Limited English Proficiency Policy

The Lyon County Sheriff’s Office takes reasonable measures to ensure persons with limited English proficiency (LEP) have meaningful access to its services. A LEP person is an individual with a primary language other than English who has a limited ability to read, write, speak, or understand English. Assistance available to LEP persons includes interpretation services and translation of vital documents. This assistance is intended to allow LEP persons to effectively in participate in, or benefit from, the services of the Lyon County Sheriff’s Office and will be provided at no cost.

Scope of LEP Policy

This policy applies to any LEP persons with whom the Lyon County Sheriff’s Office comes into contact in the course and scope of providing public services, including without limitation: 911 callers, arrestees, persons detained for questioning, incarcerated persons, visitors, witnesses, and members of the public. The Lyon County Sheriff’s Office will provide LEP resources to such persons to ensure that they are afforded any and all rights under applicable law and have meaningful access to the services of the agency.

Identifying and Assisting LEP Persons

1. Identifying LEP Persons and Their Primary Language

The Lyon County Sheriff’s Office will promptly identify the primary language and communication needs of a LEP person. If necessary and practicable, staff will use the language identification card (or “I speak” card) attached as Appendix A to this policy.

2. Obtaining a Qualified Interpreter

The Lyon County Sheriff’s Office will, where practicable, utilize bilingual staff as a resource to assist LEP persons. To the extent bilingual staff are not available or do not speak the language of the LEP person, the Lyon County Sheriff’s Office will utilize the services of a qualified outside interpreter. The Lyon County Sheriff’s Office will maintain a list of qualified interpreters and their contact information.

Some LEP persons may prefer to use a family member or friend as an interpreter. Family members or friends of the LEP person may be used as interpreters if: (i) the LEP person has requested to use the family member or friend as an interpreter after being offer an interpreter at no cost by the Lyon County Sheriff’s Office; or (ii) the use of a family member or friend is necessary in an emergency or due to exigent circumstances.

3. Written Translations of Vital Documents

When translation of a vital document is needed, the document will be forwarded to the Undersheriff or his/her designee with a request for translation. Original documents being submitted for translation will be in final, approved form. The Undersheriff or his/her designee will have the document translated by a qualified interpreter.
Monitoring Effectiveness of LEP Services

On a periodic basis, the Lyon County Sheriff’s Office will assess changes in demographics, types of services or other needs that may require re-evaluation of its LEP services. The Lyon County Sheriff’s Office will ensure it makes LEP resources reasonably available based on: (1) the number and proportion of LEP persons in its service area; (2) the frequency with which LEP individuals communicate with its service providers; (3) the nature of the services provided to the LEP population; and (4) available resources and overall costs to provide LEP assistance.

Contact Us

The Lyon County Sheriff’s Office is available to answer questions regarding its LEP services and welcomes input and feedback on those services in the interest of continual improvement. Any questions, complaints, or comments regarding LEP services can be directed to the following:

Undersheriff Ed Kilgore
Lyon County Sheriff’s Office
911 Harvey Way
Yerington, NV 89447
T: 775-463-6600
E: ekilgore@lyon-county.org
APPENDIX A
1. Arabic

2. Armenian

3. Bengali

4. Cambodian

5. Chamorro

6. Simplified Chinese

7. Traditional Chinese

8. Croatian

9. Czech

10. Dutch

11. English

12. Farsi
13. French

14. German

15. Greek

16. Haitian Creole

17. Hindi

18. Hmong

19. Hungarian

20. Ilocano

21. Italian

22. Japanese

23. Korean

24. Laotian

25. Polish