

# Non-Discrimination Policy

---

The Lyon County Sheriff's Office is committed to ensuring that no person on the basis of race, color, national origin, sex, age, or disability, as protected by Title VI of the Civil Rights Act of 1964, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity of the Lyon County Sheriff's Office. In addition, in accordance with Section 504 of the Rehabilitation Act of 1973, the Lyon County Sheriff's Office prohibits discrimination against individuals with disabilities, provides reasonable accommodations to such individuals, and ensures their needs are equitably represented in its programs, services, and activities.

## Title VI/Section 504 Coordinator

The Title VI/Section 504 Coordinator is responsible for ensuring compliance with Title VI and Section 504 requirements. If you have questions about these requirements or believe you have been subjected to discrimination or refused a reasonable accommodation, you may contact the Title VI/Section 504 Coordinator:

Title VI/Section 504 Coordinator  
Lyon County Human Resources Department  
27 South Main Street  
Yerington, NV 89447  
T: 775-463-6510  
F: 775-463-6500  
E: [hrmanger@lyon-county.org](mailto:hrmanger@lyon-county.org)

## Complaint Processing Procedures

Nothing herein purports to deny the right of the complainant to file formal complaints with other state or federal agencies.

### Procedures

Any person who, based on race, religion, color, national origin, sex, or age believes that he/she has been excluded from participation in, denied the benefits of, or otherwise discriminated against under the programs, services, or activities of the Lyon County Sheriff's Office may file a complaint with the Title VI/Section 504 Coordinator. In addition, any person may file with the Title VI/Section 504 Coordinator a complaint concerning: the inaccessibility of a facility, program, or service to individuals with disabilities; discrimination on the basis of disability; or any failure to reasonably accommodation individuals with disabilities.

The complainant may file a complaint up to 180 calendar days from the date of event(s) giving rise to the complaint or within 180 days of becoming aware of the event(s). The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why the discriminatory events occurred. Include the location, names and contact information of any witnesses.
- Other information that is important or significant.

In filing a complaint, appropriate assistance will be afforded to persons with disabilities and persons with limited English proficiency. In cases where the complainant is unable to provide a written statement, a verbal complaint may be accepted via a documented interview. All complaints must, however, be signed by the complainant or his/her representative.

Upon receipt of a complaint, the Title VI Coordinator or his/her designee will begin an investigation within fifteen (15) working days. The investigation will be completed within sixty (60) calendar days thereafter if practicable. If additional time is needed, the complainant will be notified. At the conclusion of the investigation, a written report will be prepared by the Title VI Coordinator or his/her designee. This report shall include a summary description of the incident, findings, and any recommended corrective action.

## **Disposition**

Upon completion of the investigative report, the complainant shall receive written notice advising whether the complaint is substantiated. If required, the investigation report will be forwarded to the appropriate state or federal agency. The Title VI Coordinator will confidentially maintain all complaints for the required retention period and maintain a record/log of all complaints and their dispositions.