Appendix E – Self-Evaluation Results – City Practices

The self-evaluation of the city's programs, activities and services involved the participation of all city departments that provides public services and activities. In-person interaction is one of the primary functions of most city departments. The City of Brainerd has fully embraced the use of electronic communication tools, like the city website and email, to interact and provide information to citizens and applicants for city positions. The city Human Resources Department has established procedures and has effectively established effective communication with people with disabilities citywide.

Website Accessibility

A primary way the City of Brainerd uses to communicate with its citizens is through the use of the City website. The City strives to make the website accessible to all people and has specific information regarding website accessibility listed at http://www.ci.brainerd.mn.us/Accessibility. At this location, people can find ways to communicate to the City of Brainerd which format, indicate accessibility problems they may be having, and provides accessibility assistance using multiple TTY/voice communication services and supportive assistance technologies.

Employment Practices

The City of Brainerd uses two methodologies for hiring practices, which include the use of paper application and the use of NEOGOV software. Employment processes within the City are specifically formulated to follow ADA procedures by effectively requesting if the applicant has disabilities that may need special accommodations during the interview/application process.

Job descriptions also include policies that reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Training

The City offers ongoing training to all of its employees regarding accommodation to people with disabilities and will continue to offer and implement this training.

Plan Management

This plan is meant to be a living document that will receive routine updates.