



# Sioux Falls Police Department

Partnering with the community to serve, protect, and promote quality of life!

Policy: <b>Interpreters</b>	Related Policies:	Section #: 1000 Operations
		Policy #: 1023
		Effective: 3/2021
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<p><i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for nonjudicial administrative action in accordance with the laws governing employee discipline.</i></p>		
Policy Owner: USD		
Reference:		
Sensitivity Level: <input checked="" type="checkbox"/> Public <input type="checkbox"/> Law Enforcement Eyes Only		

1. Purpose:

- 1.1. This policy is created to provide guidance to members of the Sioux Falls Police Department in the use of interpreters.

2. Policy:

- 2.1. Every citizen shall have reasonable access to effective communications with its law enforcement officers. Whenever a defendant, victim, witness, or suspect is hearing impaired or does not speak the English language, the services of an interpreter may be necessary.

3. Procedure:

- 3.1. Metro Communications has contact numbers for interpreter services if officers require a foreign language interpreter to respond to their location to assist.
- 3.2. All officers have been provided a "Quick Reference" card from Language Line Services explaining the procedure for contacting foreign language interpreters by telephone when circumstances make that an appropriate option.
- 3.3. *A to Z World Languages* will supply sign language interpreters through Metro Communications.

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- 3.4. Slips are available in the report room for a non-employee interpreter to sign in order to be reimbursed for their services.
- 3.5. If you are unable to locate a qualified interpreter, the violator may still be arrested, based upon the usual probable cause standard.
- 3.6. When an interpreter is used, or an officer attempts to locate one but cannot, those details will be entered into the police report if one is completed.
- 3.7. Whenever a person requests an interpreter, whether it is a victim, witness, or suspect, every attempt will be made to accommodate that person's request.
- 3.8. Vouchers signed by the interpreters are to be forwarded to the Administrative Assistant for payment processing. Do not send them to the Records Section with other paperwork.