

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

RENDERING THE POLICE DEPARTMENT ACCESSIBLE TO NON-ENGLISH SPEAKING, HEARING AND SPEECH IMPAIRED INDIVIDUALS

Reviewed by: Asst. Chief Gregory Scott	Effective Date: August 21, 1995
Authorized by: Asst. Chief Randall McKinley	Revision Date: November 27, 2017

PURPOSE

The purpose of this SOP is to provide guidelines for responding to the needs of our non-English speaking or speech/hearing impaired citizens and to comply with legal requirements. Law enforcement agencies on both the state and local level have a federal mandate to ensure adequate and appropriate communication to those having impairments in the area of communication skills.

PROCEDURE

Once a person becomes a suspect or is arrested for a crime and is found to be deficient in one or more of the communication fields, the Department is obligated to provide the appropriate interpreter for the individual prior to any interview process.

In the event a victim/witness of a crime needs to be interviewed or a statement needs to be taken and the use of an interpreter would place the individual at ease or would comfort the victim/witness, the appropriate interpreter or translator shall be contacted using one of the resources listed below.

A completed voluntary statement form, not written in the English language, shall be accepted and provided to the Criminal Investigation Division. The Criminal Investigation Division shall provide the statement to the McLean County State's Attorney's Office as soon as possible, at which time it will be translated and transcribed into the English language.

In the course of business, if a member of our Department is interacting with a non-English speaking, hearing or speech impaired victim/witness and the communication is flowing freely either through written communication, sign language or any other means, it should not be necessary to have an interpreter/translator present. The Department will not be responsible for payments for such services if one is summoned.

INTERPRETERS FOR HEARING IMPAIRED www.illinois.gov/idhhc/pages/default.aspx

Under the tab "Interpreters" select "Interpreter Directory" then "Search the Interpreters Directory by Region or County". Then click on "East Central Region" or click on McLean County on the map.

FOREIGN LANGUAGE INTERPRETERS call Language Line, 800-523-1786. The department access code is 906077.