

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 01.14 DATE: July 5, 2024 SUBJECT: General Administration TITLE: Limited English Proficiency FOR PUBLIC RELEASE: Yes
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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, hard of hearing and deaf inmates, persons participating in community programs and the general public.
- 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 with limited English proficiency, are hard of hearing or deaf. Services shall be arranged as necessary to facilitate communication regarding essential operations and services.
 - B. AACDDF shall provide written materials in languages other than English based on County demographics and inmate population trends.
 - C. It shall be the policy of the AACDDF to arrange for interpretation services, upon request, for members of the general public with limited English proficiency, are hard of hearing or deaf. Services shall be arranged as necessary to facilitate communication regarding essential operations and services.
- V. Procedure:
 - A. Limited English Proficiency
 1. When performing any essential process or function involving questioning of an inmate or communication of important information to an inmate, the staff member shall assess the inmate's ability to understand English.
 2. To facilitate communication with persons who do not speak English or with limited English proficiency, the staff member shall access the Language Line service utilizing the instructions in "Using Sign Language USA" (Appendix 1).

3. If used to complete an inmate 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 completed 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. Hard of Hearing or Deaf Inmates

1. Sign language and oral interpreters shall be arranged for programs and activities using the contracted sign language agency. When using the contracted 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 on a Language and Sign Interpretation Use Report 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.

C. Language Access for the General Public

1. Staff shall utilize the Language Access Plan (Appendix 3) when determining the need for services.
2. Staff shall document use of language services on the Language and Sign Interpretation Use Report.

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
AD 01.14 dated February 1, 2023

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Appendix 1 – Using Sign Language USA

Appendix 2 – Language and Sign Interpretation Use Report

Appendix 3 – Language Access Plan

