



**Cook County Sheriff's Office
Asian American and MENA Data Collection and
Language Access Hearing**

Wednesday, May 24th, 2023

Data Collection Overview



- **Internal Data Collection Forms**
 - **Do you ask employees if they have additional language skills?**
 - *Eligible Cook County Sheriff's Office (CCSO) employees are informed during the onboarding process that upon the successful completion of a language aptitude test, employees are entitled to receive additional compensation in the form of a monthly financial stipend.*
 - **Please include examples any internal data collection of demographic data including HR paperwork, internal surveys, client intake, grant applications, or reports, etc?**
 - *At the present time, CCSO HR does not collect any data beyond what is outlined in the TALEO/Oracle/EBS system and much of that demographic data is self reported.*
 - *Individuals in custody at the Cook County Department of Correction (CCDOC) are asked for demographic data, including their self reported race (Hispanic Black, Latino, Hispanic White, White, Asian, Black, American Indian, and Unknown). Our internal jail management system can be updated to include other categories, as needed.*
- **External Data Collection**
 - **Please include information and examples of external data collection of demographic data.**
 - *In certain instances, the Cook County Sheriff's Police Department (CCSPD) collects information on arrestees that includes some demographic information.*
 - **Do these include Asian American and/or MENA categories?**
 - *Asian American is a category. There is not a category at the present time for MENA.*
 - **Do you collect data on "preferred language"**
 - *At the present time, the Cook County Sheriff's Office does not collect data on preferred language.*
 - **Please detail any vital forms/documents that are used in your office that does not include demographic and reasoning behind not collecting.**
 - *The CCSO respectfully requests additional dialogue with committee members prior to compiling its extensive inventory of forms and documents.*

Language Access



- **Internal**
 - **Bilingual Staff**
 - **Number of bilingual staff and what languages do those staff speak.**
 - *The Cook County Sheriff's Office (CCSO) is proud to have a diverse workforce made up of dedicated civilian and sworn employees. While the CCSO adheres to best practices in the field of Human Resources, it does not currently collect data on the total number of employees that identify as bilingual/multilingual or the range of languages that may be spoken by those employees.*
 - *At the present time, there are seven (7) employees that currently receive a financial stipend to provide translation services.*
 - **Do these bilingual staff provide translation or interpretation at work? Is this part of their job description?**
 - *Interpretation and translation services are not specifically outlined as a requirement in any employee's job description, however, the expectations governing the financial language stipend are outlined in the relevant forms and procedures.*
 - **Is your bilingual staff compensated for their translation and interpretation work?**
 - **How are they compensated?**
 - *Eligible and qualifying employees see a once-a-month stipend that is reflected in their payroll.*
 - **Is compensation negotiated as part of CBA?**
 - *Yes. At the present time, 7 of the 14 CBAs have bilingual/multilingual stipends) compensation negotiated as part of their labor agreements.*
 - **External**
 - **Please detail the name, scope, and amount for any external contract that your office has or uses for language translation and/or interpretation .**
 - *The CCSO utilizes Language Line, and the use of this service is available to all departments within the Cook County Sheriff's Office. In 2022, the CCSO spent approximately \$10,000 on the use of this service.*
 - **Please detail the main public facing documents from your office and if those documents are translated (and what languages?)**
 - *The CCSO requests additional time and dialogue with the members of the committee prior to compiling its extensive inventory of forms and documents. The CCSO works assiduously to meet the needs of individuals with Limited English Proficiency through the translation of frequently used documents and forms, as well as the use of language interpreters. Many public facing documents and forms are housed on the Cook County Sheriff's Office website, which integrates Google Translate (English, Arabic, Dutch, French, German, Portuguese, Russian, Spanish).*
 - *Phones for individuals in custody currently have English, Spanish, Polish, Mandarin, and Russian prompts.*
 - *CCDOC tablets for individuals in custody can be utilized in English or Spanish.*

Opportunities



- **Data Collection**
 - Please identify opportunities to supplement data collection practices in your office moving forward.
 - *The CCSO can rapidly develop and deploy new categories to any data collection system that we manage. Many of the systems we use interact with other state and federal agencies and we would have to ensure that our categories will translate into their established categories. Categories that we create for an individual in custody must also be updated in destination systems throughout the county.*
 - *The CCDOC will begin working internally to update its jail management system to include the documentation of preferred language.*
 - *The CCSO is committed to leading the conversation among its partners in law enforcement to work towards a more standardized categorization of demographic information in their software applications.*
- **Language Access**
 - Please identify opportunities to supplement language access practices in your office moving forward
 - *The CCSO is committed to working with the County Board and all its agencies on the adoption and use of best practices in the effort to expand language access throughout county government.*
 - *The CCSO will explore the feasibility of expanding the language stipend to non-union employees.*
 - *The CCSO will continue to encourage its workforce to apply for the language stipend through regular emails and postings in common areas.*
 - *Explore the feasibility of expanding the number of languages available to individuals in custody on CCDOC tablets.*



Questions