

I. PURPOSE

To provide guidelines for obtaining interpreters for hearing and speech impaired inmates, and for those inmates who are not fluent in, or do not speak English.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that hearing and speech impaired inmates, including those who are deaf mute, and those inmates who are not fluent in, or who do not speak English are offered the services of qualified sign language interpreters, or are provided written or oral information in the language in which the inmate is fluent.

III. PROCEDURE

- A. The Chief, Classification and Records Branch is responsible for coordinating interpreter services for the Fairfax County Adult Detention Center.
- B. Interpreter services will be made available:
 - 1. At the time the inmate is admitted to the Adult Detention Center.
 - 2. At the time the inmate undergoes the classification interview.
 - 3. Within approximately fifteen (15) days subsequent to assignment to the general population or other housing areas.
 - 4. Whenever circumstances warrant the need for such service.
- C. A current directory of qualified foreign language interpreters together with instructions for obtaining sign language interpreters for hearing impaired persons will be maintained at the Booking Desk and in the Classification Section. A list of Sheriff's Office personnel who may be used as interpreters if available has been distributed to all supervisors.
- D. An iPad is available for inmates who are deaf, hard of hearing or who have speech impairments to make outgoing telephone calls. The iPad will be available 24/7, located in the classification section. The IT Section will perform any maintenance on the iPad if needed. Due to the slower nature of iPad communications, the standard time limit set for inmate phone use will not apply.
 - 1. The iPad will be located in the Classification Section.
 - 2. A log will be used to sign in and out the iPad from the Classification Section.
 - 3. The iPad will be used in the presence of a Deputy at all times.
 - 4. The inmate will not be left alone with the iPad.
 - 5. A log will be kept to document the Inmate's call usage.
 - 6. The iPad will be stored in a secure area if the iPad is not being used.
- E. Admission of Hearing and Speech Impaired Inmates and Non-English Speaking Inmates.
 - 1. Booking deputies are to ascertain whether newly admitted inmates with hearing or speech impairments, or who do not speak English desire the presence of a sign

language or foreign language interpreter during the booking-in process.

- a. If the inmate requests an interpreter or if the Booking deputy determines that an interpreter is required, the Booking deputy will notify the Shift Supervisor and proceed as follows:
 - 1) Obtain basic information necessary to identify and admit the inmate.
 - 2) Photograph the inmate for identification purposes.
 - 3) Turn inmate over to receiving deputy for cell assignment where individual can be observed.
 - 4) If a foreign language interpreter is needed, contact one from the list maintained at the Booking Desk or from the list provided for supervisors, if these personnel are on duty.
 - 5) If a sign language interpreter is needed, follow the procedure outlined in Attachment 1.
- b. Upon arrival of the interpreter, the Booking deputy will:
 - 1) Complete the booking-in process.
 - 2) Provide the interpreter with an Inmate's Handbook and ask the interpreter to conduct an initial orientation by using Part I of the Inmate's Handbook as a guide.
 - 3) Have the interpreter place such phone calls as may be necessary or requested by the inmate.
 - 4) Request that the interpreter remain present if the inmate's release appears likely.
 - 5) Notify the Medical Section and request that the interpreter be present during the medical screening/physical examination.
 - 6) Notify the Classification Section during their work hours so a classification interview can be completed while the interpreter is present. The Shift Supervisor will conduct the interview during the non-working hours of the Classification Section with the inmate and the interpreter.
- F. If there is need for interpreter services subsequent to admission and prior to completion of the classification interview, interpreter services will be arranged by following the procedures outlined in paragraph III, D, 1, a, (4) and (5) or by contacting the Chief, Intake & Classification Branch or Staff Duty Officer.
- G. Should subsequent need arise for an interpreter due to matters involving the inmate's physical or mental health, arrangements for an interpreter will be made by following the procedures outlined in paragraph III, D, 1, a, (4) and (5) or by contacting the Chief, Intake & Classification Branch or the Staff Duty Officer.
- H. Follow-up Interviews.

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 610
SUBJECT: INTERPRETERS FOR DEAF &
NON-ENGLISH SPEAKING INMATES**

1. Provided the services of an interpreter are not required sooner, inmates will undergo counseling by a Classification deputy approximately fifteen days after assignment to the general population or other housing area.
2. The Classification Section Supervisor is authorized to arrange for the presence of an interpreter during the follow-up interview.



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**05/11/98
EFFECTIVE DATE**

Revised: April 1998, February 2010, April 2016