



**MESCAL J-6  
FIRE DISTRICT**

**STANDARD OPERATING  
POLICY # 003**

***EQUAL EMPLOYMENT OPPORTUNITY***

**I. PURPOSE**

To preserve an environment free from all aspects of illegal discrimination.

**II. SCOPE**

This policy applies to all applicants for volunteer employment and to all members of the District while on the job or during District-related activities.

**III. POLICY**

The MJFD shall maintain a policy of nondiscrimination with regard to all members and applicants for volunteer employment. There shall be no tolerance for discrimination, bias or preference because of race, color, religion, sex, age, national origin, disability or any basis prohibited by statute. All aspects of volunteer employment, including recruitment, advertising, application procedures, hiring, length of service, firing, advancement, compensation, benefits, training, and other terms, conditions and privileges of volunteer employment shall be governed on the basis of merit, competence, and qualifications. The District is the final judge of the suitability of all candidates for volunteer employment.

The District shall comply with the applicable provisions of the Americans with Disabilities Act of 1990 by guaranteeing equal opportunity to individuals with disabilities. The District prohibits discrimination against "qualified individuals with disabilities" in all volunteer employment practices, including recruitment, advertising, application procedures, hiring, length of service, firing, advancement, compensation, benefits, training, and other terms, conditions, and privileges of volunteer employment.

Any individual with a qualifying disability may make a request for reasonable accommodation to the Fire Chief. Upon receipt of such request, a meeting will be held to discuss the feasibility of the accommodation request.

**IV. COMPLAINT PROCEDURE**

Any member or job applicant who feels he has been treated unfairly, or discriminated against in any way, or is aware of the possibility that someone else has been discriminated against, shall notify a District representative via one of the following options:

- A. Any Senior Officer (Captain and above)
- B. The Fire Chief
- C. Board Chair

Regardless of who receives the initial complaint, the Fire Chief shall be notified as soon as is reasonably possible by the person receiving the initial complaint, if at all possible. If the complaint is against the Fire Chief, the complaint shall be forwarded to the Chairman of the Fire Board.



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Investigation and handling of the complaint of alleged discrimination shall be handled as a highly sensitive personnel matter. All communications regarding this subject shall be kept in confidence to the greatest extent possible, understanding that the investigative process may require some additional conversation.

Any member, who in good faith, brings forth a complaint of discrimination, shall be free from any retribution or reprisal on the part of management or other members. Likewise, any member who participates in good faith in the investigative process shall also be free from any form of reprisal or retribution on the part of management or other members.

If a member is found to have made a false and pretentious complaint of discrimination or deliberately provided false information during an investigation, the member shall be subject to disciplinary action, up to and including termination of volunteer employment.

**Approved by the Mescal-J6 Fire District Governing Board on July 29, 2020. Replaces May 4<sup>th</sup>, 2015.**