

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

CHAPTER 3- FACILITY OPERATIONS

CRT 03-09

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DATE

11/14/2007

ACCESS TO SECURE CORRIDOR

POLICY

It shall be the policy of the Marin County Sheriff's Office that access to the secured corridor on the court floor requires display of an approved identification card or the wearing of a law enforcement uniform.

This policy, and the procedure described herein, is intended to provide for the safety and security of judicial officers, court staff, jurors, and visitors to the Judges' Chambers.

DEFINITIONS

Visitor:

Any non-uniformed law enforcement officer or non County of Marin employee.

Visitor's Badge:

A visitor badge will be red, white, and blue in color. "VISITOR" will be clearly marked at the top of the visitor's badge along with a number i.e.: #C-001. Visitor's badge will be readily visible and worn above the waist.

Juror's Badge:

All jurors entering the secure area will be required to wear a "Juror Badge" readily visible above the waist. Superior Court employees issue jurors badges in room 244.

PROCEDURE

Visitors requesting access to the Judges' secure hallway are required to state the nature of their business and sign in and out at the desk located at the entrance to Room C-24. All visitors are required to provide valid photo identification to obtain a visitor's badge. Such identification may be, but is not limited to, law enforcement credentials, a valid driver's license; a valid state issued identification card; Military identification; or a valid passport.

The number on the visitor ID card will be logged on the sign-in/out sheet maintained by the Sheriff's Service Assistance or Deputy assigned to Room C-24. All persons entering the judges' secure hallway will be required to wear readily visible ID cards above the waist. This will expedite their identification by the Sheriff's Office staff and other court employees.

All sheriffs' personnel assigned to court security are required to contact and identify anyone who is not wearing or properly displaying identification or a visitor's badge within the secure area of the court floor. Superior Court staff will be encouraged to contact and identify anyone, or notify sheriff staff, of anyone not wearing or properly displaying identification or a visitor's badge. Sworn Court Services personnel have an obligation to remind all staff of the requirement to wear a badge.

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County of Marin and Superior Court Employees:

All County of Marin and Superior Court employees will wear and display their photo ID cards while in the secure hallway. Marin County Judges are exempted from complying with this requirement.

Visiting Judges:

Visiting Judges will be given unique, non-descript badges to wear when not in their judicial robes.

Sheriff's Office Personnel:

All Sheriff's Office personnel, not in uniform, are required to display their department issued ID. The identification card is to be worn at all times near the collar/chest area and in plain view. Marin County Major Crimes Task Force and Coordination of Probation Enforcement personnel will be required to wear their law enforcement badge above the waist and readily visible.

Outside Law Enforcement:

Outside law enforcement officers who are not in uniform are required to sign-in/out at the front counter at Room C-24 and be given a visitor ID card to be worn as indicated above.

If a person is in the secured hallway without identification the following procedures will be followed:

- A) The person will be reminded of the requirement to display proper identification pursuant to this order. Visitors will be escorted to C-24 to sign in and be issued visitor identification. Law enforcement, county, or court staff will likewise be reminded to display their issued identification card.
- B) Repeated or flagrant violation of this order by anyone who works or regularly visits the secure hallway will be reported to a sergeant. The sergeant will contact the offending visitor, or employee, and / or the visitor or employee's supervisor to report the violation. Visitors or employees will be admonished that they can be temporarily or permanently denied access to the secure hallway depending on the nature or frequency of the violation(s).

RELATED STANDARDS:

GO-03-09

GO-02-22

AFFECTED DIVISIONS:

ALL

DATE OF REVISIONS:

NONE

By order of

DAVID M. AUGUSTUS
BUREAU COMMANDER

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