


COLORADO JUVENILE PAROLE BOARD	POLICY NUMBER: II-105 PAGE: 1 of 2 REPLACES: 140 Dated: 1/10/2001
CHAPTER: Procedure	EFFECTIVE DATE: June 26, 2006
SUBJECT: Videoconference Procedures	RELATED MANDATES, STATUTES, STANDARDS, OR EXECUTIVE ORDERS: Section 19-2-206, C.R.S.
APPROVED BY:  Dean J. Conder, Acting Chairperson	

BACKGROUND AND PURPOSE

The Juvenile Parole Board may conduct hearing panels and other Board activities by the use of videoconferencing as deemed appropriate by the Board Administrator in consultation with affected Board members. The use of videoconferencing shall be for the convenience of the Board, Division of Youth Corrections (DYC) personnel, youth and/or families, victims of the crime or for cost savings, time saving, geographical considerations, or inclement weather.

PROCEDURE

The following shall govern the use of videoconferencing for Board purposes:

1. It shall be the responsibility of the Board Administrator, when the Board has indicated its intent to conduct a hearing panel or Board meeting by use of videoconference, to provide adequate notice in order to schedule the necessary facilities and equipment, to notify victims of the crime as required by the Victim Rights Act, and to allow adequate time for DYC to notice the youth and families of the videoconference.
2. Multi-site videoconference may be used to increase flexibility when scheduling hearings, Board meetings or other types of conferences among Board members.
3. It shall be the suggested practice for hearing panels conducting hearing by videoconference to recess when necessary after a hearing to allow Board members to consult with one another prior to voting.
4. The "Supplemental Signature" form developed for hearing panels conducted by videoconference shall be used to collect an original signature to record the disposition vote of the Board members "off-site" from the hearing panel location and shall be kept in the youth's file. "On-site" Board members shall sign both the "Conditions of Parole" and "Hearing Panel Disposition" forms for both members at the time of the hearing for distribution of forms to interested parties at the hearing.
5. A quorum of the Juvenile Parole Board, as required by Section 19-2-206(4), C.R.S., may be established by the use of videoconferencing and any business normally conducted by the Board, including parole hearings of aggravated and/or violent juvenile offenders.
6. If a "Home Inspection Report" as required by Juvenile Parole Board policy is not submitted by the reports due date, it shall be the responsibility of the DYC Client Manager to submit the report by fax to the satellite location of a videoconference hearing panel at least 30 minutes prior to the scheduled hearing at which the report is needed so as not to delay the schedule.
7. In the event of technical difficulties with the videoconferencing equipment, it shall be the policy of the Board to make a reasonable attempt to coordinate with videoconferencing contacts at the facilities involved and arrange for the hearing panel to be conducted by conference telephone call, if possible, before canceling the hearing.