

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

*Name amended under Legislation Act, s 60



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

1.1 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 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.

2. 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
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 <i>Corrections Management (Policy Framework) Policy 2020</i>

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