



## ADMINISTRATIVE PRACTICES MANUAL

### POLICY

When someone requests a Sign Language Interpreter, either a standard sign language interpreter or a legally certified sign language interpreter, Dane County staff will contact the ADA Coordinator as prescribed below to obtain approval for hiring the sign language interpreter. Except for any "last second" need to hire a sign language interpreter, this process will be completed ahead of the date for the needed service.

### END OF POLICY

---

**SUBJECT:                   HIRING A SIGN LANGUAGE INTERPRETER- APPROVAL  
PROCEDURE:**

Department Staff

1. Use only nationally certified sign language interpreters.
- 1a. Use only nationally certified interpreters with legal specialization in legal situations.
2. When a request for a sign language interpreter is made, staff completes the "ADA Public Accommodation Request Form" (014-118). (Located on dcinet under "more Forms.") Staff sends completed form, on the same day request is made, to ADA Coordinator, Department of Administration, City-County Building, Room 425. Any questions call ADA Coordinator at 267-1520.

ADA Coordinator

3. Reviews request and approves/disapproves within three business days. If form is incomplete, or if additional information is needed, the ADA Coordinator will contact staff.
4. Sends approved/denied ADA Accommodation Request form to department. Reasons for denied requests will be given in writing.

### END OF PROCEDURE