

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.51	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-6A-01 P.C. 977.2	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 10, 2015	
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CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Video Interview - Two Way Audio-Visual Communications	

- I. **PURPOSE:** To provide confidential electronic telecommunications between officers of the court and inmates housed in Alameda County Sheriff's Office, Detention and Corrections facilities, in lieu of transporting the inmate to court.
- II. **POLICY:** This agency will ensure that inmates properly scheduled for video interviews, arraignments, hearings, etc., are available on the day/time scheduled, and in the proper location. This video telecommunications procedure is part of the court process, therefore, attorney/client relationships and confidentiality will exist.
- III. **PROCEDURE:**
- A. SANTA RITA JAIL (SRJ): All scheduled appointments are to be made one (1) day prior through the Video *Interview* Sheriff's Technician. Appointments are scheduled by telephone or fax, Monday through Friday, excluding holidays, 0800-1300 hours.
1. The video process will be operational Monday through Friday, excluding holidays, between 0830 and 1430 hours. Appointments/interviews will not be scheduled after 1300 hours and all transmissions will be completed by 1400 hours.
 2. The Video *Interview* Sheriff's Technician will adjust conflicting appointments.
 3. Probation appointments will be scheduled in one-half hour (30 minute) increments.
 4. Public Defender appointments will be scheduled in one-quarter hour (15 minute) increments.
- B. **JMS SYSTEM:**
1. Internal scheduled appointment lists are generated daily and are available to housing controls through the *Jail Management System (JMS)*. Video tele-communication

appointments are included on the list.

2. The internal scheduled appointment list will define the location of the video *interview* as follows:

- a. V-INT: ***Video Interview*** Area
- b. V-HSE: Housing Unit Area

C. VIDEO LOCATIONS:

1. Inmates scheduled for video appointments from housing units 3, 4, 5, 6, 25 and 31 through 35 will be moved to the video *interview* area.
2. Inmates housed in all other areas will have their video appointments conducted in their individual housing units.
3. Arraignments will always be scheduled for the ***Video Interview*** area.

D. VIDEO EQUIPMENT: All equipment malfunctions are to be reported to the video *interview* deputy at ext. 4-6619. If the deputy is unable to correct the problem he will page County Communications at tie-line 53200 or 57788.

E. INTERNAL INMATE MOVEMENT:

1. Video appointments scheduled in housing units are the responsibility of the floor deputies.
2. Video hearing deputies and ITR are responsible for video appointments scheduled for the ***Video Interview*** area.
- 3.

G. INMATE REFUSALS: The video hearing deputy will be immediately advised of inmates refusing to comply with the video participation process and will notify the interviewer, Court, Probation, Public Defender or District Attorney, whichever is applicable.

H. SPECIAL HANDLING INMATES:

1. Strict classification procedures are to remain in effect when handling Administrative Isolation, move-in restraints, IOL's, protective custody, keep separates, and similarly classified inmates.
2. Management problem inmates may require more staging time.
3. Management problem inmates may be more likely to damage video equipment.

I. HOUSING UNIT INTERVIEWS:

4. At the completion of the video interview, housing floor deputies are to immediately remove the inmate from the video area and return him/her to the living area.
5. Deputies are to instruct the inmate interviewee to push the button on the wall at the completion of the video interview.
6. Deputies are to advise relief deputies of ongoing or upcoming interviews when relieved for breaks, lunch, etc., and monitor the time an inmate is in the room to ensure the inmate is not forgotten or left in the room for an inordinate period of time (over 30 minutes).

J. POLYGRAPH APPOINTMENTS:

1. All polygraph appointments / interviews are scheduled with the Video *Interview* Sheriff's Technician.
2. Appointments / interviews need to be scheduled a minimum of 3-4 hours in advance and be completed by 1430 hours.

K. JUVENILE PAROLE BOARD HEARINGS

1. All juvenile parole board hearings are scheduled with the Video *Interview* Sheriff's Technician.
2. Hearings need to be completed by 1430 hours.