

# EXECUTIVE ORDER



Subject:	<b>Report Translation Requests</b>
Number	<b>EO-23-010</b>
Effective Date	<b>September 8, 2023</b>
Related to	GO-SPT-304.18 (Language Access Program) GO-SPT-401.01 (Field Reporting System)

## DISTRICT OF COLUMBIA

### I. PURPOSE

The purpose of this executive order is to provide procedures for processing requests for translated records management system (RMS) offense/incident reports and traffic crash reports for limited-English proficient (LEP) or non/no-English proficient (NEP) persons.

### II. PROCEDURES

#### A. Report Translation Requests

1. Members shall provide language access services to LEP/NEP persons in accordance with [GO-SPT-304.18 \(Language Access Program\)](#).
2. Involved parties, parents/guardians of involved minors, and involved parties' legal representatives are eligible to receive translated RMS offense/incident and traffic crash reports.
3. Upon receipt of a request for a translated report by an LEP or NEP person:
  - a. The receiving member shall complete a PD Form 1009 (Application for Translated Reports) with the assistance of the requestor. The receiving member shall access language line services pursuant to [GO-SPT-304.18](#), when needed, to ensure all necessary information is collected in order to process the request.
  - b. When a report is requested, the receiving member shall confirm the identity of the requestor to ensure that he or she is eligible to receive the report by requesting photo identification and making a photocopy. If the requestor does not have photo identification, the receiving member shall direct the requestor to use the space provided on the PD Form 1009 to attest to his or her identity.
  - c. The receiving member shall provide the requestor with a copy of the completed PD Form 1009 and inform the requestor that the report will be provided within 10 business days.

4. Offense/incident report requests are fulfilled by the Public Documents Section ([mpd.public-docs@dc.gov](mailto:mpd.public-docs@dc.gov)) and traffic crash report requests are fulfilled by the Freedom of Information Act (FOIA) Unit ([mpd.FOIA2@dc.gov](mailto:mpd.FOIA2@dc.gov)). Requests received by members outside of those elements shall be submitted to the applicable element by the end of the member's shift by submitting the PD Form 1009 and photocopy of the photo identification.
5. In cases where a request is received by mail or email, the receiving member shall ensure that a PD Form 1009 is completed. If required identification is missing, the receiving member shall contact the requestor to acquire his or her photo identification or signed attestation. Members may need to access language line services to accomplish this task. Upon collection of all required information, the receiving member shall process the request pursuant to this order.

C. Translation Procedures

1. Upon receipt of a request for a translated report, the receiving Public Documents Section or FOIA Unit member shall send the report and the PD Form 1009 to the Language Access Program at [MPD.languageaccess@dc.gov](mailto:MPD.languageaccess@dc.gov) by the end of the member's shift.
2. The receiving Language Access Program member shall process the report translation and mail or email the translated report to the requestor within 10 business days of the date of request (i.e., date indicated on the completed PD Form 1009).



Pamela A. Smith  
Acting Chief of Police