



INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 15, 2003

SUBJECT: Departmental Order 2003-09, *Second Language Incentive Proficiency Requirements*

The Collective Bargaining Agreement between the City of Tulsa and Lodge #93 Fraternal Order of Police allows employees to receive a second language incentive for satisfactory completion of language reviews/testing as approved by the Chief of Police.

To qualify for incentive pay employees must be able to demonstrate the basic ability to communicate in a second language(s). Employees will be tested for this ability at facilities designated by the Tulsa Police Department. Employees will be allowed to test on duty and will receive overtime compensation if unable to do so. The City of Tulsa will bear the cost of initial testing, as well as recertification. If employees fail, they will be responsible for the costs of subsequent testing. Employees will only be allowed to retest once quarterly.

The required annual recertification testing will be held the last two weeks of May. Employees who received their initial certification after January 1 will retain their certification until May of the following year. Employees will forward proof of their certification or recertification and an *Interoffice Correspondence* requesting the second language incentive pay to the Chief of Police.

To schedule an appointment for Spanish language testing or Vietnamese language testing, contact

[REDACTED]

To schedule an appointment for Sign Language testing, contact Brenda Carpenter of the Tulsa

[REDACTED]

Those officers who receive a competency certification in Sign Language will not be considered qualified American Sign Language interpreters as defined in Policy and Procedure 31-131, *Use of Interpreters when Communicating with Deaf Persons*. Policy and Procedure 31-131 requires an officer to call for a qualified interpreter when requested by a deaf person.

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