

**FAIRFAX COUNTY SHERIFF'S OFFICE  
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 716  
SUBJECT: TWO WAY ELECTRONIC VIDEO AND  
AUDIO COMMUNICATION**

**I. PURPOSE**

To describe the duties and responsibilities of deputy sheriffs when supporting two-way electronic video and audio communication services.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office to provide a safe and secure environment for all judges, court personnel, prisoners and the general public. Deputies will maintain the integrity of the judicial process and safeguard all persons placed in their custody. The Sheriff's Office will use video teleconferencing to decrease inmate transportation costs and enhance the safety of its deputies.

**III. PROCEDURE**

- A. Virginia Code Section 19.2-3.1 enacted on July 1, 2009, states; the electronic video docket will affect the First Advisement Hearings (arraignments) and bond motions in all Commonwealth of Virginia jurisdictions.
- B. All video court proceedings will be conducted in a manner that protects the due process rights of all defendants by providing accurate visual and audio representation of all parties involved in such proceedings.
- C. All Sheriff's Office personnel involved in the video teleconferencing process will ensure that the following standards are met:
  - 1. The persons communicating must be able to simultaneously see and speak to each other;
  - 2. The signal transmission must be live, real time;
  - 3. The signal transmission must be secure from interception by anyone other than the persons communicating; and
  - 4. Any other specifications as may be promulgated by the Chief Justice of the Supreme Court.
- D. The following personnel will serve as the primary and secondary points of contact (POC) for video arraignments or any teleconferencing procedure:
  - 1. All section supervisors assigned to the Circuit, General District and Juvenile & Domestic Relations Courts.
  - 2. The Adult Detention Center (ADC) Records Unit Administrative staff will serve as the POC for inmates held in the ADC from other jurisdictions.
  - 3. The ADC Records Unit Administrative staff will access the shared video arraignment schedule maintained by the Jennings Court IT Section. This will enable the ADC Records Section to have the ability to schedule teleconference activities requested by outside jurisdictions. Once the teleconference event is scheduled, the ADC Records Administrative staff will ensure that the event is placed on the SIMS Docket for the applicable court and the ADC.

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4. Court Security Deputies, assigned to teleconferencing court proceedings, will ensure that all court related documents are forwarded to the ADC Inmate Records Section upon conclusion of the inmate's case for that day, if applicable.
- E. Staff responsibilities for conducting two way electronic video and audio communications (teleconferencing).
  1. Court Security staff responsibilities for two-way electronic video and audio communication, teleconferencing.
    - a. The Sheriff's Office will provide a court security deputy for teleconferencing procedures conducted in Fairfax County Courts.
    - b. Court Security staff will coordinate all administrative and logistical support requirements for teleconferencing proceedings. In the event, problems occur that can not be resolved by the assigned court security deputy, the deputy shall contact his/her immediate supervisor and request assistance.
    - c. The Court Security Supervisor will ensure that the presiding judge and the court clerk are notified of the problem.
    - d. The Court Security Supervisor will ensure appropriate notifications are made to the ADC Record Section in the event alternative arrangements (personal appearances) are necessary to complete the court proceeding.
    - e. Court Security staff will ensure that all inmates scheduled for teleconferencing appearances are in the designated location prior to the presiding judge taking the bench.
    - f. The Clerk of each respective court for the County of Fairfax County will coordinate all administrative and logistical support concerning teleconferencing requests for Fairfax County prisoners in other jurisdictions. Court security staff will be provided by the Sheriff's Office as indicated above.
  2. Adult Detention Center Staff Responsibilities for Two-Way Electronic Video and Audio Communication, Teleconferencing.
    - a. Confinement Deputies will ensure that all prisoners are available for their electronic video docket proceedings as established by the SIMS Court list.
    - b. The ADC Records Section is responsible for scheduling all requests for teleconferencing services from outside jurisdictions concerning their prisoners held in the Fairfax County Adult Detention Center.

**05/04/10  
DATE APPROVED  
05/17/10  
EFFECTIVE DATE  
Revised: April 2016**

*Stacey A. Kincaid*

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SHERIFF**