



OREGON YOUTH AUTHORITY



Policy Statement

Part III – Youth Services (Community)

Subject:

English Plus – Youth Offenders [Field]

Section – Policy Number:

A: General Administration – 2.2

Supersedes:

III-A-2.2 (11/07)

Effective Date:

11/30/2011

Date of Last

Review/Revision:

None

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)
- [OAR Chapter 416, Division 20](#) (Offender Grievance Process)
- English Plus Resolution, Senate Joint Resolution 16 (1989)
- 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])
II-E-2.4 (English Plus –Offenders [Facility])
III-A-2.2a (Spanish Version - English Plus – Youth Offenders [Field])
- [OYA form](#): YA 1501 (Request for Translation Services – for *written* documents only)

Related Procedures:

- None

Policy Owner:

Office of Minority Services Manager

Approved:

Colette S. Peters, Director

I. PURPOSE:

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

II. POLICY DEFINITIONS:

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

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.

Monolingual: Having or using only one language.

III. POLICY:

OYA is aware of the growing diversity of its staff and youth offenders. OYA values and supports language diversity and seeks to provide language-specific and culturally-appropriate services to youth offenders and their families. Even though a youth 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 youth offenders and the need to, at times, use a language other than English. Communication in a youth offender's native language is encouraged and acceptable among youth offenders, between youth offenders and staff, and youth offenders and their families.

IV. GENERAL STANDARDS:

- A. Youth offenders have a right to communicate with each other and others in their native language.
- B. Bilingual staff should be readily available to facilitate communication between youth offenders who are Limited English Proficient (LEP), monolingual and/or hearing-impaired and their families, and staff.

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

- C. Youth offender rights and responsibilities will be reviewed with LEP and non-English language monolingual youth offenders in their native languages. **Staff will provide youth offenders contact information to seek assistance from the Office of Minority Services.**
- D. Staff will encourage youth offenders to learn English while in OYA custody.

- E. Staff may only use youth offenders as interpreters while waiting for proper interpretation services in unforeseeable emergencies, or in situations where accuracy and objectivity are not essential.

Youth offender participation as interpreters in the abovementioned 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 PROTOCOL REQUIRED: NO