



Terms of Reference

Virtual Custodies - Airdrie Sheriff Court

The High Court of Justiciary Direction No 2 of 2020 dated 19 February 2021 provides that a detained person may participate through live television link from a Police Scotland Custody Centre for a first appearance from custody at Airdrie Sheriff Court.

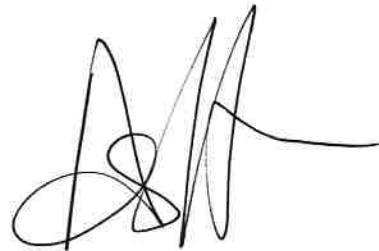
Following a successful pilot to test the management of first appearances from custody by live television link ("virtual custodies") at Airdrie Sheriff Court, all first appearances from custody, with the exception of those referred to in paragraph 4 below, will proceed as virtual custodies with effect from Monday 10 May 2021.

The following arrangements will apply:

1. The sheriff clerk will appoint a custody coordinator for each day, the identity and contact details of whom will be communicated to all justice partners.
2. Police Scotland will endeavour to ensure that all accused persons appearing for a first appearance from custody using the live television link, will be detained at Coatbridge PSCC.
3. GeoAmey staff will provide each accused person with a copy of a Notice to the Accused in terms of Appendix 1.
4. Any accused person (a) requiring the assistance of an interpreter; (b) who has been assessed by Police Scotland or the Crown as unable to participate fully in proceedings by live television link; or (c) who is self-represented, will not appear by television link and will attend a first appearance from custody physically.
5. GeoAmey will circulate a list of accused persons held in custody and appearing in the custody court daily. Those accused persons falling within paragraph 4 above will be clearly identified on the list with the words "appearing in person".
6. Defence solicitors representing accused persons appearing by way of television link should contact COPFS by telephoning 0300 020 4302 to obtain a copy of any

complaints, petitions, summaries of evidence and schedules of previous convictions via CJSM (secure e-mail). To assist in the transition to this arrangement the Crown will, for the time being, provide the police officer in court with hard copies of papers. The police officer will distribute these hard copies to the solicitor representing any such accused person.

7. Police Scotland and GeoAmey will put in place facilities to ensure that any person appearing by live television link will have had access to a private consultation with his or her solicitor prior to the first appearance from custody. Appendix 2 sets out the process for solicitors to arrange such consultations.
8. In the event of an accused person being remanded, GeoAmey will put in place facilities to allow such an accused person an opportunity to speak privately to his or her solicitor if he or she wishes to do so.

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

Sheriff Principal Aisha Y Anwar
Sheriffdom of South Strathclyde, Dumfries and Galloway
5 May 2021

Appendix 1 – Notice to Accused

Court Video Link



Your case will be heard in court over a video link.

You will not go to the court. You will remain in the police custody unit until you appear in court via video.

You will see everything that happens on a video screen.



It is the same as being in court and you must behave as such.

The people in court will see and hear you as well.

Before the court starts



Someone in court will ask if you can see and hear people in the court room.

Tell them if you cannot see or hear the court room.



Hold your hand up at any time if you cannot hear or see what is going on.

Wait until someone sees you holding your hand up.

Lawyers are people who speak up for you in court.

You can speak to your lawyer in private before and after you are at court.

You can do this using the video screen.





Sometimes you and your lawyer may need to speak in private while the court is happening.



If you want to speak to your lawyer in private when the court is happening, hold up your hand.

Wait until someone in court sees you.

The court will stop for a while if this happens and you will be allowed to speak to your lawyer.



Please refrain from using offensive language before, during or after the court hearing as the court will hear you

APPENDIX 2

Guidance for Solicitors to Arrange Consultations at Police Custody Units

1. Introduction

- 1.1 This document has been developed to provide defence solicitors with guidance on arranging consultations with their clients who are due to appear in court via video from a Police Custody Unit (PCU).

2. Process

- 2.1 When an arrested person is detained in police custody to appear in court on the next lawful day via video, PCU staff will contact the defence solicitor, if named by the accused, to advise of the appearance via video.
- 2.2 The defence solicitor should contact COPFS by email to obtain a copy of papers via CJSM (secure email). [Appendix A](#) provides COPFS contact information.
- 2.3 The defence solicitor should contact the relevant PCU by telephone to arrange a consultation with their client. The default position is all consultations will be conducted by video unless the accused specifically requests this by telephone. [Appendix B](#) provides the telephone number of each PCU. **GeoAmey telephone number should be contacted in the first instance.**
- 2.4 Consultations can be conducted from the defence solicitors own devices from their office/home. Alternatively, consultations can take place from VC facilities available within the Sheriff Court building. However it is useful to note court VC facilities are finite therefore it may be more convenient for the use of personal devices from office/home.

3. Consultations

From Personal Devices

- 3.1 Consultations are hosted on the Lifesize Cloud platform. Accessing this is similar to using other Video Conferencing systems such as WebEx, Microsoft Teams etc.
- 3.2 You can access Lifesize from the App or Google Chrome Browser. It is recommended to use the App wherever possible for the best experience.
- 3.3 To use Lifesize, one of the following types of device will be required:
- Windows, Mac OS or Chromebook computer
 - Apple iPhone or iPad running iOS 12 or later
 - Android Phone or Tablet running Android 6 or later
- 3.4 If you are using an iOS device, you will need to go to the Apple App Store and download the [Lifesize Video Conferencing](#) App.

3.5 If you are using an Android based device, you will need to go to the Google Play Store and download the [Lifesize Video conferencing](#) App.

3.6 If you are using a Windows or Mac OS computer you have two options:

- Use Google Chrome v78 (or later) web browser or;
- Download the Lifesize App direct from Lifesize using this link: [>>>Lifesize App<<<](#)

3.7 Please note that there is no requirement to sign up for a Lifesize Cloud account. The expectation would be for defence solicitors to join the call as a guest whereby the user need only supply your name and the Lifesize extension of the relevant virtual meeting space.

3.8 Once you have either installed the Lifesize App or have installed Google Chrome you should now have everything you need to join the call.

From the Sheriff Court Building

3.9 Each Sheriff Court has VC facilities that can be used by defence solicitors to consult with their client prior to appearing in court. The VC dial numbers for each PCU will be pre-programmed into the VC unit in the court.

4. Joining the Call for the Consultation

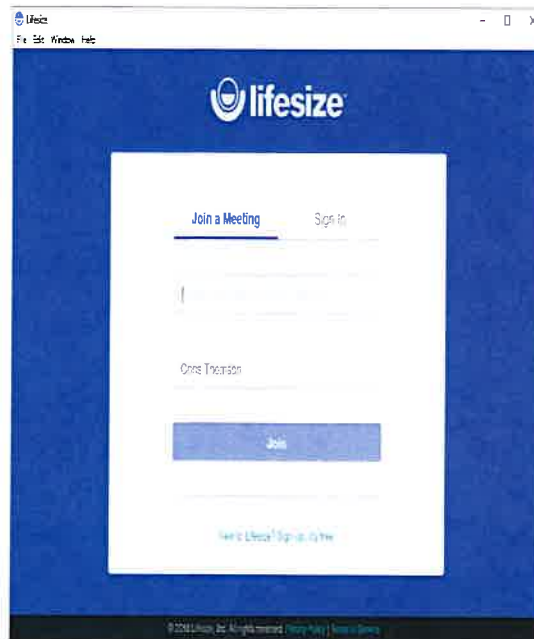
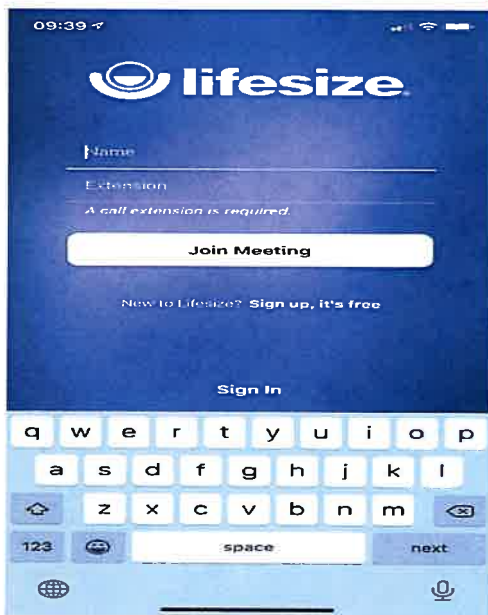
4.1 Defence solicitors **must** telephone the PCU in the first instance to arrange a time for consultation. *Please note there may already be consultations in progress at the time you wish to consult. When this occurs PCU staff will arrange for an alternative time with you.*

4.2 Where the defence solicitor is using a personal device, PCU staff will provide the defence solicitor with the relevant extension number for the virtual meeting space and any PIN code if relevant. Where the defence solicitor is using the VC facilities within the Sheriff Court building, the numbers for each VC room are pre-programmed. The PCU staff will confirm what VC room will be used for consultation. **Appendix B** provides the contact number of each PCU.

4.3 At the agreed time for consultation, the defence solicitor will:

- Click on the link the Lifesize App
- Enter their name and extension number
- Click on the join button

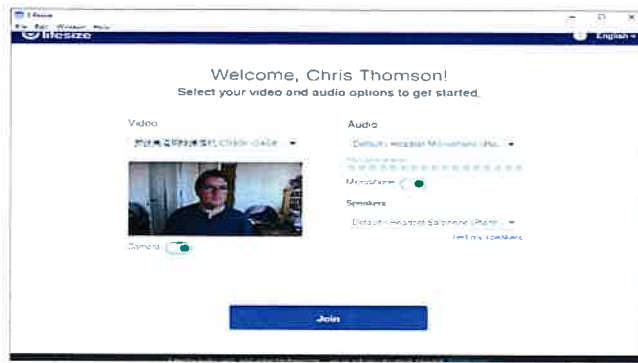
A screenshot of the Lifesize App on iOS and Windows 10 are shown below



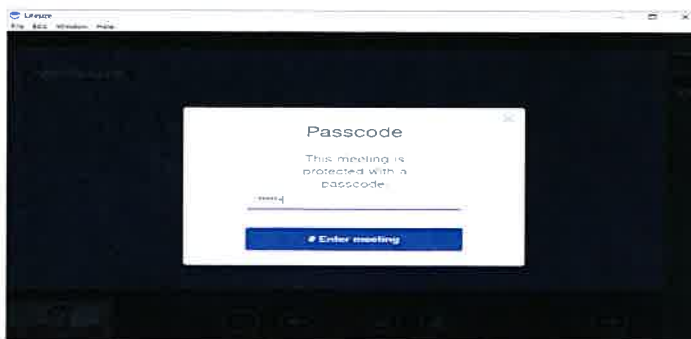
- 4.4 If there is a passcode provided, you will be prompted to enter the code, see the below screenshot. Enter the passcode provided to you on the on-screen keypad. Once you have entered the digits then press the # button on the keypad. You should now enter the virtual consultation room.



- 4.5 In the Windows and Mac OS version of the App before the user is prompted for the passcode a screen similar to the one below will appear. This will ask the user to confirm the camera and audio settings.



- 4.6 Please check the camera and audio settings are correct and then click on the join button. The following screen will be presented.



- 4.7 There may be an audio announcement “Please enter the passcode followed by the pound or hash key” – **ignore this message as this is intended for audio only participants**. Enter the six-digit passcode and then click on the blue button that says “# Enter Meeting”. You should now be entered in to the Virtual Court Room.
- 4.8 Once you have completed your consultation, please ensure the call is disconnected.

Frequently Asked Questions

Q – How Many user's can access Lifesize?

A – Technically it can host up to 50 participants in the Lifesize meeting spaces, however in reality during the course of a normal virtual custody court there would not have that many individuals on a call.

Q – I cannot download the App due to my Organisation/Company's security settings. Can I join using another method?

A - You will need to contact your Organisation/Company's ICT support team for assistance. If there are issues Police Scotland ICT will discuss the issues to try and resolve.

Q – Do I have to sign up to the Lifesize App?

A - No, there is no requirement to sign up for an account with Lifesize. You can join as a guest.

Appendix A – COPFS Hotline Numbers

Glasgow and Stathkelvin

- Glasgow - (GlasgowPleaResolution@copfs.gov.uk)

North Strathclyde

- Argyll and Clyde Offices (covering Paisley, Greenock, Dumbarton, Dunoon, Oban and Campbeltown) - 0300 020 2217
- Ayrshire Offices (covering Kilmarnock and Ayr) - 0300 020 2484

South Strathclyde Dumfries and Galloway

- Ayrshire Offices (covering Kilmarnock and Ayr) - 0300 020 2484
- Airdrie Sheriff and JP Court (business from Lanark) – Hotline number – 01236 751121
- Hamilton Sheriff and JP Court – Hotline number – 0300 020 4302
- Dumfries Sheriff and JP Court (business also calling for Stranraer) – Hotline number – 0300 020 4302

Lothian and Borders

- Edinburgh Sheriff and JP Court - Hotline number – 0300 020 2815
- Livingston Sheriff and JP Court – Hotline number – 01506 402400
- Jedburgh and Selkirk Sheriff and JP Courts – Hotline Numbers - 0300 020 3892 or 0300 020 3902

Grampian, Highland & Islands

- Inverness Sheriff and JP Court (business also calling from Elgin, Fort William, Tain, Wick and the Island Courts) - Hotline number – 0300 020 2627
- Aberdeen Sheriff and JP Court (business also calling from Peterhead and Banff) - Hotline number – 0300 020 2371

Island and Wick custody courts will be dealt with on a case by case basis and some matters may be heard locally.

Tayside Central and Fife

- Dundee Sheriff and JP Court (business also calling from Forfar and Perth) – Hotline number – 0300 020 2751
- Falkirk Sheriff and JP Court (business also calling from Stirling, Alloa and Dunfermline) – Hotline number – 0300 020 2754
- Kirkcaldy sheriff and JP Court - Hotline number – 0300 020 4338

Appendix B – Police Custody Unit Contact Details

Police Custody Centre	GeoAmev Contact Number in Custody Centre	Custody Centre Telephone Number
Aberdeen (Kittybrewster)	01224 387412 0785 762 5650	01224 387385/6 (Sgt) 01224 387390 01224 387394/5/6/7
Cathcart	07513 134153	0141 532 4921
Dumfries	N/A	01387 270403
Dundee	N/A	01382 591577
Falkirk	01324 678821	01324 678826 (Sgt) 01324 678822/0
Greenock	07513 134 486	01475 492521
Govan	07513 132 683	0141 532 5421
Inverness	07513 127 143	01463 228 427/423/508
Kilmarnock	07857 622 703	01563 505098
Motherwell	07513 132 683	01698 483021
Saltcoats	07857 622 711	01294 404521
St Leonards	0131 662 5024 07540 716148	0131 662 5703 (Sgt) 0131 662 5704
Stornoway	N/A	07741 664 857