

From: JKunke@cityoflewisville.com [<mailto:JKunke@cityoflewisville.com>]

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Subject: multi-lingual communications

James Kunke

Director of Community Relations & Tourism City of Lewisville

(972) 219-3726

[www.cityoflewisville.com](http://www.cityoflewisville.com) / [www.visitlewisville.com](http://www.visitlewisville.com)

"Whenever the people are well-informed, they can be trusted with their own government."

- Thomas Jefferson.

Department	Communication Device	Required by Law	3 <sup>rd</sup> Party Printing	Notes
Community Development	Food Handlers Test			Purchased in two languages
	Food Handlers Test (tape)			Purchased in two languages
	West Nile Virus information			
	Petting Zoo signs		X	Safety signs required by the city
	Retail Food Protection Program manuals			
Finance	Customer Service application and waiver form			
Fire	"After the Fire" booklet			
	Public Education brochures		X	
	"Know What 2 Do" materials		X	
	Letters to school children about open house, smoke detector batteries, etc.			Distributed through LISD classes
Human Resources	Nationwide information packet		X	Employees only
	Cigna Wellness electronic newsletter		X	Employees only
	Public Information act posters	X		
	Sexual Harassment	X		
	Fair Labor Standards Act	X		
	Family Medical Leave Act	X		
	Equal Employment Opportunity poster	X		
	USERRA	X		
	OSHA	X		
	Employee Polygraph Protection Act	X		
	Works Comp notices	X		
	Unemployment rights	X		
	Pay Day Notice	X		
	Some employment advertising			

ITS	Free multi-language translation available on city website (five languages)			Through Google
Municipal Court	Emergency Protection Orders			
	Interlock warning			
	No Contest docket option			
	Options through the automatic phone system			
Parks & Leisure Services	Lake Park receipts/park rules			Given at park entry gate
	Glass container prohibition signs			
	Lake Park swimming safety signs		X	Erected as Eagle Scout projects
Police	Violent Crime Victims brochure		X	Denton County DA
	Preventing Domestic Violence brochure		X	Denton County DA
	Denton County Crime Stoppers information		X	Denton County
	Car Seat Safety brochure		X	Texas DPS
	Marijuana information brochure		X	
	DWI DIC paperwork			
	Miranda Warning Voluntary Statement			
	Magistrates Warning			
	Inmate Request for an assigned attorney			
	NET officer business cards			
	NET neighborhood event flyers			
Public Records	Election materials	X		Election Code Chapter 272
	Birth Certificate Application Form			
	Death Certificate Application Form			
	Concealed Handgun "prohibited areas" sign	X		Penal Code 30.06
Public Services	Consumer Confidence Report	X		Translation available on request