

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

CHAPTER 2 – FUNCTIONAL ASSIGNMENTS
CRT 02-02
PAGE 1 of 2

DATE
June 1, 2001

COURT SECURITY DEPUTY

POLICY

It is the policy of the Marin County Sheriff's Office to provide operational guidelines for the position of Court Security Deputy.

PROCEDURE

Function

Court Security Deputies are available for facility patrol, perimeter security, critical incident response, or directed Sheriff's response within the Civic Center Complex.

The Security Deputy is one of the primary resources for special or emergency operational procedures within a court facility.

The Security Deputies will keep their supervisor informed of security issues and potential security threats

Responsibilities

Security Deputies may be assigned to high-risk trials, weapons screening, security patrol, or to any area or function related to Court security

Emergency operations

The first responsibility will be to secure prisoners under his/her control before responding.

Help restore order to the courtroom.

They assist in courtroom and facility evacuation as directed (refer to Emergency Operations Policy # 06-02).

They respond to security alarms and other incidents within the Hall of Justice as directed (refer to Response to Security Alarms Policy # 06-04).

The Security Deputy provides security screening services as assigned by the Court Security Supervisor (refer to Security Screening Policy # 03-05).

During a high-risk/profile trial, Security Deputy(s) may be assigned to a specific court to coordinate with the bailiff in carrying out additional security measures. (Refer to the High Security Trials Policy # 05-04).

Security Deputies shall report violations of custody rules to the jail facility for appropriate disciplinary action.

Security Deputies assist with the processing of court remands and booking at the County Jail.

RELATED STANDARDS:

Marin County Jail Policy and Procedure Manual

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of

TIMOTHY J. LITTLE
CAPTAIN