Australian Capital Territory

**Corrections Management (Interpreter Service) Operating Procedure 2020**

**Notifiable instrument NI2020-196**

made under the

**Corrections Management Act 2007, s14 (Corrections policies and operating procedures)**

**1 Name of instrument**

This instrument is the *Corrections Management* (*Interpreter Service) Operating Procedure 2020.*

**2** **Commencement**

This instrument commences on the day after its notification day.

**3 Operating Procedure**

I make this operating procedure to facilitate the effective and efficient management of correctional services.



Jon Peach

Commissioner

ACT Corrective Services

29 March 2020

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| **OPERATING PROCEDURE** | **Interpreter Service**  |
| **OPERATING PROCEDURE NO.** | **D22.1** |
| **SCOPE** | **Alexander Maconochie Centre**  |

**PURPOSE**

To provide instructions to staff on accessing an interpreter for a detainee who is unable to speak or understand English.

**PROCEDURES**

1. Interpreter service
	1. Where an interpreter is required to ensure that information is provided to a detainee in a language they understand, this will be done over the telephone.
	2. Staff must contact the Translating and Interpreting Service on 131 450 and quote the agency number: C081402.
	3. Where an interpreter is not available at the time of calling, staff may be required to book an appointment with an interpreter.

**RELATED DOCUMENTS AND FORMS**

* Admission Policy
* Induction Policy

Corinne Justason

Deputy Commissioner Custodial Operations

ACT Corrective Services

25 March 2020

**Document details**

| Criteria | Details |
| --- | --- |
| Document title: | Corrections Management (Interpreter Service) Operating Procedure 2020 |
| Document owner/approver: | Deputy Commissioner Custodial Operations, ACT Corrective Services |
| Date effective: | The day after the notification date |
| Review date: | 3 years after the notification date |
| Responsible Officer: | Deputy Commissioner Custodial Operations |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2019* |

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| **Version Control**  |
| **Version no.**  | **Date**  | **Description** | **Author** |
| V1 | May-19 | First Issued | L Kazak |