

	Effective: 09-15-2022	# 09-09
	Section: Operations	Replaces or Modifies: Special Order 10/01/2020
	Title: Title VI and Limited English Proficiency Policies	
Issued by: Chief Deputy Mattie Provost		

Purpose:

To implement specific policy concerning compliance with Title VI of the Federal Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. Further, to establish reasonable steps to provide meaningful access to Limited English Proficient individuals (LEP).

Policy:

It is the policy of the Fort Bend County Sheriff’s Office (FBCSO), under Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; and related statutes and regulations, that no person shall on the basis of race, color, national origin, sex, religion, age, disability, income or family status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program, service or activity administered by the FBCSO or its sub-recipients. The FBCSO recognizes its responsibility to the Fort Bend County community in which it operates and to the society it serves and pledges to utilize its best efforts to provide equitable and accessible public access to its services to all persons.

It is the policy of the FBCSO to take reasonable steps to provide meaningful access to LEP individuals incarcerated, detained, or otherwise encountering FBCSO facilities, programs, and activities. The policy is to ensure that language will not prevent staff from communicating effectively with LEP inmates, detainees, and others to ensure safe and orderly operations, and that limited English proficiency will not prevent inmates, detainees, or parolees from accessing important programs and information; understanding rules, participating in proceedings; or gaining eligibility for parole, probation, treatment programs, alternatives to revocation, or classifications. Note that while FBCSO is not the authority granting parole or probation or supervising same, it is our policy to provide access to LEP regardless of such status.

Procedure:

- I. Title VI
 - A. The FBCSO does not tolerate discrimination in any of its programs, services or activities; and will not exclude participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, religion, age, disability, income or family status. The FBCSO values diversity and both welcomes and actively seeks input from all interested parties.
 - B. Any person who believes he or she has been discriminated against on the basis of race, color, national origin, sex, religion, age, disability, income or family status by the FBCSO may file a discrimination complaint by completing and submitting the FBCSO’s Citizen Complaint Form. All complaints should be submitted to the Internal Affairs Division. The Internal Affairs Division telephone number is 281.238.1597 and information can also be found on the FBCSO website at <https://www.fortbendcountytexas.gov/government/departments/administration-of-justice/sheriff-s-office/bureaus-divisions/internal-affairs-division>.

II. LEP

- A. LEP persons are individuals who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English. LEP inmates will be able to both participate effectively and also receive effective communication in their language concerning important services, programs, and proceedings; notices of rights and responsibilities; disciplinary actions and proceedings; medical and mental health requests and services; religious, disability, and other accommodations, and the inmate request system. The FBCSO does not retaliate against any inmate or member of the public for requesting language assistance, and encourages and trains staff to ensure that they are communicating effectively with LEP persons.
- B. This General Order applies to all FBCSO staff, which includes salaried and hourly employees, persons providing services under contract, volunteers, interns, and any other individuals providing services for FBCSO.
- C. County Jail Procedures - The Jail Procedures Manual Procedure #02.22 Section 6 gives detailed procedures on dealing with Inmates with Disabilities or Limited English Proficiency which shall be followed as applicable.
- D. Other Bureaus/Division of the FBCSO – When encountering persons with LEP may contact the FBCSO Dispatch center so that appropriate communication can be established using the currently contracted language line services. In emergency situations or where reasonable, field personnel may also get aid from other sources to create effective communication. Note that the Dispatch center also has capability to communicate via TTY/TDD concerning those who are hearing impaired.
- E. The language line identification card is to be used as an aid in determining language needs as applicable.

III. Only the Sheriff or Chief Deputy may authorize exceptions to this General Order.