

Procedure #6302
Category: Academy Programs
Title: LAW ENFORCEMENT INTERPRETING
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Reviewers: MSA Department Supervisors; MSA Interpreter Coordinator

I. PURPOSE

This procedure is to establish a guide to follow when an interpreter is necessary for communication between students or staff members with Law Enforcement Officers (related to school topics - i.e. behavior, missing student, and emergency situations)

II. NEED

To provide access to communication between students and/or staff and law enforcement officers for quicker response to time-sensitive situations (i.e. missing students, making a report, requesting assistance, etc.) MSA's goal is to provide interpreting services during the situation so it can be resolved quickly and appropriately. MSA interpreters are responsible for following their Code of Conduct and determining when to accept law enforcement interpreting assignments relative to their areas of expertise and confidence. MSA interpreters will not be expected to interpret for investigative/criminal interviews or other legal situations involving students.

III. CRITERIA

The MSA Administrators in charge of the situation or the on-call supervisor will determine if an MSA interpreter is needed for communication with law enforcement officers. Situations must be MSA-related - private matters that are not related to the Academies must be handled separately, in an off-campus location, and with interpreters provided by an outside agency/entity.

Follow-up conversations after the immediate situation is resolved and/or criminal investigations must utilize non-MSA interpreters provided by the law enforcement agency.

IV. PROCESS

A. The MSA administrator in charge or the on-call supervisor determine if this is a school-related situation and if an interpreter is necessary. If so, they will contact the Interpreter Coordinator/Interpreting Department to give a brief summary on the situation and request an interpreter.

- B. The Interpreter Coordinator/Interpreting Department will assign the interpreter to cover the assignment (considering language, conflicts of Interest, and preference) and rearrange scheduling as needed.
- C. The Interpreter Coordinator/Interpreting Department will provide interpreting services in the situation as directed by the MSA administrator in charge.
- D. If requested, the interpreter will explain that we are fully certified – they may check with our Human Resources Department for documentation – the MSA HR phone number is: (507) 384-6603.
- E. Communicate with the MSA Interpreter Coordinator/Interpreting Department if time is running longer than expected and/or a switch of interpreters is needed.
- F. Once the interpreting assignment is completed, document times of the assignment in the notes in the interpreters' internal calendar.