

STENOTYPE SERVICE

One of the services provided by the OSC is the production of verbatim notes through the Stenotype Pool for Disciplinary Enquiries, Commissions of Enquiry, Wage Negotiations and Task Force Hearings. Additionally, assistance is also given to the Gun Court through the recording and transcription of court proceedings.

Employees in this Unit are called Stenotype Writers, who receive specialized training in this area at the Justice Training Institute (JTI), Ministry of Justice, before being assigned on the job. The unit is headed by the Chief Stenotype Writer.

The job of the Stenotype Writer is continuously being improved with the regular introduction of new computer compatible stenograph machines and the companion software. This facilitates the effective and efficient production of verbatim notes.