

**EAST COUNTY FIRE & RESCUE**  
Policies, Procedures, and Guidelines

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**SUBJECT: Disability-Procedure for Requesting an Accommodation**

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**APPROVED BY:**  **REVIEWED: 11-21-2017 BY: Board**

**Board Chair**

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**POLICY:**

Qualified individuals with disabilities may make requests for reasonable accommodation as follows:

**Requesting Procedure**

- 1. Contact your immediate Supervisor. If you are uncomfortable making such a request, have a trusted District member make the request for you. You will be contacted by a Superior to obtain information necessary to consider this request.**
- 2. If you or your designee is uncomfortable contacting your immediate Supervisor, contact the next higher ranking Officer.**
- 3. If you or your designee is uncomfortable contacting the next higher ranking Officer, contact any higher ranking Officer, up to and including the Fire Chief.**
- 4. If you or your designees are uncomfortable contacting any of these Officers, you can immediately direct your request to ANY member of your District's Board of Commissioners.**

On receipt of an accommodation request, an appropriate District representative will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that East County Fire & Rescue might make to help overcome those limitations.

The District will determine the feasibility of the requested accommodation, considering various factors including, but not limited to: the nature and cost of the accommodation, the availability of outside funding, overall financial resources, and the accommodation's impact on the operation of the District, including its impact on the ability of other members to perform their duties.

The District will inform the member of the District's decision on the accommodation request or on how to make the accommodation.