



RED LODGE FIRE RESCUE DISCRIMINATION COMPLAINT PROCESS
(05/03/2023)

Any Employee or Volunteer member of Red Lodge Fire Rescue (the "Department") or any other person who believes that the Department has failed to provide him or her with equal membership or employment opportunities or access to the Department's programs and/or services in violation of the Department's Nondiscrimination Policy may file a complaint in person or by mail or email with:

Tim Ryan, Deputy Chief
Red Lodge Fire Rescue
Physical Address: 801 Broadway Ave North Red Lodge, MT 59068
Mailing Address: PO Box 318, Red Lodge, MT 59068
Telephone: 406-446-2320
Email: tim@redlodgefire.com

Within five (5) days after receipt of a complaint, the Department will notify the complainant that it has received the complaint and will provide information regarding the next steps to be taken. The Deputy Chief may also contact the complainant to request additional and/or clarifying information.

The Department will begin an internal investigation within thirty (30) days after receipt of the complaint, and will make a good faith effort to complete the investigation within six (6) months after receipt of the complaint.

Depending on the nature of the complaint and the results of the Department's internal investigation, the complaint may be referred to an external agency for investigation. The decision to refer the complaint to an external agency for investigation will be communicated to the complainant by the Department as soon as possible, as well as an estimated time frame for completion of the external investigation.

Any Department Personnel or other person who requires a reasonable accommodation to access this discrimination complaint process, including the preparation and filing of a complaint, should contact Deputy Chief Tim Ryan (see contact information above) and request an accommodation. The Department will process the accommodation request in accordance with the Department's Reasonable Accommodation Process.

A civil rights complaint may also be filed with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL):

E-mail: CRCLCompliance@hq.dhs.gov (fastest method to submit a 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 Luther King, Jr. Ave., SE
Washington, D.C. 20528

For additional information: www.dhs.gov/crcl Phone: 202-401-1474 Toll-Free: 1-866-644-8360