

Interpretation and Translation Service Information

As a recipient of federal funds, the California Department of Corrections and Rehabilitation (CDCR) is committed to complying with the requirements of Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, including limited English proficiency, by recipients of federal financial assistance. CDCR takes reasonable steps to facilitate effective communication with non-English speakers or limited English proficient inmates, in order to comply with its responsibility to provide meaningful access to such inmates. This notice serves as a reminder to all staff and inmates of existing policy.

Where an inmate is not a native English speaker, staff should utilize appropriate methods to determine the inmate's primary language, if unknown. Methods include relying on the inmate's own ability to relay this information, coordinating with other English speaking persons who speak the same language, reviewing the CDCR Form 128-G, Classification Chrono, in inmate's Central File, consulting with the institution's Limited English Proficient (LEP) Coordinator, utilizing the "I-Speak" cards located in the control booth or officer's station, enlisting the assistance of the facility's contract telephonic interpretation service to identify primary language, etc. Where the inmate is unable to read, write, speak or understand English fluently, staff should obtain oral interpretation and/or written translation assistance, as appropriate.

The United States Department of Justice advises that language assistance is critical in, but not limited to, situations involving medical, due process, and safety and welfare issues.

For oral interpretation, staff should contact an immediate supervisor and request the use of a certified bilingual staff member. Consult the list, provided at the end of this notice, of individuals deemed by CDCR to be competent to provide language services. For telephonic interpretation 24 hours a day, 7 days a week, staff should contact the institution's designated LEP coordinator who can provide access to a telephonic interpretation service. For emergency telephonic interpretation, or access to a telephonic interpreter after hours, staff should contact their watch commander. Whenever using an interpreter, institution staff must consider potential conflicts of interest between the interpreter and the inmate.

A list of general forms/documents translated into non-English languages is provided at the end of this notice. For translation of forms/documents written in non-English languages, or for translation/interpretation of English language documents into non-English languages, staff should seek assistance from the institution's designated LEP coordinator or designated bilingual staff members, listed at the end of this notice, following appropriate institutional procedures. Oral interpretation of written documents is an alternative when translation is not possible.

Attachment #2

Staff shall not use inmates to provide interpretation/translation services for interactions between inmates and correctional staff when such interactions involve medical, due process, safety and welfare issues, or the exchange of confidential information (for example, disciplinary hearings, classification committee actions, etc.).

The Warden's office has designated the following employee as the LEP coordinator. Please utilize this employee when questions arise regarding limited English proficiency services.

The designated LEP coordinator for this institution is:

Name & Title

Telephone Extension

Facility List of Competent Bilingual Staff that can provide interpretation and translation services:

Name & Title	Watch	Languages	On Call

Facility list of Translated Forms that are available at appropriate locations:

Form	Language(s)

_____ Warden

VERIFICATION OF POSTING AND TRAINING
"Interpretation and Translation Services"

I verify that "Notice of Interpretation and Translation Services" was posted in all housing units.

LEP Coordinator (print name) (signature)

Institution

Date

Forward the completed copy to Lieutenant A. Carter, via facsimile at (916) 324-0945 or e-mail .pdf copy to anthony.carter@cdcr.ca.gov.

I verify that all institutional staff has completed On-the-Job Training in "Interpretation and Translation Services."

IST Manager (print name) (signature)

Institution

Date

Forward the completed copy to Lieutenant A. Carter, via facsimile at (916) 324-0945 or e-mail .pdf copy to anthony.carter@cdcr.ca.gov.