

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

**CHAPTER 1 - ORGANIZATIONAL PLAN/TRAINING PROGRAM**  
CRT 01-04  
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DATE  
June 1, 2001

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**COURT SECURITY TRAINING PROGRAM**

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**POLICY**

It is the policy of the Marin County Sheriff's Office to provide a comprehensive training program for personnel assigned to court security.

**PROCEDURE**

The training program will be under the direction of the Court Security Lieutenant with the court training officers and sergeants coordinating individual training.

New personnel assigned to the unit will be required to complete the training program.

Personnel with previous experience in court security may, at the discretion of the Court Security Lieutenant, complete a modified version in order to bring the officer up-to-date on current policies and procedures.

Training officers may be required to change duty assignments as directed. Training officers will be assigned to specific court facilities and will work assignments based on staffing needs of the facility while allowing for training responsibilities.

Training overview

Court security personnel shall have available a copy of the Court Security Procedures Manual. The procedures manual will provide a description and explanation of duties as they apply to court security.

During training, a Court Security Training Officer shall be assigned to the trainee, and shall monitor and evaluate the trainee's progress and report to the Court Security Supervisor.

The training officer's responsibilities are not only to formally train, observe, and comment, but to encourage the learning process past the completion of the formal training program.

The training used to facilitate the learning process will include:

Explanation and demonstration

Written materials, such as:

- \* Court Security Procedure Manual
- \* Department General Orders
- \* Divisional memoranda
- \* Applicable codes and court decisions
- \* Performance evaluations as applicable
- \* Written examinations

The appropriate court supervisor will review, sign, and date all evaluations and written examinations.

The Court Security Lieutenant or a designee will review all of the trainee's evaluations and tests, and retain them in the trainee's training file.

**RELATED STANDARDS:**

None

**AFFECTED DIVISIONS:**

None

**DATE OF REVISIONS:**

None

By order of

TIMOTHY J. LITTLE  
CAPTAIN