



DEPARTMENT NOTICE

20-147
10/20/20

Translation Procedures for Documents, Statements and Evidence

This Department Notice serves as guidance to members regarding the process to translate evidence from a foreign language into English, during a criminal or administrative investigation. As a key priority of SFPD, translation services ensure Limited English Proficient (LEP) individuals have equal access to law enforcement services.

Per DGO 5.20, III Procedures, Section K, Item 1: Transcribing Tapes and Other Evidence Into English: The Department shall translate tapes, documents, evidence, or documents submitted by LEP individual(s) into English when such evidence is necessary to continue the investigation and/or prosecution of a criminal case or a Departmental administrative investigation.

DEFINITIONS:

Translation (written): The replacement of written text from one language (source language) into an equivalent written text into another language (target language)

- SFPD uses a city vendor to translate documents.

Interpretation (speaking): The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

- SFPD uses qualified and certified bilingual members, language line application on smart phones and city vendors for this activity.

TRANSLATION GUIDELINES:

When a Limited English Proficient (LEP) suspect, victim, or witness submits a written statement, document, or evidence in a foreign language on their behalf, members shall contact the Department Language Access Liaison (LAL) to request translation(s) of evidence.

PROCESS:

Reporting officer shall do the following:

- Scan and email foreign language document to LAL – SFPDLEP@sfgov.org
- Include brief description of item(s) requiring translation, the CAD or case number, and contact info of assigned investigating officer (if known)
- Book original foreign language document into evidence
- Document action in the incident report in Crime Data Warehouse (CDW)

LAL shall do the following:

- Confirm receipt and provide status to the Investigating Officer within 48 hours.
- Request translation(s) of evidence by a CCSF-approved vendor.
- Coordinate delivery of translated materials to assigned investigator upon completion.
Completion timelines vary depending on nature and volume of request.

Assigned investigator should do the following:

- Follow-up with LAL on status of translated statements/evidence.

For questions regarding this notice, please contact:

Language Access Liaison Officer at the Community Engagement Division at 415-558-5487 or via email at SFPDLEP@sfgov.org



WILLIAM SCOTT

Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.