

## Disability Access and Reasonable Accommodations

### **NOTICE**

The City of Brookville Fire Department is committed to providing individuals with disabilities an *equal opportunity* to participate in and benefit from our programs, activities, and services. This policy will be posted in the entrance of the City of Brookville Fire Department and on our website.

Individuals may request *reasonable accommodations* from the City of Brookville Fire Department that they believe will enable them to have such equal opportunity to participate in our programs, activities, and services. To request reasonable accommodations, contact the Fire Chief at 937-833-2345, or by mail, PO Box 10, Brookville, Ohio 45309.

### **FREQUENTLY ASKED QUESTIONS (FAQ)**

The following FAQ provides information on requesting reasonable accommodations in the City of Brookville Fire Department's programs and activities.

#### **1. What is a reasonable accommodation in the City of Brookville Fire Department's program?**

A reasonable accommodation is a change or modification to afford a qualified individual with a disability full enjoyment of City of Brookville Fire 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 City of Brookville Fire Department.

#### **2. How do I request a reasonable accommodation?**

If you need a reasonable accommodation, please contact the Fire Chief at 937-833-2345, or by mail, PO Box 10, Brookville, Ohio 45309.

#### **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 City of Brookville Fire 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 from the City of Brookville Fire Department at any time. However, making the request in advance of a meeting, conference call, or visit will help ensure that the City of Brookville Fire Department is able to fulfill the request for an accommodation. For certain requests, such as requests for sign language interpretation, the City of Brookville Fire 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 Brookville Fire Department staff or participate in its programs or activities.

**6. What will the City of Brookville Fire Department do upon receiving my request for a reasonable accommodation?**

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

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

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

**7. May the City of Brookville Fire Department request medical documentation from you after receiving your request for a reasonable accommodation?**

No, the City of Brookville Fire Department may not request medical documentation after receiving your request for a reasonable accommodation. The City of Brookville Fire 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 City of Brookville Fire Department charge you the cost of providing the reasonable accommodation?**

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

**9. What are some examples of reasonable accommodations?**

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

- Arranging for qualified sign language interpreters
- Producing alternate formats of print materials in braille, large print, or in an electronic format
- Providing remote conference captioning services



### **Monitoring the Provision of Reasonable Accommodations (Not to be posted)**

The City of Brookville Fire Chief shall have a record keeping system in place to monitor:

- The number and type of requests for reasonable accommodations received annually;
- The number of such requests that were denied and the reason(s) for denial;
- The number and type of alternate accommodations, if any, that were provided;
- A summary of circumstances regarding any denials based upon a determination of fundamental alteration or undue burden to recipients.

The City of Brookville Fire Chief will not collect or retain records that contain personally identifiable information.