

	Department of Public Safety Standards and Training POLICY	Policy Number: 141
		Effective Date: 3/11/2025
SUBJECT:	Limited English Proficiency Policy	Supersedes: N/A
SIGNATURE:	Signature on File Phil Castle, Director	Division(s):

APPLICABILITY:

All Department of Public Safety Standards and Training (DPSST) programs.

PURPOSE:

DPSST will take reasonable steps, when possible, to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our programs and other benefits.

AUTHORITY:

Director

REFERENCES:

Title VI of the Civil Rights Act of 1964 [Prohibits discrimination based on race, color, or national origin, in any program, service, or activity that receives federal assistance]

Title IX of the Education Amendments of 1972 (Title IX) [Prohibits discrimination on the basis of sex in any education or training program receiving federal financial assistance, with a limited number of defined exceptions]

Section 504 of the Rehabilitation Act of 1973 (Section 504) [Prohibits discrimination on the basis of an individual's disability by all federal agencies and in all federally funded activities]

The Age Discrimination Act of 1975, as amended [Prohibits discrimination in federally supported activities on the basis of age]

U.S. Department of Homeland Security regulation 6 C.F.R. Part 19 [which prohibits discrimination based on religion in social service programs]

DEFINITIONS:

For the purposes of this policy, the following definitions apply. If the document referenced for these definitions is revised, the most recently revised document for these definitions applies.

- A. Limited English Proficient (LEP) Person – An individual who does not speak English as their primary language and who has limited ability to read, write, speak, or understand English.
- B. Nondiscrimination Program Coordinator – DPSST Human Resources (HR) representative who ensures compliance with federal nondiscrimination statutes.

GENERAL:

The policy of DPSST is to ensure meaningful communication with LEP constituents and customers. The policy also provides for communication of information contained in vital documents when possible. All reasonable accommodation such as interpreters, translators, and other aids needed to comply with this policy shall be provided without cost to the person being served. Language assistance may be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with organizations providing interpretation or translation services, or technology and telephonic interpretation services

Title VI of the Civil Rights Act of 1964 is the overarching civil rights law that prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.” Nondiscrimination prohibitions have been further broadened and supplemented by related statutes, regulations, and executive orders. DPSST adheres to Title VI activities as a recipient of federal assistance from the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS).

DPSST will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, or other benefit under any of its programs, regardless of the funding source for the program. DPSST shall establish a Nondiscrimination Program Coordinator to help ensure individuals are not subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color, or national origin.

DPSST will not tolerate intimidation, threats, coercion, or discrimination against any individual or group, either (1) for the purpose of interfering with any right or privilege guaranteed under law or regulations or (2) because the individual has filed a complaint or has testified, assisted or participated in any way in an investigation, proceeding or hearing or has opposed any DPSST action or decision.

DPSST will take reasonable measures to provide access to department services for Limited English Proficient persons.

DIVISIONS AFFECTED

A. All Programs