

# Administrative Procedure

## Alachua County, Florida

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Procedure No.: AP 1-4  
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Review Date:

### **Alachua County Website Accessibility Policy and Procedures**

**SCOPE:** This procedure applies to all employees of the Board.

**PROVISIONS:**

Alachua County Board of County Commissioners is committed to ensuring accessibility of its website to people with disabilities. New and updated web content produced by the County will meet current Web Content Accessibility Guidelines (WCAG): <https://www.w3.org/TR/WCAG/>.

We seek to ensure that existing web content produced by our organization will meet our standard. Web content published prior to the effective date of this policy will either be archived or modified where feasible to conform to WCAG. Any content that is required by law or determined by an Administrating Official to be critical to government transparency will be published on the County's website. We recognize that some of this material may be impracticable to make compliant with the standard and may pose challenges for users with disabilities. Reasonable accommodations will be made to provide the requested information in an alternate format upon request.

Alachua County aims to continually improve the accessibility and usability of its website. If you are an individual with a disability and you experience difficulty or require assistance or accommodation in using our website, please contact the Alachua County ADA Coordinator at [ADA@alachuacounty.us](mailto:ADA@alachuacounty.us) or call the Alachua County Equal Opportunity Office at 352-374-5275; TDD/TTY Users please call 711 Florida Relay Service.

**PROCEDURES:**

1. Department Heads will designate a website manager to oversee the accessibility of departmental web pages. Employees responsible for maintaining County websites will use good faith effort to maintain them in conformance with the County's Website Accessibility Policy and Procedures.
2. Department website managers and content developers will:
  - a. incorporate the Website Accessibility Checklist (see page 2) in the production of all new web pages
  - b. ensure that all new and modified web content is accessible before posting, including documents and other materials to be uploaded as attachments in the electronic Board agenda system

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- c. maintain a log of the Acrobat Accessibility Reports for all new and modified pdf documents posted online ([see sample report here](#))
  - d. periodically review web pages to ensure that content is accessible
3. The Information and Telecommunication Services (ITS) department will designate a website accessibility coordinator/team to monitor website accessibility matters and provide guidance to County departments on creating and maintaining accessible webpages.
  4. County-produced, funded, or sponsored videos will be closed captioned. Transcripts will be made available upon request.
  5. Vendors seeking to develop or provide web-based applications will be required to demonstrate that their products conform to the County's Website Accessibility Policies and Procedures. **ITS review and approval will be required for software purchases.**
  6. As an additional resource to website users, the County will provide a link to free downloadable screen reader software that will read the accessible content on County webpages.

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### Website Accessibility Checklist

1. Does the top of each page with navigation links have a “skip navigation” link? (This feature directs screen readers to bypass the row of navigation links and start at the webpage content, thus enabling people who use screen readers to avoid having to listen to all the links each time they move to a new page.)
2. Do all links have a text description that can be read by a screen reader (not just a graphic or “click here”)?
3. Do all of the photographs, maps, graphics and other images on the website currently have HTML tags (such as “alt” tag or a long description tag) with text equivalents of the material being visually conveyed?
4. Are all of the documents posted on your website available in HTML or accessible Portable Document Format (PDF)?
5. If your website has online forms, do HTML tags describe all of the controls (including all text fields, check boxes, drop-down lists, and buttons) that people can use in order to complete and submit the forms?
6. If your website has online forms, does the default setting in drop-down lists describe the information being requested instead of displaying a response option (e.g. “your age” instead of “18-21”)?
7. If a webpage has data charts or tables, is HTML used to associate all data cells with columns and row identifiers?
8. Do all video files on your website have written captions of spoken communication synchronized with the action to provide access to people who are deaf or hard of hearing?
9. Do all audio files on your website have written captions of spoken communication to provide access to people who are deaf or hard of hearing?
10. \*Helpful resource on how to create accessible documents or remediate existing documents: <https://intranet.acbocc.us/departments/ITS/Pages/ADA.aspx>