

LATINO AFFAIRS DIVISION[433]

[Created within the Human Rights Department[421] by Iowa Code sections 601K.11 to 601K.17]
 [Renamed Division of Latino Affairs by 1990 Iowa Acts, chapter 1180, section 2]
 [Prior to 12/7/94, Spanish-Speaking People Division [433]]

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CHAPTER 1 ORGANIZATION

433—1.1(216A) Function. The division of Latino affairs is established within the department of human rights pursuant to Iowa Code chapter 216A and is required to advocate for, coordinate, implement and provide services to, and on behalf of, Latino people within the state of Iowa. The commission of Latino affairs is responsible for establishing the policies for the division of Latino affairs as set forth in Iowa Code chapter 216A.

433—1.2(216A) Organization.

1.2(1) Location. The division of Latino affairs is located in the Department of Human Rights, First Floor, Lucas State Office Building, Des Moines, Iowa 50319. The telephone number is (515)281-4080. Office hours are 8 a.m. to 4:30 p.m.

1.2(2) History. This program was originally established as the governor's Spanish-speaking task force through legislative action in April 1974 in which state funding was appropriated from July 1, 1974, through June 30, 1975, with the primary mission of studying the problems of Spanish-speaking persons. The product of this study was a report entitled "Conoceme En Iowa" in which recommendations were made regarding the improvement of the socioeconomic conditions of Spanish-speaking people in Iowa. As a result of this report and the support of Spanish-speaking-related organizations and the Sixty-sixth General Assembly, Governor Robert Ray signed into law the creation of the Spanish-speaking people's commission on July 1, 1976. The new commission was to deal with issues encountered by Spanish-speaking people in the areas of education, employment, health, housing, welfare and recreation. In 1986, an overall reorganization of state government formed a new department of human rights originally consisting of seven divisions. The Spanish-speaking people's commission came under the new division of Spanish-speaking people within the department of human rights. In 1990, the name of the division and commission changed to Latino affairs.

1.2(3) Method of contacting the division of Latino affairs. Persons may contact the division of Latino affairs by telephone, mail or personal visits for any of the services provided. Individuals may call the office from within the state, station-to-station collect. Individuals who call may ask the staff to return the call on the division's telephone lines. If a Spanish-speaking staff person is not available at the time the call is received, the individual can leave a message on the voice mail or call again at a later time.

1.2(4) Composition of division staff.

a. Division administrator. The governor appoints the division administrator, subject to senate confirmation. The division administrator serves at the pleasure of the governor. The division administrator is responsible for the overall administration of the programs. The division administrator is the administrative officer of the commission and serves the commission by gathering and disseminating information, forwarding proposals and evaluations to the governor, the general assembly, and state agencies, carrying out public education programs, conducting hearings and conferences, and performing other duties necessary for the proper operation of the commission. The division administrator carries out programs and policies as determined by the commission.

b. Other staff. The commission may employ other personnel qualified to assume the responsibilities of their assigned duties.

433—1.3(216A) Commission of Latino affairs.

1.3(1) Commission established. The commission of Latino affairs is established pursuant to Iowa Code section 216A.12, consisting of nine members appointed by the governor. This commission is to be bipartisan and gender-balanced as stipulated in Iowa Code sections 69.16 and 69.16A. In addition, commission members are to be appointed with consideration given to geographic residence and density of the Latino population represented by each member as stipulated in Iowa Code section 216A.12. The members serve for a term of two years, beginning in the summer of each odd-numbered year. Members appointed shall continue to serve until their respective successors are appointed. Members receive actual expenses incurred while serving in their official capacity. Members may also be eligible to receive

compensation as provided in Iowa Code section 7E.6. The commission selects from its membership a chairperson and other officers as it deems necessary.

1.3(2) Meetings. The commission of Latino affairs meets not less than six times per year. A majority of the members of the commission constitutes a quorum. Notice of a meeting is published at least 24 hours before the meeting and will provide the specific date, time and place of the meeting. Agendas are available to any interested persons prior to or at the meeting. All meetings are open to the public, unless a closed session is voted by two-thirds or more of the membership, pursuant to Iowa Code section 21.5. The operation of the commission meetings will be governed by the following rules of procedure:

a. When a quorum is present, a position is carried by an affirmative vote of a majority of the entire membership.

b. Anyone may speak during the open forum of a commission meeting. Persons are asked to identify themselves and to speak on an issue which provides the commission with necessary information. Time limits will be indicated by the chairperson, based upon the issue presented and the number of persons wishing to speak. Written materials may also be distributed with the consent of the chairperson, after consultation with the commission.

c. Special meetings may be called by the chairperson and shall be held in accordance with Iowa Code chapter 21.

d. At the conclusion of each meeting, the commission will set the time, date and place of the next meeting, if it has not already been set.

e. Cameras and recording devices may be used at open meetings, provided the commission is informed prior to their use and provided they do not obstruct the meeting. An announcement regarding this rule will be made at the beginning of each commission meeting by the chairperson. The chairperson or presiding officer may request a person using such a device to discontinue its use when it is obstructing the meeting or if the person knowingly did not inform the commission prior to its being used. If a person fails to comply with the request to discontinue its use, the presiding officer shall order that person excluded from the meeting.

f. The chairperson or presiding officer may exclude any person from the meeting for repeated behavior that disrupts or obstructs the meeting.

g. Closed sessions of meetings may be held when requested according to Iowa Code section 21.5(1)“g” for purposes of hearing complaints of concerns by Latino individuals when such communications may subject either the complainant to retaliation by the source of concern or may subject the source of concern to unfair negative publicity. The commission shall comply with all requirements for conducting a closed meeting as provided in Iowa Code section 21.5.

h. Cases not covered by these rules shall be governed by Robert’s Rules of Order.

1.3(3) Minutes. Minutes of the commission meetings are prepared and sent to commission members at least two weeks before the next regularly scheduled commission meeting. Approved minutes are available at the division office for inspection during business hours. A copy may be obtained without charge by contacting the division office. Minutes shall show the date, time and place of the meeting, the members present, and any action taken at each meeting. In addition, the minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session.

1.3(4) Duties. Duties of the commission of Latino affairs are listed in Iowa Code section 216A.15.

1.3(5) Powers. The commission may establish advisory committees on special studies, solicit and accept gifts and grants, adopt rules according to Iowa Code chapter 17A for the commission and division, and contract with public and private groups to conduct its business.

1.3(6) Report. The commission shall make a report of its activities, studies, findings, conclusions, and recommendations to the general assembly not later than February 15 of each odd-numbered year.

1.3(7) Executive committee. The executive committee shall be comprised of the officers of the commission and shall function as the governing body of the commission between commission meetings and shall make recommendations to the commission for new policies. It is empowered to:

a. Take action on behalf of the commission when such action is required between regular meetings and deliberation by the full commission is not feasible, and

b. Work in conjunction with the department director to screen and recommend two or more candidates to the governor for appointment as administrator.

1.3(8) *Nonattendance.* Any person who has been appointed to the commission shall be deemed to have submitted a resignation if:

a. The commission member does not attend three or more consecutive regularly scheduled meetings, or

b. The commission member attends less than one-half of the regular meetings held within any 12-month calendar period.

[Filed 11/10/94, Notice 7/20/94—published 12/7/94, effective 1/11/95]

CHAPTER 2
QUALIFICATION OF LANGUAGE INTERPRETERS

433—2.1(216A) Definitions.

“*APLT*” means an approved proficiency language test.

“*ATA*” means approved training agency and refers to an agency that has met the ICLA requirements for administering the interpreter qualification program.

“*CI*” means certified interpreter and refers to a person who has been trained and has passed a state or national or both certification interpretation program at the general level or specialized level. ICLA will encourage QSIs to become CIs.

“*Client*” means the person who is in need of an interpreter’s services.

“*Contact hour*” means 60 minutes of uninterrupted instruction.

“*ICLA*” means the Iowa commission of Latino affairs.

“*IDLA*” means the Iowa division of Latino affairs of the department of human rights.

“*Interpreter*” means a person who translates orally for parties conversing in different languages or translates orally from written documents, or both.

“*Moral turpitude*” means an act of baseness, vileness, or depravity or conduct which is contrary to justice, honesty, or good morals. Examples of moral turpitude may include, but are not limited to, the following:

1. Any act or pattern of conduct involving dishonesty, fraud, or deception;
2. Any act or pattern of conduct of harassment or stalking;
3. Any criminal act of sexual misconduct;
4. Any illegal act of selling, delivering, possessing with the intent to deliver, or manufacturing drugs;
5. Conviction resulting from domestic abuse;
6. Any criminal act that occurs when a person is acting as an interpreter.

“*Provider*” means the professional or organization utilizing an interpreter to communicate with a client.

“*QGI*” means qualified general interpreter and refers to a person who has met all the requirements for general interpreting set by the Iowa commission of Latino affairs or its delegate.

“*QGITP*” means a qualified general interpreter training program.

“*QSI*” means qualified specialized interpreter and refers to a person who has met all the specialization requirements set by the Iowa commission of Latino affairs or its delegate. Specialization certification fields include: court interpretation; health interpretation; and social services interpretation, which includes, but is not limited to, education, business, government, and agriculture.

“*QSITP*” means a qualified specialized interpreter training program.

“*Qualified interpreter*” means a person who has met the requirements established by ICLA and has been placed on the statewide roster of qualified interpreters.

433—2.2(216A) Purpose. The purpose of these rules is to:

1. Comply with Iowa Code section 216A.15, subsection 9.
2. Develop a mechanism for establishing the qualifications for Spanish/English interpreters, thus identifying a pool of qualified professional interpreters.
3. Develop a system which improves the quality of interpretation but is still cost-effective for providers, interpreters, and clients.
4. Professionalize interpreters by providing professional standards and a code of ethics.
5. Develop an evaluation system for organizations to assess the language skills of employees and applicants.
6. Develop an interpreter qualification system that is replicable and expandable into other languages.
7. Develop a qualification process that focuses on training the interpreters rather than on a single certification test.

8. Encourage Iowa's interpreters to become nationally certified.

433—2.3(216A) Statewide roster of qualified interpreters. IDLA shall prepare, maintain, and publish a list of individuals who have been deemed qualified as either general or specialized Spanish/English language interpreters, or both. Interpreters will be deemed qualified at a specific certification level if they pass the criminal background check and meet the minimum requirements regarding age, education, language proficiency, and training and meet other requirements set by the ICLA.

NOTE: Persons who provide interpreter services in Iowa may represent themselves as qualified interpreters only if they are currently in the statewide roster of qualified interpreters.

433—2.4(216A) Criminal background check. Criminal history checks will be performed on all applicants seeking qualification by IDLA. A person shall not be deemed qualified as a QGI or QSI if the person has been convicted of either of the following:

1. A felony in a court of this or any other state or of the United States. An offense is a felony if it is so classified by the law under which the person is convicted at the time of the person's conviction.
2. Any crime in a court of this or any other state or of the United States, deemed to evidence moral turpitude, dishonesty, fraud, deceit, or misrepresentation.

433—2.5(216A) Approved training agency. For an organization to be considered an ATA, it must be able to demonstrate a potential interpreter's language competency in all of the following:

1. Spoken English;
2. Spoken Spanish;
3. Reading of English; and
4. Reading of Spanish.

433—2.6(216A) Approved proficiency language test. An approved proficiency language test (APLT) is an official, standardized test approved by ICLA and used by an ATA to evaluate and determine the level of language proficiency of bilingual candidates who want to become either general or specialized qualified interpreters.

433—2.7(216A) QGI eligibility; qualified general interpreter training program.

2.7(1) Minimum criteria for QGI eligibility. In order for a person to be eligible to become a QGI and to enroll in a QGITP, the person shall:

- a. Have obtained a high school diploma or equivalent;
- b. Be 18 years of age or older;
- c. Have no criminal background;
- d. Have passed the APLT in Spanish and in English.

2.7(2) For an organization to become an ATA, the organization's QGITP curriculum must demonstrate the ability to build competency in the following areas:

- a. Culture;
- b. Interpretation methodology;
- c. Professionalism and ethics;
- d. Reading translation skills;
- e. Interpreter self-evaluative assessment tools and techniques;
- f. Overview of state and national interpreter certification and credentialing requirements; and
- g. Idioms, slang, and linguistic origin and development.

2.7(3) The ICLA shall accredit the QGITP, and the ATA that will develop such program shall be under ICLA supervision.

2.7(4) In addition to the curriculum requirements, a QGITP must include a practice laboratory and a comprehensive exit evaluation.

2.7(5) Contact hour requirements. In order to be approved by the IDLA, a training program curriculum must consist of a minimum of 150 student contact hours, of which 30 are supervised practice hours.

433—2.8(216A) QSI qualifications; qualified specialized interpreter training program.

2.8(1) In order for a person to become a QSI, the person must be a QGI in good standing and have successfully completed a QSITP.

2.8(2) For an organization to become an ATA for the QSITP, its curriculum must demonstrate the ability to build competency in the following areas:

- a. Vocabulary specific to the field of specialization;
- b. Conceptual/theoretical principles of the field of specialization;
- c. Ethics specific to the field of specialization;
- d. Cultural competency specific to the field of specialization;
- e. Expertise in the interpretation specializations of court, health, and social services.

2.8(3) The ICLA shall accredit the QSITP, and the ATA that will develop such program shall be under ICLA supervision.

2.8(4) In addition to the curriculum requirements, a QSITP must include a practice laboratory specific to the field of specialization and a comprehensive exit evaluation.

2.8(5) Contact hour requirements. In order to be approved by the IDLA, an interpreter specialization program curriculum must consist of a minimum of 80 student contact hours, of which 20 are supervised practice hours.

433—2.9(216A) Continuing education requirements. In order to maintain qualification status as a QGI or QSI, the QGI or QSI shall complete a minimum of 30 contact hours of training every five years.

433—2.10(216A) Experience-based or out-of-state interpreter transferability.

2.10(1) *Review of certificates or alternate training.* In extraordinary cases, the ICLA or its delegate may review alternative individual certification or professional experience for compatibility with the QGI and QSI requirements. The ICLA or its delegate may grant full or partial credit toward the QGI or QSI requirements.

2.10(2) *Complete adoption of program.* If the ICLA or its delegate has deemed an alternate program to be compatible with IDLA standards in the program's entirety, state qualification as a QGI or QSI will be granted to a person who has successfully completed the alternate program.

2.10(3) *Partial adoption of program.* If the ICLA or its delegate has determined that all ICLA requirements have not been met by the alternate program, additional coursework will be required before state qualification as a QGI or QSI will be granted to a person who has successfully completed the alternate program.

433—2.11(216A) Certified oral language court interpreters. Requirements for certified court interpreters may be found at Iowa Code sections 622A.1 to 622A.8. Additional requirements are applicable for court-certified interpreters. The additional requirements may be found at Iowa Court Rules, chapters 14 and 15.

433—2.12(216A) Fees. Reserved.

433—2.13(216A) Disciplinary actions.

2.13(1) A qualified general or specialized interpreter shall be prohibited from interpreting in Iowa if the interpreter has been convicted of a felony in any jurisdiction or any other state of the United States. A qualified general or specialized interpreter shall be subject to disciplinary action for any misconduct or violation of the ethics and code of professional conduct for interpreters.

2.13(2) Disciplinary process. ICLA shall establish a process for reviewing and responding to complaints or other evidence of interpreter misconduct under rule 433—2.13(216A).

2.13(3) Types of sanctions. ICLA reserves the right to administrate the corresponding sanctions to an interpreter after concluding that there are grounds for sanction, including removal of the interpreter from the statewide roster of qualified interpreters.

2.13(4) Reestablishing the right to interpret under ICLA procedures. ICLA reserves the right to reinstate the interpreter to the statewide roster of qualified interpreters.

433—2.14(216A) Ethics and code of professional conduct for interpreters.

2.14(1) Accuracy and completeness. An interpreter shall render a complete and accurate interpretation by reproducing in the target language the closest natural equivalent of the source language message, without altering, omitting, or adding anything to the meaning of what is stated or written, and without explanation.

a. An interpreter has a twofold role:

- (1) To ensure that the interpreter reflects precisely what was said by all pertinent parties; and
- (2) To place persons with limited proficiency in the English language on an equal footing with persons who understand English.

To fulfill these roles, an interpreter must apply the interpreter's best skills and judgment to preserve the meaning of what is said, as faithfully as possible and without editing. The interpreter should express the style or register of speech, the ambiguities and nuances of the speaker, and the level of language that best conveys the original meaning of the source language. Verbatim, "word for word," and literal oral interpretations are inappropriate when they distort the meaning of what is said in the source language. However, all spoken statements, including misstatements, should be interpreted, even if they appear unresponsive, obscene, rambling, or incoherent.

b. The interpreter's obligation to preserve accuracy includes the duty to correct any errors of interpretation discovered while interpreting.

c. The interpreter's ethical responsibility to interpret accurately and completely includes the responsibility of being properly prepared for interpreting assignments, and is especially important when the situation or documents include highly specialized terminology and subject matter.

2.14(2) Conveying cultural frameworks. An interpreter shall explain cultural differences or practices to providers and clients when appropriate. The interpreter, therefore, must be mindful of those occasions where unshared cultural beliefs and assumptions can create a barrier to effective communication. In these situations, the role of interpreter is twofold:

a. To identify the possibility that a cultural misunderstanding is creating a barrier to communication; and

b. To assist both the provider and client in exploring with each other what this barrier may be.

2.14(3) Representation of qualifications. An interpreter shall accurately and completely represent the interpreter's certifications, training, and experience. An interpreter shall promptly report to the provider any disciplinary action taken against the interpreter.

2.14(4) Impartiality and avoidance of conflict of interest.

a. An interpreter shall be impartial and unbiased and shall refrain from conduct that may give an appearance of bias. An interpreter shall disclose any real or perceived conflict of interest.

b. An interpreter shall avoid any conduct or behavior that presents the appearance of favoritism toward the client or provider. An interpreter should maintain professional relationships with clients, discourage personal dependence on the interpreter, and avoid participation in the interaction other than as an interpreter.

c. An interpreter shall strive for professional detachment. Verbal and nonverbal displays of personal attitudes, prejudices, emotions, or opinions must be avoided at all times.

d. An interpreter shall not solicit or accept any payment, gift or gratuities in addition to compensation.

e. Any condition that interferes with the objectivity of an interpreter constitutes a conflict of interest and must be disclosed to all concerned parties. An interpreter should divulge only necessary information when disclosing the conflict of interest. The disclosure shall not include privileged or confidential information. The following circumstances create potential conflicts of interest that must be disclosed:

(1) The interpreter is a friend, associate, or relative of a client or provider.

(2) For any reason, the interpreter's independence of judgment would be compromised in the course of providing services.

The existence of either of the above-mentioned circumstances shall be carefully evaluated by all pertinent parties, but does not alone disqualify an interpreter from providing services if the interpreter

is able to render services objectively. The interpreter shall disclose any indication that the recipient of interpreting services views the interpreter as biased. If an actual or apparent conflict of interest exists, the parties shall decide whether removal of the interpreter is appropriate based upon the totality of the circumstances.

2.14(5) Professional demeanor. An interpreter shall conduct the services of interpreting in a manner consistent with the dignity of the professional situation. An interpreter shall know and observe the established protocol, rules, and procedures for delivering interpreting services. While speaking, an interpreter shall speak at a rate and volume that enables the interpreter to be heard and understood. An interpreter shall be as unobtrusive as possible and shall not seek to draw inappropriate attention to the interpreter while performing professional duties, including anytime the interpreter is present, even though not actively interpreting.

2.14(6) Interpreter positioning. An interpreter should avoid obstructing the view of anyone involved in the interaction, but should be appropriately positioned to facilitate communication.

2.14(7) Confidentiality. An interpreter shall protect the confidentiality of all privileged and other confidential information. An interpreter must uphold the confidentiality of any communications between other persons or agencies and the client. An interpreter must also refrain from repeating or disclosing information obtained by the interpreter in the course of employment.

2.14(8) Reporting criminal intent. In the event an interpreter is providing services to a party and becomes aware of an intention to inflict harm or commit a crime, the interpreter shall immediately disclose the information to all pertinent parties. In an emergency, the interpreter shall disclose the information to an appropriate authority.

2.14(9) Information for personal gain. An interpreter shall not take advantage of knowledge obtained in the performance of duties, or by the interpreter's access to records, facilities, or privileges, for the interpreter's own or another's personal gain.

2.14(10) Restriction of public comment. An interpreter shall not publicly discuss, report or offer an opinion concerning a matter in which the interpreter is or has been engaged, even when that information is not privileged or required by law to be confidential, except to facilitate training and education.

Generally, an interpreter should not discuss interpreter assignments with anyone other than persons who have a formal duty associated with the case. However, an interpreter may share information for training and education purposes, divulging only so much information as is required to accomplish this purpose. Unless so ordered by a court, an interpreter must never reveal privileged or confidential information for any purpose, including training and education.

2.14(11) Scope of practice. An interpreter shall be limited to interpreting and shall not give advice, express personal opinions to individuals for whom the interpreter is interpreting, or engage in other activities which may be construed to constitute a service other than interpreting while serving as an interpreter.

2.14(12) Assessing and reporting impediments to services. An interpreter shall assess at all times the interpreter's ability to deliver services. When an interpreter has any reservation about the interpreter's ability to satisfy an assignment competently, the interpreter shall immediately convey that reservation to the appropriate authority.

2.14(13) Duty to report violations. An interpreter shall report to the proper authority any effort to impede the interpreter's compliance with any law, any provision of this code of conduct, or any other official policy governing interpreting.

2.14(14) Professional development. An interpreter shall strive to improve the interpreter's skills and knowledge and advance the profession through activities such as professional training and education and through interaction with colleagues and specialists in related fields. An interpreter shall improve the interpreter's interpreting skills and increase the interpreter's knowledge of the languages in which the interpreter works professionally, including past and current trends in slang, idiomatic expression, changes in dialect, technical terminology and social and regional dialects.

2.14(15) Breach of ethics. Any breach or perceived breach of ethics shall be reported to IDLA for investigation.

2.14(16) Specialized court, health, and social services interpreters shall meet the ethics requirements and code of professional conduct of their respective field of interpretation.

These rules are intended to implement Iowa Code section 216A.15.

[Filed 11/10/94, Notice 7/20/94—published 12/7/94, effective 1/11/95]

[Filed 4/18/06, Notice 3/1/06—published 5/10/06, effective 6/14/06]

CHAPTER 3
PETITIONS FOR RULE MAKING

433—3.1(17A) Adoption by reference. The division of Latino affairs hereby adopts the petitions for rule making segment of the Uniform Rules on Agency Procedure printed in the first volume of the Iowa Administrative Code, with the following amendments:

1. In lieu of the words “(designate office)”, insert “Division of Latino Affairs, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319”.
2. In lieu of the words “(AGENCY NAME)”, insert “DIVISION OF LATINO AFFAIRS”.
3. In lieu of the words “(designate official by full title and address)”, insert “Administrator, Division of Latino Affairs, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319”.

These rules are intended to implement Iowa Code chapter 17A as amended by 1998 Iowa Acts, chapter 1202.

[Filed 4/30/99, Notice 3/24/99—published 5/19/99, effective 6/23/99]

CHAPTER 4
AGENCY PROCEDURE FOR RULE MAKING

433—4.1(17A) Adoption by reference. The division of Latino affairs hereby adopts the agency procedure for rule making segment of the Uniform Rules on Agency Procedure printed in the first volume of the Iowa Administrative Code, with the following amendments:

1. In lieu of the words “(commission, board, council, director)”, insert “administrator”.
2. In lieu of the words “(specify time period)”, insert “one year”.
3. In lieu of the words “(identify office and address)”, insert “Administrator, Division of Latino Affairs, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319”.
4. In lieu of the words “(designate office and telephone number)”, insert “the administrator at (515)281-4070”.
5. In lieu of the words “(designate office)”, insert “Division of Latino Affairs, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319”.
6. In lieu of the words “(specify the office and address)”, insert “Division of Latino Affairs, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319”.
7. In lieu of the words “(agency head)”, insert “administrator”.

These rules are intended to implement Iowa Code chapter 17A as amended by 1998 Iowa Acts, chapter 1202.

[Filed 4/30/99, Notice 3/24/99—published 5/19/99, effective 6/23/99]

CHAPTER 5
DECLARATORY ORDERS

433—5.1(17A) Adoption by reference. The division of Latino affairs hereby adopts the declaratory orders segment of the Uniform Rules on Agency Procedure printed in the first volume of the Iowa Administrative Code, with the following amendments:

1. In lieu of the words “(designate agency)”, insert “division of Latino affairs”.
2. In lieu of the words “(designate office)”, insert “Division of Latino Affairs, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319”.
3. In lieu of the words “(AGENCY NAME)”, insert “DIVISION OF LATINO AFFAIRS”.
4. In lieu of the words “_____ days (15 or less)”, insert “10 days”.
5. In lieu of the words “_____ days” in subrule 6.3(1), insert “20 days”.
6. In lieu of the words “(designate official by full title and address)”, insert “Administrator, Division of Latino Affairs, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319”.
7. In lieu of the words “(specify office and address)”, insert “Division of Latino Affairs, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319”.
8. In lieu of the words “(agency name)”, insert “division of Latino affairs”.
9. In lieu of the words “(designate agency head)”, insert “administrator”.

These rules are intended to implement Iowa Code chapter 17A as amended by 1998 Iowa Acts, chapter 1202.

[Filed 4/30/99, Notice 3/24/99—published 5/19/99, effective 6/23/99]

CHAPTER 6
PUBLIC RECORDS AND FAIR INFORMATION PRACTICES

433—6.1(22) Adoption by reference. The commission adopts by reference 421—Chapter 2, Iowa Administrative Code.

433—6.2(22) Custodian of records. The custodian for the records maintained by this division is the division administrator.

These rules are intended to implement Iowa Code chapters 17A and 22 and sections 216A.11 to 216A.17.

[Filed emergency 8/19/88 after Notice 5/18/88—published 9/7/88, effective 8/19/88]

[Filed 11/10/94, Notice 7/20/94—published 12/7/94, effective 1/11/95]

CHAPTER 7
CONTESTED CASES

433—7.1(17A) Adoption by reference. The division of Latino affairs hereby adopts the contested cases segment of the Uniform Rules on Agency Procedure printed in the first volume of the Iowa Administrative Code, with the following amendments:

1. In lieu of the words “(agency name)”, insert “division of Latino affairs, department of human rights”.
2. In lieu of the words “(designate official)”, insert “administrator”.
3. In subrule 7.3(2) delete the words “or by (specify rule number)”.
4. In lieu of the words “(agency specifies class of contested case)”, insert “division contested cases”.
5. In lieu of the words “(specify office and address)”, insert “Division of Latino Affairs, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319”.
6. In lieu of the words “(designate office)”, insert “Division of Latino Affairs”.
7. In lieu of the words “(agency to designate person to whom violations should be reported)”, insert “administrator”.
8. In lieu of the words “(board, commission, director)”, insert “administrator”.
9. In lieu of the words “(the agency)”, insert “division of Latino affairs”.

These rules are intended to implement Iowa Code chapter 17A as amended by 1998 Iowa Acts, chapter 1202.

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