

Out of Scope



3. USING AN INTERPRETER

Prior to commencing an interview with a person, where the member doubts the ability of that person to understand or speak English, or where the person requests it, the member must arrange for an interpreter to be present before continuing with the interview.

The interpreter must be independent of the people involved, professionally trained and formally qualified. Do not use a fellow employee of the suspect, victim or witness or a member of their family.

The member must record the particulars of the interpreter, and the service which provided them, in the event that they are required later for court.

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5. INTERVIEW PROCEDURE

When the interpreter arrives, the member conducting the interview must tell them:

- the full name of the person being interviewed
- the full name of the member
- sufficient detail so they are acquainted with the incident being investigated.

Where practicable, introduce the interpreter to the interviewee and conduct the interview by:

- asking questions to the interviewee in direct speech
- having the interpreter translate the question into the language/dialect of the interviewee and the reply into English.

Digital recordings are preferable; however, when a written record of the interview is made in place of audio and/or video, the member must ask the interpreter to read, check and sign each page of the written record whilst the facts are still fresh in their mind. Once the interview is finished the interpreter must read the entire record of interview to the interviewee. Where necessary, the member must make appropriate alterations which the member, interviewee and the interpreter should initial.

When an audio or video recording is made of the interview in accordance with section 74D(1)(c) of the *Summary Offences Act 1953*, the member must ensure the interpreter introduces themselves, the reasons for their presence and the language/dialect that will be spoken.

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