

## **Civil Rights Action Plan 2012-13 Los Alamos County Extension Office**

### **Los Alamos County Extension Office Team Action Plan:**

- Everyone in the Los Alamos County Extension office is included as a valued member of the Green County Extension Office Team. Therefore civil rights compliance is everyone's responsibility in our office.
  
- All staff in the Los Alamos County Extension office will meet annually to complete update of resource materials in the general county civil rights files. Completion will coincide with annual performance evaluations. Effort will be made throughout the program year to continually work on updating general county civil rights files
  
- The Extension office team will annually devote at least one work session to an internal office civil rights review to ensure the resource materials in the general county office civil rights files are updated appropriately. Agents will have the opportunity to update and add new contacts to the diversity mailing list.
  
- The Civil Rights Action Plan will be updated annually and will be shared, along with county demographic data, with the appropriate advisory committees.
  
- Annual Civil Rights reports will be filed by October 31<sup>st</sup> for the previous calendar year.
  
- Spanish speaking clientele will be initially referred to our Home Economist who has fluency in speaking Spanish.

### **Support Staff**

The Los Alamos County Extension office support staff is committed to providing equal opportunity, treatment and services to all who approach our office whether in person, via written communication, email, or phone. Some of our outreach efforts include:

- Los Alamos County Extension website is hosted by NMSU and is fully ADA accessible:  
<http://losalamoextension.nmsu.edu>
- Los Alamos County Civil Rights and Diversity Home page:  
[http://losalamoextension.nmsu.edu/civil\\_rights](http://losalamoextension.nmsu.edu/civil_rights)
- All brochures, pamphlets and newsletters contain non-discrimination policy declarations, and an office contact phone number to call for special accommodation if needed.
- Los Alamos County Extension Office support staff will maintain the general office civil rights files.
- Extension publications available in Spanish are in our office inventory and available for immediate distribution.
- Annually, there will be a review of civil rights issues and scenarios for front desk/receptionist staff.