

# Limited English Proficiency Policy

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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 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 offered 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](mailto:ekilgore@lyon-county.org)

# **APPENDIX A**

- |                          |  |                        |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.                                  | 1. Arabic              |
| <input type="checkbox"/> | Խոսողո՞ւմ ե՞սք նշո՞ւմ կատարե՞ք այս քանակուսու՞մ, եթե խոսո՞ւմ կա՞մ կարո՞ւմ ե՞ք հայերեն: | 2. Armenian            |
| <input type="checkbox"/> | যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।                                 | 3. Bengali             |
| <input type="checkbox"/> | ល្អបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។                                  | 4. Cambodian           |
| <input type="checkbox"/> | Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.           | 5. Chamorro            |
| <input type="checkbox"/> | 如果你能读中文或讲中文，请选择此框。   | 6. Simplified Chinese  |
| <input type="checkbox"/> | 如果你能讀中文或講中文，請選擇此框。   | 7. Traditional Chinese |
| <input type="checkbox"/> | Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.                        | 8. Croatian            |
| <input type="checkbox"/> | Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.                                 | 9. Czech               |
| <input type="checkbox"/> | Kruis dit vakje aan als u Nederlands kunt lezen of spreken.                            | 10. Dutch              |
| <input type="checkbox"/> | Mark this box if you read or speak English.  | 11. English            |
| <input type="checkbox"/> | اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.                           | 12. Farsi              |

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérta vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această casuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish