



**Luke A. Bronin**  
**Mayor**

**POLICY NO: 003**

**DATE: February 1, 2018**

**DISTRIBUTION: City Personnel**

**SUBJECT: Discrimination Prohibited on the Basis of Physical and/or Mental Disability - Revenue Sharing Section 504 Regulations**

**I. PURPOSE:**

The purpose of this policy memorandum is to adopt and adhere to policy pursuant to the requirements of Section 51.55 of the Revenue Sharing Regulations, as published in the Federal Register on October 17, 1983. Section 51.55 prohibits discrimination against qualified individuals because of their physical and/or mental disability.

**II. RESPONSIBILITY:**

It shall be the responsibility of all City personnel to comply with these provisions.

**III. IT IS THE POLICY OF THE CITY OF HARTFORD:**

- i. To not discriminate on the basis of physical and/or mental disability in its admission or access to, or treatment or employment, in its program, services and activities. Any person who is guilty of discriminating on the basis of physical and/or mental disability will be disciplined.
- ii. To designate the following contact to coordinate efforts to comply with this requirement. Inquiries should be directed to:

Contact:	Director of Human Resources
Office:	Department of Human Resources
Address:	Hartford City Hall 550 Main Street Hartford, CT 06103
Phone Number:	(860) 757-9800
Hours:	Monday-Friday, 8:00 a.m. – 5:00 p.m.

- iii. All complaints so filed with the above department shall be fully reviewed with a written response returned to the Complainant.