

Video Court Proceedings Procedures With Department of Correction Facilities

There are many advantages to using video conferencing equipment to hold video court proceedings with the Department of Corrections (DOC). Several reasons have been listed below:

- Reduce security risks for judges and others in the courthouse/courtroom; escort officials while in transit; other detainees in local jails; and prisoners in public areas.
- Reduce the incentive (trip to the courthouse) for some incarcerated defendants to file suit or other documents.
- Save time and money, improve personal and public safety.
- Reduce risks associated with moving offender from DOC facility to courtroom (e.g., opportunities for escape or to obtain weapons/contraband).
- Reduce transportation costs, (e.g., escorts, vehicles, fuel, time).

I. Procedures for scheduling a video hearing.

A. Check Codian Bridge Availability

Before issuing a Writ of Habeas Corpus Ad Prosequendum (sample form attached), check the Codian Bridge scheduled call list for available times to hold a conference with the appropriate DOC facility.

Log into the Codian Bridge and review scheduled hearings.

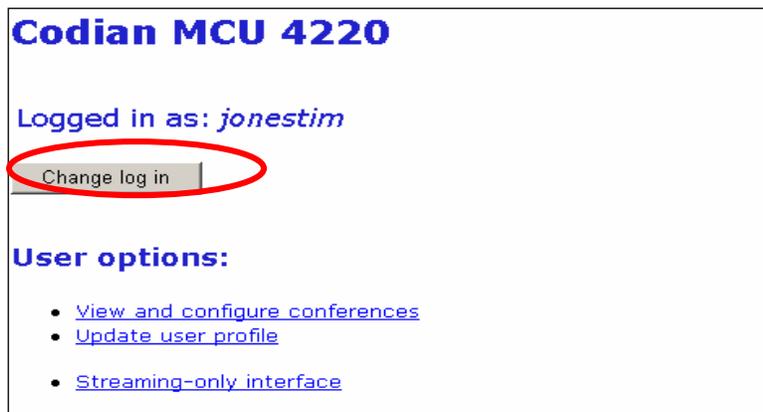
NOTE: Scheduled conferences follow a specific format. This allows a court to locate an available date and time without having to scroll through the entire list of calls. Use the same format when scheduling your call. The format is **Correctional Facility name (acronym)-date of scheduled call-county scheduling the call. Make sure this information has been entered in ALL CAPS.** The example listed under the Log-in Procedures shows two calls with the Algoa Correctional Center for Boone and Callaway counties (ACC-9-2-09-Boone County).

B. Log-in Procedures

1. Log into the Codian Video Bridge by typing <http://smpbr0001> on the web browser (internet).
2. The Codian home page will appear, click on “log in” in the upper right hand corner of the screen.



3. Click on the “change log in” button.



4. Enter the Court Location’s ID and password (Make sure the ID and password are entered using the same alpha or numerical case style (lower case, upper case, title case, etc.) sent to your local security point of contact by OSCA security. Click “OK” or “Enter” on the keyboard.

NOTE: If you do not have the court location’s ID or password, please notify your local security point of contact person in your office.



- Click on “View and Configure conferences” link.

Codian MCU 4220

Logged in as: *jonestim*

Change log in

User options:

- [View and configure conferences](#)
- [Update user profile](#)
- [Streaming-only interface](#)

- View the conference list for an available date and time. In the example below, the Algoa Correctional Facility has been scheduled by Boone and Callaway County on September 9, 2009. The scheduled call follows the standard format of **Correctional Facility name (acronym)-date of scheduled call-county scheduling the call. Make sure this information has been entered in ALL CAPS.** Callaway County call has a call scheduled from 2:00 p.m. – 3:00 p.m. and the Boone County call has been scheduled from 3:00 p.m. to 4:00 p.m.

13 scheduled conferences

Delete selected Add new conference Page 1 2 3 4 5 6 7 8 9 10

Name	Numeric ID	Security	Owner	Status	Start time	End time
<input type="checkbox"/> ACC-09-02-09-BOONE		<none>	jonestim	Yet to start	15:00	16:00
<input type="checkbox"/> ACC-09-02-09-CALLAWAY		<none>	jonestim	Yet to start	14:00	15:00

C. Scheduling a Video Conference

After locating an available date and time for your call with DOC, schedule the conference now. This will allow your court to block this time.

NOTE: If you logged out of the Codian Bridge scheduling screen, you must log in again using the log in procedures.

If you did not log out of the system, continue to step 7 below.

- Click on the “add new conference” button.

MCU 4220
host: 10.98.24.246 login: allenrha

Home Conferences Profile Help

Home > Conference list

Conferences Move participants

No active conferences

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Name	Description	Owner	Registration	Participants	Start time	Time remaining
No active conferences						

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14

No scheduled conferences

Delete selected Add new conference

Page 1 2 3 4 5 6 7 8 9 10

Name	Numeric ID	Security	Owner	Status	Start time	End time
No scheduled conferences						

Delete selected Add new conference

Page 1 2 3 4 5 6 7 8 9 10

2 completed conferences

Purge selected Purge all

Page 1 2 3 4 5 6 7 8 9 10

Name	Owner	Start time	End time
<input type="checkbox"/> CODIAN_BRIDGE_TRAIN	jonestim	Feb 19 2008, 13:30	Feb 19 2008, 15:45
<input type="checkbox"/> Codian Bridge Training	jonestim	Feb 28 2008, 09:30	Feb 28 2008, 12:00

Purge selected Purge all

Page 1 2 3 4 5 6 7 8 9 10

(c) Copyright Codian 2003-2007, License information

- The following screen appears. Click on the “preconfigured participants” button. By clicking on this button, when you call the Codian Bridge on the date your call has been scheduled, the system will automatically call the appropriate DOC facility. **NOTE:** DOC must have their system on for this feature to work.

MCU 4220
host: 10.98.24.246 login: bloclea

Home Conferences Profile Help

Home > Conference list > Add conference

Add conference

Add conference Pre-configured participants

Parameters

Name

Description (optional)

Numeric ID (optional)

PIN (optional)

Guest numeric ID (optional)

Guest PIN (optional)

Numeric ID registration H.323 gatekeeper SIP registrar

When only guests remain Disconnect all participants

Floor and chair control Allow floor control only

Owner bloclea (fixed)

Visibility Public

Encryption Optional

Layout control via FECC / DTMF Enabled

Invite pre-configured participants At the start of the conference

Mute on join Audio Video

Streaming streaming not enabled

Content channel video Enabled if Enabled requires an additional video port

Content contribution from endpoints Enabled

Video ports to reserve 0

Audio-only ports to reserve 0

Start time and duration

Start time 08:19 (time now 08:19)

9. The following screen will appear. Select (check mark) the appropriate DOC facility.

10. Click on the “Return to conference configuration” button.

Pre-configured participants

Available endpoints

- H.323: Cole County
- H.323: FRDC
- H.323: Oregon County Courthouse
- H.323: OSCA Alameda 8000
- H.323: OSCA Alameda ViewStation
- H.323: OSCA CS Viewstation
- H.323: OSCA IT
- H.323: OSCA Test
- H.323: Pettis County Jail
- H.323: SULLIVAN CO CIR CT
- H.323: Syler Co
- H.323: Wright Co Detention Center

Return to conference configuration

11. The following screen will appear that contains a “conference settings” message in the upper left hand corner of the form and the upper right hand corner will state “Pre-configured participants (1)”.

Conference settings

1 pre-configured participant has been added.
The pre-configured participant changes will be lost unless "Add conference" is selected.

Add conference **Pre-configured participants (1)**

Parameters

Name	<input type="text"/>
Description	<input type="text"/> (optional)
Numeric ID	<input type="text"/> (optional)
PIN	<input type="text"/> (optional)
Guest numeric ID	<input type="text"/> (optional)
Guest PIN	<input type="text"/> (optional)
Numeric ID registration	<input type="checkbox"/> H.323 gatekeeper <input type="checkbox"/> SIP registrar
When only guests remain	<input type="text" value="Disconnect all participants"/>
Floor and chair control	<input type="text" value="Allow floor control only"/>

12. Complete the appropriate fields. See explanation of what information should be entered in each field on the screen print following this screen.



MCU 4220
host: 10.98.24.246 login: blocklea

Home
Conferences
Profile
Help

[Home](#) > [Conference list](#) > **Add conference**



Add conference
Pre-configured participants

Parameters

Name

Description (optional)

Numeric ID (optional)

PIN (optional)

Guest numeric ID (optional)

Guest PIN (optional)

Numeric ID registration H.323 gatekeeper SIP registrar

When only guests remain (dropdown)

Floor and chair control (dropdown)

Owner (fixed)

Visibility (dropdown)

Encryption (dropdown)

Layout control via FECC / DTMF (dropdown)

Invite pre-configured participants (dropdown)

Mute on join Audio Video

Streaming (dropdown)

Content channel video if *Enabled* requires an additional video port

Content contribution from endpoints (dropdown)

Video ports to reserve

Audio-only ports to reserve

Start time and duration

Start time : (time now 08:19)

Start date (Today is May 14 2009)

Permanent

Maximum duration days hours minutes

Repetition

Interval No repeat

Daily

Every on Mon Tue Wed Thu Fri Sat Sun

The of every month

Termination No end date

After repetition(s)

End on or by (Today is May 14 2009)

Add conference
Pre-configured participants

(c) Copyright Codian 2003-2008, [License information](#)

Field	What do I enter?
Name	Enter the title of your conference. Use the standard of: Correctional Facility name (acronym)-date of scheduled call-county scheduling the call. Make sure this information has been entered in ALL CAPS. Example: Call for Algoa Correctional Facility ACC-09-02-2009-BOONE COUNTY . This field allows 19 characters. This information will also be entered on the writ.
Description	Include your name and a phone number with area code where you can be reached in this field. This information is used by OSCA if the person who scheduled the conference needs to be contacted.
Numeric ID (optional)	DO NOT USE
PIN	Enter a PIN. You will send this PIN to DOC if the pre-configured conference feature is not used. This is an alpha numeric ID you create. This field allows 32 characters. NOTE: If you're using the pre-configured conference feature, it's not necessary to send the conference PIN to DOC.
Guest numeric ID	DO NOT USE
Guest PIN	DO NOT USE
Numeric ID registration	Only use this field if the conference will be marked "private" otherwise do not use this field. See Visibility step below for an explanation on the use of private conferences.
When only guest remain	Enter Disconnect all participants . When the chairperson leaves the conference, all other participants will be disconnected. DO NOT USE - Take no action. This option allows all participants to continue the conference until the last one disconnects.
Floor and chair control	<p>Controls "Floor and chair control" settings for this conference. The options are:</p> <ul style="list-style-type: none"> ❖ Do not allow floor or chair control: the use of floor and chair controls is not allowed in this conference ❖ Allow floor control only: only floor control is allowed in this conference; chair control is not allowed. Any participant can 'take the floor' so long as no other participant has currently 'taken the floor' ❖ Allow floor and chair control: (recommended) both floor and chair control are allowed in this conference. Any participant can take the floor, and any chairperson participant can take the chair so long as no other participant has currently done so. <p>Floor Control – any person on the call can be visible on the full screen of the conference.</p> <p>Chair Control – the person that scheduled the conference may choose which conference participant video site displays in the full screen. The conference scheduler may also disconnect any other participant on the call.</p>
Owner	Defaults to Court Location ID.
Visibility	Typically most conferences will be marked Public . DO NOT mark your conference as private. If private is used, the name of the conference will not be included in the list of available conferences on the polycom system. When the conference is marked public, no one is able to log into the conference without the PIN number.
Encryption	Use the Default “Optional”

Layout control via FEC/DTMF	Use the default “ Enable ”.
Invite pre-configured participants	Select When at least one other participant is present .
Mute On Join	DO NOT USE (It is not recommended that parties be muted at time that call is connected)
Streaming	DO NOT USE (This field should be grayed out)
Content Channel Video	DO NOT USE (This field should be grayed out)
Content contribution form endpoint	DO NOT USE (This field should be grayed out)
Video ports to reserve	Enter a minimum of 2 or a maximum of 40. NOTE: A port must be reserved for the location placing the call. If other people (e. g. defense attorney) will be participating via video conference from another location, a port must be reserved for that person. For example: If the defense attorney, DOC and the court will be participating, a minimum of 3 ports must be reserved.
Audio only ports to reserve	DO NOT USE

Start Time and Duration	
Start Time	Enter the start time for the conference. It is recommended that you enter the start time at least 15 minutes prior to the start of the conference. NOTE: time must be entered using “military time” i.e. 13:00 not 1:00 p.m. Only schedule for the amount of time needed.
Start date	Enter the date of the conference.
Maximum Duration	Enter hours and/or minutes for the call. NOTE: Do not over book the amount of time needed for the conference because that time will not be available for other courts to use.
Repetition	
Interval	Select “ No Repeat ” if this is a one time conference.

13. Click “Add Conference” button.

NOTE: If the number of ports you requested is not available, you will receive an error message (**error: over-allocation; limit is xx with H.239**). You can change the conference date and/or time. If the conference date and/or time can not be changed, call the OSCA Help desk at 1-888-541-4894 for assistance.

14. You will receive a message that the conference was added. The conference will also appear in the list of scheduled conferences.

Conferences Move participants

Conference "Codian Conference Scheduling" added

No active conferences

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14

Name	Description	Owner	Registration	Participants	Start time	Time remaining
No active conferences						

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14

1 scheduled conference

Delete selected Add new conference

Page 1 2 3 4 5 6 7 8 9 10

Name	Numeric ID	Security	Owner	Status	Start time	End time
<input type="checkbox"/> Codian Conference Scheduling		PIN	jonestim	Yet to start	15:00	16:00

II. Writ of Habeas Corpus Ad Prosequendum

After the conference has been scheduled, a Writ of Habeas Corpus Ad Prosequendum must be completed (See sample writ attached), faxed and mailed to the appropriate DOC facility. DOC has requested that the name of a contact person and telephone number be included on the writ. This information is helpful when DOC needs to contact the court if an offender has moved to another facility or if there is a scheduling conflict.

NOTE: Enter the Bridge IP Address of 216.229.71.183 on this form.

Fax and mail the completed writ to the appropriate DOC facility.

NOTE: DOC has requested that the writ be sent 3 to 4 weeks in advance. They will accept an occasional emergency hearing. Please contact DOC prior to scheduling the emergency hearing. DOC will not move an offender after receiving a Writ unless the offender has to be moved to 120 day treatment program. DOC will notify the court if an offender has been moved from the facility prior to the scheduled hearing.

III. Cancelled Hearings Before the Hearing Date

If all hearings scheduled have been cancelled prior to the hearing date and time, delete the scheduled hearing from the "scheduled conference" list. This will open that date and time to be used by another court.

Locate conference on the list, click on the box to the left of the conference and click on the "Delete Selected" button.

NOTE: If a scheduled conference had a PIN associated to it, locate the conference in the conference list; double click on it to open the scheduling box. Delete the PIN and click “update conference”.

NOTE: Do not delete a Conference that has been held.

IV. Day of Call

Log into to the Codian Bridge at least 15 minutes prior to the start of the call.

1. Select the Codian Video Bridge Address from the Polycom Address Book. If the bridge is not an item listed in your address book, call the bridge directly or add the bridge IP address to the address book.

The Codian Bridge IP address for participants on the judicial network is **10.98.24.246**

The Bridge IP address for outside agencies not on the judicial network (e.g. DOC) is **216.229.71.183**

2. Press the "**Far**" key (Far End Control) on the remote control
3. Press the **right arrow key** and then the “#“(Pound) key on the remote (a number pad should appear on the television screen.)
4. Enter Pin Number -- "**xxxx**" and press the **right arrow key** again
5. You will hear an audio message, "Hello, welcome to the conferencing system. You are the ____ (the system will give a number) participant to join the conference."

V. Multiple Judges Conducting Calls

If there will be multiple judges in one court location conducting calls on the same day and time, it is recommended that each judge conduct his/her hearing then switch with the other judge.

Currently, DOC has all offenders available for hearings and brings each defendant into the room one at a time for the hearing.

VI. When Video Conference is Complete

When the video conference is completed, disconnect the call.