AUTHORITY:

Policy CD-044000

REFERENCE:

B. ACA Standards 4-4102, Standards for Adult Institutions, 4th Edition

PURPOSE:

To establish video conference schedule protocols due to the increasing demand for video conference sessions to maximize video quality and limit video session bandwidth impact on data circuits supporting mission critical applications (e.g. Share, CMIS, PPTS, NCIC, email, etc.)

APPLICABILITY:

All NMCD Staff, contractors, business partners and external agencies.

FORMS:

Video Schedule Request form (CD-044101.1)
http://cdweb/VIDEO/restricted/Video_Conf_Sched_Request_Form_cd044101.1.doc

ATTACHMENTS:

A. Video Schedule Request Sample Attachment (CD-044101.A)
B. Video Calendar - Appendix A Attachment (CD-044101.B)
C. High & Low Circuit Bandwidth Sites - Appendix B Attachment (CD-044101.C)

DEFINITIONS:

A. Video conference: Video system which allows two or more sites to communicate by two-way audio and video transmission.
B. **Conference number**: A unique access number assigned to a video conference controller which connects multiple video units together to establish a conference session.

C. **Conference Recorded**: A video with audio recording of the entire conference including all video endpoints which participated. Can be provided on a DVD, CD, or watched later via streaming media (online viewing to a PC through the network).

**POLICY:**

A. The agency, including but not limited to all institutions, the New Mexico Corrections Training Academy (NMCTA), and the Probation/Parole Division and its field offices, cooperate and collaborate with other governmental, criminal justice, human services, and other service agencies in information gathering, exchange, standardization, and research activities. [2-CO-1F-07] [4-4102][1-CTA-1D-02] [4-APPFS-3D-33]

B. To allow NMCD administrative and operational units to communicate using two-way audio and visual technology that also adds to the efficient and cost effective operation of the Department.

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[Signature]

08/31/18

David Jablonski, Secretary of Corrections
New Mexico Corrections Department
AUTHORITY:

Policy CD-044100

PROCEDURES:

A. Request Submission

1. Complete the Video Schedule Request form (CD-044101.1) and send via email to: NMCD-video@state.nm.us. Due to high demand for video services and conference rooms, early scheduling is encouraged.
   a. For internal agency video conferences, please submit form (CD-044101.1) two (2) weeks prior to requested conference date, if possible.
   b. For outside agency video connections (e.g. SPO, JID, NM COURTS, Contractor, etc.) please submit form (CD-044101.1) a minimum of three (3) weeks in advance of the requested conference date, if possible.

B. Request Processing

1. Upon receipt of the Video Schedule Request form (CD-044101.1), ITD will verify availability and the requested conference will be placed on a video conferencing calendar and assign a conference number.

2. ITD will send a confirmation of the conference schedule(s) and conference number(s) to the requestors via email.

3. Requestors are responsible for scheduling meeting rooms, staff, etc., and sending notification of the conference number via email to all participants prior to conference start time.

4. The current video conferencing calendar is available in the email system for users to view for tentative planning purposes. It is located inside the Public Folder, under “Departments” folder, inside the “New Mexico Corrections Department” folder and inside the “Information Technology Division” folder is the calendar. See attachment (CD 044101.B) as an example of the calendar.
C. Conferences

1. ITD recommends all video conference participants connect to the conference a minimum of fifteen (15) minutes before the conference is to start. In the event a technical problem arises, fifteen (15) minutes will allow ITD time to remedy most video issues.

08/31/18
David Jablonski, Secretary of Corrections
New Mexico Corrections Department
New Mexico Corrections Department
Video Conference Schedule Request Form
Email to: NMCD-video@state.nm.us

1. Requestors Name_________________________ Phone _______________________

2. Today’s date: ____/____ (Scheduling is done on a first come first serve basis)
   You may call 827-8683 or 827-8641 to check for available dates and times.

3. Requested Date for Conference ____/____.
   Start time_________ End time ___________  
   OR

4. If this is a recurring conference event; Day(s) of the week ____________________
   (Or other time frame, e.g. 1st Monday of the month)

5. Recurring until date _______________________

6. Would you like the conference recorded? ☐Yes ☐No
   (For Training or other purposes)
   Recording format: ☐Online (accessible by PC over the network)
   ☐Burned to a CD or DVD hard copy ___________
   # of copies

List all locations to be included in conference

<table>
<thead>
<tr>
<th>Location: (e.g. Central Office, PPD, Facility, Parole Board, Other)</th>
<th>Video Unit Location: (e.g. Room, Auditorium, Visitation, Medical, Warden’s Office)</th>
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Blank Form direct address link: http://cdweb/VIDEO/restricted/Video_Conf_Sched_Request_Form_cd044101.1.doc
New Mexico Corrections Department
Video Conference Schedule Request Form
Email to: NMCD-video@state.nm.us

1. Requestors Name John Doe Phone 827-0000

2. Today’s date: 9 / 20 / 07 (Scheduling is done on a first come first serve basis) You may call 827-8683 or 827-8641 to check for available dates and times.

3. Requested Date for Conference 09 / 29 /2007 Start time: 9:30 am End time: 11:00 a.m.

4. If this is a recurring conference event; Day(s) of the week ____________________________ (Or other time frame, 1st Monday of the month)

5. Recurring until date ____________________________

6. Would you like the conference recorded? ☐ Yes ☐ No (For Training or other purposes)
Recording format: ☐ Online (accessible by PC over the network)
☒ Burned to a CD or DVD hard copy # of copies ____________________________

List all locations to be included in conference

<table>
<thead>
<tr>
<th>Location: (e.g. Central Office, PPD, Facility, Parole Board, Main Facility, Other)</th>
<th>Specific Video Unit Location: (e.g. Room, Auditorium, Visitation, Medical, PNM South, Warden's Office)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office</td>
<td>2nd Floor Conference room</td>
</tr>
<tr>
<td>Parole Board</td>
<td>Large Conference room</td>
</tr>
<tr>
<td>Las Cruces PPD</td>
<td>Region Manager’s Office</td>
</tr>
<tr>
<td>Gold PPD</td>
<td>Large Conference room</td>
</tr>
<tr>
<td>PNM North</td>
<td>Visitation room</td>
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<tr>
<td>PNM South</td>
<td>Education room</td>
</tr>
<tr>
<td>SNMCF</td>
<td>Warden Conference room</td>
</tr>
<tr>
<td>Las Vegas PPD</td>
<td>Video area</td>
</tr>
<tr>
<td>GCCF</td>
<td>Medical Telemedicine room</td>
</tr>
</tbody>
</table>

Blank Form direct address link: http://cdweb/VIDEO/restricted/Video_Conf_Sched_Request_Form_cd044101.1.doc
NMCD Video Calendar

Appendix A

The Video Calendar is located under the “Public Folders” in the email system.

Note: The calendar is a “read only” calendar

Only ITD staff can make changes to this.

Inside the Public Folder, under “Departments” folder, inside the “New Mexico Corrections Department” folder and inside the “Information Technology Division” folder is the Calendar.
NMCD High & Low Circuit Bandwidth Sites

Appendix B

Due to the nature of video communications circuit bandwidth is an overriding issue. Below is a list of sites with high speed data circuits and can accommodate multiple concurrent video conferences.

High speed sites, circuits 10Mb or greater:

CNMCF, SNMCF, GCCF, NENMDF, NWNMCC

Gallup PPO, Las Cruces PPO, Gold PPO, Las Vegas PPO, Bernalillo PPO

Central Office Administration Complex

Video conferences between any of these sites are available five (5) days a week normal hours and multiple concurrent conferences.

Also Video conferences with outside business partners on the Internet or other state agencies are available five (5) days a week normal hours to these sites

Sites not listed above are connected via lower speed 1.5Mb data circuits and are limited in availability. No concurrent conferences allowed.