



A
16-029
02/26/16

**(LEP) Data Collection
Crime Data Warehouse**

Department General Order 5.20 (Language Access Services for Limited English Proficient Persons), in compliance with the City & County of San Francisco law, requires data collection for the purpose of determining how many LEP individuals the Department is assisting.

To be more comprehensive in the Department's efforts to collect LEP data, the Technology Division has added an LEP data collection area to the incident report writing system, Crime Data Warehouse (CDW). Effective Wednesday, March 16, 2016 at 1000hours, some of the data entry fields will be mandatory and will appear on the Witness, Victim and Suspect pages of CDW.

Attached are instructions with illustrations that show the new fields on the respective report pages. Members who have questions should contact the Technology Division at 415-837-7373.

Lieutenants shall ensure that information about the new requirements in CDW is provided to members at upcoming line-ups.

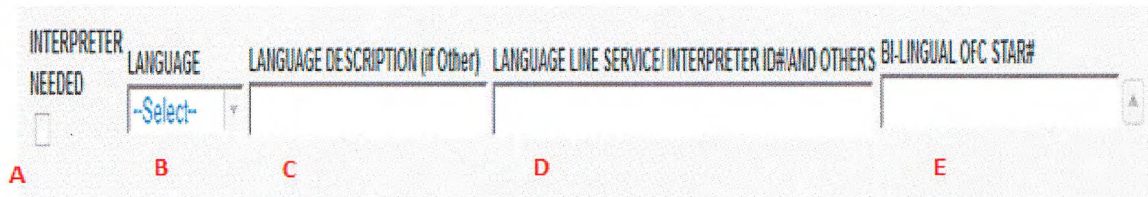
Per DB 15-141, both sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS.

A handwritten signature in blue ink, which appears to read "Greg P. Suhr".

GREGORY P. SUHR
Chief of Police

(LEP)Limited English Proficient Data Collection Instructions

The following illustration and instructions show the new fields on the respective report pages.



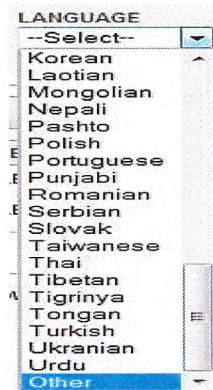
INTERPRETER NEEDED	LANGUAGE	LANGUAGE DESCRIPTION (if Other)	LANGUAGE LINE SERVICE/ INTERPRETER ID#AND OTHERS	BI-LINGUAL OFC STAR#
A	B	C	D	E

1. When an Interpreter is used or needed, check **Box (A)**.



INTERPRETER
NEEDED

2. Once **Box (A)** is selected **Box (B)** will be activated. This will allow you to choose a language spoken from the drop down Language list. If the required language spoken is not present in this list, then choose “Other.” **Box (B)** is a mandatory field and must be filled out to continue.



LANGUAGE
--Select--
Korean
Laotian
Mongolian
Nepali
Pashto
Polish
Portuguese
Punjabi
Romanian
Serbian
Slovak
Taiwanese
Thai
Tibetan
Tigrinya
Tongan
Turkish
Ukrainian
Urdu
Other


3. If you chose “Other” it will activate **Box (C)** and it is a mandatory field and must be filled out to continue. This is a free form text

area where you can enter the language that is not in the drop down list of languages. If you don't choose "Other" then this field will be grayed out.

LANGUAGE	LANGUAGE DESCRIPTION (if Other)	LP
Other ▾	Bhutani x	

4. Either **Box (D)** or **Box (E)** must be filled out. If you used a language line service or other source for interpretation (i.e., not a Certified SFPD Officer with a star number) then fill out the free form text **Box (D)** with interpreter ID, etc...

LANGUAGE LINE SERVICE/ INTERPRETER ID#/AND OTHERS
1234. google translate. other. etc..

5. If an SFPD Officer, SFPD PSA, or other SFPD Civilian Employee provided the translation service, then click  in **Box (E)**, then click on the name of the person from the popup window.

BI-LINGUAL OFC STAR#
<input type="text"/>