



Rudolph Volunteer Fire Department, Inc.

1559 Main Street
P.O. Box 101
Rudolph, WI 54475-0101

Phone: (715) 435-3740
Fax: (715) 435-4440
Website: www.rudolphfd.com



POLICY AND NOTICE OF NONDISCRIMINATION

The Rudolph Volunteer Fire Department, Inc. complies with Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

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

It is against the law for the Rudolph Volunteer Fire Department, Inc. 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.

To File a Complaint

If you think that the Rudolph Volunteer Fire Department, Inc. has failed to provide these services or discriminated in another way based on race, color, national (including language), disability, sex, age, or religion, you can file a complaint within 180 days of the alleged discrimination. The complaint may be filed in person or by mail, e-mail, fax, or text message with:

John A Steuck, Secretary-Treasurer
P.O. Box 101
1559 Main Street
Rudolph WI 54475
Phone: 715-435-3740, ext. 221
Fax: 715-435-4440
Cell: 715-459-1816
E-mail; jsteuck@rudolphfd.com

You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@dhs.gov (fastest method to submit your complaint)

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 Luthe King, Jr. Ave., SE
Washington DC 20528

For additional information: www.dhs.gov/crcl
Phone: 202-401-1474 Toll-Free: 1-866-64-8360

Your complaint will normally be investigated by the Department. However, in some cases, it may be referred to another agency. The Department will complete its investigation of your complaint within 6 months. Referrals to another agency will be made within 14 days of receipt of your complaint.

Information and Services for Person with Disabilities and Persons with Limited English Proficiency

The Rudolph Volunteer Fire Department, Inc.

- Provides free aids and services, such as qualified sign language interpreters and written information in other formats (large print, audio, accessible electronic formats, etc.) to communicate effectively with persons with disabilities.
- Provides free language service, such as qualified foreign language interpreters and information written in other languages, to ensure meaningful access to programs and activities for persons with limited English proficiency.

If you need these services, please contact:

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REASONABLE ACCOMMODATIONS NOTICE AND FREQUENTLY ASKED QUESTIONS

NOTICE

The Rudolph Volunteer Fire Department, Inc. is committed to providing individuals with disabilities an *equal opportunity* to participate in and benefit from the Department's programs, activities, and services.

Individuals may request *reasonable accommodations* from the Department that they believe will enable them to have equal opportunity to participate in our programs, activities, and services.

To request reasonable accommodations, contact:

John A. Steuck, Secretary-Treasurer
Rudolph Volunteer Fire Department, Inc.
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1559 Main Street
Rudolph WI 54475-0101
Phone: 715-435-3740, ext. 221
Fax: 715-435-4440
Cell: 715-459-1816
Email: jsteuck@rudolphfd.com

Contact may be made in person, or by mail, email, fax, or text message.

FREQUENTLY ASKED QUESTIONS

The following FAQ provides information on requesting reasonable accommodations in the Rudolph Volunteer Fire Department's programs and activities.

- 1. What is a reasonable accommodation in the Rudolph Volunteer Fire Department's program?**

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full employment of the Department's 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 contact the Secretary-Treasurer of the Department. The contact information and contact methods are both shown on page 1 of this notice.

3. Does my request for 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 accommodation" when Making your request.

4. When should I request a reasonable accommodation?

You may request a reasonable accommodation from the Department 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.

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 the Department staff or participate in its programs or activities.

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

The Department may contact you to obtain more information about your request and to better understand your needs. In addition, the Department 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 the Department's program or impose undue financial or administrative burdens on the Department.

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

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

7. May the Department request medical documentation from you after receiving your request for a reasonable accommodation?

No, the Department may not request medical documentation after receiving your request for reasonable accommodation. The Department's questions will be limited to understanding the barrier to your ability to participate in the program or activity in which you are interested and the nature of an accommodation that will remove this barrier.

8. May the Department charge you for the cost of providing the reasonable accommodation?

No, you are not responsible for the cost of an auxiliary aid or service the Department provides to you.

9 What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of how the Department provides reasonable accommodations include:

- Arranging for qualified sign language interpreters
- Providing on-site captioning
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services
- Furnishing a temporary ramp to access the dais or other areas with one or more stairs to ensure accessibility for individuals who have physical disabilities and may be using a wheelchair or walker.