



# Attorney General's

department of nsw

## Remote Witness Video Facilities

### Operational Guidelines

### System Setup Checklist

#### Background Information

The remote witness room is part of the Court.

For the safety of witnesses their location is confidential.

#### Procedures

The following information is provided to assist the Sheriff's/Court Officer responsible for the set-up and operation of the Remote Witness Video facilities.

- 1 Turn video master switch to **ON** (located where the Judges Associate is seated).
- 2 If the reporting operator is not in attendance, and the witness has to give evidence, turn the master switch to **ON**.
- 3 If the witness has to give evidence first, it is very important to turn on the remote witness microphone. The switch is located in the Reporting Services Operators booth on the main console.
- 4 Insert key into witness console (located in remote witness room), and turn to select the required Courtroom, eg 2.4, 2.3. While the system is on, the key cannot be taken out of the console.

#### Check of Camera Views

To check the system, one Officer will have to be in Court and the other Officer in the remote witness room.

- Check the witness head/shoulders view displays the head/shoulders of a person sitting at the witness table, on the large Courtroom monitor.
- Check that there is a full witness room view displayed on the small monitor on the bench.
- Check Judicial Officer's head/shoulders view displays the head/shoulders of the Judicial Officer, on one witness console monitor.
- On the other witness control monitor, check there is a head/shoulder view of the examiner standing at the centre of the bar table. **Ensure that the camera is positioned so the accused cannot be seen by the witness.** This may require particular attention if the accused person is permitted by the court to sit behind their legal representative or where they are unrepresented.

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#### Transmission Check to and from the Courtroom and Remote Witness Room

- Stand in front of the centre bar table microphone. Test volume is getting to the remote witness room with the assistance of the other Sheriff's Officer in the remote witness room (this is done by viewing the screen and talking to the person).
- Check that the Judicial Officer's microphone is working in the same manner as above.
- Check Judicial Officer's facility to switch on the Courtroom large screen monitor between the witness head/shoulders view and the witness interview room view.
- Check video/audio **ON** override (no video or audio to witness room).
- Check audio only **ON** override (no audio to witness room).
- On the completion of the systems checks please ensure that the "audio only" override control is **OFF** and that the Courtroom large screen monitor is switched to head/shoulders view of the witness. Switch the "video/audio" override control switch to the **ON** position to put the system on standby for activation by the Judicial Officer when ready for the witness.
- When the witness has given evidence it is very important to turn the remote witness microphone **OFF**, and by doing this it will turn on the microphone in the witness box in the Courtroom.

**Note: Every remote witness room should have phone connection with the court and this connection should be checked prior to the witness giving evidence.**

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