

Murrells Inlet-Garden City Fire District

PO Box 648, 3641 Hwy. 17 Bus.
Murrells Inlet, SC 29576
PH (843) 651-5143
FAX (843) 651-1101

Gene Connell, Chairman
J.R. Haney, Fire Chief

POLICY AND NOTICE OF NONDISCRIMINATION

POLICY

It is the policy of the Murrells Inlet – Garden City Fire District to be committed to the principles of equal opportunity employment and equal access to services and/or assistance.

Accordingly, the District shall ensure that all current and potential employees, candidates, officials, volunteers, patrons, residents, visitors, patients, clients, and contractors are treated equally regardless of genetic information, race, color, national origin, age, disability, gender, religion, creed, sexual orientation, political affiliation, belief, or veteran status.

SCOPE

This Policy is not intended to replace, but rather supplement existing District policies, responsibilities, practices, and procedures regarding employment and volunteer opportunities, and programs, activities, and services.

RESPONSIBILITIES

It is the responsibility of all District officials, employees, volunteers, and visitors to follow this Policy.

It is the responsibility of the Fire Chief to ensure the District follows this Policy regarding its response to incidents and other requests for assistance, including translation or interpretation assistance and compliance data.

It is the responsibility of the Deputy Fire Chief to ensure the District follows this policy in regard to District facilities and grounds and District contracts and vendor agreements; communications and notices; programs, events, and activities; translation or interpretation assistance; and compliance data.

It is the responsibility of the Fire Chief to be the District's Title IX coordinator as defined by Title IX of the Education Amendments Act of 1972.

It is the responsibility of the Fire Chief and Deputy Fire Chief to accept complaints about violations of this Policy and communicate them to the District's Board of Directors. The Board of Directors is responsible for receiving, investigating, and appropriately acting on complaints regarding violations of this Policy.

PRACTICES

Contracts and Vendor Agreements

All District contracts and vendor agreements shall contain non-discrimination clauses to assure compliance with *Title IX of the Education Amendments Act of 1972*, Title VI of the Civil Rights Act of 1964, as amended; *Section 504 of the Rehabilitation Act of 1973*, as amended; the Americans with Disabilities Act of 1990 (ADA), as amended; the *Age Discrimination Act of 1975*, as amended; the *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*.

NOTICE

Sufficient notice of this Policy shall be publicly posted and communicated, including the District's website, so that eligible individuals are notified, aware of, and have a full and fair opportunity and access to receive District services and participate in District programs, events, and activities.

The District shall provide translation or interpretation assistance when encountering limited English proficient (LEP) individuals.

Compliance Data

Sufficient attempts are made to collect and maintain compliance data and, upon request, provide such data for the purpose of determining compliance with applicable laws and regulations.

Complaints

It is against the law for Murrells Inlet – Garden City Fire District 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. If you think that Murrells Inlet – Garden City Fire District has failed to provide these 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 mail or fax. You can also file a civil rights complaint with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

Murrells Inlet – Garden City Fire District
Attn Fire Chief
PO Box 648
Murrells Inlet, SC 29576
FAX: (843)651-1101

Compliance Branch, Mail Stop #0190
2707 Martin Luther King Jr Ave, SE

Washington, DC 20528

FAX: (202)401-4708

US Department of Homeland Security
Office for Civil Rights and Civil Liberties

Murrells Inlet – Garden City Fire District 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.

Reasonable Accommodations for Individuals with Disabilities

NOTICE

Murrells Inlet – Garden City Fire District is committed to providing individuals with disabilities an equal opportunity to participate in and benefit from District programs, activities, and services.

Individuals may request reasonable accommodations from Murrells Inlet- Garden City Fire District that they believe will enable them to have such equal opportunity to participate in District programs, activities, and services.

To request reasonable accommodations, contact the Deputy Fire Chief by phone at (843)651-5143, by fax at (843)651-1101, or in person at 3641 Highway 17 Business, Murrells Inlet, SC 29576.

FREQUENTLY ASKED QUESTIONS (FAQs)

The following FAQs provide information on requesting reasonable accommodations in Murrells Inlet – Garden City Fire District’s programs and activities.

1. What is a reasonable accommodation in Murrells Inlet - Garden City Fire District's program?

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of Murrells Inlet - Garden City Fire District'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 Murrells Inlet - Garden City Fire District.

2. How do I request a reasonable accommodation?

If you need a reasonable accommodation, please contact [Recipient POC/Office and methods for contacting the recipient].

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 Murrells Inlet - Garden City Fire District provides the 2 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 from Murrells Inlet - Garden City Fire District at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that Murrells Inlet - Garden City Fire District is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, Murrells Inlet - Garden City Fire District requests at least two weeks’ 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 Murrells Inlet - Garden City Fire District staff or participate in its programs or activities.

6. What will Murrells Inlet - Garden City Fire District do upon receiving my request for a reasonable accommodation?

Murrells Inlet - Garden City Fire District may contact you to obtain more information about your request and to better understand your needs. In addition, Murrells Inlet - Garden City Fire District 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 Murrells Inlet - Garden City Fire District's program or impose undue financial or administrative burdens on Murrells Inlet - Garden City Fire District.

In addition, in some cases, Murrells Inlet - Garden City Fire District may consult with you in an interactive process to determine on a case-by-case basis what accommodations can be made.

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

7. May Murells Inlet - Garden City Fire District request medical documentation from you after receiving your request for a reasonable accommodation?

No, Murells Inlet - Garden City Fire District may not request medical documentation after receiving your request for a reasonable accommodation. [Recipient'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 Murells Inlet - Garden City Fire District charge you the cost of providing the reasonable accommodation?

No, you are not responsible for the cost of an auxiliary aid or service Murells Inlet - Garden City Fire District provides to you.

9. What are some examples of reasonable accommodations?

There are many types of reasonable accommodations. Some examples of how Murells Inlet - Garden City Fire District 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.