




## ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

<b>Chapter: 5</b> Procedures	<b>Effective Date:</b> October 6, 2017	<b>Amends/Supersedes:</b> September 3, 2013 March 1, 2005	<b>By Authority of the</b> <b>Chief of Police</b>  Charles A. Penn
<b>Accreditation Standard(s):</b> ADM.02.02, ADM.14.02			

### 523.06 Translation Services

#### I. Policy

Police services will be accessible to all persons, including those who do not speak English, through the use of an on duty translator or a translation service provider offered through the Emergency Communications Center.

#### II. Procedures

- A. On-Duty Translators - Officers in need of translation services shall first attempt to locate another officer, public service aide, or civilian departmental employee who fluently speaks the foreign language in question. (Officers shall not utilize arrestees as translators, unless exigent circumstances exist).
- B. ECC Translation Resources - The ECC maintains a translation and interpretation services contract that includes most of the major languages of the world.
  1. Officers needing language translation services will contact the ECC at (703) 558-2222.
  2. Provide the ECC employee with your name, badge number and the language required.
  3. Prior to connecting to the interpreter, advise the ECC call-taker if they need to remain on the line as a party to the conversation.
  4. An ECC call-taker will facilitate the connection between the interpretation service provider and the officer.