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Title	Working with Interpreters & Translators - Policy
Version	2
Summary	The MPS deploys interpreters and translators in order to ensure that those who come into contact with police, whether as a victim, witness, detainee or member of the public, can understand and be understood. This policy clarifies roles, responsibilities and procedures to ensure that interpreters and translators are deployed safely, efficiently, appropriately and consistently and that, wherever possible, only approved interpreters and translators are used
Branch / OCU	Human Resources Board
Date created	August 2007
Review date	August 2010

Introduction

The Metropolitan Police Service deploys interpreters and translators in order to ensure that those who come in contact with police, whether as a victim, witness, detainee or member of the public can understand and be understood. This policy clarifies roles, responsibilities and procedures, to ensure that interpreters and translators are deployed safely, efficiently, appropriately and consistently and that, wherever possible, only approved interpreters and translators are used.

The following Notice is hereby cancelled. Item 5, 38/2004 of 22nd September 2004.

Application

This policy applies with immediate effect.

All police officers and police staff, including the extended police family and those working voluntarily or under contract to the Metropolitan Police Authority (MPA) must be aware of, and are required to comply with, all relevant Metropolitan Police Service (MPS) policy and associated procedures.

However, this policy applies in particular to officers and staff in the following roles:

- Custody officers and custody staff
- Criminal Justice Unit staff
- Central Communications Command staff
- Integrated Borough Operations staff
- Officers in the case/operational police officers
- Computer Aided Despatch (CAD)
- Supervisors/line managers
- Finance & Resources Managers

NB. This list is not intended to be exhaustive.

Borough and non-borough Operational Command Unit ((B)OCU) Commanders, senior managers and Heads of Branches have a general responsibility for ensuring that this policy is complied with.

Purpose

This policy is designed to ensure the correct deployment of approved linguists. It will ensure a corporate approach to the use of linguistic expertise, to uniform standards, in compliance with legal obligations under statute and domestic & European Union caselaw. Also, it will ensure the delivery of essential front-line services in support of corporate priorities.

Scope

This policy will apply for the purposes of engaging linguistic support for general or preliminary enquiries, for persons detained in custody and in the detection or investigation of crime.

It does not apply for the purposes of procuring linguistic support for meetings, conferences or other internal purposes throughout the MPS.

Policy Statement

The MPS engages linguists to provide independent, impartial and professional services to BOCUs and HQ branches, in support of the detection and investigation of crime. Any interpreter or translator must be drawn from the approved list to preserve the quality and integrity of the service to the MPS.

Where an interpreter is required and it is not possible to identify one who is able to assist from the approved list, contingency plans should be used - see the standard operating procedures contained in the Working with Interpreters & Translators – Standard Operating Procedures.

Interpreters are competent to make written translations into English of statements made in other languages, which they have assisted in taking, or to translate short and non-complex texts into verbal or written formats. In the case of any other requirement for written translation, documents should be referred to Language Services where written translations are managed and an official translator will be identified to assist.

Benefits

The benefits of this policy will be:

- Ensure better consistency in the provision of linguistic services
- Better quality of linguists engaged, resulting in:
 - Improved integrity of investigations and trials
 - Better treatment of victims, witnesses and defendants
 - Proactive compliance with legal obligations
 - Reduced vulnerability to civil action for breach of legal obligations
 - Improved public confidence

Responsibilities

- The ownership of the policy resides with Human Resources Board
- This policy will be implemented corporately by Language Services and locally by (B)OCU Commanders
- The review of this policy will be the responsibility of Language Services.

Associated Documents and Policies

Working with Interpreters & Translators - Standard Operating Procedures

Business Rules on Budget Devolution

Police & Criminal Evidence Act 1984

Disability Discrimination Act 1995

Race Relations (Amendment) Act 2000

Human Rights Act 1998

Health & Safety at Work Act 1974

Interpreter's Working Group/Office for Criminal Justice Reform **"Agreement on the Arrangements for the Use of Interpreters, Translators and Language Service Professionals in Investigations and Proceedings within the Criminal Justice System (as revised January 2007)"**.

Cancel Notices Item 5, 38/2004, 22nd September 2004