



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part II – Youth Services (Facilities)**



*Subject*

**English Plus – Offender [Facility]**

*Section – Policy Number:*  
**E: Programming – 2.4**

*Supersedes:*  
**II-E-2.4 (04/01)**

*Effective Date:*  
**03/13/2007**

*Date of Last Review:*  
**08/01/2011**

**Related Standards and References:**

- [The Civil Rights Act of 1964 \(Titles VI and VII\)](#) and [The Civil Rights Act of 1991](#))
- [Executive Order](#) 13166, Improving Access to Services for persons with Limited English Proficiency, 08/11/2000
- [English Plus Resolution](#) (Reintroduced 1997)
- English Plus Resolution, [Senate Joint Resolution 16 \(1989\)](#)
- [OAR Chapter 416, Division 20 \(Grievances Review Procedures for Youth and Providers\)](#)
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 3-JTS-3C-03 (Rules of Conduct); 3-JTS-5A-04 (Reception and Orientation)
- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Programming; Reintegration
- [OYA policy](#): I-D-2.1 (Use of Language Services; English Plus [Staff])
- [OYA form](#): YA 1500 (Staff Request for Offender to Use English Only)  
YA 1501 (Request for Translation Services – for *written* documents)  
YA 1502 (Request for Interpretation Services – for *verbal/oral* language)

**Related Procedures:**

- None

**Policy Owner:**

Minority Services Manager

**Approved:**

Robert S. Jester, Director

**I. PURPOSE:**

This policy provides guidelines for offender, family and staff communication in languages other than English. This policy is also applicable to the use of signing by hearing-impaired offenders and their families/visitors.

## II. POLICY DEFINITIONS:

**Limited English Proficient (LEP):** LEP individuals, as a result of national origin, are limited in their English proficiency.

- Many LEP individuals are in the process of learning English and may read, write, speak, and/or understand some English, but not proficiently.
- LEP status may be context-specific – an individual may have sufficient English language skills to communicate basic information (name, address etc.) but may not have sufficient skills to communicate detailed information (e.g., medical information, treatment groups, Multidisciplinary Treatment meetings, eyewitness accounts, information elicited in an interview, etc.) in English.

**Bilingual:** Using or able to use two languages especially with equal fluency.

**Monolingual:** Having or using only one language.

## III. POLICY:

The OYA is aware of the growing diversity of its staff and offenders. The OYA values and supports language diversity and seeks to provide language-specific and culturally-appropriate services to offenders and their families. Even though an offender may understand English at a survival level, he/she may not be at a level that permits adequate comprehension of spoken or written English.

Staff must be aware of the growing language diversity of OYA staff and offenders and the need to at times use a language other than English. Communication in an offender's native language is encouraged and acceptable among offenders, between offenders and staff, and offenders and their families.

## IV. GENERAL STANDARDS:

- A. Offenders have a right, subject to justifiable safety and security concerns, to communicate with each other in their native language, except in situations where all offenders are directed to be silent.
  - 1. A request to an individual offender not to speak his/her native language should be reasonable, supported by rationale and documented via the YA 1500 (Staff Request for Offender to Use English Only).
  - 2. A Supervisor/Manager will review the form and forward it to the Superintendent/Camp Director for final review and approval. A copy will be provided to the Office of Minority Services, and a copy will be placed in the offender's file.
- B. Bilingual staff should be readily available to facilitate communication between offenders who are Limited English Proficient (LEP), non-English language monolingual and/or hearing-impaired, offender families, and staff.

See OYA policy I-D-2.1 (Use of Language Services; English Plus - Staff) for interpreter/translator guidelines.

C. Facility rules and offender rights will be reviewed with LEP and monolingual offenders in their native languages. **Offenders will be provided contact information to seek assistance from the Office of Minority Services.**

D. Offenders are encouraged to learn English while in OYA custody.

LEP and non-English language monolingual offenders will undergo a language assessment, such as the Woodcock-Muñoz Language Survey-Revised (WMLS-R), upon intake at a facility.

E. Offenders may only be used as interpreters while waiting for proper interpretation services in unforeseeable emergencies, or in situations where accuracy and objectivity are not essential.

Offender participation as interpreters in the aforementioned circumstances is voluntary.

F. Staff will be notified of this policy during New Employee Orientation.

G. Questions related to this policy, its interpretation or development should be directed to the Office of Minority Services.

**V. LOCAL OPERATING PROCEDURE REQUIRED: NO**