

ATTACHMENT A

Language Access Plan Cover Page

This cover page should be completed and attached to all completed division plans. This cover page should be filled out by the Department Liaison(s) for Language Access and approved by the department director.

Introduction

From Ordinance 18665:

King County and all its contractors shall provide free interpretation and translation services as required by this chapter to limited-English-proficient persons. When a limited-English-proficient person seeks or receives benefits or services from a local agency, office or contractor, the agency, office or contractor shall make reasonable efforts provide prompt interpretation services in all interactions with the person, whether the interaction is done remotely or in person. King County agencies and offices shall either employ sufficient qualified bilingual employees or contract with remote language services to provide interpretation services in languages spoken by limited-English proficient county residents.

2. The agency, office or contractor shall meet its obligation to provide prompt interpretation services for purposes of this subdivision by ensuring that limited-English proficient persons do not have to wait unreasonably longer to receive assistance than persons who do not require interpretation services. King County agencies shall provide support to contractors to meet the requirements of this section.

3. Where an application or form administered by King County requires completion in English by a limited-English-proficient person for submission to a local, state or federal authority, King County or its contractor shall make reasonable efforts to provide oral interpretation of the application or form as well as acknowledgement by the limited-English-proficient person that the form was translated and completed by an interpreter. King County agencies shall provide support to contractors to meet the requirements of this section.

B. King County agencies and offices shall develop language assistance plans that identify which of its vital documents and public communication materials need to be translated into languages for use by limited-English-proficient persons. The plans should also include identification of agency or office plans for providing translation of webpages, automated telephonic greetings, automated telephonic voice messages and informational signage. The threshold for the translation of vital documents and public communication materials shall be based on the top six languages identified by the tier map of limited-English-proficient persons maintained by the office of equity and social justice and the county demographer.

SECTION 7. The executive shall submit the language assistance plans required in section 6 of this ordinance and a motion that accepts the plans to the county council by September 30, 2018. The language assistance plans called for in this section shall be transmitted in the form of a paper original and an electronic copy to the clerk of the council, who shall distribute electronic copies to all councilmembers and the lead staff for the committee of the whole, the law and justice committee, the health, housing and human services committee or their successors.

Liaisons

Please provide the name of the Department//Division Liaison(s) who will oversee the implementation of the language access plan.

Attachment A

Name	Title	Phone Number
TBD	DAJD Director	206-477-2801
Hikari Tamura	Deputy Director	206-477-2351
Steve Larsen	Chief of Administration	206-477-2339

<p>Department//Division Plans</p> <p>How many Division Plans are enclosed? (Please provide a number& list of divisions):</p> <p>This is for the entire DAJD Department – no additional division plans are enclosed.</p>
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Language Access Plan for DAJD

This Language Access Planning document is required by a new Immigration Ordinance 18665 for each department/agency division. Please consult with your department or agency's Language Access Liaison(s). This planning document will be attached to a Department cover page.

From Ordinance 18665: King County agencies and offices shall develop language assistance plans that identify which of its vital documents and public communication materials need to be translated into languages for use by limited-English-proficient persons. The plans should also include identification of agency or office plans for providing translation of webpages, automated telephonic greetings, automated telephonic voice messages and informational signage. The threshold for the translation of vital documents and public communication materials shall be based on the top six languages identified by the tier map of limited-English-proficient persons maintained by the office of equity and social justice and the county demographer. The executive shall submit the language assistance plans required in section 6 of this ordinance and a motion that accepts the plans to the county council by September 30, 2018.

Background Definitions:

“Public Communication Materials” are materials that are intended for broad distribution to inform or educate people served by King County. For the purpose of translation, Public Communication Materials refers only to printed media such as:

- Brochures
- Posters
- Booklets
- Pamphlets
- Billboards
- Advertisements in printed publications.

“Vital documents” are materials that provide essential information for accessing basic county services and benefits and for which serious consequences would result if the information were not provided. Departments will define their vital documents. Examples of vital documents include:

- Emergency messages and alerts
- Application forms
- Consent forms
- Complaint forms
- Notices of eligibility criteria, rights, denial, loss, or decreases in benefits or services

- Notices of availability of free language assistance
- Summary explanations of department's direct services

Translation: The conversion of **written** communication from one language to another in a written format. The materials translated include: Multilingual Signage (e.g. language signs at reception areas), Vital Documents, web pages, written outreach materials, and educational and informational materials.

Interpretation: The **oral** conversion of communication of a spoken message from one language to another. Interpretation needs include: Community Meetings/Sessions, One-One Constituent Meetings/Appointments, Language Line, Vonage or other live-interpreter service,

In-Language Community Outreach include Ethnic Media Ad Buys, Contracting with Community Based Organizations (CBOS) to do in-language outreach, and community education and information.

Section 1: Context and Current State

1. Division/agency mission and purpose:

The Department of Adult and Juvenile Detention contributes to the public safety of the citizens of King County and Washington State by operating safe, secure, and humane detention facilities, and community corrections programs, in an innovative and cost-effective manner.

2. Geographic reach of primary services/facilities/programs:

DAJD's two Adult Divisions/jails (Seattle/KCCF and Kent/MRJC), Juvenile Division/YSC, Community Corrections Division/CCD, and the Administration Division provide related and relevant programs and services for county-wide, and often, state-wide users.

3. Demographics of current user population:

DAJD, for the most part, has no decision making authority over who is or is not in our care. We receive our user population based on the work of law enforcement, the prosecutor's office, and courts. While the demographic makeup is a little different depending on adult, juvenile, or CCD division, our populations are frequently low income, many experiencing homelessness. Many suffer from mental illnesses and/or drug or alcohol addiction issues. Our populations represent similar population demographics of King County but with some disproportionate minority representation. Anecdotally, the languages used by our customers are

similar to the languages spoken by residents of the county. We believe that Spanish speaking users represent the largest user community next to those who speak English.

4. Demographics of intended or priority populations:

Our priority populations are the same as indicated above. Our goal is to better serve our LES populations by identifying any gaps in our service provision that may result from lack of language access.

5. People who are not fluent speakers or writers of English are considered Limited English Speaking (LES). Do you assess LES data in your division? Yes No

When users come to one of our divisions, we quickly learn their language needs. We have a gap in our ability to capture meaningful data on LES because of our systems. That said, we are working on a new Jail Management System (JMS) that should provide us with much better information. JMS is expected to roll out in 2020. It will allow us to better track primary languages, requests for translation/interpretation, etc. In the meantime, we have very limited data, and most of what we do have is not easily analyzed nor reliable.

6. What tools (census maps, school data, subcontractor data, community meeting data, etc) are you using to gather information about the LES communities that your Division/agency serves?

Current tools: We have various forms used by divisional staff that capture some information but it is not easily reported on. Our primary data systems also have some basic but largely unreliable data on language. Otherwise, we are responsive/react to the populations brought to us.

7. Existing language access policies, service levels, tracking methods:

DAJD provides stipends to 35 (approx. \$17,500 annual expense) of our 900 employees who have secondary language skills representing 3 languages and covering each of our divisions. We recently expanded our stipend program to provide them for staff who had 5 of the top five languages spoken in King County. Staff may be called upon to do in-person translations, written translations, validating other translators' work. Signs are posted in our facilities about language access. We also provide access to language lines as needed. Our largest population of users, our adult inmates, each receive an inmate handbook that details language

access needs and is only currently offered in English and Spanish. We have interpreter/language access policies in our adult and juvenile divisions.

8. Current state of translated materials and interpretation service levels. Please note: Current Executive order mandates King County to translate all documents into Spanish and recommends translation into: Vietnamese, Somali, Russian, Chinese, Korean, Amharic, Arabic, and Ukrainian. The below chart allows for each department to report and plan for the populations served.

DAJD remains a largely paper-based department. We have many forms, some of which have been translated (mostly Spanish). We will attach a spreadsheet developed outlining the majority of our materials.

Current State	Primary tools, methods, and channels for interactions		
Language:	Print materials and .pdfs of vital docs	Websites, email, social media content	In-person, interpretation services
Spanish	Yes / Many	Yes/Some	Yes
Russian:	No	No	Yes
Chinese:	No	No	Yes
Somali:	No	No	Yes
Vietnamese:	No	No	Yes

Vital Documents/Public Communication Materials Inventory

Vital Document/ PCM:	Ever been translated? Y/N	Languages currently translated into:	Date English document was last revised:	Date translation was updated:	Additional languages needed to be translated into:
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See attached Excel sheet

Section 2: Analysis/prioritization of future needs

1. Have you identified Key gaps existing language access policies, service levels, tracking methods?

Many of our forms are not currently translated except to Spanish. We have very little information on our webpages in languages other than English. We have very little information about what language access is needed, successes/failures in our provision of language services, basic information about frequency of use, etc. We do not have a way to survey/accept complaints in multiple languages. We don't have a qualitative way to measure and ensure the quality of our LES services. We would likely need to begin with an assessment of our English materials to determine readability with our low literacy users in mind. We also need to determine if our technology changes can help us reduce reliance on forms and how to incorporate LES goals.

2. Have you identified amount / type of vital documents and public communication material translation materials that need to be completed and do you have a backlog of these? Please create an inventory of these needs for 2019.

See attached spreadsheet. We also have a variety of web-based materials that would need to be translated into multiple languages. We have no current plans/budget to complete additional translations at this time. This work would need to be planned for and resourced appropriately.

3. What communities have you not been able to serve effectively because of insufficient translation and interpretation resources?

While we do well to provide interpretation services to anyone interacting with our divisions (in-person translations or language line), we do not have any qualitative measures to determine our service levels. Other than English and Spanish – most other translation services are non-existent. Anyone is able to access the language line with any language.

4. Do you have a plan and existing funds to work towards some of your translation and interpretation goals for the remainder of 2018? Yes No Please describe these:

Significant changes and elimination of many documents will take place with the introduction of the JMS.

Language translation plan is a part of the JMS vendor contract but the scope of that work and timing has yet to

be finalized. There is no specific funding for translation. We do provide in-person interpretation services and seem to be meeting the needs of our users but without some qualitative data, we are unsure.

Section 3: Work plan

1. Given each department's limited resources, please develop a two year sequencing of resource deployment (by languages and methods/channels) to advance business/agency goals and objectives.

Intended state by 2020	2020 improvement targets		
Language:	Print materials and .pdfs of vital docs	Websites, email, social media content	In-person, interpretation services
Spanish	<ul style="list-style-type: none"> High Migrate print materials, as much as is possible, to new Jail Management system; create complaint forms and other qualitative feedback points and track quality/service measures	<ul style="list-style-type: none"> Medium If resourced, implement web-based information and online materials work with focus on most frequently used/accessed information first	<ul style="list-style-type: none"> Low Plan and implement quality/assessment evaluation/mechanism for staff interpreters
Others/all	<ul style="list-style-type: none"> High Migrate print materials, as much as is possible, to new Jail Management system in as many languages as possible; create complaint forms and other qualitative feedback points and track quality/service measures	<ul style="list-style-type: none"> Medium If resourced, implement multi-language web-based information and online materials with focus on most frequently used/accessed information first	<ul style="list-style-type: none"> Low Plan and implement quality/assessment evaluation/mechanism for staff interpreters
	Highest priority	Mid-level priority	Lower priority

2019 plan to work towards 2020 goals:

2019 plan	2019 plan		
Language:	Print materials and .pdfs of vital docs	Websites, email, social media content	In-person, interpretation services
Spanish	<ul style="list-style-type: none"> High Determine priority materials that require translation; develop plan/timeline to implement	<ul style="list-style-type: none"> High Determine county resources for translation of high priority web content; explore email/social media opportunities	<ul style="list-style-type: none"> Low Determine annual spending on language line/interp services – develop budget for 21-22
Others	<ul style="list-style-type: none"> Med Determine other high priority/impact	<ul style="list-style-type: none"> Med Determine county resources for	

	documents that could be translated in as many languages as possible; develop plan/timeline/budget to implement	translation to additional languages of high priority web content; explore email/social media opportunities	
	Highest priority	Mid-level priority	Lower priority

Section Four: Ensuring Quality & Continuous Improvement

The purpose of this section is to measure and ensure high quality language access services.

It is encouraged that all translations go through a third-party quality assurance review. If you have your translation completed by a translation vendor, this is an additional layer of review since vendors already provide a reviewer for all translations. There are three ways you can choose to have this third-party quality assurance review completed.

1. Translation Vendor. You may choose another vendor from your department’s approved list of translation vendors to complete the quality assurance review.
2. Certified Translator. You may have your material(s) reviewed by internal staff who are certified in the target language.
3. Target Audience. Another option is to have your material reviewed by someone from your target audience. If you have relationships established with local community-based organizations that serve your target population, you can ask them to review your translated materials for cultural relevancy and quality assurance.

Service	Do you have a system to measure quality of services? Please answer Yes or No for each service listed.	
Translation	<input type="checkbox"/> Yes Please describe how you measure quality:	<input checked="" type="checkbox"/> No Do you need technical assistance?
Interpretation	<input checked="" type="checkbox"/> Yes Please describe how you measure quality:	<input type="checkbox"/> No Do you need technical assistance?

2. Please describe how priority populations / populations of concern will be consulted on the effectiveness of language access effort:

While we haven't developed a strategy and accompanying project planning efforts, we have a variety of LES communities to call upon in the area to evaluate any program planning and implementation. We would likely focus on the 5 primary languages identified by DAJD first. We could also survey our division-user base to baseline quality/satisfaction and compare with a follow up survey down the line. We could also engage the same communities to help us with readability/access kinds of issues in our web-based materials focused on how/what/where they would like to access information in their language. We would also likely need to start with our English materials and focus on basic readability.

3. Measures of success that will inform the degree that language access innovations are helping advance toward agency and program objectives:

Possible measures include: all users of DAJD programs/services can access those programs/services based on their primary language; users will have broader access to a wider range of materials in their languages; numbers of LES communities consulted increases by x%/year; programming in secure facilities and CCD programming is provided in multiple languages.

Complaints	Do you have a system to handle language-access related complaints? Please answer Yes or No for each type of complaint.		
We provide information to LES individuals advising them of the right to file a complaint if they did not get the information or service they sought due to language barriers.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Other Please describe.
We display information on how to file a complaint.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other Please describe.

Please describe how your division handles complaints regarding the provision of language access services. During booking/intake process for inmates and clients, language translation/interpretation is made available upon request. For visiting public, language translation/interpretation is made available upon request at Reception. In both cases, this includes complaint forms.

Section Five: Total Department Budget for Language Access

Please fill out the following using the total from each division's plan. Refer to "Part Five: Implementation" for each Division

Language Access Services	Total Budget Allocated - None at this time
Translation	None at this time
Interpretation	None at this time
In-Language Outreach	None at this time
Ethnic Media Ad-Buys	None at this time

Thank you for your attention to making the King County a model county in language access.

William Hayes		9-13-18
Division Director		Date
Hikari Tamura – Dpy Director		9-13-18
Division Staff	Title	Date
Steve Larsen – Chief of Admin.		9-13-18
Division Staff	Title	Date
Immigrant and Refugee Policy & Strategy Analyst		Date

ATTACHMENT A

Form #	Vital Document/PCM:	Ever Been Translated? Y/N	Languages currently translated into:	Date English document was last revised?	Date translation was last updated:	Additional languages needed to be translated into:	Department	Public/client facing?	Print materials and .pdfs of vital docs	Websites, email, social media content	In-person, interpretation services
F-306	Weekly Inspection Checklist										
CCD	2018 CCD Universal Intake Form			7/10/05			CCD				
CCD	2018 CCD Universal Reference form			7/10/05			CCD				
CCD	2018 CCD Universal ROI			7/10/05			CCD				
CCD	WORK CREW INFORMATION SHEET August 2016			8/1/16							
F-501	Purchase Order			1/1/03							
CCD	2018 CCD Spanish Release of information	Y	Spanish				CCD				
CCD	2018 CCD Spanish Universal Reference form	Y	Spanish				CCD				
CCD	EHD WER Spanish Reporting Instructions	y	Spanish				CCD				
CCD	WER BLH HBR Information sheet						CCD				
CCD	WER EHD Fee Collections						CCD				
F-507	Pistol Proficiency Evaluations			3/98							
F-309	EHD Verification Data			9/1/18							
F-310	WER Medication Logs						CCD				
F-311	WER Medication Notices						CCD				
F-311S	Spanish WER Notice Regarding Medication.doc	y	Spanish	2/1/18			CCD				
F-514	Training Approval Routing			4/1/07							
F-500	KITE - Vegetarian Diet Request	Y	Spanish	3/1/07							
F-516	Overtime Sign Up- 1,2,3 Shifts			6/1/06							
F-517	Additional Postage Charge			9/98							
F-519	Outside/Secondary Employment Request			12/1/14							
F-502	W/R Authorization for Pass Release			11/1/85							
F-521	Respiratory Protection Policy(PAPR)			6/1/06							
F-522	First Aid Kit Inspection			3/98							
F-523	Supervisors Incident Report			1/1/10							
F-524	Respiratory Protection Questionnaire			1/00							
F-502S	Spanish request and authorization for pass release	y	Spanish								
F-503	KCCF Marriage Process			11/1/00							
F-527	Salary Step Increase Notification										
F-504	In Custody Def Req for Video Appear			8/1/95							
F-529	Policy/Procedures Receipt Form			6/97							
F-505	Towing Permission Release			12/1/09							
F-531	Jail Incident Report			5/1/07							
F-506	Inmate Phone System Complaint			7/1/05							
F-533	Policy Revision Change Request			10/1/12							
F-508	Institutional Behavior Alert			2/1/92							

F-509	Application Atty or Police visit inmate			3/1/03							
F-510	Application to Visit Inmate	Y	Spanish	6/1/07	06/01/07						
F-512	Incomplete Identification			5/1/07							
F-537	Maintenance Kites										
F-513	Instruction Application			4/1/07							
F-515	Money/Property Release			12/1/85							
F-518	Permit for Eye Glass/Denture			4/1/03							
F-520	W/R Request for Funds			11/1/03							
F-542	Late Slip			5/1/07							
F-543	Strip Search			12/1/98							
F-525	Inmate Grievance Form	Y	Spanish	8/1/09	08/01/09						
F-545	Radio Sign Out			2/93							
F-546	Supply Request Form			1/1/03							
F-511	DAD Staff Referral to JHS			10/1/97							
F-548	Major Investigation Summary			5/99	PC						
F-549	Acting Sgt/Capt Pay Request			9/1/09							
F-586	Lesson Plan			3/1/98							
KF-216	Purchase Order Form			3/1/98							
F-528	Medical/Psych Transfer			10/1/96							
F-553	Vehicle Checkout Log			5/96							
F-530	KITE -Service Request-(White)	Y	Spanish	12/1/08	12/01/08						
F-532	KITE - Classification (Green)	Y	Spanish	4/1/07	04/01/07						
F-533Deb	Commissary Form (debit/phonecards)			10/1/03							
F-557	Accident Notification Card			3/75							
F-558	Daily Inmate Movement Log			5/95							
F-559	Transport/Transfer Log			8/98							
F-560	Decline Booking Report			4/94							
F-534	News Media Hold Harmless			5/1/07							
F-535	Visiting Information Slip			10/1/15							
F-563	Shift Cash Report			2/1/07							
F-564	Facility Classification Plan (PC)			9/00							
F-565	First Aid Kit/PAPR Inspection			2/03	PC						
F-566	Tuition Course Pre-Approval Request			1/1/10							
F-567	Alternative Work Schedule Request			3/00							
F-568	FAX Cover Sheet (PC)			5/1/07							
F-569	Bail Receipt Summary			8/97							
F-570	Daily Assig Take-Home Vehicle Log			10/00							
F-571	Immediate Transfer Form			5/1/07							
F-572	Medical/Psych Transfer List			11/01							
F-573	Booking Update Request			6/01							
F-574	Tuition Program Pre-Approval Request			1/10							

F-536	Authorization to Change Bail			2/1/00							
F-576	Salary Step Increase			7/90							
F-538	KITE - Health (Pink)	Y	Spanish	5/1/07							
F-578	New Employee Assignment Sheet			1/91							
F-579	Open Transfer Request			2/02							
F-539	Inmate Worker Hire Packet (Inmate Kitchen Worker)			9/1/09							
F-540	Personnel Info Card			12/1/83							
F-541	Felony Sentence Transfer to State			5/1/98							
F-544	Inmate Rule Infraction			5/1/16							
F-547	Face to Face Visit			3/1/04							
F-550	Safe Keeping Release Authorization			1/1/11							
F-551	In/Out Booking Prop Receipt			5/1/96							
F-552	Room/Board Rate-Work Release			7/1/07							
F-554	Disc Checklist and Statement			5/1/06							
F-555	Complaint Notification			10/1/93							
F-556	Personnel Complaint Form			10/1/93							
F-591	Security Surveillance Log - KCCF			6/1/15							
F-561	Inmate Visitor Denial			7/1/86							
F-562	Impairment Assessment Form			8/1/01							
F-594	Infirmity Security-Surveillance			8/97							
F-595	Conditions of Release Pending File			2/94	PC						
F-596	Floor Control Equip Inventory/Security			3/01							
F-575	Temporary Release Agreement			9/1/10							
F-577	SMC-In Custody Request			2/1/00							
F-598	Elevator Repair Log			5/01	PC						
F-599	Policy Review & Comment			9/02	PC						
F-580	Found Property Notification			12/1/10							
F-601	Post Assignment Sheet (FTO) KCCF			1/02							
F-602	Standard Guidelines (FTO)										
F-582	User Agreement Posting-Legal Work			9/1/06							
F-584	Jail Health Receiving Screening			5/1/06							
F-583	Ad-Seg Disciplinary Appeal			10/1/06							
F-585	Media Contact/Media Access			12/1/01							
F-643	Community Corrections CCN Assignment Request Form			10/1/03							
F-587	Medical Clearance Report			6/1/03							
F-610	Fuel Purchase Log			4/07							
F-589	Custody Transfer (Jail Billing)			8/1/11							
F-612	Water Shut Off log			9/07							
F-613	Autho for Criminal History Check			11/1/06							
F-614	Hospital Duty Log			1/1/00							
F-615	Escape Checklist CCD			10/12							

F-611	Witness Statements			1/1/11							
F-616	Disciplinary Hearing			6/1/86							
F-659	WCC Credit for Goodtime			10/94							
F-617	Impairment Assessment			1/1/00							
F-661	M&S Work Order-Pending			1/03	PC						
F-662	KCCF Phone Repair List			1/03	PC						
F-663	Inmate Transfer List			9/83							
F-619	Inmate Prop Rel for Examination			2/1/85							
F-620	consular request			7/1/08							
F-622	Inmate Mail Disposition			8/1/09							
F-624	Cash Receipt-Juvenile			3/1/02			DJ YSC	Yes			
F-630	Admin Segregation Review			10/1/06							
F-631	Trust Fund Account (Closeout)			5/1/03							
F-670	Infirmery Razor Log			1/13							
F-632	Notice of Admin Segregation			4/1/94							
F-672	Phone / Video Records Request			01/2016							
F-673	URGENT- KC Prosecutors Notice			12/1/15							
F-635	IMU Program			10/1/02							
F-636	Behavior Admin Segregation			10/1/02							
F-640	Admin Seg Review Phone Deadlock			10/1/06							
F-644	Superior Court Cert of Completion			1/1/09							
F-652	Disciplinary Committee Decision			8/1/03							
F-676	Warrant Request			10/04							
F-677	Jail Time Certification			7/13							
F-657	IM to IM Correspondence Request			2/1/16							
F-658	Ultra Security Inmate Information			5/1/14							
F-660	Inmate Trust Fund Disbursement			12/1/99							
F-664	Community Corrections Introduction			11/1/03							
F-665	Inmate Window Receipts										
F-683	Supplemental Equipment Issue			1/03	PC						
F-684	Firearms Issue and Return			9/02	PC						
F-667	Inmate Funds Mail Receipts (M form)			discontinued							
F-686	Accident Notification Card-Payroll			4/82							
F-666	Bail Receipts (B form)										
F-668	Notification of CCAP Violation			9/1/06			CCD				
F-689	Firearm Repair/Inspection Report			1/03	PC						
F-690	Monthly Ammunition Sign Out Sheet			1/03	PC						
F-691	Weapons Locker Issue			1/03	PC						
F-692	Employee Locker Issue			1/03	PC						
F-669	Day Reporting Intake Form			11/1/03							
F-669	CCAP Packet 02-2018			2/1/18			CCD				

F-671	Day Reporting Individual Service Plan			7/1/02							
F-696	STG Review Reporting			5/1/07							
F-674	Injury Hold Harmless										
F-675	IIU Complaint Form			05/2015							
F-675ENOnline	IIU Complaint Form Online			05/2015							
F-675SP	IIU Complaint Form Spanish	y	Spanish	05/2015							
F-701	Shift Form Log			1/86							
F-675SPOnline	IIU Complaint Form Spanish Online	Y	Spanish								
F-678	Behavior Management Plan			08/2015							
F-679	Pat Search-Inmate Opposite Sex			10/1/83							
F-680	Initial Equipment Issue			1/1/03							
F-681	Electronic Equipment Issue			1/1/03							
F-682	W/R-Promissary Note Agreement			5/1/06							
F-710	UOF/PREA Grievance Tracker			1/14							
F-685	KITE - JHS Notification Kite			2/1/16							
F-688	3 visitors - Face to Face			Not same 547							
F-687	Equipment Verification Form			5/1/07							
F-693	Pro Se Refusal of Workstation			6/1/07							
F-694	Behavior Alert			9/1/02							
F-695	Pro Se Information Sheet			6/1/06							
F-717	Law Enforcement Visitation log			2/7/14							
F-697	Pro Se Copy Service Request			1/1/07							
F-719	FTO Pay Request - Weekly			3/23/15							
F-720	PREA Response and Containment Checklist			4/26/16							
F-698	Civil Pro Se Confirmation			6/1/06							
F-722	RMS EI Earned Overtime Form (temporary name)			05/06/2016							
F-699	Criminal Pro Se Confirmation			6/1/06							
F-724	Secure Detention Access Log			7/21/15							
F-725	ITR I-Card Log Sheet			1/26/16							
F-726	DAJD ICS Operational Planning "P" Diagram			07/2016							
F-727	ITR Release Checklist			10/17/16							
F-728	Agency Inmate CheckOut (A/R Book)			11/9/2016							
F-700	Pro Se Printing Instructions			10/1/06							
F-702	HHP Notification-Failure to Report			3/1/06							
F-731	KCCF Radio Checklist			03/7/2017							
F-704	HHP Notice of Termination			3/1/06							
F-705	HHP Notice of Closure/Completion			3/1/06							
F-707	HHP Notice of Violation			10/1/05							
F-735	ITR Sergeant Security/Surveillance Log			03/2017							
F-736	Booking Packet Quality Assurance Review			03/2017							
F-708	Juvenile Cash Receipt - Under \$10.00			11/1/13				DJ YSC	Yes		

F-709	WER Participant Verification Data			8/1/17			CCD				
F-709	F-709 WER Participant Verification Data						CCD				
F-740	Smoke Detector Removed			9/1/86							
F-709S	F-709 WER Participant Spanish Verification Data	y	Spanish				CCD				
F-711	Medical Special Diet Order			10/1/15							
F-712	Electronic Control Devices Check List			11/1/08							
F-713	Electronic Control Devices Inmate Notification			11/1/08							
F-714	PREA Education and Information at Orientation			7/18/13							
F-715	PREA Education and Info - VIETNAMESE	Y	Vietnamese	7/18/13			CCD; KCCF; MRJC				
F-748	Report of Blood and Body Fluid Exposure			4/18							
F-749	Daily Observation Report			10/96							
F-750	New Employee Work Performance Report Review			7/1/16							
F-751	Office Summary Report			10/96							
F-752	Weekly Supervisor/Sgt Report			1/1/02							
F-753	Final Shift Commander's Report			7/94							
F-718	OT Parking Fee Waiver for employee			3/4/2013							
F-755	Release List (DAJD)			5/1/07							
F-756	Prebook Receipts			1/86							
F-757	Use of Force Preliminary Investigation Checklist			7/1/11							
F-716	PREA Education and Info - Spanish	Y	Spanish	7/18/13	12/18/2014 YSC		CCD; KCCF; MRJC	yes	yes	no	yes
F-759	Security Checklist			2/90							
F-760	Detention Surveillance Log - Loading Dock			2/17							
F-761	Detention Surveillance Log - Kitchen			2/17							
F-721	Stipulation and Agreement Regarding Electronic Dev			03/16/16							
F-764	Taser Weapon Application/Performance Report			2/1/11							
F-766	15 / 30 Minute Monitoring Log			9/1/10							
F-767	Employee Recognition Awards Nomination			4/15							
F-723	Professional Visitor Rule - F2F			3/29/11							
F-729	Inmate Name Change			11/9/2016							
F-730	Veteran's Brochure			2/1/16							
F-771	Additional Persons/Vehicle Report			7/95							
F-800	Opposite Gender Announcement Data Collection Tool			9/22/14							
F-732	Unclaimed Property Release			8/1/06							
F-733	Orientation Packet			03/2017							
F-734	PRR Receipt			03/2017							
F-737	Hold Harmless Agreement(Tour/Visit)			11/1/89							
F-805	Core Competency Skill Review (23 pages)			5/18							
F-806	Individual Development Plan			5/18							
F-807	Professional Development Plan (5 pages)			5/18							

F-808	Notice of Request for Hold			7/18							
F-ICS201	Incident Briefing			05/02/2016							
F-ICS218	Vehicle Inventory			05/02/2016							
F-738	Religious Head Covering Request			12/1/16							
F-739	Religious Diet Request			7/6/11							
F-741	Kosher and Halal Commissary List			8/1/16							
F-742	Religious Diet Reinstatement			12/1/14							
KF-203	Unit Clean Up			3/97							
KF-204	Security Surveillance Log - MRJC			6/1/15							
KF-205	Personal Key Control Log			3/97							
KF-206	Shakedown Checklist			3/99							
KF-207	Key Issue Request			5/1/01							
F-743	Program Evaluation			12/1/16							
F-744	Program Tracking			12/1/16							
KF-210	First Aid Kit Inspection			3/98							
KF-211	Cell Inspection/Condition Report			3/97							
F-745	Notice to Professional Visitors-Electronic Devices			5/1/17							
F-747	PREA Brochure			11/1/17							
F-754	CHRC Annual Update Letter			7/1/10							
F-758	CHRC PREA Attachment			3/1/14							
KF-217	Fire Extinguisher Inspection			4/98							
KF-218	Self-Contained Breathing Apparatus			4/98							
KF-219	Request for Supplies			5/1/07							
F-762	Public Records Request Form			6/1/18							
F-768	Personal Information Sheet			11/1/90							
KF-222	Transfer/Transport			8/00							
F-769	Criminal History Reference Check - Annual			1/1/10							
F-770	Court Remand - Disposition of Property in Storage			1/1/10							
KF-225	Unit Inspection Report			4/1/15							
KF-226	RJC Support Area Inspection Report			3/01							
KF-227	Post Assignment Sheet-RJC FTO										
F-801	Behavior Contract			9/1/04							
KF-229	Inmate Worker Tracking			9/08	PC						
F-802	TBMU			9/2014							
KF-574	Superior Court-In Custody			9/99							
F-803	Pregnancy Restraint Notice			9/2014							
F-804	Bomb Threat			8/1/17							
KF-200	BK-Bail Receipts			3/1/97							
KF-201	K-Cards Money/Property Cards			3/1/97							
KF-202	Kent-Money/Property Release			11/1/03							
KF-208	Inmate Housing Worker Orientation			3/1/97							

KF-209	Inmate Worker Clothing Exchange			3/1/97							
KF-212	Inmate Clothing Exchange			7/1/02							
KF-213	Debitek Card Failure			3/1/97							
KF-214	Tty-Phone Visit Use			8/1/07							
KF-215	Hearing Impairment Screening			8/1/97							
KF-220	Explanation of Rights Cards			6/1/98							
KF-221	RJC-Request to Keep Separate			2/1/99							
KF-223	Facility Classification Plan			9/1/99							
KF-224	Verbal Warning/Rackback										
KF-228	Visit Information Sheet- RJC			10/1/15							
KF-230	Inmate Worker Hire Packet										
	WER Reporting Instructions 1-30-15			1/30/15				CCD			
	EHD Spanish Reporting Instructions 7.20.15 docx	y	Spanish	7/20/15							
	EHD Reporting Instructions 7-24-15			7/24/15							
	Inmate Rules of Behavior 2016 rev 4-14-16 v2			4/14/16							
	WORK CREW INFORMATION SHEET August 2016			8/1/16							
	WORK CREW INFORMATION SHEET August 2016			8/1/16							
	WER Participant Guidebook 2018			1/1/18				CCD			
	EHD Enrollment Packet 012718			1/27/18							
	CCAP Reporting Instructions 2-3-18			2/3/18							
	CCAP Spanish Reporting Instructions 2.3.18	y	Spanish	2/3/18							
	EHD Reporting Instructions 2-3-18			2/3/18							
	EHD Spanish Reporting Instructions 2.3.18	y	Spanish	2/3/18							
	WER Enrollment Packet 030118			3/1/18				CCD			
	EHD Bilingual Participant Verification Data										
	EHD Packet Spanish	y	Spanish								
	EHD WER Employer information form							CCD			
	EHD WER Reporting Instructions							CCD			
	EHD WER Spanish Reporting Instructions	y	Spanish					CCD			
	New CCAP Spanish	y	Spanish								
	Spanish PREA Education at Intake	y									
	WER BLH HBR Information sheet							CCD			
	WER EHD Fee Collections							CCD			
	WER Participant Guidebook in Spanish	y	Spanish					CCD			
	WER PREA Participant Guidebook							CCD			
	WER- Spanish reporting Instructions doc	y	Spanish					CCD			
	Securus Technologies - video visiting brochure	y	Spanish								
	VINE Brochure										
	Inmate Information Handbook	Y	Spanish	7/1/17	7/1/2017						
	Juvenile Information Handbook	Y	Spanish		7/1/2014			DJ YSC	Yes		
F-717	PREA Education and Info - Russian	Y	Russian		7/1/2013						

