

Accommodation Request Form

Use this form to request accommodation that would allow you to file a complaint with the Law Enforcement Complaints Agency (LECA) and participate in the complaint process. You can make this request if:

- You have a need related to the **Human Rights Code, R.S.O. 1990, c. H.19** that may impact your ability to file a complaint or participate in the complaint process under the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1* (for example, a need related to a disability such as a visual or hearing impairment); or
- You have a need or concern related to **Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11**.

LECA will consider the information you provide to make any arrangements needed to ensure equal access to the complaints process. If you are unable to complete this form, please contact 1-877-411-4773 or 416-246-7071.

A. General Information

Requester's Information

First Name

Last Name

Mailing Address

Email Address

Phone Number

File Information

Complaint/Notification Number, if known

Police Service or Law Enforcement Agency, if known

Date of Request (dd/mm/yyyy)

B. Request Details

Type of Request and Reasons for Request

Please explain your need or concern and how it affects your ability to participate in the complaint process. Include all necessary information and be as specific as possible. Attach supporting documents, if necessary, when you submit the form. If you do not provide enough information, LECA may not be able to provide accommodation to meet your needs.

- I have a need related to the [Human Rights Code, 1990](#) that may impact my ability to file a complaint or participate in the complaint process. The enumerated grounds under the *Human Rights Code, 1990*, include race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability or the receipt of public assistance.
- I have a need related to the [Accessibility for Ontarians with Disabilities Act, 2005](#).

Here are some of the examples of what LECA may do. The list is not exhaustive.

- Provide documents and reports in a variety of formats upon request, such as large print, Braille, or another reasonable format.
- Arrange and cover the costs for an American Sign Language (ASL) or a Langue des signes québécoise (LSQ) interpreter if required.
- Have documents read and explained to you by the Accommodation Coordinator, if you have a disability that makes it difficult for you to read or understand printed materials.

C. Next Steps

Send this completed form to LECA as soon as you can to avoid any delay.

If the form is complete and LECA has all the information it needs, LECA will review your request and determine the availability of the appropriate alternate arrangements. LECA may contact you if it needs more information.

How quickly LECA makes a decision depends on the nature of your file and the information you provided. LECA will attempt to provide you with a response as expeditiously as possible.

LECA will work with you to put in place the accommodation that would help meet your need and remove the barrier in accessing the public complaints system.

Email this request to LECA at: leca.accommodations@ontario.ca

OR

Mail this request to LECA at: 655 Bay Street, 10 Floor, Toronto, ON M7A 2T4

FOR OFFICE USE ONLY:

Accommodation decided by:

Request approved?

Yes

No

Decision / Reasons:

Collection of Information

Information in this form is collected by the Law Enforcement Complaints Agency for the purpose of processing a request for accommodation under the *Human Rights Code, R.S.O. 1990, c. H.19* and *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11* to allow an individual to participate in the complaints process under the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*.

The Information within this form may be accessed and used by LECA and any agency or individual who has been directed by the Complaints Director to review, investigate, or deal with a complaint.