

PROCEDURE FOR OBTAINING ASSISTANCE FOR HEARING IMPAIRED INMATES

- A. The vendors listed on attachment 2 of this SOP are currently under contract with the Fairfax County Office of Human Services. They are to provide interpreter services for persons who are deaf or hearing/speech impaired. The Sheriff's Office is required to use the services of these vendors whenever assistance is needed for hearing impaired inmates.
- B. To obtain a sign language interpreter:
 - 1. Dial the number listed for the vendor on attachment 2.
 - 2. Inform the person who answers that the Fairfax County Sheriff's Office needs a sign language interpreter at the Fairfax County Adult Detention Center, and that the interpreter should respond according to priority.*
 - * Code E-1 (Immediately-Extreme Emergency)
 - * Code E-2 (Within Two (2) Hours)
 - * Code E-3 (Within Six (6) Hours)
 - * Code E-4 (Within Twenty-four (24) Hours)
 - 3. Also indicate:
 - a. What the problem is.
 - b. Address and directions to the Adult Detention Center.
 - c. Name of the person the interpreter is to ask for upon arrival.
 - d. A phone number which can be used for call back purposes.