

Georgia Department of Public Safety

Policy Manual

SUBJECT LIMITED ENGLISH PROFICIENCY	POLICY NUMBER 14.07
DISTRIBUTION ALL EMPLOYEES	REVISED DATE 8/3/2018
	POLICY REVIEWED 8/3/2018

14.07.1 Purpose

To establish policy and procedures for communicating with non-English speaking individuals.

14.07.2 Policy

The Georgia Department of Public Safety will comply with Georgia law to ensure that the rights of non-English speaking persons are protected.

14.07.3 Procedure

- A. In the event that a subject does not speak English and interpretation is needed, the member should seek to utilize local resources in order to obtain interpretation services.
- B. A listing of interpreters certified by the Georgia Commission on Interpreters can be found by opening "Locate an Interpreter" at;
<http://coi.georgiacourts.gov/content/locate-interpreter>
- C. All Posts/Units and other work areas are encouraged to identify and maintain a roster of sign language and foreign language interpreters available in the respective local area in order to minimize travel and delay time in obtaining services. Appropriate vendors authorized for payment must be identified from the Statewide Contracts website. DPS Policy Exhibit #14.07-1 lists the current vendors on statewide contract.
- D. Arrest of Persons with limited English proficiency
 1. When arresting a person with limited English proficiency, the arresting Trooper/Officer shall adhere to the following procedures:
 - a. A qualified interpreter must be provided whenever a non-English speaking person is taken into custody.
 - b. A qualified interpreter must be provided prior to any interrogation, warning, informing of rights or taking of statements. In order to obtain a qualified interpreter, the Dispatcher on duty shall refer to the Statewide Contracts website to identify, contact, and arrange the appropriate provider/contractor

to arrange the required services. DPS Policy Exhibit #14.07-1 lists the current vendors on statewide contract.