

MARIN COUNTY SHERIFF'S OFFICE
COURT SERVICES DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 1 – ORGANIZATIONAL PLAN/TRAINING PROGRAM

CRT 01-01

DATE
09/05/12

COURT SECURITY PLAN

POLICY

It is the policy of the Marin County Sheriff's Office to provide a comprehensive plan for the Sheriff Office to provide security within the court facilities.

PROCEDURE

Court Security Deputy

The Sheriff is designated as the Court Security Deputy and is responsible to the courts for all matters related to court security.

In the capacity of Court Security Deputy, the Sheriff may assign a member of the department to act as a designee. This designee (Court Security Sergeant) shall manage all personnel employed by the Sheriff who are assigned to the Court Services Division.

The Court Security Sergeant shall be responsible for the training and assignment of court security personnel to execute the COURT SECURITY PLAN.

The Court Security Sergeant may delegate daily operations, supervision of court security personnel, training and execution of the COURT SECURITY PLAN to a subordinate.

Personnel

Court security personnel shall be of suitable physical and mental condition to ensure that they are capable of providing a high level of security for the court and to ensure the safety and welfare of individuals participating in court proceedings. They shall be capable of responding appropriately to any potential or actual breach of security.

All court security personnel shall report for duty in attire as directed by the Court Security Sergeant. Uniform assignments shall be the regular uniform worn in the manner prescribed by the Sheriff. Civilian attire, when authorized, shall comply with departmental standards.

The wearing and use of firearms in court facilities shall be governed by the established policies of the Sheriff and applicable law.

Training

All personnel assigned to court security shall complete a training program. The program shall provide exposure to all duties of the Sheriff as they pertain to court security.

During training, a Court Security Training Officer (CTO) shall be assigned to the

trainee. The Training Officer shall monitor the trainee's progress and advise the appropriate supervisor as to the trainee's progress and fitness for assignment within the Court Services Division.

Functional Assignments

The Court Security Sergeant shall ensure that written job descriptions and duties of functional assignments in court security are prepared and that court security personnel shall perform such responsibilities as defined in these court security procedures.

Bailiff

Bailiff's may be assigned to criminal, family law, juvenile, civil or other judicial functions as directed and based upon the nature of proceedings and potential security needs or threat.

The assignment of bailiff's will be based on experience and demonstrated ability. The bailiff is responsible for the security of the courtroom, judicial officer(s), staff and the public.

Court Security/Screening Deputy

Security Deputies are line personnel available for facility/perimeter security screening, weapons screening, and critical incident response or directed Sheriff's response within the Civic Center complex.

Security Deputies may be assigned to high-risk trials, security patrol or to any other function related to court facilities and operations.

Court Holding/Movement Deputy

Court Holding/Movement deputies will assist in bringing inmates into court and receive prisoners from court.

Court Holding/Movement deputies will assist in the direction, control, and movement of prisoners within court connected facilities.

Sheriff's Services Assistant

Sheriff's Service Assistants may be assigned to monitor access to the judicial corridor, provide and record essential court information regarding the status of defendants for court appearances and custody issues.

Sheriff's Service Assistants may assist in the processing of court bookings and releases, fingerprinting, buccal swabs and other support duties as needed.

Additional Court Security

Court Security personnel may be assigned as required for building security and may supervise entry screening and other security devices.

Court firearms/weapons policy

The wearing of a firearm by anyone other than a duly-appointed peace officer, pursuant to sections 830

et. seq. of the Penal Code shall be prohibited within the court facilities.

Persons holding a valid permit to carry a concealed firearm shall be required to secure their firearm outside of the court facilities, unless waived by the Court Security Sergeant.

The wearing of a firearm by any peace officer within any court facility may be controlled as necessary, depending on the circumstances.

A peace officer shall not bring or possess any weapon, prohibited by penal code section 171b, into any courtroom, if he or she is a party to an action pending before the court, in accordance with current state law, county ordinance, judicial order and department policy.

Firearms/weapons may be allowed onto the court floor by court order and as evidence. When Firearms/weapons are to be used as evidence in court the person wishing to do so should contact the court floor Sergeant for permission and inspection prior to bringing the items to the court floor.

Security Operations

Court security personnel shall be deployed in such a manner as to provide a high level of security to the court.

Perimeter/Weapons Security Screening

The Sheriff and the Courts will provide the necessary personnel to conduct security/weapons screening of all persons entering the court floor through the center archway of the civic center. A private security contractor, hired by the Court Administrator, shall operate the screening station on the court floor. A Deputy Sheriff shall be assigned to the screening station to oversee the operation and to take law enforcement action as required.

All persons and property entering the court floor through the center archway, (public entrance) shall be searched at the screening station prior to being allowed access to the court facilities. Searches at the security screening station may include: walk through metal detector, hand held metal detector, hand pat search, x-ray of all packages and property.

Court Operations

Each judge is responsible for the orderly conduct of judicial business in his/her courtroom and may make such decisions as he/she deems necessary in that courtroom.

The assigned bailiff shall promptly and properly obey all lawful orders and directions of the court to maintain order in the courtroom and ensure the proper conduct and safety of those attending the court.

During routine operations, court security personnel shall remain alert for any disturbances or breaches in court security.

Court security personnel shall respond to any reported disturbance or breach of security within or adjacent to the court facility providing the court and prisoners are secure. At no time should a bailiff or court security deputy allow an active court room to be left unattended.

All security systems shall be regularly tested to ensure that they are in proper working

order. The failure of any security system to function properly shall immediately be reported to the Court Security Sergeant and the appropriate agency for repair.

Special Operations

The Court Security Sergeant shall ensure that written procedures that provide court security for special operations are established, such as for high-risk trials. Non-routine security operations may include but are not limited to:

- Setting up a search operation to screen members of the public who seek admittance to a specific courtroom. This operation may include use of a X-ray machine, metal detector, or a physical search; it may require excluding
- People who refuse to submit to an authorized search.
- Restricting public access to the court building
- Limiting the number of spectators and media people allowed in the courtroom
- Forbidding cameras and other recording devices in the courtroom or building unless so directed by the judge
- Using restraints in the courtroom on dangerous prisoners or in-custody witnesses during a jury trial
- Using cameras to record unruly behavior in the courtroom
- Taking extra precautions for witness security
- Taking extraordinary security measures for multi-defendant or high-risk trials
- Implementing special security measures for the purpose of judicial protection. Court orders may be helpful or even necessary in specific instances to support these procedures.

Emergency Operations

The Court Security Sergeant shall ensure that written procedures which provide court security with guidelines relative to emergency operations in accordance with established policies and procedures are established. These procedures shall include but are not limited to:

- * Response to court alarms
- * Prisoner escape
- * Bomb threats
- * Hostage events
- * Fire suppression
- * Civil disturbance
- * Natural disasters
- * Building evacuation

RELATED STANDARDS:

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AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

September 5, 2012

ORIGINAL POST DATE:

June 1, 2001

By order of

Douglas P. Endy
BUREAU COMMANDER