



Runyan Acres Fire Department

1809 Batesville Pike, Sherwood, AR 72120

(501) 835-8183

RunyanAcresFD@gmail.com

September 1, 2024

Supplemental Policy

SUBJECT: Nondiscrimination Policy

Purpose: This policy is intended to ensure compliance with all Federal civil rights laws and demonstrate the department's commitment to providing its programs and services without discrimination in accordance with:

1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin (including language).
2. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability.
3. Title IX of the Education Amendments Act of 1972, which prohibits discrimination based on sex in education programs or activities.
4. Age Discrimination Act of 1975, which prohibits discrimination based on age.
5. U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.

Policy:

The Runyan Acres Volunteer Fire Department and its personnel are prohibited from discriminating on the basis of race, color, national origin, disability, sex, age, and/or religion when providing services or facilitating programs.

Complaints:

If it is believed that the Runyan Acres Volunteer Fire Department has failed to provide services or discriminated in another way based on race, color, national origin (including language), disability, sex, age, or religion, you can file a complaint in person or by using the following:

Point of Contact: Fire Chief

Email: Chief@ravfd.com

Phone: 501-835-8183

Mail: Attn: Chief, RAVFD, 1809 Batesville Pike, Sherwood, AR 72120



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Civil rights complaints can also be filed with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@hq.dhs.gov (Fastest Method)

Fax: 202-401-4708

U.S. Mail: U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Compliance Branch, Mail Stop #0190 2707 Martin Luther King, Jr. Ave., SE Washington, D.C. 20528

Reasonable Accommodations:

The Runyan Acres Volunteer Fire Department is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from the programs, activities, and services we provide. Individuals may request reasonable accommodations that they believe will enable them to have such equal opportunity to participate.

Services and/or reasonable accommodations by persons with disabilities or with Limited English Proficiency should be submitted to the Fire Chief. The Fire Chief will make a reasonable effort to accommodate all requests using resources available to the department through local governments or non-profits.

Frequently Asked Questions are addressed with additional resources in the following pages that will be posted publicly with this policy.

It is against the law for the Runyan Acres Volunteer Fire Department or its personnel to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

For additional information, visit: www.dhs.gov/crcl

Phone: 202-401-1474 Toll-Free: 1-866-644-8360.

William Dalton Shannon
Fire Chief



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REASONABLE ACCOMMODATIONS

FREQUENTLY ASKED QUESTIONS (FAQ)

The following FAQ provides information on requesting reasonable accommodations.

1. What is a reasonable accommodation?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of programs or activities, unless modifications of policies, practices, and procedures would fundamentally alter the nature of the program, service, or activity, or result in undue financial and administrative burdens to the department.

2. How do I request a reasonable accommodation?

If you need a reasonable accommodation, please submit verbally (via phone or in-person) or in writing (via email or US Mail) to:

Point of Contact: Fire Chief

Email: Chief@ravfd.com

Phone: 501-835-8183

Mail: Attn: Chief, RAVFD, 1809 Batesville Pike, Sherwood, AR 72120

3. Does my request for a reasonable accommodation need to be in writing?

No, you do not need to put your request in writing, however, making a written request can be helpful documentation for ensuring that the department provides the desired accommodation. In addition, you do not need to use the specific words “reasonable accommodations” when making your request.

4. When should I request a reasonable accommodation?

You may request a reasonable accommodation at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that the department is able to fulfill the request for an accommodation.

For certain requests, such as requests for sign language interpretation, the department requests at least two week’s advance notice.



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5. May someone request a reasonable accommodation on my behalf?

Yes, anyone can request a reasonable accommodation on behalf of an individual with a disability who seeks to interact with department staff or participate in its programs or activities.

6. What will the department do upon receiving my request for a reasonable accommodation?

RAVFD may contact you to obtain more information about your request and to better understand your needs. In addition, RAVFD may review your request to determine:

- Whether the requested accommodation will be effective in allowing you to participate in the activity or program in which you are seeking participation;
- Whether the requested accommodation is reasonable, or an equally effective alternative to the requested accommodation is available; and
- Whether providing you with the requested accommodation would fundamentally alter the nature of RAVFD program or impose undue financial or administrative burdens on RAVFD.

In addition, in some cases, the department may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

If RAVFD determines that your requested accommodation would fundamentally alter the nature of the program or impose an undue financial or administrative burden, RAVFD may deny your request. However, in the unlikely event that this occurs, RAVFD will work with you to identify an alternative accommodation that allows you to effectively participate in RAVFD's program, activity, or service.