



VIDEO COURT OPERATIONS

POLICY.

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to reduce the amount of transfers to the court house with the use of video court equipment.

PURPOSE.

The purpose of this policy is to provide guidelines for staff to follow regarding the proper operation of video court equipment and collection of data for inmate management purposes.

OREGON JAIL STANDARDS:

- B-207 Custody File
- B-403 Release Authorization
- B-406 Release Documentation

REFERENCES:

- ORS 169.076 Standards for Local Correctional Facilities, (2) (a) Legal confinement authority.
- ORS 135.010 Arraignment (time and place).
- ORS135.255 Release agreement.

DEFINITIONS:

Arraignment. A court appearance. Typically the first appearance of a defendant arrested on criminal charges when release, bail setting, and appointment of an attorney are discussed and court decisions are made.

Attorney. A lawyer appointed by the court or retained by a defendant who represents the defendant in all court appearances and decisions.

Court Disposition. A form generated through the jail computer system with the name and criminal charges of an inmate. The form is used to take notes during the court appearance.

Court Docket. A schedule produced by court schedulers that sets the time and place for a defendant to appear in court.

Court Documentation. Paperwork generated by the courts for information passed between the defendant, attorney and district attorney. These documents include District Attorney Information, indictments, charging instruments, court appointed attorney forms, sentencing documents, and court minutes.

Court Minutes. A document produced by the courts that delineates release information and sets bail amounts and future court appearance dates for a defendant.

District Attorney (DA). A public official appointed or elected to represent the State in criminal cases in a particular judicial district.

Inmate. A person, whether sentenced or not, in the custody of the Deschutes County Sheriff. The person may be lodged in the Deschutes County Adult Jail or the Work Center.

Security Deputy. A corrections deputy assigned to provide security during video court appearances.

Odyssey/OECI. The web based document management system for the State of Oregon court system. Court staff electronically sends documents and jail staff access documents from the Oregon eCourt Case Information (OECI) website. Electronic document sharing increases efficiency and clarity.

Video Camera. A video camera set up to view a person for the purpose of two way communications between the court house and jail.

Video Court Assignment. Staff specifically assigned to oversee the court proceedings during video court. The staff member listens, collects data for addition to the jail computer system and collects paper work designated as court documentation.

Video Court Room. A room located in the Deschutes County Adult Jail designated for the purpose of holding court appearances.

Video Monitor. A television specifically set up for two way communications with court facilities at the court house through closed circuit connection.

PROCEDURES.

SECTION A: GENERAL GUIDELINES

A-1. Prior to scheduled arraignments, the assigned deputy or other staff member will print out the court docket for all bookings for the 24 hours preceding the appearance (with the

exception of weekends and holidays where the printed information will include any arrest since the previous arraignment period) and:

- a. Determine in-custody scheduled appearances.
 - b. Identify inmates requiring an interpreter.
 - c. Identify inmate keep-aways by printing a keep away list from the jail management system (JMS).
- A-2.** Utilizing the court docket information, the inmates' names will be written on the video arraignment roster using *Video List Form No. 431*. Inmate names will be listed in order (considering housing assignments and safety and security considerations). Keep-away information will be added along with pending cases, out of county holds, time served information, parole holds, probation holds, immigration holds and:
- a. Copies of the completed list will be sent to the Jail Control Center, Transport Sergeant, Transport Deputy and Court Security Deputy.
 - b. From the copy of the video arraignment list, Control Center deputies will notify the listed inmates of the court appearance and have them stand by for video court.
- A-3.** The assigned video arraignment deputy will gather all documentation and set up the video court room for the arraignment process. The staff member will log on to the jail computer system and enter relevant data to the individual inmate booking screens and:
- a. Make adjustments to the inmate charges as set forth by the District Attorney's charging instrument.
 - b. Add any new charges listed from an indictment.
 - c. Adjust the disposition in the case if a charge has not been filed.
 - d. Add any identified keep-away information gathered from newly provided court documentation.
- A-4.** The court will call the jail video system from the court house. The video arraignment equipment will connect and the video and audio connection will be maintained during all video court appearances and:
- a. In the event the video system does not connect, the shift supervisor will be notified and arrangements will be made to service or repair the equipment through Sheriff's Office Information Technology.
 - b. In the event that the video equipment is not immediately repairable, arrangements will be made to transfer the scheduled inmates to the court house for arraignment purposes.

SECTION B: VIDEO ARRAIGNMENT

- B-1.** Inmates will be sent by control center staff to video arraignment utilizing radio communications and jail video cameras. Control room deputies will call the inmate's name in the housing unit and direct the inmate to proceed to the video court room.
- B-2.** The assigned security deputy will watch over the inmates and maintain order during video court appearances. The security deputy will assist the video court staff member

with handing out documentation and escorting civilian staff to and from the court room from jail administration.

- a. The assigned security deputy will ensure a complete inspection is done of the video court room prior to and after video court has been completed and document it on the prior arranged video form.
- b. Ensure no more than ten inmates are in the video arraignment room at any given time.
- c. Ensure all ten chairs are away from walls.
- d. Ensure all electrical fixtures are intact, including security screws.
- e. No contraband is present.
- f. The security deputy will carry a working radio while performing the security detail.

B-3. Arrangements will be made to isolate inmates for valid medical reasons, including possible exposure to communicable diseases or pathogens and high risk, high security concerns.

- a. Normally, these types of inmates would be escorted at the end of proceedings.
- b. Force will not be used to escort inmates unless specifically directed by Jail Command after consultation with the video court judge.
- c. Restraints must be used for high risk inmates.

SECTION C: VIDEO COURT PROCEDURES

C-1. The video court deputy will gather information about disposition of the charge, verification of case numbers, future court dates and times and the release decision. The information gathered will be added to the jail booking screen for each appearing inmate and:

- a. The assigned case numbers will be added to the charge line for each charge.
- b. The date and times of the next court appearance will be added to the court date field on the first charge only.
- c. The bail amount will be adjusted to reflect the total bail for each case number.
- d. The status line will be changed from PA-pending arraignment to P-pending, NF not filed, S- sentenced, TS- time served, R- released as determined by the Video Arraignment Judge.

C-2. The video court judge will call the inmate to the chair located in the front of the video court room. The inmate may have an attorney present or an interpreter in the video room who will join them at the table for the court proceeding. At the conclusion of the proceeding, the interpreter and/or attorney will leave the table and either leave the court room or sit in the back of the room by the video deputy.

- a. The security deputy will instruct the inmate he is done for the day and to head back to his housing unit or cell.
- b. After all inmates have been through the proceedings, the video court judge will ask if there are any other matters.
- c. The video deputy will advise the judge if there are remaining inmates who were scheduled to appear but were not called. The judge will determine if charges have been filed on the inmate and order release if appropriate.

- C-3.** The video court deputy will gather all court generated documents for filing purposes. Court journal entries and other court generated documentation will be electronically (Odyssey/OECI) provided by court house staff. The video deputy will retrieve a copy of all video arraignment paperwork. All custody files of released inmates will be separated from all other files. The inmate files of those released from custody will be forwarded to the shift supervisor, who will review the files and approve or deny the releases and:
- a. The court journal entries will be placed in the individual inmate files.
 - b. The inmate files of those not released from custody will be filed away in the in custody file storage area in booking.
 - c. Inmates who are sentenced during video court will have their court disposition, court journal entries and sentencing forms filed in the inmate file and forwarded to the shift supervisor for time calculation purposes.

SECTION D: OTHER VIDEO COURT APPEARANCES

- D-1.** The court may schedule video court appearances at other than established video arraignment times. The other video court appearances will usually be announced on the court docket for that day, but not always. The court may call and ask that an inmate be brought to video court for an appearance. These appearances will generally be conducted by the jail team on duty that day. The video court procedures for these types of appearances are the same and may be used for:
- a. High risk/high security inmates. (High risk inmates will be hand cuffed during these appearances.)
 - b. Mentally unstable inmates.
 - c. Special needs inmates.
 - d. Last minute plea negotiations.
 - e. Emergency release hearings.
 - f. Extradition hearings.
 - g. Probation hearings.
- D-2.** Two deputies may conduct the video court appearances using the guidelines listed in this policy. The security deputy may complete a search of the video court room. The video court deputy will take notes and add information to the computerized booking screen for the inmate. All documentation will be completed, gathered and placed in the inmate file. If the inmate is released or sentenced, the file will be delivered to the shift supervisor for review and release approval.

SECTION E: OPERATION OF VIDEO EQUIPMENT

- E-1. Answering or Ending a Video Call.** When the system is set for “manual” answering, press “video call” when the system rings to answer the call. If the system is set for “automatic answering,” do nothing to answer the call. The system rings and after a few seconds the far end of the connection is displayed on the television monitor.

- E-2. Manually Dialing a Call.** If the system is in “standby mode,” the light next to “On/Standby” blinks. Press “On/Standby” to bring the system out of standby mode.
- a. Press “video call.”
 - b. Enter the telephone number. (Press the < key if a number is added by mistake.)
 - c. Press “enter” twice.
 - d. Press “video call” at any time to cancel.
 - e. To speed dial, enter the four digit extension numbers for the court rooms listed on the instruction sheet located in video arraignment next to the computer work station.
 - f. To adjust volume, press the up arrow to raise volume and the down arrow to lower volume.
 - g. Do not use the volume control on the television monitor.
- E-3. Moving Cameras.** To control the main camera, make certain the light next to the “near end” button on the camera controls area of the key pad is lit. Use the arrow keys and the zoom keys to adjust the camera view. To control the far end camera, press the “far end” button, followed by the zoom or arrow keys.
- E-4. Enabling and Disabling Windowing.** Windowing refers to the ability to display a picture in a picture (PIP) window in the bottom right corner of the television monitor. Enabled, you are able to view near end and far end video simultaneously. Usually the main portion of the screen displays the far end and the PIP window displays the near end. To enable PIP: Press “Window”. Pressing “Window” again removes the PIP window from the television monitor.

FORMS USED:

- Court Docket
- Court Journal Entry
- Court Sentencing Form
- District Attorney’s Charging Instrument
- Jail Inmate Keep-Away Listing
- Video Court Form No. 431