

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

**CHAPTER 5 – TRIAL OPERATIONS
CRT 05-04
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**DATE
June 1, 2001**

HIGH SECURITY TRIALS

POLICY

It is the policy of the Marin County Sheriff's Office to establish guidelines for high security trials

PROCEDURE

A security plan will be developed to meet the specific needs of trials that pose a high risk or likelihood of unusual media attention.

Proposed security measures for inside the courtroom and court building will be discussed with the judge to whom the high security trial is assigned.

A court order may be needed relative to certain aspects of the security process as described in the court security plan, such as:

Requiring spectators to identify themselves prior to entering the courtroom

Use of restraint devices for defendant(s) while in the courtroom

Weapons screening at the courtroom entrance

A good security plan is based on:

Preparation

Communication

Planning

Intelligence information

Cooperation

Attention to detail

An understanding of all aspects of the security process

A briefing will be held for all participating law enforcement officers which:

Provides a detailed explanation of responsibilities and assignments. The supervisor may designate a deputy to act as team leader.

Provides an overall view of operational guidelines and intelligence information.

Background of defendants and witnesses

Gang affiliations

Descriptions of outstanding suspects, related vehicles, etc.

Photographs when appropriate

Additional security measures may include, but are not limited to:

Additional deputies at entrance area

Deputies stationed on roof

Use of restraint devices for defendant(s) while in courtroom

Use of deputies in civilian attire in the courtroom

Search of spectators with hand-held metal detector prior to entering the courtroom

Sign-in and I.D. check of spectators

Coordination with other agencies or specialized units

Evaluate courtroom and the facility for:

Courtroom holding cell security

Installation of communication devices to monitor court proceedings

Alarm system

Who is notified

Estimated response time

Location of courtroom

High-security courtroom availability

Audio-equipped room to let defendant(s) hear proceedings if ordered removed from courtroom

Responsibilities of the bailiff:

Search of courtroom at beginning of day and after each recess

Responsibilities of Court Security Deputy:

Search prisoners upon arrival

Ensure prisoners do not bring personal property with them to court other than legal papers

Search holding cells before placing prisoners there and again when they leave

Escort prisoners from holding cell to courtroom

Responsibilities of deputies involved in transportation of defendants:

Search of vehicles used to transport (before and after the transport)

Use of escort and backup vehicles when appropriate

Vary route taken from jail facility to court facility

Weapon security

Determine which law enforcement officers will be armed

Deputies directly involved with the movement of prisoners shall protect their weapons especially when applying and removing restraint devices

Determine if investigating officer is armed and where he/she will be sitting in relation to the defendant(s)

Confer with court clerk as to procedures for handling weapons in evidence

Determine if judge will be armed

When appropriate, consider after-hours security

Media issues

Unusual media attention by itself can create a security concern

The bailiff shall immediately notify the judge of any media requests to introduce or allow any video and/or audio recording device(s) into the courtroom

It is recommended that the media pool camera concept be considered whenever possible

Designate a media interview area remote from the courtroom

Designate a media liaison officer to work with the media

Admonish reporters and camera operators of any restriction on filming of the defendant while en route to and from the courtroom

RELATED STANDARDS:

Penal Code

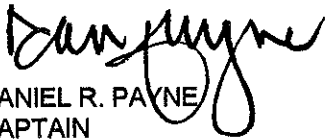
AFFECTED DIVISIONS:

None

DATE OF REVISIONS:

None

By order of

A handwritten signature in black ink, appearing to read "Dan Payne", written over a printed name and title.

DANIEL R. PAYNE
CAPTAIN