

FILED 60-20-35

1. REQUEST FOR LOCAL LOOKOUT INTERSTATE TT X ADMINISTRATIVE TT DETAIL. (See Reverse)	2. TYPE X ORIGINAL 9 EXPEDITE 9 ADDITIONAL 9 CANCEL 9 CORRECTION 9 REPEAT 9 REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST May 21, 2008
		4. UNIT NUMBER 202-727-2900	7. REQUESTING ELEMENT PDB
		5. X NOT FOR THE PRESS	8. FLASH TT REQUESTED

9. TO
THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
13. COMPLAINANT'S NAME		14. COMPLAINANT'S ADDRESS

TO BE READ AT ROLL CALLS AND DISPLAYED IN DISTRICT STATION AREAS AND ADMINISTRATIVE SECTIONS

LANGUAGE ACCESS SIGNAGE REQUIREMENTS

BACKGROUND

Federal and District laws and regulations require that all Metropolitan Police Department programs and services be as accessible to persons who are limited English proficient (LEP) or non-English proficient (NEP) as they are to persons who speak English fluently. This means that all oral and written MPD communications with LEP/NEP persons must be in a language that the person can understand.

Federal regulations also require that MPD provide oral interpretation and document translation services in a timely manner, that is, in a manner that does not result in delays for the LEP/NEP persons that would be significantly greater than those for English proficient persons.

These requirements apply to all LEP/NEP persons encountered by MPD sworn or civilian personnel, including the following:

1. Persons seeking information on MPD programs, services, and activities.
2. Persons subject to or serviced by MPD activities, including, for example, suspects, violators, witnesses, victims, and community members seeking to participate in crime prevention or awareness activities.
3. Persons who are in MPD custody, including juveniles, detainees, wards, and inmates.
4. Parents and family members of the above.

REQUIREMENTS

All district stations and specialized units that are open to the public must post signage that informs all persons who visit or are taken to an MPD facility about their right to obtain assistance in a language they can understand. The language assistance that is available to the public at all MPD facilities includes:

- Either in-person or telephonic oral interpretation of any conversation or interview in any of approximately 150 languages;
- Either oral or written translation of any document that the person will be asked to sign or that informs that person about his or her rights or eligibility requirements for program participation.

SENDER-BADGE-ORG. ELM.	AUTHORIZED BY-BADGE-ORG. ELM. <i>Joshua A. Ederheimer</i> A/C Joshua A. Ederheimer, PDB	BUREAU HEAD APPROVAL <i>Cathy L. Lanier</i> Cathy L. Lanier Chief of Police
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REMARKS	DATE AND TIME 05/22/08 1020 hrs
	TT#05-082-08
	TELETYPE NUMBER 05-082-08

Distribution: 1- Communications Division 2- Element File Copy

H-MET (1) G.O. 20135

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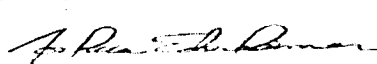

In-person oral interpretation is provided through MPD certified bilingual personnel, who may be located through dispatch. Telephonic oral interpretation is provided through the Language Line, Inc., a private telephonic interpretation service under contract with MPD. Instructions for accessing the language line through a land line or wireless telephone are provided in Circular 0210 and the MPD Language Line Information Card that is available at all District stations, as well as the Asian Liaison Unit, Latino Liaison Unit, and MPD's Office of Language Access Programs, Room 5031, 300 Indiana Avenue, NW, Washington, DC 20001, (202) 727-9023.

Oral translation of any MPD document may also be obtained through the Language Line. Written translations of MPD documents may be obtained through MPD's Office of Language Access Programs.

The following signage and resources may be obtained from the Office of Language Access Programs, Room 5031, 300 Indiana Avenue, NW, Washington, DC 20001, (202) 727-9023:

- 1) "Interpretation Services Available" Wall and/or Desktop Poster -- A poster or desktop sign produced by Language Line Services, Inc. that states the following in twenty languages: "Point to your language. An interpreter will be called. The interpreter is provided at no cost to you"
- 2) "Language Identification Card" -- A four-fold brochure used to identify over 100 languages grouped by geographical region (Pacific Islands, Europe, etc.).
- 3) MPD Language Line Information Card -- A card designed to be used by members to access the language line. The card -- a tent-style card that is the size of a business card -- provides a ready reference to the language line's toll-free access number, MPD's client ID number and access code, and information on how to work with an interpreter.

For further information, please contact Mr. Enrique Rivera, Office of Language Access Programs, at 7279023 or at enrique.rivera@dc.gov

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