

CODE OF PROFESSIONAL RESPONSIBILITY FOR THE COMMUNITY INTERPRETER

The Community Interpreter shall discharge faithfully the following duties and obligations:

The Community Interpreter shall accurately and completely represent her certification(s), training, and relevant experience.

She shall interpret accurately and faithfully to the best of her ability, without embellishing, omitting, condensing, or editing. She shall convey the true meaning of the words, phrases, and statements of the speaker, and she shall pay special attention to variations of the source and target languages due to educational, cultural, and regional differences. The Community Interpreter is committed to transmitting the content and spirit of the original message. When interpreting, she shall never interject her own words, phrases, or views. She shall be as unobtrusive as possible and shall avoid conduct that could call attention to herself. If, during the course of interpretation, the Community Interpreter realizes that she has made a significant error, she shall admit and correct the error at the earliest opportune time.

The Community Interpreter shall speak in a clear and well modulated voice, and when using inflections, she shall be particularly careful not to allow them to be interpreted as partiality. She shall employ the techniques of interpretation best suited to the situation at hand, or according to the needs or wishes of those utilizing her services. However, the Community Interpreter shall not paraphrase or summarize statements made by a speaker, except in exceptional circumstances where she has been ordered to do so.

The Community Interpreter shall familiarize herself with the case as much as possible before she begins an assignment. She shall inquire whether the language in the case shall involve terminology of a technical nature or a particular vernacular that would require special preparation. If she has any reservation about her ability to satisfy an assignment competently, she shall immediately convey that reservation to the appropriate parties. The Community Interpreter shall refrain from accepting any assignment where she does not feel that she can competently deliver interpreting services.

The Community Interpreter shall be personally responsible for having the proper dictionaries and other linguistic reference materials readily available for consultation when needed. She shall also be responsible for having the proper technical aids readily available for use when needed.

The Community Interpreter shall attempt to establish rapport with the persons needing her services and shall explain to them her position as an impartial interpreter. She shall also inquire whether any person involved suffers from a hearing impairment or any physical or psychological problem that could interfere with the effectiveness of her services, and shall make adjustments accordingly.

The Community Interpreter shall constantly assess her ability to perform interpreting services and shall report any impediments to the appropriate parties.

She shall maintain an impartial and unbiased attitude and shall not engage in conduct creating the appearance of bias, prejudice, or partiality during the course of interpreting. The Community Interpreter understands that a conflict may exist if she is related to any witness or party to the action, or if she has an interest in the outcome of the case. She understands that any condition

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that interferes with her ability to remain objective constitutes a conflict of interest. The Community Interpreter shall immediately disclose to all parties and authorities any actual, apparent, or potential conflict of interest. She shall refrain from accepting any assignment where her impartiality may be affected.

Under no circumstances shall the Community Interpreter discuss information disclosed in a case or the merits of the case with anyone, particularly not with those for whom she interprets.

The Community Interpreter shall not give legal advice and counsel to parties and witnesses, nor to anyone else. The Community Interpreter understands that unless she is licensed to practice law in the State of California, it would be unlawful for her to provide legal advice and counsel.

The Community Interpreter shall guard any confidential information entrusted to her. She shall not disclose to third parties privileged communications between counsel and client.

The Community Interpreter shall strive to maintain a professional relationship with the individuals whom she comes in contact with during the course of her work. She shall respect the client's privacy and shall refrain from asking personal, probing questions outside the scope of interpreting tasks. The Community Interpreter shall not use her role as the interpreter to influence any social relationship with her clients outside the interpreting encounter. She shall refrain from getting personally involved in the lives of the clients and shall support the provider-client relationship.

The Community Interpreter shall report to the appropriate parties or authorities any effort to impede compliance with the profession's Code of Ethics, law, or any other official policy governing legal interpreting and translating.

The Community Interpreter shall strive constantly to improve through continuing education and self-study her interpreting skills, cultural fluency, knowledge of legal terminology in English and other language(s) that she interprets in, and knowledge of general legal procedures. She shall seek to elevate the standards of performance of her profession as a community interpreter.

The Community Interpreter shall adopt a professional manner of dress and conduct when she is interpreting.

Should the Community Interpreter be called upon to serve as an interpreter in court, she shall uphold the dignity of the Court and of community interpreters by adhering to only the most professional conduct. She shall also familiarize herself thoroughly with all the local court rules and court protocol, and shall abide by them.