

INSTRUCTIONS FOR INTERPRETERS WORKING IN KING COUNTY JAIL COURTROOM #2 (KCJ2)

ARRIVAL

1. KCJ2 is located INSIDE the King County Jail at 500 5th Ave across from the Seattle Municipal Court.
2. You will need to go through security and you're NOT allowed to take your phone inside.
3. Show your interpreter ID to the guard and sign in, if you wish to leave your phone in a free locker.
4. Once in, turn to the right and walk to Courtroom 2 (KCJ2) on your right.
5. Knock on the door for admittance.

King County Jail Courtroom #2



Equipment room



Bailiff



CHECK-IN

1. Check in with the bailiffs seated along the right wall. Invoices are in the box on the wall above the bailiffs.
2. Let the marshal and the defense attorney know you're available.
3. Find equipment in the narrow room to the left from the marshals.
4. Equipment will be plugged into charger, with headpieces in a bag.
5. Clean and assemble equipment (attach microphone to transmitter, headphones to receiver – see instructions on the wall).
6. Make sure the channel marked on the unit matches the channel on the dial.
7. To turn ON the receiver (unit for the listener/defendant), turn the volume button.
8. To turn ON the transmitter (your unit), press down the on/off button and hold until it turns green. Make sure you **don't change** the channel on your unit!
9. Check to make sure both units are working.
10. **Never** take equipment to the lock up area!!!
11. Ask marshal for assistance if you cannot get equipment working properly.

Step 2.



Step 3.



3-STEPS OF INTERPRETING

1. Attorney and you will walk into a lock-up area for an attorney-client interview.
 - a. No equipment is needed for this step.
 - b. After the initial attorney-client interview, exit with the attorney back into the courtroom to wait for a hearing.
2. Guard will bring the defendant out to the glass partition for court hearing.
 - c. Do NOT step into secure area behind the glass partition with the defendant, **stay outside and use the equipment!**
 - d. Hand receiver with headphones over to the defendant, indicate volume button, and check if the defendant can hear you OK.
 - e. Place yourself in the area between the defendant and the Judge, facing defense and city attorneys.
 - f. If you cannot interpret simultaneously, inform the court so they do the hearing in consecutive mode.
 - g. Once the hearing is over, continue waiting in the courtroom for the bailiff.
 - h. The Guard will send the defendant back into the lock-up area, but the case is not over!
 - i. **Turn off** the equipment and disassemble.
 - j. Wipe down with Sani-wipes, and place both units into the charger.
 - k. Make sure both lights on the base are lit, showing that the units are charging.
 - l. If lights are not showing, reverse unit's position (180°) to align with the charger.
3. Bailiff will go over paperwork with the defendant.
 - a. No equipment is needed for this step.
 - b. Stand alongside bailiff and interpret from outside of glass partition.

CHECK-OUT

1. Confirm with the bailiff that you are no longer needed and have them sign your invoice.
2. Make sure to pick up your phone and any items locked up on your way out!