

# NASSAU COUNTY SHERIFF'S DEPARTMENT



# LANGUAGE ACCESS PLAN

# Language Access Plan

- The Office of the Nassau County Executive is committed to ensuring that all residents have access to the programs, services and activities administered under its jurisdiction. To that end, the Nassau County Sheriff's Department (NCSD) is committed to undertaking reasonable measures to provide language access services to individuals with Limited English Proficiency.
- The NCSD is to assure compliance with Nassau County Executive Orders 67-2013 and 72-2013, and in accordance with the Official Nassau County Language Access Plan (“LAP”).

# Language Access Plan – Spoken Languages

- A Person with limited English proficiency (LEP) is defined as someone whose primary language is not English and who is unable to effectively read, write, speak or understand English
- Based on data from the US Census the top six most common language other than English spoken in Nassau County are
  - Spanish
  - Chinese (Traditional)
  - Italian
  - Persian (Farsi)
  - Korean
  - Haitian Creole

# Language Access Plan (LAP) - GOALS

- The NCSD recognizes the importance of effective and accurate communications between its employees and the community they serve. All NCSD employees must take reasonable steps to provide timely and meaningful access for persons with limited proficiency in English to the services and benefits that are practicable.
- Language assistance services are available free of charge to LEP persons
- The NCSD designated Language Access Coordinator (LAC) is Staff designated by the Sheriff
  - The LAC designee will track and monitor all coordinated efforts regarding the LAP to ensure its success
  - The LAC designee will review and update the plan as necessary

# Language Access Plan (LAP) - RESOURCES

- Sign Language interpreters are available
  - NOTE: ONLY the Sheriff's Designee is authorized to call Sign Language Services to arrange for interpreter services
- NCSD – Established list of Bi-Lingual Staff Members
- LAP Designee are as follows:
  - Correction Division: OPERATIONS UNIT SUPERVISOR or His/Her Designee
  - Enforcement Division: Central Office Captain or His/Her Designee

# Language Access Plan (LAP) – OUTREACH

- PUBLIC OUTREACH AND NOTICE OF AVAILABILITY OF LANGUAGE ASSISTANCE SERVICES
  - We inform LEP individuals about their right to free language assistance services
  - LEP individuals are informed directly by designated NCSD staff
  - Brochures or flyers about language assistance services placed in public access areas
  - Signs posted about language assistance services
  - Language Interpretation Services will be provided free of charge



# Language Access Plan (LAP) – OUTREACH

- Interaction with LEP engagement
  - List of competent Bi-Lingual Staff – Contact NCSD Human Resources
  - Staff Outreach for translation of vital Departmental documents
    - Record Keeping and Evaluation
      - The Sheriff’s designee will maintain all records of the language services provided by the NCSD and will review, track and keep records
  - General inquiry with Language Access Services
  - Inmates are not allowed to use Family and Friends as interpreters
    - Ensure Confidentiality
  - Members are not permitted to utilize the Language Access Service for the basis of inquiring into confidential information relating to immigration status

# Language Access Plan (LAP)

- It shall be the policy of the Sheriff's Office, County of Nassau, N.Y. to take all reasonable measures to provide timely, meaningful access to individuals with LEP to the services and benefits the Sheriff's Office provides. All efforts shall be made to provide free language assistance services to LEP individuals whom they encounter or whenever an LEP individual requests language assistance services. Sheriff's personnel will inform citizens that language assistance services are available free of charge to LEP persons and personnel will provide these services to such persons.
- All LEP contacts are to be documented

## **Sheriff's Department Interpreters:**

The Department utilizes Department Interpreters who are proficient in secondary languages and capable of providing interpretation and translation services to an LEP person. Members indicate their proficiency in an Employee Skills Inventory Sheet and this information is available via contacting Human Resources. Retaining the true message from the target audience's language is the aim of the interpreter. Conserving cultural terms and English words used by the LEP person is just one aspect in the process. Impartiality, confidentiality and professionalism in obtaining the facts are other elements of good interpretation.

**Nassau County Sheriff's Department**

**Human Resources can be reached at 516-572-4113**

"Point to Your Language Card" to request an interpreter:



The Nassau County Sheriff's Department is committed to ensuring that all residents of Nassau County have equal access to the services provided by our Department. If you have any concerns with our language access service please email us at:

[NCSDAdmin@nassaucountyny.gov](mailto:NCSDAdmin@nassaucountyny.gov)

516-572-4100

### Spanish:

El Departamento de Sheriff del Condado de Nassau se ha comprometido a garantizar que todos los residentes del condado de Nassau tengan igual acceso a los servicios prestados por nuestro de depamento. Si usted tiene alguna preocupación con nuestro servicio de acceso al idioma por favor envíenos un email a:

[NCSDAdmin@nassaucountyny.gov](mailto:NCSDAdmin@nassaucountyny.gov)

516-572-4100

**English: Point to your language. An Interpreter will be called. The interpreter will be provided at no cost to you.**

<b>Albanian</b> Tregoni me gisht gjuhën tuaj. Do të thërrasim një përkthyes. Përkthyesi ofrohet falas për ju.	<b>Shqip</b>	
<b>Arabic</b> أشر إلى لغتك. وسيتم الاتصال بمتكلم فوري. كما سيتم إحضار المترجم الفوري مجاناً.	<b>عربي</b>	
<b>Bengali</b> আপনার ভাষার দিকে নির্দেশ করুন। একজন দোভাষীকে ডাকা হবে। দোভাষী আপনি নিখরচায় পাবেন।	<b>বাংলা</b>	
<b>China</b> 請指認您的語言，以便為您提供免費的口譯服務。	<b>普通话</b>	
<b>Cantonese</b> 廣東話	<b>广东話</b>	
<b>Chaochow</b> 潮州話	<b>潮州話</b>	
<b>Fukienese</b> 福建話	<b>福建話</b>	
<b>Mandarin</b> 國語	<b>普通话</b>	
<b>Shanghai</b> 上海話	<b>上海話</b>	
<b>Taiwanese</b> 台灣話	<b>台灣話</b>	
<b>Toishanese</b> 台山話	<b>台山話</b>	
<b>Farsi</b> زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما درخواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می گیرد.	<b>فارسی</b>	
<b>French</b> Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.	<b>Français</b>	
<b>Greek</b> Δείξτε τη γλώσσα σας και θα καλέσουμε ένα διερμηνέα. Ο διερμηνέας σας παρέχεται δωρεάν.	<b>Ελληνικά</b>	
<b>Haitian Creole</b> Lonje dwèt ou sou lang ou pale a epi n ap rele yon entèprèt pou ou. Nou ba ou sèvis entèprèt la gratis.	<b>Kreyòl</b>	
<b>Hebrew</b> הצבע לעבר השפה שלך, ואנחנו נתקשר למתורגמן. שירותו של המתורגמן ניתן ללא תשלום.	<b>עברית</b>	
<b>Hindi</b> अपनी भाषा को इंगित करें। जिसके अनुसार आपके लिए दुभाषिया बुलाया जाएगा। आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।	<b>हिंदी</b>	
<b>Italian</b> Indicare la propria lingua. Un interprete sarà chiamato. Il servizio è gratuito.	<b>Italiano</b>	
<b>Korean</b> 귀하께서 사용하는 언어를 지정하시면 해당 언어 통역 서비스를 무료로 제공해 드립니다.	<b>한국어</b>	
<b>Nepali</b> आफ्नो भाषातर्फ आँल्याउनुहोस्। एक दोभाषेलाई बोलाइनेछ। तपाईंको बिना कुनै खर्चको, एकजना दोभाषे उपलब्ध गराइनेछ।	<b>नेपाली</b>	
<b>Pashto</b> خپلې ژبې ته اشاره وکړئ. یو ژباړونکی به راوبلل شي. ستاسو له پاره د ژباړونکي انتظام په وړیا توگه کېږي.	<b>پښتو</b>	
<b>Polish</b> Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.	<b>Polski</b>	
<b>Portuguese</b> Indique o seu idioma. Um intérprete ser-lhe-á solicitado. A interpretação é fornecida sem qualquer custo para si.	<b>Português</b>	
<b>Punjabi</b> ਆਪਣੀ ਭਾਸ਼ਾ ਵੱਲ ਇਸ਼ਾਰਾ ਕਰੋ। ਜਿਸ ਖ਼ਤਾਬਕ ਇਕ ਦੁਬਾਸ਼ੀਆ ਬੁਲਾਇਆ ਜਾਵੇਗਾ। ਤੁਹਾਡੇ ਲਈ ਦੁਬਾਸ਼ੀਆ ਦੀ ਮੁਫ਼ਤ ਇਤਜ਼ਾਮ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।	<b>ਪੰਜਾਬੀ</b>	
<b>Russian</b> Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.	<b>Русский</b>	
<b>Somali</b> Farta ku fiqluqadaada... Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.	<b>Af-Soomali</b>	
<b>Spanish</b> Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.	<b>Español</b>	
<b>Tagalog</b> Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.	<b>Tagalog</b>	
<b>Thai</b> ช่วยชี้ที่ภาษาที่ท่านพูด แล้วเราจะจัดหาสามให้ท่าน การชี้สามไม่ต้องเสียค่าใช้จ่าย	<b>ไทย</b>	
<b>Ukrainian</b> Вкажіть вашу мову. Вам викличуть перекладача. Послуги перекладача надаються безкоштовно.	<b>Українська</b>	
<b>Urdu</b> اپنی زبان پر اشارہ کریں۔ ایک ترجمان کو بلاجائے گا۔ ترجمان کا انتظام آپ پر بغیر کسی خرچ کے کیا جائے گا۔	<b>اردو</b>	
<b>Vietnamese</b> Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.	<b>Tiếng Việt</b>	

Language Identification Tool (7/15)