

**POLICY STATEMENT  
FOR COMMUNICATING INFORMATION TO PERSONS WITH  
SENSORY IMPAIRMENTS**

**POLICY ON PROCEDURES FOR COMMUNICATING INFORMATION  
TO PERSONS WITH SENSORY IMPAIRMENTS**

Livingston Parish, Louisiana will take such steps as are necessary to ensure that qualified handicapped persons, including those with impaired sensory skills, receive effective notice. All aids needed to provide this notice, e.g., sign-language interpreters, readers, etc. are provided without cost to the person being served.

FOR PERSONS WITH HEARING IMPAIRMENTS

1. Qualified sign-language interpreter

For persons who are hearing impaired and who use sign-language as their primary means of communication, the following procedure has been developed and resources identified for obtaining the services of a qualified sign-language interpreter to communicate both verbal and written information:

Livingston Parish will provide qualified sign-language interpreters on an as needed basis. Such an interpreter will be used at job interviews, large meetings, explanations of policies and procedures, etc. A minimum advance notice for such use is four days unless circumstances or conditions dictate lesser time. In that case, the minimum time will be that required to notify the organization furnishing the interpreter as well as the time required for that organization to act. When time permits the request is to be in writing. If request is made orally, written documentation must be prepared and placed in the appropriate file. The following person (s) is authorized to obtain an interpreter:

Charles McDonald, Maintenance and Facilities Director.

The following organization will be contacted when an interpreter is needed:

Deaf Action Center, North Shore  
4919 Jamestown Street  
Suite 104  
Baton Rouge, Louisiana 70808  
(225)-756-5339

Information to be furnished when requesting an interpreter:

1. Reason for using interpreter services.
2. Date and time services are needed.
3. Place where interpreter is to report and directions if needed.
4. Name and title of person requesting services.
5. Name, address and telephone number of City.
6. How is cost for services to be billed. Understanding of cost (cost per hour, travel cost, etc.)
7. How is interpreter to be notified in case of cancellation or change in time or place.
8. How city will be notified if services cannot be furnished as agreed to.

2. Written materials

All program information will be provided to hearing-impaired persons in writing. Printed materials and writing materials are available.

FOR PERSONS WITH HEARING IMPAIRMENTS

1. Sign language interpreters.
2. Written information.
3. Paper and pencil.

## FOR PERSONS WITH IMPAIRMENTS

1. Reader

Staff will communicate the content of written materials by reading them out loud to visually impaired persons.

2. Large print, taped, and Brailled materials.

## FOR PERSONS WITH MANUAL IMPAIRMENTS

1. Personal assistance with completing forms and order writing.

2. Typewriters.