

POLICE INTERPRETING GUIDANCE

KEY LEARNING POINTS



RECEIVING YOUR ASSIGNMENT

- ☐ Once you have confirmed your booking, you will receive the details like the time, date, location, the name of the subject (person) and the officer dealing with the case.
- ☐ Plan to arrive at the designated location 15 minutes before the assignment time.



WHEN YOU ARRIVE THE POLICE STATION

- ☐ Limit what you will say, and only share information with the receptionist or with the officer responsible for the case.
- ☐ Be discreet. Do not use your identification card or any other work-related materials, such as laptops, displaying language agency-related logos, branded clothing, etc.
- ☐ When moving within the police station to the interview room, do not be tempted to look at information such as whiteboards, computer screens or papers that may be confidential.



YOUR SURROUNDINGS

- ☐ Be prepared to sights and strong smells - hot food, bleach and body odour.
- ☐ Be aware that the environment may change depending on the day and the latest events, it could be very noise or very quiet.
- ☐ You will also see Police Officers, detention officers, nurses and legal counsellors. Follow all instructions or requests from the Custody Sergeant responsible.
- ☐ Important: nothing discussed during the session can be shared with anyone else (including the Police), recorded or allowed to be heard. Rarest cases will be recorded using audio or video.

- ☐ If the suspect is a child or mental health person, there may be an additional person present, such as the child's parent, guardian, social work or a mental health professional in the room.



WHEN YOU FINISH YOUR WORK

- ☐ Once you have finished you will be escorted out of the secure areas. Leave the station immediately.
- ☐ Again, do not use your identity card or make it obvious that you are a designated linguist.
- ☐ If you have any concerns about your well-being, notify the officer who will ensure that you leave safely.

REMEMBER THE CONFIDENTIALITY OF YOUR WORK
