

## CMJ - Video Arraignment

### 4002.1 VIDEO ARRAIGNMENT DEPUTY

- [REDACTED]
- [REDACTED]
- (c) Once all inmates are present, the Video Deputy will play a video recorded pre-arraignment presentation to all inmates of a summary of their constitutional rights.
1. The recording will be provided by the court in English and Spanish.
  2. This tape will be played for the inmates each morning prior to the actual arraignments.
- (d) After the inmates have viewed this presentation, the Video Deputy will obtain written consent to the video arraignment procedure from each inmate.
1. The Public Defender and interpreter will provide answers to any questions an inmate may have at this time.
- (e) At this point, the Video Deputy will make necessary arrangements with Sheriff's Transportation for the transport of any inmate that meets the following criteria:
1. Inmates not consenting in writing to the video arraignment process to the court for arraignment.
  2. Inmates who speak neither English nor Spanish.
  3. Inmates who cannot be safely held in the CMJ Court Hold cells. Examples include but are not limited to:
    - i. The inmate's classification.
    - ii. The inmate is currently under suicide watch or other continuous mental health observation.
- (f) The Video Deputy will then arrange by phone the order of calling inmates with a Courtroom Clerk/Bailiff in division.
- (g) All documents relating to video arraignment (i.e., releases, remanding orders, documents requiring inmate signature) will be faxed from the court to the video arraignment room of the Central Men's Jail.
- (h) At the completion of each video arraignment day, the Video Deputy will hand carry all collected documents to the IRC Records.
- (i) Most importantly, the Video Deputy, once the arraignments begin, is to ensure a continuous flow of inmates to the podium/camera area so no delay occurs.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### CMJ - Video Arraignment

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- [REDACTED]
- i. Safety or security may dictate a smaller group size.
- ii. Specialty Housing inmates will be brought out of the holding area separately.
2. The double doors separating the court holding cells and the video arraignment room are to be closed but unlocked during these proceedings.
- (j) The Video Deputy will be responsible for security during all aspects of the video arraignment proceedings. He will have assistance from two Deputies from the Court Division.
- (k) The Video Deputy will ensure that all court staff involved in the video arraignment process will have in their possession appropriate identification at all times while in the Central Men's Jail.
1. The Video Deputy will advise all court staff involved that there is nothing to be given to or accepted from any inmate without prior inspection and approval of the Video Deputy.
2. The Video Deputy will coordinate with the Main Control SSO to ensure that all court staff has the ability to enter and exit the video arraignment area.
- i. The Video Deputy will be especially attentive to inmates in the area each time the exit/entry door to the staff corridor is utilized. At no time will this door be opened when an inmate is in the rear interview room.

■ [REDACTED]

#### 4002.2 MAIN CONTROL DEPUTY

- (a) All court staff involved with the video arraignment process at the Central Men's Jail will be directed to the Main Control sally port. A list of court personnel will be provided by the court to Main Control Guard Station and the Video Arraignment Deputy.
- (b) The member of the court staff will wait at the Main Control sally port. The Main Control Deputy/SSO will determine who the person is and if the person is carrying any weapons. [REDACTED]
- (c) The Main Control Deputy/SSO will contact the Video Deputy via the stenophone to make the Video Deputy aware of incoming traffic at the security door in the staff corridor.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### CMJ - Video Arraignment

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#### 4002.3 PROWLER/ESCORT DEPUTY

- (a) If court staff needs to use restroom facilities during the video arraignment process, the Prowler Deputy will escort the individual to the parole hearing room for use of the restroom inside. When the individual is finished, the Prowler Deputy will return the court staff to the video arraignment room.

#### 4002.4 MOVEMENT PROCEDURES

- (a) Theo Lacy Facilities

- 1. The IRC Court Transfer staff will receive all inmates from outlying facilities and verify that all scheduled inmates are present.

- [REDACTED]

- i. The Central Men's Jail Court Deputies will escort both male and female inmates at the same time to the Central Men's Jail video area via [REDACTED]

- [REDACTED]

- (b) Intake Release Center

- [REDACTED]

- [REDACTED]

- [REDACTED]

- (c) Central Women's Jail

- [REDACTED]

- [REDACTED]

- [REDACTED]