



**FULTON  
COUNTY**

**FULTON COUNTY, GEORGIA  
OFFICE OF THE COUNTY AUDITOR  
FULTON COUNTY MARSHAL – BODY WORN  
CAMERA PROGRAM  
TITLE VI COMPLIANCE SITE REVIEW REPORT**

**March 28, 2019**

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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, agency or sub-recipient that receives FFA.

The Office of the County Auditor conducted a site review of the recipient, Marshal's Department on March 14, 2019 with Melissa Burke, Chief of Staff. The site review addressed the Title VI compliance requirements for the Body Worn Camera (BWC) Program for the period of October, 2016 – September, 2018 in the total amount of \$72,000.00.

## **BACKGROUND**

The mission of the Marshal's Department is to preserve the peace, protect lives and to serve the public by enforcing orders, writs and precepts of the State and Magistrate Courts of Fulton County, and other courts of competent judicial authority, in a responsible, efficient and cost effective manner.

The Marshal's Department is committed to rendering a professional and knowledgeable workforce to meet the needs of the citizens of Fulton County and the agency's public safety partners.

## **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 the Marshal's Department has met its General Reporting and Program-Specific contractual requirements of the state, federal and county laws, policies, rules and regulations relating to Title VI. In addition, requirements and guidance measures of Limited English Proficiency (LEP) for program recipients, sub-recipients and contractors were discussed.

The secondary objective of the Title VI 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 Marshal's Department examined the following requirements according to the agreement with the U.S Department of Justice (DOJ):

- (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 complaint 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.
- e. Placement of “babel” notice in service locations and on service documents.  
(Notification of translation services provided at no additional cost to participants)

(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**

An initial email was sent to Marshal Antonio Johnson providing notification of the site review. In addition, an email was sent to Melissa Burke providing 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 assess the various areas of the Agency’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 recipient’s Title VI Liaison was provided Title VI Basics and Compliance Training and law updates during the site review. This training assists with the efforts of understanding, obtaining and maintaining continuous non-discrimination compliance.

**REQUIREMENTS, FINDINGS AND RECOMMENDATIONS**

**Findings**

No findings of Title VI deficiencies.

**Recommendations**

It was recommended that the agency provide additional Title VI complaint process information and “babel” notice postings of language services at no additional cost, to inform program participants of LEP resource.

## CONCLUSION

The Marshal's Department demonstrated Title VI compliance as required. The recipient displayed proper Title VI signage in appropriate places, providing Title VI awareness to citizens and employees. Also, the recipient provided a copy of the mandatory assurances/awarded contract agreement signed off by the Marshal, Antonio Johnson.

The department has adopted the Fulton County's Title VI complaint process; however, a recommendation was made, to provide Fulton's complaint process information via signage postings throughout the department's common areas (waiting areas, service desk and copy area).

The Marshal's Department also provides public notification of rights and accessibility of Title VI. In addition, the recipient ensures LEP compliance through the use of vital documents and pamphlets, interpretation and translation services through the use of the County's Foreign Language Line service, when needed at the center and bi-lingual staff at no additional cost to clients. It was also recommended for the agency to provide a "babel" notice to program information postings.

The department is compliant with Title VI Civil Rights policies, regulations, procedures and contract agreements. The compliance site review demonstrated that Marshal's Department is thorough in complying with Title VI requirements of the U.S Department of Justice.

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 Fulton County federal recipient programs and its sub-recipients. 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 10 business days if findings and/or concerns are listed in this report. You may email your written response to the County Manager, Dick Anderson, 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.