

Policy # 36-C

The Burlington Fire Protection District

CIVIL RIGHTS DISCRIMINATION COMPLAINTS

It is the policy of Burlington Fire Protection District not to discriminate on the basis of race, color, national origin, sex, age or disability. Any person who believes they or someone else has been subjected to discrimination on the basis of race, color, national origin, sex, age or disability may file a grievance under this procedure.

It is against the law for Burlington Fire Protection District to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance. Burlington Fire Protection District will not tolerate or allow any retaliation for filing discrimination complaints.

The following procedures apply to complaints submitted:

- A. Grievances/complaints must be submitted to the Civil Rights Coordinator within sixty (60) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- B. The Burlington Fire Protection District Civil Rights Coordinator is:
Fire Chief Jeff Barlow, or succeeding Fire Chief,
6050 Firehouse Drive, Burlington, Kentucky 41005
(859) 586-6161, or fax 859-586-6178
or e-mail jbarlow@burlingtonkyfire.org.

You can file a grievance in person or by mail or fax. If you need help filing a grievance, Burlington Fire Protection District's Civil Rights Coordinator is available to help you.

- C. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- D. The Civil Rights Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Civil Rights Coordinator will maintain the files and records of Burlington Fire Protection District relating to such grievances. To the extent possible, and in accordance with applicable law, the Civil Rights Coordinator will take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.
- E. Complaint Processing: If the complaint is within the jurisdiction of Burlington Fire Protection District, or informal resolution was not possible, it will be promptly and impartially investigated. Burlington Fire Protection District's goal is to address complaints within 60 days of receipt, though the time to carefully investigate complaints may be longer depending on the nature of the complaint and complexity of the issue. The Civil Rights Coordinator will issue a written decision on the grievance, based on a preponderance of the evidence, including a notice to the complainant of their right to pursue further administrative or legal remedies.
- F. The person filing the grievance may appeal the decision of the Civil Rights Coordinator by writing

Page 1 of 2

Distribution:

Post in District office public access area
Carry in District's primary field response units
Post on District website

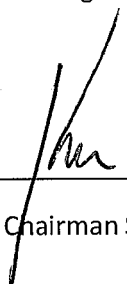
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to the Burlington Fire Protection District Board of Trustees within fifteen (15) days of receiving the Civil Rights Coordinator's decision. The Burlington Fire Protection Board of Trustees shall issue a written decision in response to the appeal no later than sixty (60) days after its filing. The availability and use of this grievance procedure does not prevent a person from pursuing other legal or administrative remedies, including filing a complaint of discrimination on the basis of race, color, national origin, sex, age or disability in court or with the U.S. Department of Health and Human Services, Office for Civil Rights. A person can file a complaint of discrimination electronically through the Office for Civil Rights Complaint Portal, which is available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf> or by mail or phone at: U.S. Department of Health and Human Services 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201 Complaint forms are available at:

<http://www.hhs.gov/ocr/office/file/index.html>.

Such complaints must be filed within one hundred eighty (180) days of the date of the alleged discrimination. The Burlington Fire Protection District Board of Trustees will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this grievance process. Such arrangements may include, but are not limited to, providing qualified interpreters, providing taped cassettes of material for individuals with low vision, or assuring a barrier-free location for the proceedings. The Civil Rights Coordinator will be responsible for such arrangements.

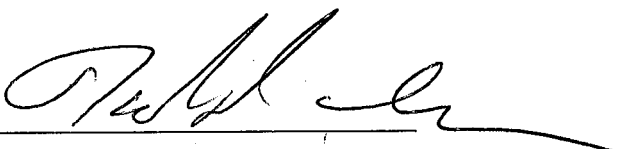
Adopted by Burlington Fire Protection District Board of Trustees.



Board Chairman Signature

12/12/22

Date



Board Secretary Signature

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