



ADMINISTRATIVE PRACTICES MANUAL

GUIDELINE FOR: SCHEDULING A "STANDARD" (NON-LEGAL) SIGN LANGUAGE INTERPRETER

When someone requests a Sign Language Interpreter, Department Staff will follow these procedures to hire a "standard" (non-legally certified) Sign Language Interpreter and will also follow the procedures in a separate document entitled, "Approval Policy- Hiring a Sign Language Interpreter."

Note: to hire a "legally certified" Sign Language Interpreter see the recommended guidelines in a separate document entitled, "Hiring a "legal" Sign Language Interpreter."

GUIDELINE:

When a request for a sign language interpreter is made by a citizen, the appropriate staff person in a Department will determine if a "Standard sign language interpreter or a "Legally certified sign language interpreter is needed. When the determination is made that a "Standard" sign language interpreter is needed the following procedure will be followed. If staff has any questions about this guideline, please call the DC ADA Coordinator at 267-1520.

- A. The Departmental Staff will ask the citizen:
1. What kind of Sign Language Interpreter he or she needs.
 2. If he or she has a specific interpreter they would prefer to use. **[Note-** Dane County only hires nationally certified sign language interpreters.]
 3. If individual has a preference for a nationally certified sign language interpreter, first check the DC "Alphabetical Sign Language Interpreter List" to see if that interpreter is named on the list. If preferred interpreter is on DC list, contact that interpreter first.
 4. If preferred interpreter is not listed on DC list, contact the interpreter to see if they are nationally certified (ask for written proof) and assess if they are an appropriate interpreter for the situation.
 - 4a. If the preferred sign language interpreter meets the hiring requirements, offer the interpreter the job but tell them they need to become a "vendor" for the County in order to get paid. Tell them that they need to contact the DC ADA Coordinator to become a "Vendor."
 5. **Note:** An individual's relatives and friends are not permitted to do the interpreting.

If the citizen has no preference for a sign language interpreter, or if their preferred interpreter is not qualified or unavailable, then the departmental staff will consult the "**Dane County Sign Language Interpreter List**" on dcinet for names & numbers of sign language interpreters to call and hire. If staff has any problems locating this list, contact ADA Coordinator at 267-1520.



SECTION: RISK MGMT- ADA
TOPIC: GUIDELINE FOR
SCHEDULING A "STANDARD"
[NON-LEGAL] SIGN
LANGUAGE INTERPRETER
JANUARY, 2013

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GUIDELINE CONTINUED:

- B. To hire a Sign Language Interpreter: using the Sign Language Interpreter List, contact either sign language interpreters or the Sign Language Interpreter Scheduling Agency to schedule service:
1. **Note:** the "Evening, Weekend and Summer" nationally certified interpreters usually have another interpreter job during the day, such as interpreting in a school. However, if you can schedule a mid to late afternoon meeting, they might be available.

END OF GUIDELINE: