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# Change Notice

DIRECTIVE AFFECTED: 1505.03  
CHANGE NOTICE NUMBER: 1505.03  
DATE: 10/31/97

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1. PURPOSE AND SCOPE. To highlight the significant changes in the new Program Statement on Language Translations Used in Official Documents.
2. SUMMARY OF CHANGES. Aside from streamlining the previous program statement and adding program objectives, the only significant change is discontinuing the maintenance of a national "Staff Language Register" of translating resources by Central Office staff.
3. ACTION. File this Change Notice in front of the Program Statement on Language Translations Used in Official Documents.

/s/  
Kathleen M. Hawk  
Director



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# Program Statement

OPI: IPD  
NUMBER: 1505.03  
DATE: 10/31/97  
SUBJECT: Language Translations  
Used in Official  
Documents

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1. PURPOSE AND SCOPE. To provide direction on translation of official documents to foreign languages.

The Bureau records all official business in the English language including rules, Program Statements (PSs), Operations Memoranda (OMs), paper forms, computer-generated records, and record copies for filing, future reference, or use in court.

While English is the only language of official record, the rapidly expanding population of inmates of foreign nationality has resulted in an increased need for obtaining and using translations. To avoid the high costs and potential delay associated with purchasing formal translations, this Program Statement authorizes staff and community volunteers to provide translations.

Translations addressed by this Program Statement may not be authorized for personal use of inmates (inmate personal correspondence) or for non-official purposes.

2. PROGRAM OBJECTIVES. The expected results of this program are:

- a. All official documents will be completed in English.
- b. All Program Statements containing rules language will be translated from English into Spanish.

c. Certain official documents for inmate use will be translated at institutions.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 1505.02      Language Translations Used in Official  
Documentation (11/16/92)

b. Directive Referenced

PS 1221.66      Directives Management Manual (9/15/97)

4. STANDARDS REFERENCED.   None.

5. CENTRAL OFFICE SPANISH TRANSLATION SERVICES.   The Office of Documents Control Systems (DOCS), Information, Policy, and Public Affairs Division, Central Office, shall translate into Spanish any PS or OM containing Bureau "rules" language (including any related forms and attachments) and distribute those translated documents electronically via BOPDOCS.   DOCS shall maintain a record copy of all PSs and OMs translated into Spanish.

6. INSTITUTION TRANSLATIONS.   Institution staff may obtain translations of local documents as the Warden deems necessary. Translated documents, forms, and records should be used as a guide to assist inmates' understanding of the forms or record's content; however, any form or document used for record purposes shall be completed in English.

For example, a Warden may determine that a translation is needed for:

- a PS or OM for which the Central Office did not provide a translation,
- an Institution Supplement, or
- a document other than a directive, such as an Admission and Orientation Handbook.

Each translated document's front page shall include the disclaimer required in Section 9 below. Translated forms completed by inmates may be filed with a copy of the English form.

When inmate population characteristics require translated documents, the Warden shall establish a readily available source (or sources) for obtaining translations. Sources other than volunteer staff might include community volunteers, local colleges, and government offices.

During the Admission and Orientation Program, any inmate not fluent in English shall be advised of the availability of translated documents.

7. SENSITIVE DOCUMENTS/TRANSLATIONS. When it is determined that a document to be translated might be sensitive, the translation may be obtained from a volunteer staff member, either local or from another Bureau site.

8. LANGUAGE FLUENCY. Staff or community volunteers shall be requested to provide their level of fluency for language(s) in writing, using a form signed by them and similar to Attachment A. The local Volunteer Coordinator shall retain completed, signed forms for local staff or community volunteers. Forms may be discarded when a volunteer is no longer willing to be a volunteer translator.

9. DISCLAIMER. Any document translated by the Bureau shall include the following statement on the front page both in English and in the language of translation:

"This is a translation of an English-language document provided as a courtesy to those not fluent in English. If differences or any misunderstandings occur, the document of record shall be the related English-language document."

10. INQUIRIES. Any questions about this Program Statement may be referred to the Office of Documents Controls Systems in the Central Office.

/s/

Kathleen M. Hawk  
Director

VOLUNTEER LANGUAGE FLUENCY

NAME:

ADDRESS:

CITY, STATE, ZIP:

INSTITUTION OR SITE (if applicable):

ELECTRONIC MAIL (if applicable):

TELEPHONE NUMBER:

TELEFAX NUMBER (if available):

LANGUAGE(S) -

Can prepare and give lectures ☐ Fluently ☐ With Difficulty

Can Speak and Understand ☐ Fluently ☐ Passably

Can Translate Articles ☐ Into English ☐ From English

Can Read Articles For Own Use ☐ Easily ☐ With Difficulty

Obtained Fluency: ☐ Formal Instruction  
☐ Practical Use  
☐ Formal Instruction and Practical Use  
☐ Other - please specify

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(Signature)

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(Date)