

Larry Hogan
Governor



Kelby Brick
Director

Boyd K. Rutherford
Lt. Governor

**GOVERNOR'S OFFICE OF THE
DEAF AND HARD OF HEARING**

Date: November 2015

To: Broadcasters

Fr: Kelby Brick, Director

Re: Governor Hogan's Broadcasts – Sign Language Interpreters Specifications

There will be times, particularly in urgent or emergency situations, where the Governor will make public announcements with the presence of an American Sign Language interpreter. The following accessibility specifications are to be adhered for such videos broadcasted to the public.

This policy is essential to ensure that Deaf and hard of hearing citizens can receive urgent or emergency information in American Sign Language. Failure to deliver this information can lead to loss of life or property.

The specifications are as follows:

- The Governor and the interpreter are to be included in the frame at all times. The interpreter must be visible on-camera during live broadcasts next to the Governor.
- If there is a height difference, the camera level should be in the middle of both the Governor's and the interpreter's eye levels to ensure that the audience can focus on both individuals.
- The camera frame should include at least a foot beyond the interpreter's outside shoulder. This will ensure that the interpreter's use of hands are not cut off and signed off-camera.
- The presentation of the signs of the interpreters on the intended display screen should be of sufficient size and resolution to show all movements of the full upper trunk together with arms, hands and fingers, shoulder, neck and all relevant facial movements and expressions.
- The people behind the camera must continually check the frame to ensure all the vital aspects are included and clear for the viewers: the Governor and the interpreter should be in the middle of the frame with space available in the lower section of the frame for captioning.
- If any visual aids are to be utilized, they must be imposed in a space that will not hinder the view of the Governor, the interpreter and captioning.

Inquiries for further information can be made by contacting Kelby Brick at Kelby.Brick@Maryland.gov.