Montana *Board* of Pardons and Parole

Audio and Video Digital Recording Recommendations

Committee Member

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Locations

The locations are in three group locations...

1. Deer Lodge
2. Billings
3. Great Falls

Within these three group locations are Eighteen sites that would require audio and video digital recording.

Deer Lodge

Deer Lodge is the hub of the hearings circuit. Out of the Deer Lodge office would be the majority of hearings and recording equipment deployed.

The locations out of the Deer Lodge office that are represented are:

- Main Office
- Montana State Prison
- Montana State Hospital Warm Springs
- START
- Butte Pre-Release
- Missoula Pre-Release

- Bozeman
- Dawson County Correctional
- Helena Pre-Release
- Montana Development Center
- Shelby Cross Roads Correctional Center

Billings

- Montana Women's
- Alpha House Pre-Release
- Passages Women's Pre-Release
- Pine Hills for Juveniles

Great Falls

- Great Falls Regional
- Great Falls Transitional
- Louis Town Infirmary

The treatment would be different and specific to each location due to the room sizes and needs of that location.

Each of these locations would be recorded with two different yet similar methods.
Some would be recorded with a permanent installation of audio and video equipment.
The second method would be a portable recording system that would be setup and stored in a traveling case by the staff of the Montana Board of Pardons and Parole.

Audio / Video

Audio

The audio system would record and in some location have sound reinforcement. The sound reinforcement is adding ceiling speakers in the larger rooms so that the audience can hear clearly what is being said at the hearing.

There would be 3-4 high quality professional microphones in each setup to record clear, noise free audio to the digital recording software.

With the use of VisionNet the audio would be captured from the VisionNet system and delivered to the digital software installed on the recording laptop.

A high quality professional audio mixer would be used to record individual tracks of digital recording so that each person speaking would be recorded on their own track so that in the playback of the recording the listener would be able to isolate one audio track or listen to the sum of any combination of tracks.

The recorded audio would be recorded to the hard-drive of the laptop and then archived to the storage drive on the network. At any pc or laptop on the network with a specific player, the audio would be accessed by the user.

The recording software has a time-stamped component that allows the one recording to take notes and aide in the search of content once archived to the network storage drive.

Video

The video would be from two sources.

One would be the use of VisionNet for video conferencing. The captured video would be sent to the digital recording software on the recording laptop.

Second would be a camera that would be installed in the permanent locations or in the case of the portable units, it would be a portable camera that would travel with the portable case.

The camera would be set up to view the board members and the inmates or witnesses. This can be one broad view of both or switchable between presets on the camera so as to follow who is speaking.

The captured video or video conference would be recorded on the hard-drive of the recording laptop then would be archived to the storage drive on the network. At any pc or laptop on the network with a specific player, the video would be accessed by the user.

Video Conferencing

Video Conferencing is used to hold hearings when travel is not practical. It is also useful when a phone add-in is used or testimony is given from another location to help with the hearing.

Most of the locations are currently using VisionNet for their video conferencing. It is our recommendation that VisionNet is used in all the hearing locations that hold pardon and parole hearings to aide in the digital recording of hearings.

Information Technologies

The Information Technologies department would supply a network drop to as many locations as possible to aide in the audio and video recording of the hearings.

The recorder personnel would log-in using their credentials to access the storage drives on the network.

The Information Technologies department would provide storage drives to the Montana Board of Pardons and Parole. Enough storage to store audio and video content for a period of 4 years at the Deer Lodge location. A redundant offsite storage location would also be set in place.

The Information Technologies department would provide laptops and maintain laptops to the Montana Board of Pardons and Parole. The purpose of using laptops in both permanent and portable locations is that in the case of a failure of one of the laptops that the recording personnel would be able to use another laptop to simply log-in with their credentials and resume recording.

Laptops and Storage

These are the system requirements of the laptops and the space required for archived audio and video recordings.

The laptop system requirements would be:

- Windows 7 Professional SP1 64-bit
- CPU Core i5 Processor or equivalent with minimum 4GB ram
- Display 1024x768 or higher
- Windows compatible stereo sound card
- CD or DVD recordable drive or network access (for archiving or long-term storage)

  The total quantity of Laptops that would be needed is: 13

Archiving storage drives would be calculated by multiplying audio and video capacities to length of time.

Audio would be 11mb per channel per hour

Video small format would be 100mb per hour
Video large format would be 450mb per hour

Installation / Integration / Training

Permanent Installations

All equipment would be high quality professional grade equipment with secure cabinets to house equipment and storage of microphones and laptops used in hearings.

- All cameras would be in theft proof housings.
- All wiring would be enclosed in conduit and sealed terminations at each component.
- All microphones would be removable and when not in use stored in secure storage units.

Portable Installation

All portable cases would be high impact foam filled for maximum durability as well as supply cushioned protection for all electronic equipment house inside cases.

- All microphones would be the same microphones used in the permanent installations to ensure the quality in the recorded hearings.
- The mixers for permanent installation would be 8 channel inputs and 8 audio outputs.
- The mixers for the portable system would be 4 channel inputs and 2 audio outputs.
- All wiring would be of sufficient length to root out of the way in a desirable direction during the hearings.
- All software would be the same with permanent and portable installations.

Integration

The integration would be the connection between the existing equipment such as VisionNet and the existing data connections to the newly installed equipment so as to create a seamless path and flow from the talking heads to the recorded content.

Training

Training consists of:
- Operation of the equipment
- Software
- Management of Software storing and retrieval from the archived storage on the network

Training can be accomplished in several ways.

- Training at the three main locations
- Training at one location with all pertinent parties present
- Training one person who will train all other pertinent personnel

Warranty

Products will typically have the standard one year manufacturer warranty. Any deficits in installation would be covered in the installation and implementation of installing company.
Any vandalized repairs would be at the expense of the Montana Board of Pardons and Parole.

Costs

The costs for Audio, Video, System Design, Integration, Installation both permanent and portable systems in 18 Locations.

Audio	$53,127
Video	$71,347
Software	$16,405
Infrastructure	$19,100
Installation and Training	<u>$34,021</u>
Total	$194,000