

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 01.14 DATE: February 1, 2023 SUBJECT: General Administration TITLE: Language Services FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: MCCS .04D, .05A, .05N, .05O, .08A, .08E; AD 01.13, 06.02, 08.02, 08.03; D.O.J. Matter #204-35-247 Settlement Agreement; D.O.J. Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency).
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for use of interpretation services for non-English speaking and hearing impaired inmates and persons participating in community programs.
- IV. Policy:
 - A. It shall be the policy of the AACDDF to arrange for interpretation services for persons under the custody and authority of AACDDF whose command of the English language is limited and/or who are hearing impaired. Services will be arranged as necessary to facilitate communication on essential operations and services.
 - B. AACDDF shall provide written materials in languages other than English based on County demographics and inmate population trends.
- V. Procedure:
 - A. Non-English Speaking Inmates
 1. When performing any essential process or function involving questioning of an inmate or communication of important information, the staff member shall assess the inmate's ability to understand English.
 2. To facilitate communication with persons who do not speak or have limited proficiency in English, the staff member shall access the Language Line service by following the instructions in "Using Sign Language USA" (Appendix 1).
 3. If used to complete an interview of any nature, the staff member shall document use of Language Line on the form being completed and in the pertinent file. Additionally, the staff member shall complete the "Language and Sign Interpretation Use Report" (Appendix 2), recording the inmate's name, JID, language, function for which accessed and duration of call. The

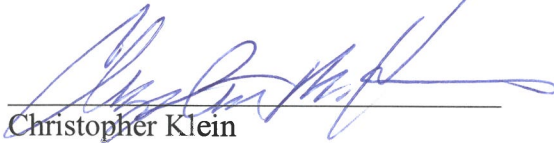
report shall be forwarded to the staff member's Supervisor. After review, the Supervisor shall forward the report to Classification for inclusion in the inmate's file.

4. When available, materials written in the inmate's primary language shall be issued instead of or in addition to communication through Language Line.

B. Hearing Impaired Inmates

1. Sign Language and oral interpreters shall be arranged for programs and activities using the contracted sign language agency. When using the sign language agency, this shall be approved by a Supervisor with notice being forwarded to the Correctional Facility Administrator (CFA).
2. Use of Sign Language services shall be documented in a Language and Sign Interpretation Use Report (Appendix 2) and forwarded through the Supervisor to the CFA. After review, the CFA shall forward the report to Classification for inclusion in the inmate's file.

This directive shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 1.14 July 1, 2009
AD 1.14 March 31, 2011
AD 01.14 dated October 6, 2021

Appendix 1 – Using Sign Language USA

Appendix 2 – Language and Sign Interpretation Use Report