

Peoria Police Department Policy and Procedure Manual

Policy 3.17 Department Interpreters



**“Our Community...
Our Commitment”**

I. POLICY

It is the policy of the Peoria Police Department to meet, in every practical way, the needs of our community. One such way is through the use of bilingual Peoria Police Department employees during calls for service requiring a translator. It is recognized that the efforts of the bilingual Peoria Police Department employee are crucial and key relative to the success of any call requiring their ability. Their service creates a bridge between the Peoria Police Department and the community during calls requiring translation.

II. PROCEDURES

A. On-Duty

1. Sworn bilingual Police Officers and Police Services Officers, while on-duty, may be asked to translate for another Peoria Police Department employee relative to a call for service in the field, a citizen in the lobby, a telephone call, etc.

2. Other civilian bilingual Peoria Police Department employees, while on-duty, may be asked to provide basic translation services for another Peoria Police Department employee relative to a call for service or citizen in the lobby, a telephone call, etc. However, they should not be pulled from their regular duties for an extended period of time.

3. If the bilingual Peoria Police Department employee is asked to translate for an Officer or Police Services Officer on a call for service requiring an incident report, and this call is not an in-progress Priority One call, the Officer or Police Services Officer, not the translator, shall complete the report.

a. The information will be gathered by the translator and reported to the Officer or Police Services Officer.

b. However, the nature of the call for service may dictate that the bilingual Peoria Police Department employee complete a supplemental report.

4. During the time that the bilingual Peoria Police Department employee is translating for an Officer or Police Services Officer, if a second call for service is received and the Officer or Police Services Officer must break, the bilingual Peoria Police Department employee may:

a. Continue with the translation and elect to take disposition; or

b. If sworn, assist on this second call for service; or

c. Wait for the initial Officer or Police Services Officer to complete the second call, and when completed, return with that person to the first call and continue translating.

5. A bilingual Peoria Police Department employee shall not be broken from any call that they are already investigating for the purpose of providing translation unless that call is a working Priority One call, i.e., homicide, shooting, stabbing, sexual assault, armed robbery, etc. If the bilingual Peoria Police Department employee is already investigating a working Priority One when a second similar call is received, they shall not be broken from their call.

B. Off-Duty

1. The on-duty Patrol Supervisor shall determine whether or not an off-duty bilingual Peoria Police Department employee is needed to respond to a call for service requiring translation.

a. Only the on-duty Patrol Supervisor shall authorize the contacting of an off-duty bilingual Peoria Police Department employee.

b. It should be noted that off-duty bilingual Peoria Police Department employees are NOT in an “on-call” status.

2. It should be taken into account the type of call that we are requesting the bilingual Peoria Police Department employee’s assistance relative to translation.

a. If the call for service is a working Priority One or a call having exigent circumstances, then the bilingual Peoria Police Department employee should be contacted.

b. If the call for service is a Priority Two or a Priority Three, then other options should be considered prior to contacting the off-duty bilingual Peoria Police Department employee, i.e., assistance from another agency.

**Peoria Police Department
Policy 3.17**

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