the policy of the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) to ensure that communications with applicants, program participants, employees, and members of the public with disabilities are as effective and appropriate.**

**BREC, including its employees, agents and contractors shall furnish appropriate auxiliary aids and services, where necessary, to afford individuals with disabilities, including individuals with hearing, visual or cognitive disabilities, an equal opportunity to participate in, and enjoy the benefits of, the programs, services and activities conducted BREC.**

## **AUXILIARY AIDS AND SERVICES:**

**“Auxiliary aids and services” include, but are not limited to: (1) qualified sign language interpreters, note-takers, transcription services, written materials, telephone handset amplifies, assistive listening devices, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunication devices for deaf persons (TDDs), videotext displays or other effective methods of making aurally delivered materials available to individuals with hearing impairments; and (2) qualified readers, taped texts, audio recordings, braille materials, large print materials, or other effective methods of making visually delivered materials available to individuals with visual impairments.**

## **REQUEST FOR EFFECTIVE COMMUNICATION:**

**BREC will provide an opportunity for an individual with a disability to request the use of an auxiliary aid or services of his or her choice. Primary consideration will be given to the choice expressed by the individual. “Primary consideration” means that BREC will honor the choice, unless it can show that another equally effective means of communication is available; or, that use of the means chosen would result in a fundamental alteration in the nature of its service, program, or activity or an undue financial or administrative burden.**

**The individual must submit his/her request for auxiliary aids or services to the BREC ADA Coordinator. All requests shall be dated upon receipt by the BREC ADA Coordinator.**

**The ADA Coordinator will consult with the individual submitting the request to determine an effective means of communication for use by the individual.**

**Withing five (5) business days following receipt of the effective communication request(s), the ADA Coordinator will provide the requesting individual with notification of the proposed auxiliary aid or service to be provided. The ADA Coordinator will maintain copies of all requests for effective communication.**

**BREC will not discriminate on the basis of race, creed, color, national origin, sex, age, religion, veteran status, disability, or sexual orientation.**

**Individuals requesting Effective Communication assistance should be directed to the ADA Coordinator at:**

**6201 Florida Blvd.  
Baton Rouge, 70806  
225/272-9200 ext. 1380  
Wendy.devall@brec.org**

**Requests from members of the public who wish to participate in programs, services and/or activities of BREC shall submit their request(s) for auxiliary aids and services as directed in BREC notices, appointment notifications, forms, or brochures.**

**Individuals with disabilities who request auxiliary aids or services for public events such as Board Meetings, public meetings, etc., shall make their requests no later than five (5) business days prior to the event.**

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