SUFFOLK COUNTY POLICE DEPARTMENT

LIMITED ENGLISH PROFICIENCY (LEP) LANGUAGE ACCESS PLAN

COUNTY AGENCY: SUFFOLK COUNTY POLICE DEPARTMENT

LANGUAGE ACCESS COORDINATOR (LAC): POLICE OFFICER LARA CORBETT, #5733

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Note: Research continues to be done and information gathered. This document is subject to change.

I. PURPOSE

Pursuant to Executive Order No. 10-2012 ***(Attachment 1)***, the Suffolk County Police Department has developed the **Suffolk County Police Department Language Access Plan** ("Plan") which sets forth the strategies to be implemented in an effort to ensure persons with Limited English Proficiency (LEP) have meaningful access to all Department services and programs.

II. POLICY

The mission of the Suffolk County Police Department is to provide and maintain a safe environment in which people can live and work. Every member of the Department acknowledges his or her obligation to provide professional services by rendering aid to those in need, providing an environment free from fear, bringing to justice those who violate the law and protecting all persons and property in accordance with legal and ethical standards. **(SCPD General Order 06-34 - 3/16/06)**

The Department serves a diverse population with many residents whose primary language is not English and who have a limited ability to read, write, speak or understand English. Individuals with LEP may be capable of communicating through certain modes (e.g. speaking or understanding), but still have limited proficiency in others (e.g. reading or writing). The Department's Plan will address these needs in the most effective and efficient manner in its effort to afford all residents of the Suffolk County Police District the same high level of police service. The Department will regularly assess the language needs of residents as well as the Department's approach in addressing these needs and will update its Plan annually in accordance with Executive Order No. 10-2012.

A person's use of the Police Department's language services shall not be deemed by any member of this department as a basis for inquiring into immigration status. No member of this Department shall inquire about or disclose, an individual's immigration status, unless such inquiry or disclosure is required by law.

This plan will be incorporated into the Department Rules and Procedures and will be made available to the public on the Department's website. The plan will also be distributed to LEP community groups.

III. DEFINITIONS

A. Bilingual – is the ability to use two languages to a level of proficiency sufficient to participate effectively in a conversation on practical, social and professional topics, and possession of a broad vocabulary, moderate accent and the comprehension level required for a normal rate of speech.

B. Department Authorized Interpreter (DAI) – a member of the Department, with a fluency in a language other than English, who is authorized to interpret for others.

IV. REFERENCES

A. American Translators Association Code of Ethics and Professional Practice ***(Attachment 2)***

V. RULES AND REGULATIONS

VI. PROCEDURES

A. Assessing the LEP Population and Language Needs

Members of the Suffolk County Police Department including but not limited to 911 Dispatchers, Police Officers and Investigators may come into contact with LEP individuals when answering 911 calls, responding to and investigating crimes, assisting members of the public over the phone and in informal encounters. The Department documents these contacts through the use of computer aided dispatch entries, incident reports, depositions and statements, as well as other forms and reports required by department protocol and by law.

The County has identified the following six most common languages which are spoken by individuals with limited English proficiency within Suffolk County: ***Spanish, Mandarin Chinese, Polish, Italian, Portuguese and Haitian Creole***. The demand for interpretation services experienced by the Department in calendar year 2012 reflected a 90% need for Spanish, a 3% need for Mandarin Chinese, and a 1.3% need for Polish ***(Attachment 3)***.

To ensure all residents are able to access the same level of service, the Department will enhance and/or implement the following policies and procedures:

1. At the entry point or lobby of all public police buildings and facilities, including all Police Precincts, Police Headquarters, Court Liaison, Property Section, Impound Section, Marine Bureau Headquarters, Police Academy Bureau (West) and the Airport Operations Section signage shall be posted in the most commonly spoken languages stating that interpreters are available free of charge to LEP individuals who need to report a crime or for any other official business related to Police Department operations ***(Attachment 4)***.
2. The Department has identified the following documents as ***Vital Documents***. These documents will be included in an informational book, ***Your Suffolk County Police Department (Separate Document)***, which will be available in the above six

languages and maintained at all public police buildings and facilities and on the Department website.

a. How to Obtain a Police Report (PDCS-8100)
b. Family Offense Assistance and Court Procedures (PDCS-7109)
c. What to do When Stopped by the Police (PDCS-7148)
d. A Missing Person Is – How to Report a Person Missing
e. Special Needs / Silver Alert Program (PDCS-8060)
f. Crime Victim Information Report (PDCS-8105)
g. Compliment Complaint Information Report (PDCS-1300-1)
   (1) The Compliment Complaint Information Report, PDCS – 1300-1, will be accepted by the Department when completed in languages other than English.

3. The Department will maintain Language Identification Charts at all public police facilities and in all sector cars ***(Attachment 5)***.
4. In the case of illiteracy or languages for which written materials have not been translated, such forms and documents will be read to LEP individuals in their primary language by a Department Authorized Interpreter or through the Language Line Service.
5. Links will be available on the Department website in the six languages above which, when clicked on, will provide information on how to access language assistance services as well as a PDF version of ***Your Suffolk County Police Department***.

B. <u>Services for Language Assistance</u>

The Suffolk County Police Department will take all reasonable measures to provide timely, meaningful access to the services and programs of the Department regardless of the language spoken by persons seeking such service. Department personnel will provide free language assistance to all LEP individuals who are in need of or request such assistance. Department personnel will inform the public that all language assistance services are available free of charge. Members of the Department will adhere to the following procedures when securing interpretation services:

1. In accordance with County Executive direction, the Department will identify members who possess any level of fluency in a language other than English. These members may be evaluated by Civil Service to determine whether they meet the oral proficiency standards set by Civil Service to serve as a ***Department Authorized Interpreter (DAI)***. The Police Commissioner, or his designee, will authorize members of the Department to serve as *DAI*. A current list of *DAI* and the languages they speak will be maintained in the Communications Section Supervisor's office.

2. Members of the Department who are in need of interpretation services will attempt to identify the LEP individual's primary language, employing a *Language Identification Chart* if necessary, and will then request an appropriate *DAI* via the Communications Section Supervisor. If no *DAI* are available, the Communications Supervisor will contact the Language Line Service and connect the member requesting service.

   a. Exigent circumstances: Department personnel who must communicate with LEP individuals in dangerous or rapidly developing situations may temporarily use any available interpreter. Temporary interpreters may include:

      i. Bilingual Department personnel to include American Sign Language;

      ii. Bilingual bystanders, including friends and family members of the LEP individual. Members of the Department utilizing these types of temporary interpreters shall first consider the chosen interpreter's apparent proficiency in both the source and target languages, and shall also consider any apparent bias, personal interest, or confidentiality issues raised by the use of a particular temporary interpreter. Members of the Department utilizing these types of temporary interpreters are responsible for developing and asking all questions. Under no circumstances will a temporary interpreter be permitted to independently question a LEP individual. Members shall also consider the degree to which the temporary interpreter appears to remain neutral, or appears to be inserting his or her own perspective or information into the communication.

   b. Documentation of use of temporary interpreters will be made in accordance with Rules and Procedures Chapter 26(5).

   c. Duration of the exigency. When the circumstances giving rise to the exigency have passed, members of the Department shall determine whether a continued need for interpretation services exists.

      i. If no further interpretation is required, members shall review the content of the interpretation for accuracy and sufficiency.

      ii. If the content provided by the temporary interpreter is incomplete, inaccurate or otherwise compromised, or if the need for interpretation services extends beyond the period of exigency, members of the Department shall utilize the DAI list, or the Language Line Service.

3. When correspondence is received by the Department in a language other than English, it will be translated into English. Once translated, if the correspondence would be considered a citizen complaint, it will be forwarded to the Commanding Officer of the Internal Affairs Bureau for investigation. The Department will respond to all correspondence in a timely manner.

4. The Department's *Compliment / Complaint Information Reports* that are in languages other than English will indicate interpretation services are available at Police facilities or over the phone.

5. All members of the Department, both sworn and civilian, have access to the Language Line service 24 hours a day, seven days a week. Language Line provides interpretation services in more than 170 different languages. Dual handset telephones for use in communicating via the Language Line interpreter service have been installed in the following locations. Refer to **Special Training Bulletin 10-16a** for instructions on their use.

    a. Front desk of every precinct
    b. Front desk at headquarters
    c. Crime Section in every precinct
    d. Detective Squad in every precinct
    e. Airport Operations Section
    f. Central Records public window
    g. Domestic Violence Section
    h. Hate Crimes Section
    i. Homicide Section
    j. Internal Affairs Bureau
    k. Marine Bureau desk
    l. Marine Bureau – Fire Island (two phones)
    m. Pistol Licensing Bureau
    n. Police Academy Bureau
    o. Special Victims Section
    p. Special Patrol Bureau

    Additionally, twenty–seven sector cars within the Patrol Division are equipped with cell phones programmed to automatically dial the Language Line. These cell phones are deployed in the following patrol units:

First Precinct	106, 114, 117
Second Precinct	202, 203, 217, 221
Third Precinct	302, 303, 310, 318, 322, 323
Fourth Precinct	404, 406, 417
Fifth Precinct	509, 510, 512, 513
Sixth Precinct	610, 613, 618, 619
Seventh Precinct	702, 708, 714

(Special Training Bulletin 10-16a Overcoming Barriers to Communicating/Limited English Proficiency)

6. The county has contracted with Mill Neck Interpreter Service to obtain sign-language interpreter services for deaf and hearing–impaired persons. Sign language interpreters will respond to incident locations or to police facilities to assist with communicating. Department members can utilize this service 24 hours-a-day, seven-days-a-week. The Police Department is not required to have any specific equipment available to utilize this service. Members must first call Mill Neck at 516-512-6222 and follow the voice prompts. Officers must then log onto their website at:

http://www.millneck.org/services/interpreting/interpreting.html., and then complete the request for services on the website.

7. Members using a *DAI* or any of the available interpretation services will complete the Interpretation Tracking Data Form, PDCS 7042 ***(Attachment 6)*** with all pertinent information and submit same for entry into the Department's tracking database.

8. The Department currently maintains 35 forms which are translated into Spanish ***(Attachment 7)***. Many of these forms are incident-specific and are not vital or essential public documents but investigatory documents. Obtaining a completed document from an LEP individual in a language other than English or Spanish will require the Department to have such documents translated at significant cost to the County. Instead, members of the Department shall request a *DAI* and document an LEP individual's responses in English.

C. Training

The Department will conduct annual training for all members of the Department on LEP policies and procedures. This training will be conducted for recruit and in-service personnel and will include classroom instruction as well as training videos and training bulletins.

1. The Department will continue to provide 20 hours of *Spanish Culture and Language* training in its Recruit Training Program which will include LEP policies and procedures.

2. In-service members, both sworn and civilian will receive annual training in the following:

    a. How to identify the language assistance needs of an LEP individual during an in – person or telephone interaction

    b. How to access Department Authorized Interpreters, Language Line interpreters and the use of interpreters during exigent circumstances.

    c. How to work with interpreters and assess interpreter quality.

    d. How to account for cultural diversity and language barriers in policing.

    e. Basic phrases, terms and commands in Spanish.

3. Sworn personnel will be issued a Spanish language guide memo book insert (PDCS 7041) to assist them in police related situations involving LEP individuals.

4. Department members are also required to complete the following annual Decentralized Individualized In-Service Training (D.I.I.T.):

    a. Simple Spanish Commands (DIIT) 27 minutes Produced by LETN

    b. Language Line Services (DIIT) 3:35 minutes Produced by SCPD

D. Monitoring and Compliance

The Language Access Coordinator (LAC) will be responsible for coordinating and implementing the Department's Language Access Plan. Such duties will include but not be limited to:

1. Assessing demographic data, reviewing interpreter utilization data from contracted language access services as well as data from the Interpretation Tracking Data Form, PDCS – 7042 to determine the changing needs of the community. The Department will be guided by the information collected to determine what changes and modifications should be made, what documents are designated as vital and the languages into which they should be translated. Examination of all available data and determination of the six most common non-English languages encountered within the Police District will guide the Department in assessing the need to translate Department documents into additional languages and/or the need for additional interpreter services.

2. Consulting with community-based organizations annually in order to determine if there are additional languages into which vital documents should be translated.

3. Reviewing new documents created by the Department and assessing the need for them to be translated into languages other than English.

4. Maintaining the Department's *DAI* list as well as coordinating with the Department of Civil Service to ensure members of the Department on these lists are certified and recertified as appropriate.

    a. The Department will implement a method consistent with the standards of Suffolk County Civil Service to verify levels of proficiency employees possess in languages other than English.

    b. The Department will establish a monitoring system to ensure authorized interpreters maintain a level of ethical standards consistent with that of the American Translator Association Code of Ethics and Professional Practice.

5. The Department's Internal Affairs Bureau will review and respond to all language access complaints. The Bureau will also review all complaints received by the Department in a language other than English to determine if any underlying systemic issues exist.

    a. The Internal Affairs Bureau will periodically request a list of 9-1-1 calls which the Communications Section tied into Language Line. Investigators will randomly select a predetermined number of calls to audit in order to ensure complainants were satisfied with the police service provided.

6. If a member of this Department believes a *DAI* is engaging in unethical behavior, to include adding or omitting words, phrases or context, which denies meaningful access

to an LEP individual, such member will immediately report such information to their immediate supervisor in an Internal Correspondence, PDCS 2042. Such correspondence will be forwarded through the immediate supervisor's chain of command to the Office of the Police Commissioner where a determination will be made reference such member's designation as a *DAI.*

7. The Department's Language Access Coordinator will represent the Department in its partnership with Latino community leaders as well as leaders from other communities with significant LEP populations to ensure effective implementation of the Department's Language Access Plan. This group will address community concerns about the plan as well as offer ideas and strategies for ensuring language access. The group will conduct reviews to evaluate the plan's effectiveness, accuracy and quality of services.

    a. The group will conduct a semi-annual survey of Latino and other minority advocacy groups to gauge the effectiveness of the Department's Language Access Plan as well as any other Department programs and initiatives.

    b. The Department will analyze the results of each survey and implement measures, if necessary, to improve the plan.

    c. A report detailing the survey, its results and actions taken by the Department will be published on the Department's website and in other relevant and appropriate media.

VII. ACCREDITATION STANDARD REFERENCES

A. CALEA
B. NYSLEAP

VIII. INDEX

N/A

END

LANGUAGE ACCESS PLAN ATTACHMENTS

ATTACHMENT	DESCRIPTION	PAGES
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EXECUTIVE ORDER NO. 10 - 2012

TO: All Department Heads
FROM: Steven Bellone, County Executive
Dated: November 9, 2012
RE: **Countywide Language Access Policy**

WHEREAS, Suffolk County is a linguistically diverse county in which 20 percent of the County's population over 5 years old speaks a language other than English at home, and nearly 10 percent of the people in Suffolk County are English-language learners or they are limited-English proficient, insofar as English is not their primary language and have limited ability to read, speak, write or understand English, thereby presenting potential barriers to accessing important government programs or services;

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits agencies that receive federal funds for programs or activities from discriminating against persons on the basis of race, color or national origin; and

WHEREAS, pursuant to Presidential Executive Order 13166 (August 11, 2000), federally-funded agencies must take reasonable steps to ensure that people who have limited English proficiency (LEP) have access to the recipient's programs and services; and

WHEREAS, the public safety, health, economic prosperity, and general welfare of all Suffolk County residents is furthered by increasing language access to County programs and services; and

WHEREAS, the County is committed to ensuring that language access services are implemented in a cost effective and efficient manner;

NOW, THEREFORE, I, Steven Bellone, the County Executive of Suffolk County, by virtue of the authority vested in me pursuant to the authority of the Suffolk County Charter and Suffolk County Administrative Code, do hereby order as follows:

Definitions.

For purposes of this Order:

"Direct public services" means services administered by an agency directly to program beneficiaries and/or participants. For agencies that provide services to the public that are not programmatic in nature, such as emergency services, the provisions of this order shall be implemented to the greatest degree practicable.

"Executive County agencies" mean the agencies, departments and divisions of Suffolk County government overseen by the Suffolk County Executive as their administrative head.

"Vital documents, including essential public documents" means those documents most commonly distributed to the public that contain or elicit important and necessary information regarding the provision of basic County services.

Language Access Requirements.

1. Executive County agencies that provide direct public services shall, in all relevant programs and services, competently translate vital documents, including essential public documents such as forms and instructions provided to or completed by program beneficiaries or participants. The translation shall be in the six most common non-English languages spoken by individuals with limited-English proficiency in the County of Suffolk, based on United States census data, and relevant to services offered by each of such agencies. Competent translation shall mean a trans-language rendition of a written message in which the translator comprehends the source language and can write comprehensively in the target language to convey the meaning intended in the source language. Agencies shall not use online translation tools such as Google Translate, Yahoo!, Babel Fish, or comparable services. Translation shall be achieved on a rolling basis to be completed no later than 365 days from the signing of this Order.

2. Each such agency, in all relevant programs and services, shall provide competent interpretation services between the agency and an individual in his or her primary language with respect to the provision of services or benefits. Competent interpretation shall mean a trans-language rendition of a spoken message in which the interpreter comprehends the source language and can speak comprehensively in the target language to convey the meaning intended in the source language. The interpreter shall know relevant terminology and provide accurate interpretations by choosing equivalent expressions that convey the best matching and meaning to the source language and capture to the greatest possible extent, all nuances intended in the source message.

3. Each such agency shall publish a language access plan that will reflect how the agency will comply with this Order and all progress since it last submitted a language access plan. Such plan shall be issued within 90 days of the signing of this Order, and updated every two years thereafter.

4. Each language access plan shall set forth, at a minimum, the following:

a. When and by what means the agency will provide, or is already providing, language assistance services;

b. The titles of all available translated documents and the languages into which they have been translated;

c. The number of public contact positions in the agency and the number of fully bilingual employees in public contact positions, including the languages they speak;

d. A training plan for agency employees which includes, at minimum, annual training on the language access policies of the agency and how to provide language assistance services;

e. A plan for annual internal monitoring of the agency's compliance with this Order;

f. A plan of how the agency intends to notify the population of offered language assistant services; and

g. A language access coordinator at the agency, who shall be publicly identified.

5. The language access coordinator for each such agency shall monitor the agency's compliance with this Order by annually collecting data on the provision of language assistance services, the availability of translated materials, whether signage is properly posted, and any other relevant measures. The monitoring plan shall include feedback from the public, community groups, and other stakeholders.

6. Use of language services shall not be deemed by any county employee as a basis for inquiring into confidential information relating to immigration status or other personal or private attributes. No county employee shall inquire about or disclose confidential information, including, but not limited to, immigration status, unless such inquiry or disclosure is required by law.

7. The Deputy County Executive for Intergovernmental Affairs shall oversee, coordinate and provide guidance to agencies in implementing this Order and ensure that the provision of services by agencies meets acceptable standards of translation or interpretation.

Dated: November 14, 2012

Steven Bellone
Suffolk County Executive

cc: Regina M. Calcaterra, Chief Deputy County Executive
Fred Pollert, Deputy County Executive
Jon Schneider, Deputy County Executive
Hon. Joseph Sawicki, Jr., Comptroller
Hon. Judith A. Pascale, County Clerk
Hon. Thomas J Spota, District Attorney
Hon. Vincent F. DeMarco, Sheriff
Hon. Angie M. Carpenter, County Treasurer
Hon. William J. Lindsay, Presiding Officer
Hon. DuWayne Gregory, Legislator
Hon. John M. Kennedy, Legislator

American Translators Association

Membership

American Translators Association Code of Ethics and Professional Practice

We the members of the American Translators Association accept as our ethical and professional duty

1. to convey meaning between people and cultures faithfully, accurately, and impartially;
2. to hold in confidence any privileged and/or confidential information entrusted to us in the course of our work;
3. to represent our qualifications, capabilities, and responsibilities honestly and to work always within them;
4. to enhance those capabilities at every opportunity through continuing education in language, subject field, and professional practice;
5. to act collegially by sharing knowledge and experience;
6. to define in advance by mutual agreement, and to abide by, the terms of all business transactions among ourselves and with others;
7. to ask for and offer due recognition of our work, and compensation commensurate with our abilities; and
8. to endeavor in good faith to resolve among ourselves any dispute that arises from our professional interactions,

mindful that failure to abide by these principles may harm ourselves, our fellow members, the Association, or those we serve.

As approved by the ATA Board of Directors October 2010

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American Translators Association Code of Ethics and Professional Practice Commentary

This commentary is intended to be a living document, providing in-depth explanation and examples that reflect our common experiences. We envision a framework where members will contribute examples over time of the code in practice to enable a deeper understanding of the effects of our behavior on ourselves, each other, and the industry as a whole. Read More >

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ClientLangRpt.exe

911 Suffolk County Police Dept - 102027

01/01/2012 thru 11/30/2012

Language	Minutes	Calls	Avg Length of Call	% of Total	Undiscounted Charges
SPANISH	27594	4362	6.3	89.8%	$24,504.00
MANDARIN	1009	122	8.3	3.3%	$898.50
POLISH	401	48	8.4	1.3%	$375.15
HAITIAN CREOLE	264	37	7.1	0.9%	$234.15
KOREAN	226	27	8.4	0.7%	$208.50
PORTUGUESE	194	16	12.1	0.6%	$182.90
TURKISH	172	27	6.4	0.6%	$168.12
BENGALI	110	8	13.8	0.4%	$103.90
HINDI	110	16	6.9	0.4%	$108.90
ITALIAN	92	15	6.1	0.3%	$84.80
URDU	83	11	7.5	0.3%	$78.25
FRENCH	78	14	5.6	0.3%	$69.00
RUSSIAN	66	11	6.0	0.2%	$58.65
ROMANIAN	53	5	10.6	0.2%	$42.95
CROATIAN	42	4	10.5	0.1%	$39.90
CANTONESE	32	6	5.3	0.1%	$28.80
TELUGU	30	2	15.0	0.1%	$29.70
JAPANESE	26	5	5.2	0.1%	$23.10
GREEK	19	4	4.8	0.1%	$18.05
UKRAINIAN	17	1	17.0	0.1%	$16.15
PUNJABI	13	2	6.5	0.0%	$12.87
VIETNAMESE	12	2	6.0	0.0%	$11.40
DARI	10	1	10.0	0.0%	$9.90
BURMESE	9	1	9.0	0.0%	$8.91
GERMAN	7	1	7.0	0.0%	$6.65
ALBANIAN	6	1	6.0	0.0%	$5.70
SERBIAN	6	1	6.0	0.0%	$5.70
INDONESIAN	5	1	5.0	0.0%	$4.95
CZECH	4	1	4.0	0.0%	$3.00
TAGALOG	4	1	4.0	0.0%	$3.96
ARABIC	3	1	3.0	0.0%	$2.85
NEPALI	3	1	3.0	0.0%	$2.97
FRENCH CANADIAN	3	2	1.5	0.0%	$2.73
HUNGARIAN	3	1	3.0	0.0%	$2.97
MALAY	3	1	3.0	0.0%	$2.97
FARSI	3	1	3.0	0.0%	$2.97
Language Count:36	30712	4760	6.5		$27,363.97

0.0% Discount:	$0.00
Minimum Charges:	$0.00
Total Interpretation Charge:	$27,363.97

ATENCIÓN:

Si usted necesita un intéprete o si necesita llenar un documento policial, lo asistiremos con gusto.

STEVEN BELLONE
COUNTY EXECUTIVE

EDWARD WEBBER
POLICE COMMISSIONER

Interpretation Service Available

English Translation: Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

Arabic عربي أشر إلى لغتك. وسوف يتم جلب مترجم فوري لك. سيتم تأمين المترجم الفوري مجانا.	**Korean** 한국어 귀하께서 사용하는 언어를 지적하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다.
Armenian Հայերեն Ցույց տուէք ո՞ր մէկ լեզուն կը խօսիք։ Թարգմանիչ մը կանչել կը տանք։ Թարգմանիչը կը տրամադրուի անվճար։	**Laotian** ພາສາລາວ ຊີ້ບອກພາສາທີ່ເຈົ້າເວົ້າໄດ້. ພວກເຮົາຈະຕິດຕໍ່ນາຍພາສາໃຫ້. ທ່ານບໍ່ຕ້ອງເສຍເງິນຄ່າແປໃຫ້ແກ່ນາຍແປພາສາ.
Cantonese 廣東話 請指認您的語言， 以便為您提供免費的傳譯服務。	**Mandarin** 國語 請指認您的語言， 以便為您提供免費的口譯服務。
French Français Pointez vers votre langue et on appellera un interprète qui vous sera fourni gratuitement.	**Polish** Polski Proszę wskazać swój język i wezwiemy tłumacza. Tłumacza zapewnimy bezpłatnie.
German Deutsch Zeigen Sie auf Ihre Sprache. Ein Dolmetscher wird gerufen. Der Dolmetscher ist für Sie kostenlos.	**Portuguese** Português Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.
Hindi हिंदी अपनी भाषा पर इंगित करें और एक दुभाषिया बुलाया जाएगा। दुभाषिये का प्रबन्ध आप पर बिना किसी खर्च के किया जाता है।	**Russian** Русский Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.
Hmong Hmoob Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus. Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi.	**Spanish** Español Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.
Italian Italiano Puntare sulla propria lingua. Un interprete sarà chiamato. Il servizio è gratuito.	**Tagalog** Tagalog Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.
Japanese 日本語 あなたの話す言語を指して下さい。 無料で通訳を提供します。	**Thai** ไทย ช่วยชี้ที่ภาษาที่ท่านพูด แล้วเราจะจัดหาล่ามให้ท่าน การใช้ล่ามไม่ต้องเสียค่าใช้จ่าย
Khmer (Cambodian) ខ្មែរ (កម្ពុជា) សូមចង្អុលភាសាអ្នក។ យើងនឹងហៅអ្នកបកប្រែភាសាមកជួន។ អ្នកបកប្រែភាសានឹងជួយអ្នកដោយមិនគិតថ្លៃ។	**Vietnamese** Tiếng Việt Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.

POLICE DEPARTMENT, COUNTY OF SUFFOLK, N.Y.

ACCREDITED LAW ENFORCEMENT AGENCY

INTERPRETATION TRACKING

PDCS-7042a

C.C. NO. (If one was drawn - a CC# is not mandatory)
Arrest made as a result of the interpretation? ☐ Yes ☐ No

Date of Interpretation:	Interpretation Start Time:	Interpretation End Time:

Language Interpreted:	Location of Interpretation:

Name of Individual Requiring Interpreter:	Name of Victim (if applicable)	Name of Witness (if applicable)

Member Performing Interpretation (Name - Last, First, MI):	Rank/Title	Shield	Command
Interpreter Contact Information: Address	Telephone:	E-Mail Address:	
Relationship of Interpreter, if any, to LEP individual:			

Member Requesting Interpretation:	Rank/Title	Shield	Command

Summary of Action Taken:

Supervisor:	Rank/Title	Shield	Command
Entered into Database by:		Command	Date Entered

HIGHLITED BOXES ARE NEW FIELDS

SCPD FORMS PROVIDED IN SPANISH

NO	PDCS #	NAME OF FORM	DFO #	EFFECTIVE DATE
1	1051g	Miranda Warning Card	08-19	9/4/08
2	1067g SP	Permission To Search	10-07	6/7/10
3	1075g SP	Alcohol/Drug Influence Report	10-08	6/7/10
4	1082-5 SP	Deposition in Support of a Charge of Petit Larceny	10-09	6/7/10
5	1121h SP	Community Mediation Center Referral Notice *(address change on form only - no updated DFO needed)*	10-10	6/7/10
6	1300-1 SP	Compliment/Complaint Information Report	10-11	6/7/10
7	1300-2	Compliment/Complaint Brochure	10-32	12/29/10
8	1300-3 SP	Acknowledgement of Complaint	12-12	7/12/12
9	2013d SP	Release of Medical Records	12-09	5/14/12
10	2065 SP	Impound Form Letter	NO DFO	7/9/10
11	3100b SP	Burglary and Criminal Trespass Affidavit	10-13	6/7/10
12	3101c SP	Burglary and Larceny Affidavit	10-14	6/7/10
13	3102c SP	Criminal Mischief Affidavit	10-15	6/7/10
14	3103c SP	Larceny or Criminal Possession Stolen Property Affidavit	10-16	6/7/10
15	3104b SP	Forgery Affidavit	10-17	6/7/10
16	3105c SP	Larceny or Unauthorized Use of Vehicle Affidavit	10-18	6/7/10
17	3107b SP	Arson Affidavit	10-19	6/7/10
18	3109a	Identity Theft of Unlawful Possession of Personal Identification Information Supporting Deposition	10-20	6/7/10
19	3229a	DWI Enforcement Guide	11/07	10/5/11
20	3317	Stun Belt Prisoner Warning *(not a stock form - electronically supplied to Fugitive for their use)*	07-24	11/5/07
21	3370b SP	Property Description Guide	10-21	6/7/10
22	5426a	Application for Background Check	04-70	6/11/04
23	5600	Child Referral Form	06-22	12/15/06
24	7041	Spanish Language Guide	No DFO	9/1999
25	7109	Family Offense Assistance and Court Procedures *(changes from Laura Ahearn - pending)*	09-01	1/2/09
26	7145	Address Visibility Letter (OBSOLETE - nobody orders this form)	04-81	6/28/04
27	7146c SP	Mental Health Assistance Notification	10-22	6/7/10
28	7148a SP	What To Do When Stopped By The Police	06-30	3/14/06
29	8004e SP	What You Can Do To Prevent a Home Burglary		
30	8006 SP	The Police and You Coloring Book	No DFO	8/2010
31	8060 SP	Special Needs/Silver Alert Program *(Internet form)*	No DFO	6/2010
32	8100g	How To Obtain a Police Report *(wording change - no updated DFO required)*	10-27	9/14/10
33	8100-2a	Exchange of Motorist Information	No DFO	8/2010
34	8104	Crime Victim Card	09-04	2/27/09
35	8105aSP	Crime Victim Information Report	10-23a	1/25/11

HIGHLITED FORMS APPEAR IN "*YOUR SUFFOLK COUNTY POLICE DEPARTMENT*"