

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

CHAPTER 05 – TRIAL OPERATIONS
CRT 05-02
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DATE
10/22/10

TRANSPORTATION TO THE CRIME SCENE

POLICY

It is the policy of the Marin County Sheriff's Office to provide the bailiff with guidelines for the transportation and security of juries and in-custody defendants during a visit to a crime scene.

PROCEDURE

During the Course of a Trial:

- The court may require a visit to a crime scene. This can occur during a court trial or a jury trial with or without defendants in custody.
- The court will issue an order for the Sheriff to arrange transportation for the in-custody defendant.
- The Court, the District Attorney or other person requesting the Crime Scene Visit shall make transportation arrangements for the jury/staff.

Upon Issuance of Court Order:

- The bailiff shall advise the Court Security Sergeant of:
 - The court making the order
 - Date and time that transportation is required
 - Location of the crime scene
 - Prisoner's name, booking number and charges
 - Any special problems that may arise.
- The sergeant shall arrange for:
 - Vehicle and driver for in-custody defendant(s)
 - Security for the jury
 - Security for judge and court staff as required

- The bailiff shall coordinate with the sergeant for:
 - Extra security requirements
 - Special security arrangements

- The sergeant shall coordinate jury and prisoner movement with:
 - The bailiff
 - Additional Sheriff's Deputies
 - The Sheriff's Transportation Unit
 - Local Law Enforcement
 - State Department of Corrections (if defendant is a state prisoner)

- In a civil jury trial, transportation and jury accommodations will be the responsibility of court litigants not the Sheriff, although the Sheriff will ensure all current security standards are met.

RELATED STANDARDS:

None

AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

6/1/2001

By order of:

CAPTAIN DAVID M. AUGUSTUS
BUREAU OF DETENTION SERVICES