STOCKTON POLICE DEPARTMENT

GENERAL ORDER

TRANSLATORS

SUBJECT

DATE: April 16, 2010

NO: L-1

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Use of Translators

Translators

Bilingual Pay Certification

I. POLICY

A. All Stockton Police Department sworn personnel shall utilize interpreters, when necessary, during investigations requiring interpretation.

B. Non-English languages which are eligible for bilingual pay shall be determined by the Chief of Police, based upon demographic need.

C. Stockton Police Officers Association members (S.P.O.A.) who want to participate in the bilingual pay certification must pass a proficiency examination established by the Chief of Police.

D. S.P.O.A. members who are certified to meet the functional needs of the department for bilingual skill shall be paid as specified by the S.P.O.A. Memorandum of Understanding.

E. Stockton Police Department Bilingual Certification does not certify S.P.O.A. members as court translators.

F. City of Stockton Employee’s Association (S.C.E.A.) and Mid-Management and Supervisory Level Unit (B&C) members may be eligible to receive bilingual pay.

II. PROCEDURE

A. Personnel in need of an interpreter will attempt to locate a citizen, at the scene, to assist.

If a citizen interpreter is not available, the officer will utilize on-duty sworn personnel and civilian personnel.

   1. A database of qualified, bilingual Department members can be found in the Info Cad system under “Translators.” The Telecommunications Center will maintain the updated list of certified interpreters.

      a. Department members receiving bilingual pay should expect to be utilized as interpreters while on duty.

B. The complexity of the case will be considered before an outside interpreter is called.

C. When an outside interpreter is needed, the officer will get approval from the Watch Commander or his/her immediate Supervisor before requesting the Telecommunications Center to call an interpreter.

E. The Telecommunications Center will then make attempts to contact the requested interpreter.

(The Telecommunications Center will maintain an updated list of interpreters).
F. Civilian personnel assigned to work inside a facility may be used for translation away from the facility with approval of the Watch Commander.

G. The Telecommunications Center will maintain an updated list of interpreter's telephone numbers.

H. Personnel using outside interpreters will document the incident on a Report, ATTENTION ADMINISTRATION.

I. At the discretion of the Watch Commander, off-duty personnel can be called in to assist with interpretation.

III. S.P.O.A. MEMBERS BILINGUAL PAY CERTIFICATION PROCEDURE

A. S.P.O.A. members interested in participating in the proficiency examination for bilingual pay shall contact the Lieutenant in charge of the Personnel and Training Section.

1. The Personnel and Training Lieutenant shall coordinate and arrange for a panel that possesses the bilingual skills necessary to certify that the candidate meets the functional needs of the Department for bilingual skill.
   a. The Chief of Police shall approve all certification panel members.
   b. The certification process shall be a standardized process approved by the Chief of Police.

2. S.P.O.A. members passing the proficiency examination shall receive notification and effective date for Bilingual Pay. The Department shall submit a CS-23 initiating the bilingual stipend following the administration of the examination.

B. Proficiency examination process

1. The objective of the proficiency examination is to determine to what extent individuals are capable of applying their verbal skills to situations that require bilingual skills.

2. The proficiency examination consists of an oral board involving a scenario(s) spoken in the language the S.P.O.A. member is seeking compensation for interpreting. If the S.P.O.A. member is not recommended for Bilingual Pay, he/she may retake the test after ninety (90) days.

IV. SCEA MEMBERS BILINGUAL PAY CERTIFICATION

A. Testing and certification is done by the Human Resources Department.

B. Department Heads must determine those positions (not employees) that require bilingual translation skills as a regular part of their assignment and provide authorization for testing, by completing the bilingual testing request form and submitting it to Human Resources.

C. To determine if a position requires bilingual skills, evaluate whether the employee regularly uses his/her bilingual skill in performing the duties of the position for City business.

D. Department Heads will be notified of the results of the examination and will receive a certificate of completion for employees who are successful in passing the examination. Upon receipt of the certificate, the Department shall submit a CS-23 initiating the bilingual stipend.