

# Laguna Beach County Water District

## Section 4: Administrative

Policy Number: 4010  
Adoption Method: MM  
Effective Date: August 31, 2020  
Revised Date: N/A  
Page: 1 of 1

SUBJECT: **Website Accessibility**

### Policy

The District is committed to creating a digitally accessible experience for everyone, including people living with disabilities, and aims to ensure the information on our website is available to the broadest possible audience. This policy establishes accessibility standards to ensure access to the District's website and online content, regardless of an individual's physical or developmental abilities.

### Accessibility Standards

To ensure access for persons with disabilities, the District's website shall meet the Web Content Accessibility Guidelines (WCAG) established by the World Wide Web Consortium (W3C). The District's website shall comply with WCAG 2.1, Conformance Level AA (Standards). These internationally recognized guidelines establish standards of accessibility for information in a web page or web application, including information such as text, images, and sounds, as well as code or markup that defines architecture and presentation of web and online content.

### Accessibility Implementation

The District makes every effort to ensure that all digital content created, produced, and posted on our site conforms to the Standards, to the extent technically feasible. Where conformance with the Standards is not technically feasible, the District will consider how to make the content available in an alternative format to individuals with a disability. Website administrators are required to complete training in accessibility focused content management system functions, including understanding accessibility standards and how to create a compliant system. The District integrates accessibility throughout its internal policies and provides accessibility training to staff.

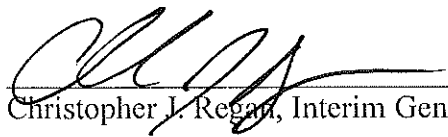
### Website Assessment and Conformance Standards

Periodically, the District's website will be assessed for Standards compliance through a software accessibility audit. An Accessibility Statement is posted on the District's website identifying the District's commitment to accessibility and providing visitors with information about the accessibility of our content.

**Accessibility Contact and Complaint Process**

The District’s Human Resources/Office Administrator serves as the first point of contact for site users or visitors who have concerns about the accessibility of the District’s website. Upon a specific request by an individual who is unable to access specific content on the District’s website, either the requested content will be updated to conform to the Standards, or the requested content will be made available in an alternative format within five (5) business days.

Approval:

  
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Christopher J. Regan, Interim General Manager

9/16/2020  
\_\_\_\_\_  
Date