

KANSAS CITY, MO. POLICE DEPARTMENT		DATE OF ISSUE	EFFECTIVE DATE	NO.
PERSONNEL POLICY		11/15/2005	11/30/2005	410-1
SUBJECT			AMENDS	
Policy Series 400: Compensation 410 – Bilingual Skill Pay				
REFERENCE		RESCINDS		
		410		

I. INTRODUCTION

Sworn and non-sworn members, with the exception of Police Officer Candidates, will receive compensation for the ability to interpret a foreign language or translate for the hearing impaired.

II. POLICY

- A. Sworn and non-sworn members, with the exception of Police Officer Candidates, who have been tested and found to be proficient in a foreign language or American Sign Language for the hearing impaired, shall receive \$50 per month for bilingual skill.
- B. Skill pay is paid biweekly and will not be paid while the member is assigned to the sick leave pool, the injury leave pool, limited duty pool or on suspension without pay.
- * C. The Communications Unit supervisor must be contacted anytime interpretation services are needed to ensure only members that have been tested and found to be proficient are being utilized. Members who are on the bilingual call list will be used for translation on a rotation basis based on hours of assignment.
 - 1. Sworn members may be utilized in any situation requiring translation with the exception of those members in an undercover capacity. (Undercover members will only be utilized by undercover elements.)
 - 2. Non-sworn members may be utilized by telephone or in situations where their personal safety is not an issue.
- D. Proficiency Standard
 - 1. Spoken Language - The speaker's proficiency is at a high intermediate level, as demonstrated by the ability to describe situations and express him or herself with creativity by improvising linguistically and using a broader range of vocabulary. The topics the individual is able to handle will include some formal and informal situations but with limited linguistic and social knowledge of idiomatic expressions. The speaker is able to express ideas and can occasionally use a higher register of words, although inconsistently. The grammatical errors that occur do not interfere with speech and the speaker will be understood fairly well.

2. Sign Language – The member must comply with the licensure law for interpreters (Chapter 209.319 – 209.339 RSMo).
- C. Frequency for Testing
1. Foreign Language – Members must be retested every three years.
 2. Interpreters for the Deaf – The State Committee of Interpreters requires the license be renewed annually.

III. PROCEDURE

A. Spoken Language Testing Process

1. The Human Resources Division will conduct testing once a year and will announce the test to all members.
2. The department will pay for the cost of testing for bilingual skill pay.

B. Sign Language Testing Process

1. Members wanting to become certified in American Sign Language must contact Missouri State Committee of Interpreters, Jefferson City, MO for testing and certification. Contact by e-mail at INTERP@MAIL.STATE.MO.US or at the web site <http://www.ecodev.state.mo.us/pr/inter>
2. The department will reimburse members for the cost of testing and becoming certified under the licensure law for interpreters.

C. Approval Process

1. Foreign Language
 - a. The member will be notified of the score.
 - b. The Human Resources Division will authorize payment for bilingual skill pay.
2. Sign Language
 - a. Member must present documentation showing they are a licensed interpreter in the State of Missouri.
 - b. The Human Resources Division will authorize payment for bilingual skill pay.

D. Call List

- * 1. The supervisor in the Communications Unit will be contacted to ensure a member listed on the bilingual call list is utilized for interpretation services. If a member from the call list is unavailable, the supervisor will contact a department approved language interpretation service.

- * 2. The Communications Unit supervisor will maintain a call utilization log.
- * 3. The Human Resources Division, testing specialist will compile the bilingual call list annually and forward to the Communications Unit supervisor.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this 15th day of November 2005.

Angela Wasson-Hunt
President