

Purpose

Teleconferencing to the District Court of Maryland Commissioners Office.

Policy

It is the policy of the Cecil County Sheriff's Office to establish procedures and standards for conducting teleconferencing to the District Court Commissioners Office pertaining to a defendant's initial appearance and to ensure the safety and security of detainees/prisoners as well as law enforcement personnel.

Procedure

- A.** The Sheriff's Office Teleconferencing Room is an extension of the secure cellblock (Ref. Chapter 31 Arrest and Cell Block Procedures). Nonessential personnel are prohibited from entry.
- B.** Personnel utilizing the Teleconferencing Room will search the room prior and after each use for any damage, weapons or contraband and will maintain security, custody and control of arrestees at all times.
- C.** Arrestees left unattended at **ANY** time is prohibited.
- D.** Personnel will contact the Cecil County Commissioner via telephone when they are ready to present a defendant for video initial appearance and forward all paper work to include the Application for Representation By Office of Public Defender, Form DC-099 if applicable prior to the preceding. Commissioners will notify the user when they are ready. Personnel will utilize the below phone numbers:

Cecil County District Court Commissioners Office:

Office Phone: 410-996-2725

Office FAX: 410-996-2726 – (Dial 9 not required)

- E.** Personnel will then open the Teleconferencing portal in the following manner to ensure a connection:
 - 1. Use the remote (silver elongated) of the monitor to turn on the equipment. Wait while the monitor and equipment loads, this could take up to 10 seconds.
 - 2. Select the Green Phone icon on the screen by using the center select button on the remote. It should default to the "Place a Call"; push the select button to proceed.

3. Go to “recent” and using the directional key select one of the Commissioner connections listed below:

Cecil County District Court Commissioner

170.99.35.1##4494750657

170.99.35.1##445890785

4. Once you have highlighted the Commissioner selection, click the center select button. This will connect the teleconference.
- F.** If there are audio connection issues where the Commissioner is having a hard time hearing personnel or the defendant, there is a telephone receiver on the side of the main unit. Pick the receiver up and begin talking. This is also utilized for attorney/client private communications.
- G.** Personnel will FAX all charging documents, District Court documents, or related documents to the defendant’s case to the District Court Commissioner via fax.
- H.** Sheriff’s Office users will forward **all original** court documents (*original signature in blue ink*) to the Central Records Division for processing.
- NOTE:** The Civil Process Deputy will ensure that documents are hand delivered to the District Court when they open on the next business day.
- I.** Any documents FAXED to the defendant for his/her records by the District Court during the teleconferencing session will be photocopied and provided to the defendant. All documents FAXED will be included in the Deputy’s case file upon submitting an arrest report.

Public Viewing of Initial Appearance Training

- A.** Under Maryland law, all court cases and the initial appearance process is open to the public view. Due to the location of the Sheriff’s Office teleconferencing equipment placed in a secure facility, a remote viewing area has been set up in the lobby.

NOTE: Personnel are not obligated by law to turn on remote viewing of the proceeding unless requested by a citizen.

- B.** Use the remote of the teleconferencing unit to the main lobby. Point towards the wall mounted television. Push the power button to turn the television on. **DO NOT** change channels or settings. The television and sound should auto-activate and display the initial appearance proceedings.

- C. When complete, turn the television off with the remote of the teleconference machine and secure.
- D. If the citizen(s) become irate or disruptive in the lobby area, the Deputy should issue them a warning first. If the citizen continues, the Deputy **SHALL** turn the television off and advise the citizen(s) to leave the premises. If more than one citizen, only the ones that are complying will be allowed to stay and watch the proceedings. The Deputy is to take the appropriate action if the citizen refuses or continues to be disruptive.

System Trouble Shooting/Reporting

- A. If personnel place the call to start a teleconference with the District Court and there is no screen or sound, the user should hang the call up and resubmit the teleconference call. In most cases, this will rectify the issue and connect as expected.
- B. If the teleconference gear is not working, personnel will complete his/her charging documents and transport the defendant before the District Court Commissioner at the District Court.
- C. Personnel encountering equipment problems that cannot be rectified will notify the Duty Officer. A detailed email notification shall be sent to the Administrative Lieutenant for reporting.
- D. All maintenance and troubleshooting is conducted via the below following agencies:

Administrative Office of the Courts – Judicial Information Systems

- **Richard Rau - Video Network Specialist**
Richard.Rau@mdcourts.gov
Work 410 260-3795 Cell 443 852-3827
- **Kimberly K. Arnold - Video System Analyst I**
Kimberly.arnold@mdcourts.gov
Work 410-260-1758 Cell 443-928-4450

Carousel Industries – Vendor/Maintenance Contract Holder

- **Craig DeSimone** 866-495-5273
cdesimone@carouselindustries.com
- **ED Hayes** 866-495-5273
CHayes@carouselindustries.com