

LIMITED ENGLISH PROFICIENCY POLICY

The City of Vicksburg, Mississippi will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy also provides for communication of information contained in documents provided by the City. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served.

Language assistance will be provided through the use of contracts or formal arrangements with organizations providing interpretation or translation services, technology and telephone interpretation services and/or use of a family member or friend of the LEP.

Procedures:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE:

The City of Vicksburg will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or "I speak" cards) or posters to determine the language.

2. OBTAINING A QUALIFIED INTERPRETER:

Some LEP persons may prefer or request to use a family member or friend as an interpreter and that is acceptable unless the situation requires sworn testimony or confidential information.

The City Clerk's office will maintain an accurate and current list showing the name, language, phone number and hours of availability of bilingual staff and contractors.

3. PROVIDING WRITTEN TRANSLATIONS:

When translation of documents is needed, each department of the City of Vicksburg will submit documents for translation into frequently-encountered languages to the City Clerk. Original documents being submitted for translation will be in final, approved form with updated and accurate legal and medical information.

City Departments will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

The City of Vicksburg will set benchmarks for translation of vital documents into additional languages over time.

4. PROVIDING NOTICE TO LEP PERSONS

The City of Vicksburg will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. At a minimum,

notices and signs will be posted in each public building. Notification will also be provided through one or more of the following: outreach documents, telephone voice mail menus, local newspapers, radio and television stations, and/or community-based organizations.

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, the City of Vicksburg will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, the City of Vicksburg will periodically assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from residents and community organizations, etc.

Approved this the 10th day of May, 2017.

The Mayor and Aldermen of the City of Vicksburg, MS


BY: George Flagg, Jr., Mayor

A

Amharic
አኔ አማራጽ ነው ምናረው.
Arabic
أنا أتحدث اللغة العربية
Armenian
Ես խոսում եմ հայերեն

B

Bengali
আমি বাংলা কথা বলতে পারি
Bosnian
Ja govorim bosanski
Bulgarian
Аз говоря български
Burmese
ကျွန်ုပ်တို့/ကျွန်းုပ်တို့မှာ ဝို ဝိုဝှာဝှာ ဝိုဝှာဝှာ

C

Cambodian
ខ្ញុំនិយាយភាសាខ្មែរ
Cantonese
我講廣東話 (Traditional)
我讲广东话 (Simplified)
Catalan
Parlo català
Croatian
Govorim hrvatski
Czech
Mluvim česky

D

Danish
Jeg taler dansk
Dari
من دری حرف می زنم
Dutch
Ik spreek het Nederlands

E

Estonian
Ma räägin eesti keelt

F

Finnish
Puhun suomea
French
Je parle français

G

German
Ich spreche Deutsch
Greek
Μιλώ τα ελληνικά
Gujarati
હું ગુજરાતી બોલું છું

H

Haitian Creole
M pale kretyòl ayisyen
Hebrew
אני מדבר עברית
Hindi
मैं हिंदी बोलता हूँ ।
Hmong
Kuv has lug Moob
Hungarian
Beszéllek magyarul

I Speak...

Language Identification Guide

I

Icelandic
Ég tala íslensku
Ilocano
Agsaonak ti Ilokano
Indonesian
saya bisa berbahasa Indonesia
Italian
Parlo italiano

J

Japanese
私は日本語を話す

K

Kachichiquel
Quim chax'q'ic ká chá bal' nwin' ri
Korean
한국어 합니다
Kurdish
man Kurdî zanin
Kurmanji
man Kurmanjî zanîm

L

Tagurian
ຂອຽງປາກາສາສາວາ
Latvian
Es runāju latviski
Lithuanian
Aš kalbu lietuviškai

M

Manx
Bán chryala tuj kiyol mam
Mandarin
我講國語 (Traditional)
我讲国语/普通话 (Simplified)
Mon
အဲလဉ်အဂၢၢ်ဃာ်

N

Norwegian
Jeg snakker norsk

P

Persian
من فارسی صحبت می کنم
Polish
Mówię po polsku
Portuguese
Eu falo português do Brasil (for Brazil)
Eu falo português de Portugal (for Portugal)
Punjabi
ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ।

Q

Qanjobal
Ayin ú chí wal q' anjob' al
Quiche
In kinch'aw k'ün ch'é quiche

R

Romanian
Vorbesc românește
Russian
Я говорю по-русски

S

Serbian
Ja govorim српски
Sign Language



Slovak
Hovorim po slovensky

Slovenian
Govorim slovensko

Somali
Waxaan ku hadiiaa af Soomaali
Spanish
Yo hablo español

Swahili
Ninaongea Kiswahili
Swedish
Jag talar svenska

T

Tagalog
Marunong akong mag-Tagalog
Tamil
நான் தமிழ் பேசுவேன்

Thai
พูดภาษาไทย

Turkish
Türkçe konuşurum

U

Ukrainian
Я розмовляю українською мовою
Urdu
میں اردو بولتا ہوں

V

Vietnamese
Tôi nói tiếng Việt

W

Welsh
Dwi'n siarad

X

Xhosa
Ndiithetha isiXhosa

Y

Yiddish
איך רעד יידיש
Yoruba
Mo nso Yooba

Z

Zulu
Ngiyasikhuluma isiZulu

Executive Order 13166 requires DHS to take reasonable steps to provide meaningful access to its programs and activities for persons with limited English proficiency and - as also required by Title VI of the Civil Rights Act of 1964 - to ensure that recipients of federal financial assistance do the same.

I Speak is provided by the Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL). Other resources at www.lep.gov

Contact the DHS Office for Civil Rights and Civil Liberties' CRCL Institute at CRCLTraining@dhs.gov for digital copies of this poster or a "I Speak" booklet.

Download copies of the DHS LEP plan and guidance to recipients of financial assistance at www.dhs.gov/crcl





JSU GLOBAL

Translation Services

JSU Global provides translation and interpretation services to Jackson State University® students, faculty, staff, Mississippi and out-of-state-based businesses, and non-US citizens.

Translation services are provided for almost any document, including birth certificates, marriage licenses, high school certificates, high school transcripts, college/university transcripts, diplomas, divorce papers from court, and divorce certificates. These documents are usually translated within five days, but upon request, birth certificates can be translated the same day. Additionally, JSU Global has the capacity to provide translations to English from Spanish, Chinese, French, German, Portuguese, Italian, Russian, Ukrainian, Byelorussian, Hungarian, Bulgarian, Vietnamese and Arabic.

Similarly, translations to English from Korean, Japanese, Turkish, Persian, Punjabi, Hindi, Bengali, Urdu, Nepalese, Gujarati, Indonesian, Malaysian, Armenian, Greek, Hebrew, Romanian, and Polish are also done here.

In addition to the translation services, JSU Global assists the courts, lawyers, police, hospitals, service agencies, and other organizations and agencies with interpretation services.

Contact:

Khalita S. Hicks

Translator & Credential Evaluator

601-979-0809

khalita.s.hicks@jsums.edu

translations@jsums.edu