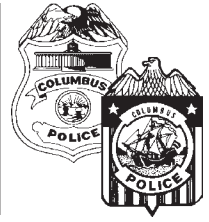


Columbus Police Division Directive	EFFECTIVE Jun. 15, 1994	NUMBER 3.64
	REVISED Oct. 15, 2003	TOTAL PAGES 2
Sign/Foreign Language Interpreters		



Cross Reference Reference Section

I. Definitions

A qualified interpreter is an interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using any specialized vocabulary. Accordingly, a deaf/hearing-impaired interpreter must be able to sign to the individual who is deaf what is being said by the hearing person, and to voice to the hearing person what is signed by the individual who is deaf.

Because a qualified interpreter must be able to interpret impartially, a family member or friend may not be qualified to render the necessary interpretation due to emotional or personal involvement, or considerations of confidentiality.

II. Policy Statements

- A. Division personnel may be required to provide police services to a deaf, hearing-impaired, or non-English speaking person. The Radio Room maintains a list of both police personnel and outside agencies able to provide interpreter services.
- B. In accordance with the American with Disabilities Act, the Division of Police shall provide auxiliary aids and services to ensure effective communication with members of the public who are deaf or hearing-impaired. These aids include materials and services such as note pads and on-duty sign-skilled police officers that can communicate in American Sign Language or Contact Language. If effective communication cannot be established by these means, the services of a qualified interpreter shall be obtained. The Deaf Services Center has Sign Language interpreters on call 24 hours a day.

III. Procedures

- A. Remain calm, patient, and assure the hearing-impaired or non-English speaking person that you will seek assistance.
 - 1. Attempt to establish communication with a deaf or hearing-impaired individual using the auxiliary aid of their choice, such as a note pad or family member.

Note: Any written communication with an individual that may be charged with a crime should be kept with the associated paperwork.

- 2. Determine the language of a non-English speaking person using the Interpreter Guide, located in the Reference Section.

- B. Request a foreign language interpreter, or sign-skilled interpreter if unable to establish effective communication by other means, through the Radio Room.
1. Show the foreign or sign language illustration in the Interpreter Guide to the non-English speaking or deaf/hearing-impaired person.
 2. Utilize an on-duty police interpreter if possible.
 3. Obtain an interpreter from an outside agency with the approval of a sergeant or higher
 - a. when on-duty personnel are unavailable,
 - b. when judicious due to the nature of the communication, or
 - c. if specifically requested by a deaf/hearing-impaired person, and
 4. Complete the Sign/Foreign Language Interpreter Use Report, form A-31.104, when an interpreter from an outside agency is used.