

	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	5/27/2020	5/27/2020	410-2
SUBJECT			AMENDS	
Policy Series 400: Compensation 410 – Bilingual Skill Pay				
REFERENCE		RESCINDS		
PI: Limited English Proficiency		410-1		

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. TERMINOLOGY

- A. KCPD Bilingual Skill Pay List - A list of department members who have been tested, found to be proficient, and approved to provide interpretation in a foreign language.
- B. Interpreter - The act of listening and communicating in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

III. 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, will receive compensation in accordance with the current Memorandum(s) of Agreement (MOA).
- 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. 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 inconsistent.

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 (RSMo Chapter 209.319 – 209.339).

D. Frequency for Testing

1. Foreign Language - Members must be retested every three (3) years.
2. Interpreters for the Deaf - The State Committee of Interpreters require the license be renewed annually.

IV. PROCEDURES

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 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 by email at interpreters@pr.mo.gov or <http://www.pr.mo.gov/interpreters>.
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. Notification of member's scores will be handled by the Personnel Records Section or Human Resources Division via email, letter, phone call or any combination thereof.
- b. The Human Resources Division will authorize payment for bilingual skill pay.

2. Sign Language

- a. Members must present documentation to the Personnel Records Section showing they are a licensed interpreter in the State of Missouri.
- b. The Human Resources Division will authorize payment for bilingual skill pay.

Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners this ___day of_____2020.

Nathan Garrett
Board President

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