

# Metropolitan Police Department – Washington, D.C.



## SPECIAL ORDER

Subject:

**Language Services Stipend**

Series <b>99</b>	Number <b>16</b>	Distribution <b>A</b>
Effective Date <b>October 18, 1999</b>		
Expiration Date * -		

### I. Background

To define a policy for awarding employees who may use additional language skills in order to better perform their job responsibilities.

### II. Policy

The Metropolitan Police Department recognizes that in serving a diverse population the use of a second language may be of benefit in providing quality service to all that live, work and reside in the District of Columbia. As such, the Department has developed a program to award employees in qualifying situations where the use of a second language enhances the performance of their normal duties. Employees who meet the established criteria shall receive a language skills stipend. Failure of the employee to retain his/her certification shall result in termination of the language skills stipend.

This order applies to all permanent full time civilian and sworn employees in the Metropolitan Police Department whose services may be enhanced by the employee's use of a second language in regular communications with the public. The Human Services Director is authorized to approve requests to receive a language skills stipend.

### III. Definitions

**Language Skills Certificate:** A certificate issued by an accredited language skills program that indicates a person is qualified and certified to provide interpretation or translation services in a particular language.

**Language Skills Stipend:** A stipend not to exceed fifty dollars (\$50.00) per stipend period for employees who have been certified to provide translation or interpretive services in the performance of their job responsibilities.

### IV. Foreign Languages Approved for Language Skills Stipend

An employee can be certified in any foreign language and American Sign Language provided the certifying agency is capable of testing the employee in the foreign language.

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## V. Eligibility

To receive a language skills stipend, an employee must show that he/she has been certified to speak a foreign language at a proficiency level three or above. Language Skills stipends will not be offered to persons who fail to prove proficiency at the level three or above. Employees wishing to obtain certification shall be required to take an examination from the foreign language services program authorized to provide certification services to MPD employees. The cost of taking the certification examination shall be paid by the MPD provided that the employee uses the authorized vendor selected by the MPD to provide certification services. Employees who fail the certification examination cannot reapply for certification until twelve months from the date of the last examination.

Employees must be re-certified to receive language skills stipends every three years.

## VI. Procedural Responsibilities

The Human Services Director shall forward a language skills form to all operating commands. Commanders and Division Directors may then complete the language skills form and submit the names of candidates within their units to receive a language skills stipend. The Human Services Director shall review each request and arrange for the employee to be tested by an outside certifying agency.

The Human Services Section shall maintain a record of all employees who have been certified to receive the language skills stipend. The record shall contain the name of the employee, the employee's badge number, social security number, the language for which the employee has been certified and whether the employee is certified for reading and/or speaking purposes. In the case of sign language, the record shall state the employee's certification in American Sign Language or other appropriate sign language.

The names of sworn and civilian employees receiving a language skills stipend will be maintained in a central database accessible through WALES. Members receiving a language skills stipend may be required to respond outside of their assigned organizational element in order to provide translation services in the language for which they have been certified.

## VII. Procedure: Designating Employees

### A. Human Services Director

The Human Services Director shall:

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- a. Review and approve each request to determine whether the position has completed the language certification form.
- b. Arrange for the employee to be tested to determine employee's proficiency in the language.
- c. Notify employee of the results of the language certification examination.
- d. Forward the application to payroll to initiate the Language Skills stipend in the employee's paycheck and to the Office of Finance and Budget for placement into the TACIS system.
- e. Maintain the database of all employees who have been certified to speak a foreign language.
- f. Re-evaluate employees each year to determine their continuing eligibility to receive a language skills stipend.
- g. Notify the Command Staff and the Office of Finance and Budget of employees no longer qualified to receive a language skills stipend.
- h. Notify the Office of Professional Responsibility of improprieties regarding the language skills stipend program.
- i. Arrange for employees to be re-tested in the event employees fail the certification examination and wish to have their test scores reviewed.

**B. Section Heads and Unit Commanders**

Section Heads and Unit Commanders may submit the names of employees to receive language skills stipends through their ROC Commanders to the Human Services Director for consideration. Such request shall include:

- a. Employee name, Badge Number where applicable and Social Security Number;
- b. Employee Classification and Job Title;
- c. The foreign language for which the employee requires certification.

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### C. The Office of Finance and Budget

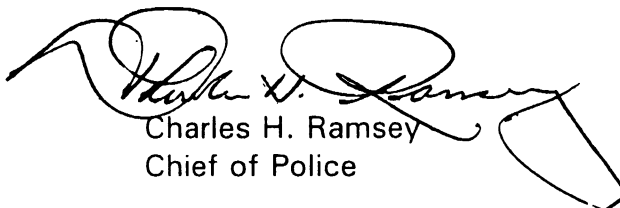
The Office of Finance and Budget shall include the Language Skills Stipend on the employee's stipend check.

### IX. Appeal of Denial of Language Skills Stipend

Any employee who has taken the language skills examination but has not scored a proficiency level of three or above may request to have his or her test reviewed by the certifying agency. The request for review of the test score shall be made in writing to the Human Services Director and shall state the reasons the employee believes he or she is entitled to a re-test.

The Human Services Director shall review the request and upon determination that the employee is entitled to a re-test shall forward the request to the certifying agency for the re-test. The decision of the certifying agency with respect to the re-test is final.

Employees who fail the proficiency test must wait one year before they can re-apply to take the proficiency examination.



Charles H. Ramsey  
Chief of Police

Attachment

CHR:DHW:RSK:rsk

## REQUEST FOR LANGUAGE SKILLS STIPEND

Employee Name: \_\_\_\_\_

Social Security # \_\_\_\_\_ Badge No. \_\_\_\_\_

Job Classification \_\_\_\_\_

Job Assignment \_\_\_\_\_

Supervisor \_\_\_\_\_

Language Used \_\_\_\_\_ Reading \_\_\_\_\_ Speaking \_\_\_\_\_ Reading & Speaking \_\_\_\_\_

Date of Request \_\_\_\_\_

### CERTIFICATION

I, \_\_\_\_\_ hereby request to be certified as proficient in \_\_\_\_\_ . I understand that by obtaining certification and receiving a Language skills stipend, I may be called upon to provide reading and /or translation services in the language for which I have been certified throughout the operational command. I further acknowledge that I must retain my certification in order to continue to receive the language skills stipend.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Commanding Officer

\_\_\_\_\_  
ROC Commander/ Director

\_\_\_\_\_  
Human Services Officer  
Approved \_\_\_\_\_ Date \_\_\_\_\_  
Disapproved \_\_\_\_\_

Office of Finance and Budget \_\_\_\_\_