

## **CARROLL COUNTY, INDIANA**

### **NON-DISCRIMINATION POLICIES**

#### **PUBLIC ACCESS TO FACILITIES, PROGRAMS, ACTIVITIES & SERVICES POLICY**

##### **PART A - POLICY STATEMENT**

###### **I. General Commitment to Non-Discrimination**

Carroll County prohibits discrimination and/or the exclusion of individuals from its municipal facilities, programs, activities and services based on the grounds of race, color, or national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency. The County affirms its commitment to providing meaningful opportunities and access to municipal facilities, programs, activities and services in an effort to comply with all laws including: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990, as amended.

###### **II. Persons with Disabilities**

Carroll County is committed to including qualified individuals with disabilities in its services, programs and activities. For further information please see the ADA Transition Plan for Carroll County.

###### **III. Limited English Speaking (LEP) Persons**

Carroll County is committed to providing persons with Limited English Proficiency (LEP) meaningful access and equal opportunity to participate in our services, activities and programs. The County will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits.

Which documents must be translated, when oral translation is necessary, and whether such services must be immediately available depend on many factors. As a result, the County is committed to following the United States Department of Justice (USDOJ) guidance on making such determinations, which includes determining:

- 1) Number or Proportion of LEP Individuals
- 2) Frequency of Contact with the Program
- 3) Nature and Importance of the Program
- 4) Resources Available to the City

#### IV. Contacting the County

Individuals with requests for services, questions or complaints concerning the County's Non-Discrimination Policy on "Public Access to Facilities, Programs, Activities & Services Policy" should contact the County's Title VI Coordinator. The Title VI Coordinator for Carroll County is:

Vicky Snipes  
Title VI Coordinator  
101 W. Main Street  
Delphi, IN 46923  
Telephone: (765) 564-3172

### **PART B - NON DISCRIMINATION STANDARD OPERATING PROCEDURES**

#### I. Elimination of Discrimination

Carroll County will continue to work to identify and eliminate discrimination based upon race, color, or national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency. If discrimination is found to exist, Carroll County will implement appropriate policies, procedures or programs to eliminate the discrimination. Programs and procedures, include, but are not limited to: Limited English Proficiency access plan; extend contracting and subcontracting activities to Disadvantaged Business Enterprises (DBE) and non DBE minority and female owned business; and monitoring contractors and consultants for Title VI compliance.

#### II. Public Outreach

Carroll County is committed to providing the general public with information on the non discrimination protections provided by Title VI, Section 504 and the ADA. The County will pursue all available opportunities to educate the public on issues relating to discrimination under Title VI, Section 504 and the ADA. Public outreach may include, but is not limited to, posting the County's non-discrimination policy in public locations, and in public newspaper notices as appropriate, and posting the County's non-discrimination policy on the County's website.

#### III. Limited English Proficiency

Carroll County will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits.

For any program or project receiving federal funds, Carroll County will conduct a four part analysis to determine what, if any, limited English proficiency services will be required.

The four factors to be considered in determining the need and type of language assistance services are:

- 1) Number or Proportion of LEP Individuals
- 2) Frequency of Contact with the Program
- 3) Nature and Importance of the Program
- 4) Resources Available to the City

If a review of the first two factors show that less than five percent (5%) of the intended beneficiaries of the program or project are limited English proficient, no language assistance measures will be developed for that program or project.

However, in an effort to ensure that persons with Limited English Proficiency are have meaningful access and equal opportunity, Carroll County will accommodate any and all requests for oral or written translation services.

If more the five percent (5%) of the intended beneficiaries of the program or project are limited English proficient, Carroll County will review the nature and importance of the program or project to determine what language assistance measures should be developed for the program or project. The resources available to the County should be considered in determining the appropriate language assistance measures. Language assistance measures may include, but are not limited to, oral translation services, including the use of a telephone interpreter line, and written translation services.

#### IV. Monitoring Contractors and Consultations

The County will ensure that all federally funded contracts contain required Title VI assurances prohibiting discrimination in violation the County's policy on non-discrimination. The County will monitor consultants and contractors for compliance with the County's non-discrimination policy. The County will promptly investigate any alleged claim of discrimination and will work with the consultant or contractor to obtain voluntary compliance with the County's non-discrimination policy.

## **PART C - COMPLAINT PROCEDURE**

Any person who believes that he or she, on the basis of race, color, or national origin, disability, sex, sexual orientation, gender identity, religion, age, low income status or limited English proficiency, has been excluded from or denied participation in, been denied the benefits of, or otherwise been subjected to discrimination in or under any program or activity receiving federal funding assistance in violation of Title VI of the Civil Rights Act of 1964, as amended and its related statutes, regulations and directives, may submit a complaint. Carroll County assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Complaint forms may be found on the County website. Individuals are not required to use the complaint form and may submit a complaint in any format that includes the name, address and telephone number of the individual complaining and brief description of the alleged discriminatory conduct including the date of harm. An individual submitting a complaint alleging discrimination may include relevant evidence, including the names of witnesses and supporting documentation. A complaint must be signed by the complainant.

Complaint forms must be submitted within one hundred eighty (180) days of the date of the alleged discrimination. Complaint form should be directed to:

Vicky Snipes  
Title VI Coordinator  
101 W. Main Street  
Delphi, IN 46923  
Telephone: (765) 564-3172

Within sixty days of the receipt of the complaint, the Title VI Coordinator will conduct an investigation of the allegation based on the information provided and issue a written report of its findings to the complainant. The Title VI coordinator will try to obtain an informal voluntary resolution to all complaints at the lowest level possible.

Any person aggrieved by the findings of the Title VI Coordinator may, within fifteen (15) days of the receipt of the response of the Title VI Coordinator, file an appeal to the Carroll County Board of Commissioners at the Carroll County Auditor's Office. Within 15 calendar days after receipt of the appeal of the Title VI Coordinator's report, a member of the Board of Commissioners will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting, the commissioner will respond in writing and will explain his or her position and offer a final resolution of the complaint.

These procedures do not deny the right of any individual to file a formal complaint with any government agency or affect an individual's right to seek private counsel for any complaint alleging discrimination.

Complaints may also be filed with the following governmental agencies:

Indiana Department of Transportation  
Economic Opportunity Division  
100 N. Senate Ave, Room N750  
Indianapolis, IN 46204 Phone: (317)  
233-6511  
Fax:(317) 233-0891

Indianapolis District EEOC Office  
101 West Ohio Street, Ste 1900  
Indianapolis, IN 46204 Phone: (800) 66-  
4000  
Fax: (317) 226-7953 TTY: 1 (800) 669-  
6820

Indiana Civil Rights Commission  
100 N. Senate Ave, Room N103  
Indianapolis, IN 46204  
Phone: (317) 232-2600  
Fax:(317)232-6560  
Hearing Impaired: 1 (800) 743-3336