



INTEROFFICE MEMORANDUM

TO: Theodore Jackson, Sheriff

FROM: Anthony Nicks, County Auditor *Anthony Nicks*

DATE: January 27, 2016

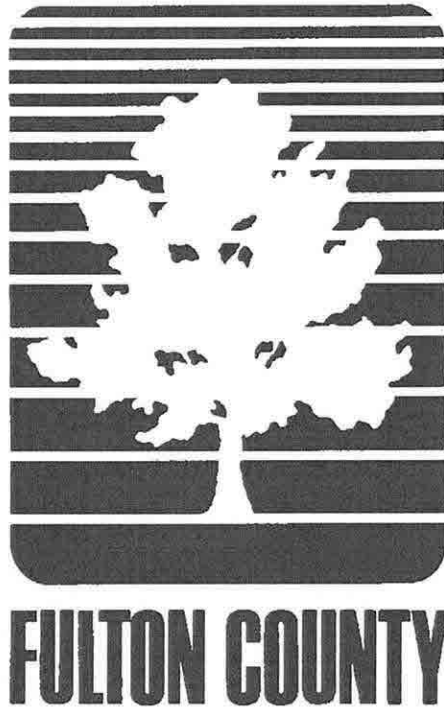
RE: Sheriff's Office – K9 Vet Care Program Title VI Compliance Site Review Report dated January 27, 2016

The Office of Internal Audit has completed the Sheriff's Office – K9 Vet Care Program Title VI Compliance Site Review dated January 27, 2016. Attached is a copy of the final report.

There were no Title VI deficiencies found during the site monitoring. The department has been found to be "IN COMPLIANCE" with Title VI of the Civil Rights Act of 1964. As such, no written response is required. If you have any questions or need additional information, please contact me at extension 21019. Thank you.

Attachment: Sheriff's Office – K9 Vet Care Program Title VI Compliance Site Review dated January 27, 2016

Cc: Richard Anderson, County Manager
Flora Eatman, Finance Division Manager



**FULTON COUNTY, GEORGIA
OFFICE OF THE COUNTY AUDITOR**

**FULTON COUNTY SHERIFF'S OFFICE –
K9 VET CARE
TITLE VI COMPLIANCE SITE REVIEW REPORT**

JANUARY 27, 2016

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INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin under any program or activity receiving Federal Financial Assistance (FFA). Title VI compliance requirements apply to any county department or agency that receives FFA.

The Office of the County Auditor conducted a site review of Fulton County Sheriff's Office on December 8, 2015 with Flora Eatman, Finance Division Manager and Vinyl Baker, Division Grant Writer. The site review addressed the Title VI compliance requirements for the federally funded sub-grant K9 Vet Care in the total amount of \$3,000.00 for the period of October 2015 – August 2016.

BACKGROUND

The Georgia Constitution mandates that each county has a sheriff, and legislation designates the sheriff as the chief law enforcement officer in the county. The Fulton County Sheriff's Office has a rich history dating back to 1854.

OBJECTIVES

The Office of the County Auditor has the responsibility of conducting Title VI Compliance Site Reviews of Federal financial assisted recipients and sub-recipients to determine whether they are honoring their commitments, as represented by certification, to comply with the Title VI/Non-discrimination Civil Rights requirements.

The primary objective of the site review was to determine if Fulton County Sheriff's Office has met its General Reporting and Program-Specific requirements of the state and federal laws, rules and regulations relating to Title VI. In addition, requirements and guidance measures of Limited English Proficiency (LEP) for program sub-recipients and contractors were discussed.

The secondary objective of the Compliance Site Review was to provide technical assistance in the form of training and to make recommendations regarding corrective actions as deemed necessary and appropriate.

SCOPE

The scope of this Title VI Compliance Site Review of the Fulton County Sheriff's Office examined the following requirements according to the contractual agreement with the Georgia Emergency Management:

(1) General Requirements

- a. Each application for federal assistance contains signed assurances or award contract agreement of compliance with Civil Rights regulations.
- b. A copy of the agency's Title VI compliant procedures.
- c. A copy of the agency's Title VI and LEP plan for providing access to Limited English populations.

- d. A posted copy of appropriate civil rights posters, pamphlets and notice to public information.

(2) Program-Specific Requirements

- a. A description of how the agency monitors its sub-recipients for compliance with Title VI (if applicable).
- b. A copy of sub-recipients' Annual Title VI Certifications and Assurances (if applicable).
- c. Ensure meaningful access to programs and activities by persons with limited English proficiency.
- d. Promote the full and fair participation of all affected populations of programs and activities through public outreach strategies.

METHODOLOGY

A memorandum was sent to the Sheriff, Ted Jackson, providing notification of the site review. Additionally, an email notification was sent to Flora Eatman, concerning the site review visit along with an electronic copy of the Title VI Compliance Site Review Tool used to conduct the monitoring. The tool provided a preview of compliance areas that would be assessed.

The review tool was utilized to access the various areas of the Department's Title VI requirements as well as gather information relating to Title VI specialty areas (Public Participation/Outreach and Service Recipient Demographics (when applicable)).

In addition, the Finance Division Manager and Division Grant Writer were provided Title VI Basics and Compliance Training during the site review. This training assists with the efforts of understanding, obtaining and maintaining continuous, non-discrimination compliance.

REQUIREMENTS, FINDINGS AND RECOMMENDATIONS

No findings of Title VI deficiencies.

CONCLUSION

The Fulton County Sheriff's Office demonstrated Title VI compliance as required. The agency displayed proper Title VI signage in appropriate places throughout work areas, public entrances and also on the departmental website, providing Title VI awareness to program participants and employees. Also, the agency provided mandatory assurances/awarded contract agreement signed off by the Fulton County Chairman of the Board of Commissioners.

The Fulton County Sheriff's Office has adopted the County's complaint process and provides the information via signage postage throughout the work and program areas in the Sheriff's Office in the Justice Center Tower, 9th Floor, TG500 and the Fulton county Jail. The agency ensures LEP compliance through the provision of contract interpreters and the translation of vital documents into other languages when needed.

The Fulton County Sheriff's Office is compliant with Title VI Civil Rights policies, regulations, procedures and contract agreements. The compliance site review demonstrated that the Agency is very diligent and proactive in complying with Title VI requirements of Georgia Emergency Management.


The Office of the County Auditor has worked diligently to develop Title VI/Non-discrimination guidelines, policies, tools and training, as well as provide technical assistance to federal recipient programs county-wide. We will continue to ensure that each department and agency promotes and implements proper measures to meet and maintain compliance with Title VI requirements, policies and procedures.

Please provide a written response to this review within 30 days if findings and/or concerns are listed in this report. You may email your written response to the County Manager and Trina Alston, Title VI Coordinator, in the Office of the County Auditor. We would like to thank management and staff for their timely cooperation and assistance during this Title VI site review. The distribution of this report is reserved for the executive management of Fulton County and the Board of Commissioners.



INTEROFFICE MEMORANDUM

TO: Theodore Jackson, Sheriff

FROM: Anthony Nicks, County Auditor 

DATE: January 27, 2016

RE: Sheriff's Office – Public Safety Pedestrian and Bicycle Safety Program Title VI Compliance Site Review Report dated January 27, 2016

The Office of Internal Audit has completed the Sheriff's Office – Public Safety Pedestrian and Bicycle Safety Program Title VI Compliance Site Review Report dated January 27, 2016. Attached is a copy of the final report.

There were no Title VI deficiencies found during the site monitoring. The department has been found to be "IN COMPLIANCE" with Title VI of the Civil Rights Act of 1964. As such, no written response is required. If you have any questions or need additional information, please contact me at extension 21019. Thank you.

Attachment: Sheriff's Office – Public Safety Pedestrian and Bicycle Safety Program Title VI Compliance Site Review Report dated January 27, 2016

Cc: Richard Anderson, County Manager
Flora Eatman, Finance Division Manager



**FULTON COUNTY, GEORGIA
OFFICE OF THE COUNTY AUDITOR**

**FULTON COUNTY SHERIFF'S OFFICE – PUBLIC
PEDESTRIAN AND BICYCLE SAFETY
TITLE VI COMPLIANCE SITE REVIEW REPORT**

JANUARY 27, 2016

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INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin under any program or activity receiving Federal Financial Assistance (FFA). Title VI compliance requirements apply to any county department or agency that receives FFA.

The Office of the County Auditor conducted a site review of Fulton County Sheriff's Office on December 8, 2015 with Flora Eatman, Finance Division Manager and Vinyl Baker, Division Grant Writer. The site review addressed the Title VI compliance requirements for the federally funded sub-grant Public Safety Pedestrian and Bicycle Safety in the total amount of \$17,900.00 for the period of October 1, 2015 – September 30, 2016 for the Governor's Office of Highway Safety services.

BACKGROUND

The Georgia Constitution mandates that each county has a sheriff, and legislation designates the sheriff as the chief law enforcement officer in the county. The Fulton County Sheriff's Office has a rich history dating back to 1854.

OBJECTIVES

The Office of the County Auditor has the responsibility of conducting Title VI Compliance Site Reviews of Federal financial assisted recipients and sub-recipients to determine whether they are honoring their commitments, as represented by certification, to comply with the Title VI/Non-discrimination Civil Rights requirements.

The primary objective of the site review was to determine if Fulton County Sheriff's Office has met its General Reporting and Program-Specific requirements of the state and federal laws, rules and regulations relating to Title VI. In addition, requirements and guidance measures of Limited English Proficiency (LEP) for program sub-recipients and contractors were discussed.

The secondary objective of the Compliance Site Review was to provide technical assistance in the form of training and to make recommendations regarding corrective actions as deemed necessary and appropriate.

SCOPE

The scope of this Title VI Compliance Site Review of the Fulton County Sheriff's Office examined the following requirements according to the contractual agreement with the Governor's Office of Highway Safety:

(1) General Requirements

- a. Each application for federal assistance contains signed assurances or award contract agreement of compliance with Civil Rights regulations.
- b. A copy of the agency's Title VI compliant procedures.

- c. A copy of the agency's Title VI and LEP plan for providing access to Limited English populations.
- d. A posted copy of appropriate civil rights posters, pamphlets and notice to public information.

(2) Program-Specific Requirements

- a. A description of how the agency monitors its sub-recipients for compliance with Title VI (if applicable).
- b. A copy of sub-recipients' Annual Title VI Certifications and Assurances (if applicable).
- c. Ensure meaningful access to programs and activities by persons with limited English proficiency.
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In addition, the Finance Division Manager and Division Grant Writer were provided Title VI Basics and Compliance Training during the site review. This training assists with the efforts of understanding, obtaining and maintaining continuous, non-discrimination compliance.

REQUIREMENTS, FINDINGS AND RECOMMENDATIONS

No findings of Title VI deficiencies.

CONCLUSION

The Fulton County Sheriff's Office demonstrated Title VI compliance as required. The agency displayed proper Title VI signage in appropriate places throughout work areas, public entrances and also on the departmental website, providing Title VI awareness to program participants and employees. Also, the agency provided mandatory assurances/awarded contract agreement signed off by the Fulton County Chairman of the Board of Commissioners.

The Fulton County Sheriff's Office has adopted the County's complaint process and provides the information via signage postage throughout the work and program areas in the Sheriff's Office in the Justice Center Tower, 9th Floor, TG500 and the Fulton County Jail. The agency ensures LEP

compliance through the provision of contract interpreters and the translation of vital documents into other languages when needed.

The Fulton County Sheriff's Office is compliant with Title VI Civil Rights policies, regulations, procedures and contract agreements. The compliance site review demonstrated that the Agency is very diligent and proactive in complying with Title VI requirements of the Governor's Office of Highway Safety.

The Office of the County Auditor has worked diligently to develop Title VI/Non-discrimination guidelines, policies, tools and training, as well as provide technical assistance to federal recipient programs county-wide. We will continue to ensure that each department and agency promotes and implements proper measures to meet and maintain compliance with Title VI requirements, policies and procedures.

Please provide a written response to this review within 30 days if findings and/or concerns are listed in this report. You may email your written response to the County Manager and Trina Alston, Title VI Coordinator, in the Office of the County Auditor. We would like to thank management and staff for their timely cooperation and assistance during this Title VI site review. The distribution of this report is reserved for the executive management of Fulton County and the Board of Commissioners.