Australian Capital Territory

**Corrections Management (****Court Transport Unit – Interpreter Services) Operating Procedure 2021\***

**Notifiable instrument NI2021-167**

made under the

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

**1 Name of instrument**

This instrument is the *Corrections Management (Court Transport Unit – Interpreter Services) Operating Procedure 2021.*

**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

18 March 2021

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| **OPERATING PROCEDURE** | **Court Transportation Unit Interpreter Services** |
| **OPERATING PROCEDURE NO.** | **S4.221** |
| **SCOPE** | **Court Transport Unit** |

**PURPOSE**

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

Organising Interpreter services for persons in custody normally falls outside of CTU requirements, however it may be necessary for CTU to make arrangements under certain circumstances.

**PROCEDURES**

1. **Interpreter service**
   1. Police Responsibilities:

* Where an interpreter is required, the arresting officer will normally arrange for the telephone interpreter service on 13 14 50 and utilise them for their charging process. The arresting officer will annotate the arrest file accordingly in terms of what language the person in custody speaks. The file will also be noted with what has been organised relating to the use of an interpreter.
* Police will also comment on the ‘Mention Brief’ to Department of Public Prosecutions (DPP) regarding what the arresting officer has organised.
* Where the arrest is processed during the night, the case is handed over to the day shift and DPP will then organise the interpreter services.

1.2 CTU Responsibilities:

* CTU does not organise interpreters in in relation to legal visitors. This is arranged as above by the police and/or DPP.
* If a detainee requires an interpreter for CTU processes, e.g. during induction, CTU will utilise the Translating and Interpreting Service on 131 450 and quote the agency number: C081402.
* If an interpreter is not available when the detainee has a legal visit, CTU will liaise with the legal representative and the court administrators and arrange to have the detainee taken to a hearing room with pre-arranged interpreter services to facilitate the required legal advice.

1. **CTU Officer responsibilities**

2.1 CO1 Responsibilities:

CTU officers will liaise with the Watchhouse to identify those detainees who may require an interpreter. This should be reported to the CTU CO2 Area Supervisor.

2.2 CO2 Area Supervisor Responsibilities:

* Where possible ensure that information is provided to detainee’s in a language they understand, this can be done over the telephone.
* Make arrangements to have the detainee escorted to a designated court hearing room with pre-arranged interpreter services where requested by a legal representative.
* Ensure the Induction Officer is aware of any language difficulties should the detainee be remanded in custody.
* Where necessary assist staff with contacting the Translating and Interpreting Service on 131 450 and quote the agency number: C081402.

**RELATED DOCUMENTS AND FORMS**

* Admission Policy
* Induction Policy

Corinne Justason

Deputy Commissioner Custodial Operations  
ACT Corrective Services

16 March 2021

**Document details**

| Criteria | Details |
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| Document title: | Corrections Management (CTU – Interpreter Services) Operating Procedure 2021 |
| 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: | Director CTU |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020* |

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| **Version Control** | | | |
| **Version no.** | **Date** | **Description** | **Author** |
| V1 | January 21 | First Issued | J Taylor-Dayus |