



Placer County Court Services Unit

Court Security Manual

Revised 07-29-19

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01/00 INDEX/INTRODUCTION

01/01 PURPOSE AND SCOPE

The purpose of this manual is to provide policies and establish procedures for the operation of branch court holding facilities used for the temporary confinement of inmates scheduled for court appearances. A “court holding facility” means a local detention area constructed within a court building used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours, Title 15, §1006 California Code of Regulations (CCR). Inmates may not be booked by outside agencies at a court holding facility.

This manual, in part, sets forth the standards required by the State Board of Corrections for court holding facilities. It encompasses the applicability of those standards in § 1010 (b) and (c) of Title 15, California Code of Regulations. The emergency suspension of the standards or requirements may be accomplished only at the direction of the Commander, Corrections Division. Any emergency suspension of standards will be reported in writing to the Board of Corrections. If a suspension of standards lasts more than 15 days, the chairperson of the Board of Corrections must approve (CCR Title 15, §1012).

01/02 INTRODUCTION

The Sheriff, except as provided by law, is required to attend all sessions of the Superior Court in Placer County. This mandate is delegated to the Supervisor of the Court Security Services Unit and to the Deputy Sheriffs assigned to that unit. The Court Security Services Unit consists of the Unit Supervisors, Courtroom Bailiffs, Custody Deputies and Magnetometer Deputies as assigned.

01/03 COURT SECURITY

The provision and maintenance of effective security measures throughout the Placer County Court system are the prime responsibility of the Court Security Services Unit.

The ever present threats of courtroom disruption, violence, escape, unauthorized access, theft, vandalism and other crimes, demand implementation of a positive and effective security program to prevent or minimize these hazards.

Toward this goal, the Court Security Services Unit, in conjunction with various concerned tenant departments, in all court facilities, shall develop security procedures.

In both its planning and procedural aspects, security is an operation’s problem with features unique to both specific facilities and occupants. To ensure adequate and effective security measures and procedures, responsibility must be clearly delineated and individually placed within each court facility. In each court facility throughout the County, the Sheriff is designated as the Security Coordinator and has the responsibility for providing, carrying out and directing security procedures in coordination with the other building tenants.

01/04 SECURITY SURVEYS

Thorough inspections and surveys are conducted at each court facility to evaluate current security measures and for detecting security hazards, discrepancies and needs, along with recommendations for corrective action. Maximum cooperation is solicited from tenant departments to ensure recognition of problem areas and setting up of procedures affecting areas of mutual concern. These inspections are ongoing to maintain a high level of security awareness at each facility.

01/05 LEGAL REQUIREMENTS

(California Rules of Court-Appendix §7(a))

“Each trial court should designate a specified-peace officer as Court Security Officer to be responsible to the court for all matters relating to its security, including security of courtrooms, building(s) and grounds. The peace officer designated as Court Security Officer should be the Sheriff, except where local conditions dictate otherwise, another peace officer may be so designated. The Court Security Officer should be in operational command of all peace officers while acting in that capacity and should be responsible for the adequacy of security equipment, for the competence training and assignment of security forces and for the effective execution of the Court Security Plan.”

The Court Services Division shall perform the legal responsibilities assigned to the Sheriff of this county as the Court Security Officer.

01/06 COURT ATTENDANCE

(Government Code §26603)

“Except as otherwise provided by law, whenever required, the Sheriff shall attend (all) courts held within his county provided, however, that a Sheriff shall attend a civil action only if the presiding judge or his designee makes a determination that the attendance of the Sheriff at such action is necessary for reasons of public safety. The Sheriff shall enforce all lawful orders and directions of all courts within his county.”

01/07 COURT CRIER

(Government Code §26611)

The Sheriff, in attendance upon court and at the direction of the Presiding Judge, shall act as crier thereof. He shall call the parties, witnesses and all other persons bound to appear at the court and make proclamation of the opening and adjournment of the court and any other matter upon its direction.

01/08 SECURITY PLANS

(California. Rules of Court - Appendix §7(b))

“Each Court should require the Court Security Officer to prepare a Court Security Plan for its review and considerations. The Court Security Plan: (1) should be the operational plan for achieving the desired level of security for courtrooms, buildings and grounds, including the planned allocations of security forces and equipment; (2) should describe the place, function, dress and arming of all security forces (e.g., bailiffs), and propose plans for maintaining courtroom decorum and safety within courthouses and grounds in high risk situations; and (3) should include an evaluation of the courts security needs, and an assessment of the adequacy and effectiveness of the equipment and forces available to meet those needs. Each trial court should adopt, reject or request modification to the proposed Court Security Plan after giving due consideration to all local conditions affecting its security and to the effect of the plan on the conduct of trials and other proceedings. Each trial court should provide for a periodic review of its security plan and for a periodic assessment of the effectiveness of its execution.”

Based on the information and results developed through the Security Survey, formal Security Plans are formulated for each court facility. These plans are specific and unique to each facility, and outlined in detail the responsibilities and procedures to be used to ensure effective security; and in response to security hazards, such as inmate escape, bomb threats, courtroom disruption, or tactical situations.

The Security Plans are in two parts; the first, outlining tenant department responsibilities and procedures, and the second, delineating responsibilities and procedures for Sheriffs personnel. All heads of tenant departments are issued part one only. All Bench Officers, Court Administrators and Unit Supervisors are issued both parts. These plans are strictly confidential and must be safeguarded.

It is the responsibility of each Unit Supervisor to thoroughly train their personnel on all provisions and procedures of the Security Plan. All Court Services personnel shall be responsible for thorough knowledge of and compliance with instructions regarding their specific roles and duties. Close liaison and clear understanding must be maintained between bailiffs and judges in all areas of security procedures.

Periodic facility drills and practices utilizing all facility personnel shall be conducted. These drills shall be coordinated with the Presiding or Supervising Judge of each facility. All Court personnel should take an active role in the security of the facility.

02/00 GENERAL PROVISIONS

Definitions

California Code of Regulations, Title 15 (CCR, Title 15)

Minimum Standards for Local Detention Facilities, Articles 1-7

Minimum Standards for Juvenile Facilities, Article 15, Minors in Court Holding Facilities

02/01 IMMEDIATE SUPERVISOR

Within the Court Security Services Unit the immediate supervisor may be the senior deputy at a facility or the Unit Sergeant when available. If the Unit sergeant is unavailable, the senior deputy may report to the Unit lieutenant as per chain of command.

02/02 COURTROOM BAILIFF

The primary function of the courtroom bailiff is to provide security and maintain order in the courtroom, thereby ensuring the protection of the court and the maintenance of those procedures surrounding the proper administration of justice. Additional Deputies may be assigned to assist the courtroom bailiff as needed.

02/03 CUSTODY DEPUTY

The primary function of the custody deputy is to maintain custody and control of all persons who are in the custody of the Sheriff while they are in court. Custody deputies shall be responsible for the safe and secure movement of those in custody to and from a courtroom, and while housed in court holding facilities.

02/04 MAGNETOMETER DEPUTY

The primary function of the magnetometer deputy is to screen all persons entering the court facilities for weapons/prohibited items.

02/05 COURT HOLDING FACILITY

(California Code of Regulations, title 15 § 1006)

A local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.

02/06 INMATE/IN-CUSTODY

Any person remanded by a court to the custody of the sheriff, any person who has been arrested and/or booked by a law enforcement agency into the county jail, and/or any person who is housed in a Court Service's holding area within the facility may be called an inmate or in-custody.

02/07 FIRST AID

First aid is the immediate and temporary care given to an individual of a sudden illness or injury until the services of advanced life support arrive. It includes, but is not limited to, the administration of CPR,

controlling bleeding, prevention of further injury, etc.

02/08 CENTRAL CONTROL DEPUTY

The primary function of the Central Control Deputy is to oversee the safety and security of the facility while operating and maintaining security programs.

02/09 ROVER DEPUTY

The primary function of the Rover Deputy is to assist with all aspects of deputy functions within the courthouse.

03/00 UNIT SUPERVISOR RESPONSIBILITIES FOR FACILITY OPERATIONS

03/01 ORGANIZATION

The unit supervisors shall be responsible for the day to day operation of the facilities.

03/02 RESPONSIBILITIES

The unit lieutenant will be responsible for development, training, and carrying out of all facility specific custody procedures relating to the safety, movement and security of all persons held in custody. This plan will include, but not be limited to, the receiving of inmates from Transportation Unit or other agencies, the movement of inmates from detention areas to courtrooms, special precautions for the handling of high profile inmates and the physical security of the facility detention areas.

All deputies and/or civilian custodial personnel shall be responsible for carrying out the security plan and abiding by its provisions, except in cases of an emergency. No deviation from the security plan shall be permitted without approval from a supervisor.

Supervisory personnel may conduct security inspections to ensure that the facility security plans are being followed. Any noted deficiencies shall be corrected as soon as possible.

03/03 STAFFING

(California Code of Regulations, Title 15 §1027)

There must be at least one female deputy available and accessible when there is a female in custody and there must be at least one deputy on duty at all times who has had fire and life safety training. These deputies will not have any other duties which would conflict with the supervision and care of inmates in case of an emergency.

03/04 TRAINING

(California Code of Regulations, Title 15 §1024)

Custodial personnel who are responsible for supervising inmates in a court holding or temporary holding facility shall complete eight (8) hours of specialized training. Such training shall include, but not be limited to:

- (a) Applicable minimum jail standards
- (b) Jail operations liability
- (c) Inmate segregation
- (d) Emergency procedures and planning
- (e) Suicide prevention

Such training shall be completed when practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. Eight hours of refresher training shall be completed once every two years.

03/05

SAFETY AND SECURITY

The unit lieutenant shall develop and maintain facility specific custody procedures for the custody and control of inmates within their court facility. This procedure is in addition to and not meant to replace any other Sheriff's Office policy or Court Services Directive. The unit lieutenant shall ensure that the procedure is in place and is updated annually. A part of that procedure shall be a means of tracking the location of all inmates in court facilities at all times.

At no time shall any deputy routinely enter any holding area while armed. This requirement applies to all law enforcement personnel. Taking weapons into a holding area may only be ordered by a supervisor when armed intervention is necessary. All weapons shall be secured in an appropriate weapon's locker prior to entering any court holding area. Weapons are defined as any firearm, ammunition, batons (except the collapsible baton, if the deputy is qualified), knife or instrument that can be used as a cutting or stabbing device. Those deputies that are qualified in the use of the Taser or O.C. spray (pepper spray) may carry it into a holding area, with supervisor approval.



03/06

HOLDING AREA SECURITY

The Unit Supervisor shall be responsible for developing a facility specific custody procedure plan for security operations. This plan shall take into consideration such variables as structure, location of the court holding facility, the number and type of inmates and the number and type of cases.

03/07

EQUIPMENT

The Unit Supervisor shall ensure that the following equipment will be maintained in all court holding facilities:

- (a) Approved and stocked first aid kit (CCR Title 15, §1220)
- (b) Disposable gloves
- (c) Approved CPR masks
- (d) Working flashlights with extra batteries
- (e) Secure chain lockers
- (f) Four person chains
- (g) Facility radio
- (h) Weapons storage outside the security envelope of the detention area
- (i) Fire extinguishers (current charge)

03/08 INVENTORY

The Unit Supervisors will maintain a complete inventory of all detention area equipment. This inventory will include any serial numbers of equipment and a maintenance record.

03/09 RECORD KEEPING

The Unit supervisor shall be responsible for ensuring that the following records are maintained at the facility for five (5) years, after which they may be destroyed:

- a. Facility Logs (i.e., incidents, cell checks, magnetometer logs, etc.)
- b. Inmate Incident Reports
- c. Inmate Injury Reports

The following detention area records must be retained at the facility for three (3) years, after which they may be destroyed:

- a. Inspection Reports (Institutional Inspection Committee, Grand Jury, Fire Department, Health Department, etc.)

03/10 LOST KEYS/ACCESS CARDS



04/00 EMERGENCY PROCEDURES

In conjunction with the unit lieutenant, the unit supervisor is required to develop and maintain a building emergency plan. The unit supervisor is responsible for the development, training and implementation of all emergency procedures.

04/01 DISTURBANCES

[REDACTED]

[REDACTED]

[REDACTED]

04/02 CIVIL DISTURBANCE

A civil disturbance in or around a court facility can occur at any time and may be related to a specific case or individual in custody. If the disturbance or demonstration creates a threat to the security of the court, the facility supervisor shall activate the court security contingency plan. [REDACTED]

[REDACTED]

Unit Supervisors shall immediately notify their unit lieutenant of the situation and request additional resources, if necessary.

04/03 EVACUATIONS/BUILDING CLOSURE

[REDACTED]

[REDACTED]

04/04 FIRE SUPPRESSION PLANS

(California Code of Regulations, Title 15 §1032)

In Conjunction with the unit lieutenant and local fire officials, the unit supervisor shall develop, prepare and implement, a fire suppression plan that includes provisions for regular inspections of holding areas, an evacuation plan and a plan for the emergency housing of inmates in case of fire. The plan will include, but not be limited to:

- Means of exiting the facility.
- The installation and maintenance of fire extinguishing and fire alarm systems as required by local fire ordinance.
- The storage and handling of combustible or explosive materials and substances.
- The installation and maintenance of safe appliances, equipment, decorations and furnishings that preclude chances of a fire explosion or panic hazard.
- During periods of remodeling or construction, each branch court will notify the responsible fire department if exits are blocked or restricted. Emergency plans will be developed to avoid these areas.
- A system for reporting fires to the fire department will be developed which will include the telephone number of responding fire units.
- Frequent inspection of jail keys and lock mechanisms to assure they will function properly during emergencies.
- A fire prevention plan, coordinated with and approved by the responsible fire department.
- Regular fire prevention inspections by the branch supervisor.
- Regular fire prevention inspections by the fire department having jurisdiction.
- Records will be maintained of all such inspections.
- A plan for the emergency relocation and/or evacuation of inmates in case of fire.

04/05 NATURAL DISASTERS

Natural disasters create a unique situation for the safety and security of those persons in custody. Occurrences such as earthquakes, floods, etc. can make detention areas unusable. In case of natural disaster, the Building Emergency Operations Plan will be activated. Inmates will be immediately evaluated for injuries and if necessary moved to an alternate secure location within the court facility. If there is no safe alternate, an attempt to contact patrol, transportation and the local law enforcement agency will be made to request assistance with security. The Unit supervisor will contact the transportation unit and the SPACF supervisor to remove the inmates from the facility. At no time shall any inmates be released without prior approval of the Corrections Division Commander. If the disaster is such that the Court Services EOC is activated, all communications will be made through the EOC.

05/00 BAILIFF CONDUCT/RELATIONS

05/01 RULES AND REGULATIONS

The following are general rules of conduct. Any conflict with these directives and the Court Security Manual of Procedures shall be resolved by written memo directed to the commander of the Corrections Division through the lieutenant of the court security services unit, following the chain of command.

05/02 CONDUCT

A bailiff's conduct and demeanor in the presence of the public, other peace officers and court attachés represents the degree of professionalism and training of the entire department. Proper professional conduct, appearance and performance of duties will reflect favorably upon the entire department as well as upon the judiciary and the court system.

05/03 BAILIFF-JUDGE RELATIONSHIP

Judges have individual preferences with respect to the procedures in their courtroom. It is imperative that the bailiff discuss with the judge the procedures to be followed upon the initial assignment and periodically thereafter. Regardless of how long a bailiff has served a particular judge, it is to their mutual advantage to review and discuss the bailiff's duties and performance in determining if any changes or additions are necessary.

05/04 COURT STAFF RELATIONSHIPS

To maximize the efficiency of a courtroom, the bailiff should maintain a good working relationship with all court staff members. Bailiffs should brief the staff on any unusual circumstances or security problems that may occur on a daily basis. Often the clerk or court reporters are the first line of communication in emergencies. If the clerk is busy during a court session, the bailiff may assist if it does not interfere with the security of the courtroom.

05/05 FRATERNIZATION

Members shall be familiar with the applicable sections of the Corrections Divisions Policy Manual **1-25**

- All contact between employees and inmates will be handled in a strictly professional manner. Only a professional employee/inmate relationship will be allowed.

06/00 PUBLIC/PRESS RELATIONS

(General Orders Manual ADMIN 4/COND 3 (8))

The Placer County Sheriff's Office shall strive to enjoy an excellent working relationship with the news media and always promote a clear understanding and mutual respect for the responsibilities that each have to the general public.

It is the absolute policy of this Office to assist all accredited members of the news media in their effort to gather and disseminate information of public interest insofar as there is a right and a need to know, exercising good judgment in making releases of information that are consistent with sound law enforcement practices.

Court Security Deputies shall comply with the department objectives and the following:

- Bailiffs shall always be courteous and maintain an impartial attitude toward all parties.
- Bailiffs shall not give legal advice or discuss the relative merits of any case pending before the court.
- Bailiffs shall not voice opinions in the presence of jurors or witnesses to avoid jeopardizing or influencing the outcome of the case.
- A bailiff's appearance, demeanor and relations with the public and the press can decide the opinion the public forms of all law enforcement agencies and to some extent their opinion of the court system.
- Bailiffs shall not recommend or refer persons appearing in court to any attorney.

Any type of media information shall be limited to general public information only (i.e. continuances, outcome of case) unless otherwise instructed by his/her supervisor.

The press shall not be used as a means of publicity for personal reasons.

06/01 MEDIA ACCESS

Since the courts are a public forum, the media may only be excluded on the order of the court. In an emergency situation, media access is limited to those areas not designated as a crime or emergency scene.

06/02 PHOTOGRAPHING, RECORDING AND BROADCASTING IN THE COURTROOM

(California Rules of Court-Rule § 980)

The following section is designed to give the bailiff an understanding of some of the orders that may come forward in media relations. The information is provided to assist the deputy in understanding the operation. However, specific enforcement of any of the following provisions should be at the direction of the bailiffs' supervisor.

06/02-01 DEFINITIONS

1. "Film" or "Electronic media coverage" means any recording or broadcasting of a court proceeding by the media using television, radio, photographic, or any other recording equipment.

2. “Media” or “Media agency” means any person or organization engaging in news gathering or reporting and includes any newspaper, radio or television station or network, news service, magazine, trade paper, in-house publications, professional journal, or other news reporting or news gathering agency.

06/02-02 MEDIA COVERAGE

Film or electronic media coverage is **allowed only on written order of the court**. The court may refuse, limit or terminate film or electronic media coverage in the interests of justice to protect the rights of the parties and the dignity of the court, or to assure the orderly conduct of the proceedings. This rule does not otherwise limit or restrict the right of the media to cover and report court proceedings.

1. Request for order.

A request for an order shall be made on a form approved by the Judicial Council (Form MC-500, Request to Conduct Film and Electronic Media Coverage and Order), filed a reasonable time before the portion of the proceeding to be covered. The clerk shall promptly inform the parties of the request. Unless the order states otherwise, it does not apply to proceedings that are continued except for normal recesses, weekends, and holidays.

2. Prohibited Coverage

Proceedings held in chambers, proceedings closed to the public, and jury selection shall not be photographed, recorded, or broadcast. Conferences between an attorney and client, witness or aide, between attorneys, or between counsel and the court at the bench shall not be recorded or received by sound equipment. Close up photography of jurors is prohibited.

3. Equipment and Personnel

The court may require media personnel to demonstrate that proposed equipment comply with this rule. The court may specify the placement of media personnel and equipment to permit reasonable coverage without disruption of the proceedings.

4. Pooling

If more than one media agency requests to cover a proceeding, they shall file a statement of agreed arrangements. If they are unable to agree, the court may deny film or electronic media coverage by the type of media agency.

5. Personal recording devices

A person proposing to use a recording device shall inform the court in advance and obtain permission. The recordings shall not be used for any purpose other than as personal notes.

6. Other photographing, recording or broadcasting

Any other photographing, recording or broadcasting of a court proceeding is prohibited unless specifically authorized by the court.

7. Unauthorized use

Any unauthorized use of photographs, recordings, or transmissions made under this rule is an unlawful interference with the proceeding of the court.

07/00 BAILIFF DUTIES/DAILY ROUTINE

07/01 BASIC COURTROOM DUTIES & RESPONSIBILITIES

The purpose of this section is to give each deputy a basic knowledge of the duties of a bailiff, to acquaint the deputy with courtroom procedures and court related activities and to help in understanding and performing the duties of a court bailiff.

07/02 DUTIES/DAILY ROUTINE

The following are the general duties of a bailiff. Specific courts and individual judges may have different requirements.

- The security and protection of the judge and all persons in court.
- The security and doors at the beginning of session and secure when court session is completed.

The bailiff's daily routine should include but not be limited to the following:

[REDACTED]

07/03 REPORTING TIME

(General Orders Manual COND 3(1))

All deputies shall report to work, in the appropriate uniform, at the time and location designated by their assignment.

07/04 CALLING IN WHILE OFF-DUTY

(General Orders Manual COND 3 (2))

Court Security Services Unit personnel who must be off-duty due to illness or an unexpected emergency, shall notify their supervisor at least **4 hours** prior to the start of their shift **or as soon as practical**. If employee is unable to contact a supervisor directly, they **shall** leave a voice mail message at the Howard Gibson Courthouse central control station at [REDACTED]

07/05 HAND-HELD RADIOS

Bailiffs shall conduct a radio check at the beginning of their shift to ensure functionality and appropriate volume for the courtroom. An earpiece is preferred for deputies working in a courtroom.

07/06 DARK COURTS

A bailiff and/or other assigned security personnel, when informed that their court will be closed (dark) for a specific session shall report to Central as soon as possible for reassignment.

07/07 PROHIBITED ACTIVITIES

While is in session, the bailiff should not have any material on the desk that is not job related. This includes cell phones for sending/receiving text messages, internet access, games, etc.

Deputy's use of county communications equipment (computers, telephones, cellular phones, etc.) shall comply with established Sheriff's Office Policy.

07/08 COURT DOCUMENTS/FILES

All court documents and files are the responsibility of the courtroom clerk. They are in the custody of the clerk and shall not be removed without the clerk's knowledge and permission. Bailiffs shall not remove any document from a court file without instructions from the judge or clerk. At no time shall an attorney be allowed to remove a file from the court without court approval. A bailiff wishing to review a file for security purposes should notify the clerk. Documents or confidential information contained in the file shall not be given to anyone by the bailiff unless directed by the court.

07/09 ORDERING INMATES

When necessary to order inmate(s) for future court dates, a bailiff will email or fax Jail Court Liaison with a minute order. Occasionally an inmate may need to be ordered on the current day. If no minute order is available, a phone call will suffice to produce the inmate.

07/10 FAILURE OF INMATE TO APPEAR

There are multiple reasons why an inmate may fail to appear at court as ordered. Including illness, hospitalization, and refusal to attend. The reason for the non-appearance will be relayed to the court for further instruction by the court. The court may continue the case, drop the matter, or order an extraction of the inmate.

07/11 ASSISTING THE COURT

Bailiff may assist the court in the handling of documents and court files that must be passed to or from the bench. Keep in mind that no one may approach the front side (the well) of the bench without the permission of the judge, therefore anything that is to be passed to the bench must be handled by the bailiff or the clerk.

BAILIFFS MAY ASSIST THE COURT IN THE SIGNING OF PAPERS AS LONG AS IT DOES NOT INTERFERE WITH THE BAILIFF'S PRIMARY DUTY OF SECURITY FOR THE COURT.

07/12

COURT PAPERS

In the courts, it is the responsibility of the court clerk to prepare all custody papers, e.g. remand orders, releases, removal orders and commitments. The bailiff may assist the clerk when needed, but generally minute orders are sent directly to the appropriate court liaison by the court clerk.

07/13

COURTROOM SEARCHING

[illegible]

[REDACTED]

[REDACTED]

[REDACTED]

07/14

KNOWLEDGE OF COURTS CALENDAR

The bailiff shall be acquainted with the type of case being heard, be it a civil or criminal action. Familiarity with the case at hand as to type of crime and defendant(s) charged, or the litigants involved, will enable the bailiff to anticipate any unusual situation that might arise, thus affording effective security regarding the defendant and protection for the court.

07/15

COMMUNICATING WITH INMATES

- Section 4570 P.C. provides in part: “Every person who, without the permission of the...officer in charge of...any jail...who communicates with any inmate or person detained therein...is guilty of a misdemeanor.”
- Inmates shall not be allowed to communicate with anyone except the attorney representing them or others who are conducting court business. If the court so orders, permission shall be granted to attorneys to confer in private with their clients if facilities are available that provide inmate security. No other person shall be allowed to visit an inmate in a court facility except on direct orders of the Judge.
- No property, money, or any other items shall pass between any person and an inmate. Persons wishing to give money or property to an inmate shall be referred to the county jail facility in which the inmate will be held.

[REDACTED]

07/16

HIGH SECURITY INMATES

[REDACTED]

07/17

FUTURE CASES

Bailiffs should be aware of any case which could require additional security. While there may be no immediate threat or problem, one could develop during or after the case. Being aware of all cases being heard in a bailiff's individual court will help in deciding the need for additional security for returning cases.

All bailiffs shall advise their supervisor of possible future high security cases. This shall be done, to the extent possible, as soon as the bailiff has knowledge of the situation.

07/18

ADDITIONAL SECURITY

Supervisors shall be informed immediately of a situation involving any case where additional security personnel will be needed.

07/19 NOTIFICATION OF SUPERVISOR

The bailiff's supervisor shall be notified immediately of any unusual or hazardous situations or any potential problems observed in the courtroom or adjacent areas.

07/20 **SUPERVISOR'S RESPONSE**

(General Orders Manual OPER 1)

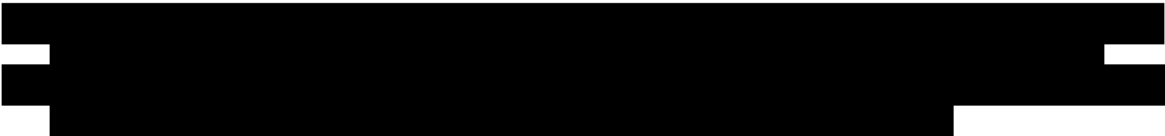
A supervisor shall respond to the scene in any of the following situations:

- A barricaded suspect or custody
- A hostage situation in court
- Shots fired at or by a deputy in a court or on the premises
- Death or serious injury to court personnel, custody or the public
- When the use of force is beyond that specified in the General Orders Manual.

A deputy/bailiff shall request supervisory assistance for incidents of extraordinary circumstances likely to result in an injury and/or liability to persons or property. The supervisor shall respond to provide assistance and direction if needed.

07/21 SEARCH SCREENS - HIGH PROFILE CASES

[REDACTED]



07/22 CONTROL OF SPECTATORS/AUDIENCE

The control of spectators in all court hearings is very important for the safety and security of the court and staff. Emotions may be high and can lead to problems.

All spectators entering the court shall do so in a quiet, orderly fashion. Advise all spectators before opening court that there shall be no talking, eating, drinking, chewing gum or tobacco, smoking or reading while court is in session. Cell phones, cameras and other recording or electronic devices are not allowed unless pre-authorized by the court. Attorneys should interview their clients and witnesses outside of the courtroom. The bailiff is responsible for the control of all spectators in a courtroom. Anyone who is disruptive, disrespectful to the court, or fails to follow the direction of the bailiff shall be removed from the courtroom and not allowed to re-enter without the permission of the judge.

The bailiff shall immediately advise parents with small children to remove the children from the courtroom if they become restless or noisy. If the parent or custodian of the child must be present in the courtroom and cannot take the child into the hall, the bailiff may notify a supervisor and request assistance as needed. All minor children are excluded from family law courtrooms when court is in session, unless otherwise ordered by the court.

07/23 COURT DRESS CODES

Bailiffs shall discuss individual public dress code wishes with their judge.

Clothing that may be of special note such as gang “colors” or clothing that could easily conceal a weapon should be of concern to the bailiff.

07/24 FORMAL/INFORMAL OPENINGS

Upon the judge’s appearance and/or request at the first session of the day, the bailiff shall formally open the court with the following example dependent upon the judge’s preference:

Long Form:

Please rise, (pause), the Superior Court of the State of California, in and for the County of Placer is now in session. The Honorable Judge _____ presiding.

After a recess and at the start of the afternoon session, upon the appearance of the judge in the courtroom, the bailiff shall recall court to order using the following example dependent upon the judge’s preference.

Short Form:

Remain seated, come to order. Court is again in session.

Sometimes a particular judge will direct that a variation of the standard opening form be used in court. In this case, the bailiff shall open the court with the special form so specified by the judge.

07/25 CLOSED SESSIONS

Under certain circumstances, on motion of the defendant or the prosecutor, the judge may exclude the public from the hearing. (PC~ 868, 868.7) If the judge grants this motion, the bailiff shall clear the courtroom of **all** persons except the court staff, prosecutor, defense counsel, defendant, investigating officer, additional security officer, witness presently testifying, and if the case involves a minor or a sex offense, a supporting person for the witness. (PC §~ 868.5, 868.6) The Bailiff may post a sign on all doors entering the courtroom stating ~ **CLOSED HEARING DO NOT ENTER**~ No one shall be allowed to enter the courtroom without the permission of the bailiff, anyone attempting to enter shall immediately be removed.

The bailiff should, if possible, be stationed inside the courtroom near the door, to prevent spectators from entering. Employees of the court may be allowed entry to conduct court business, unless otherwise ordered by the court.

When witnesses are also excluded from the closed session, the bailiff, on order of the court, may dismiss the witnesses from the courtroom and instruct them to remain nearby to be available when summoned to testify.

07/26 RECESSES



07/27 WITNESSES

When called to testify in a case, the prosecutor, defense counsel or judge will call out the name of the witness in open court. The witness will proceed, to a predetermined location to be sworn in by the clerk. After being sworn, direct the witness to be seated in the witness box and adjust the microphone so the testimony of the witness can be heard by all.

All witnesses may be excluded from the courtroom on the motion of the prosecution or the defense. If the judge grants the motion all witnesses or potential witnesses will be asked to identify themselves and then will be asked to leave the courtroom, they shall be advised not to discuss their testimony with any other person or witness. (P.C. §867). The witnesses shall then be called back into the court when they are to testify. It is while witnesses are excluded from a hearing that there is a high potential for witness intimidation. Bailiffs, officers testifying on the case and other deputies should remain vigilant to prevent any form of intimidation. If the defendant is in custody, the bailiff shall not leave the court to call a witness, unless there are sufficient additional security personnel.

Sometimes it will be the bailiff's responsibility to assist in the protection of witnesses. If possible, attempt to keep witnesses separate from any relatives or friends of the defendant. Anyone who attempts to prevent a witness from testifying or tries to make them change their testimony is in violation of PC §136.1, et sec.

07/28 CLOSING COURT

At the close of the court's business for the day, the bailiff shall inspect all spectator areas for lost or forgotten items. The public entrance to the courtroom shall be secured and locked.

08/00 CUSTODY DEPUTY DUTIES/DAILY ROUTINE

08/01 BASIC FACILITY DUTIES & RESPONSIBILITIES

The purpose of the Custody Deputy(s) is to oversee the main custody area of the courthouse facility. It will be staffed during the normal operation hours of the facility and whenever inmates are present anywhere in the facility or if there is a potential for a court remand.

The purpose of this section is to give a basic knowledge of the custody deputy's duties.

08/02 DUTIES/DAILY ROUTINE

The following are the primary duties of a custody deputy. Other related duties are defined in section 07/00 Bailiff Duties/Daily Routine.

- Morning holding cell safety/maintenance checks
- [REDACTED]
- Search in-custodies; house in facility holding cells, segregate per classification standards as best as possible and as necessary
- Conduct cell checks according to Title 15 requirements
- Escort in-custodies to and from courtrooms when requested by a bailiff
- Assist courtroom bailiff as needed
- Accept/process remands
- Assist with attorney interviews and professional visits
- Ensure adequate coverage when on break or when unable to perform cell checks
- Feed in-custodies
- Communicate with transport for drop off/pick up of in-custodies

08/03 CIVILIAN TRIAL CLOTHES FOR IN-CUSTODIES

Court clothing can be delivered by anyone to the courthouse. The clothing will be searched by a deputy prior to being given to the inmate. Any unauthorized items will be returned to the delivering person unless it's a criminal offense situation.

When an in-custody is to be dressed for trial, the custody deputy will give the in-custody their civilian clothes to change into. The jail clothing and any remaining court clothing will be stored in a secured area. At the conclusion of the day, the in-custody will be changed back into jail clothing and their civilian clothing will be placed back in the storage closet.

Dressed for trial in-custodies should be housed in a single cell if possible. Ties, belts and shoes with laces shall be taken from the in-custody for safekeeping while housed in a cell without direct supervision.

08-2/00

ROVER DEPUTY DUTIES/DAILY ROUTINE

08-2/01 PURPOSE

The purpose of the rover deputy is to assist all other members of the court security unit as needed to ensure that the essential functions of the unit are being accomplished.

08-2/02 DUTIES/DAILY ROUTINE

The following are the primary duties of the rover deputy:

- Assist court bailiffs, central control, weapon screening and custody deputies as needed.
- Provide breaks for courtroom bailiffs and central control when requested.
- Assist with court paperwork as needed.
- Perimeter and interior security.
- Assist with the secure movement of persons in custody within the facility.
- Serving of process when required.
- The security and protection of all persons within the facility.
- Rendering assistance to the public, attorneys and court employees.
- Transport in-custody person(s) to the main jail when transportation unit is not available upon supervisor direction.
- Hospital escorts for in-custody persons needing emergency medical treatment.
- Respond to emergencies in and about the courthouse.
- Draft crime /incident reports as necessary
- Respond to incidents outside the courthouse, if possible, and secure for responsible Law Enforcement agency response.

08-3/00 CENTRAL CONTROL DEPUTY DUTIES/DAILY ROUTINES

08-3/01 PURPOSE

[REDACTED]

08-3/02 DUTIES/DAILY ROUTINES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

09/00 MAGNETOMETER AND X-RAY MACHINE PURPOSE AND PROCEDURE

09/01 MAGNETOMETER AND X-RAY MACHINE PURPOSE

The purpose of the magnetometer and x-ray stations is to screen all visitors for weapons/prohibited items. The magnetometer and x-ray officers are expected to use good judgment, tact and diplomacy. Visitors are to be treated with dignity and respect, but shall also be carefully screened for weapons and prohibited items.

09/02 MAGNETOMETER PROCEDURE

1. The following procedures are to keep dangerous and prohibited items out of the court facilities. However, it should be noted that the primary purpose of performing searches is to detect dangerous weapons or other items that are potential weapons, not the detection of other criminal offenses.

[REDACTED]

2. All bench officers, members of the public, jurors, public defenders, district attorneys, and private attorneys that enter through the front doors will pass through the weapons screening process. The screening process consists of passing through a metal detection device and all purses, parcels, backpacks and other carried items are subject to search.

[REDACTED]

3. If an employee of the court or of a tenant department must enter through the weapons screening entrance, they will be processed in the same manner as the public.

4. Any person who refuses to go through the screening process will be denied access to the building.

[REDACTED]

6. A private citizen shall not be allowed to bring into or possess an unauthorized weapon in the courthouse. This includes all items mentioned in Penal Codes 171(b), 653(k), 12020, 12401, 12402, and 12403.7. In addition, knives or any similar type weapon of any type, or length, or other stabbing instruments are prohibited.

[REDACTED]

7. A private citizen licensed to carry a concealed weapon by a Sheriff of a county; Chief or other head of a Municipal Police Department shall not be permitted to enter the courthouse with a weapon. This includes replica firearms of any type.

8. A private citizen carrying mace, pepper spray, stun gun or any similar self-defense weapon **shall not** be permitted to enter the courthouse with the weapon.
9. No one may enter the building with the following:
 - a) Controlled substances as defined in Health and Safety Code Division 10.
 - b) Drug paraphernalia as defined in Health and Safety Code section 11364.
 - c) Alcoholic beverages of any type.
10. Exceptions to the above paragraphs are: Peace Officers in the line of duty or other authorized persons, provided the item(s) has been rendered harmless or secured appropriately. [REDACTED]
11. The Sheriff's Office is authorized to determine if good cause exists to prevent an otherwise admissible item from being brought into the courthouse. [REDACTED]
12. Arrests for violations of weapon laws shall remain at the discretion of the Sheriff's Office.

09/03 X-RAY MACHINE PROCEDURE

1. X-Ray machines will be operated by trained Sheriff's Office personnel only. [REDACTED]
3. All bags, purses, brief cases, backpacks and packages shall be scanned through the x-ray machine.
 - Bags and packages that are too heavy for the person to lift on to the x-ray machine or too big to fit through the x-ray machine shall be hand searched.
 - Deputies should not lift heavy bags and packages on to the x-ray machine conveyer belt.
4. All electronic devices including, but not limited to, laptop computers, cell phones, portable video games shall be scanned through the x-ray machine.

PROCEDURE UPON LOCATING WEAPONS

Any suspicion that a weapon has been detected by the use of the x-ray machine should be handled in the following manner:

[REDACTED]

[REDACTED]

PROCEDURE FOR UNAUTHORIZED ENTRY OF A DANGEROUS WEAPON

1. If a dangerous weapon is not immediately detected and enters the facility, the observing deputy will immediately:

[REDACTED]

10/00 TRIALS

10/01 COURT TRIALS

A court trial is held when the defendant or litigant has waived their right to a jury trial, thus enabling the Judge to hear all the evidence in the case and make a decision based on witness testimony. Most court trials are contested minor traffic violations.

The order of trial is very similar to that of the jury trial. First the prosecutor or the traffic officer presents their case. The defendant then has the opportunity to cross-examine any witnesses. After the prosecution has completed their case, the defense has the opportunity to present witnesses. At this time the prosecutor has the opportunity to cross-examine the defense witnesses. After both sides have completed their testimony, they have a final chance to present a summary of their individual cases to the Judge for determination.

After the Judge makes a finding of guilty or not guilty, the bailiff should be prepared to proceed if the defendant is to be remanded. Bailiffs should keep in mind that although a court trial is usually a very simple matter, it may become very volatile. This is especially true in traffic matters where there is a matter of difference between the violator and the traffic officer. The key is to maintain control of your courtroom and all persons who are appearing.

10/02 JURY TRIALS

In any court action, whether civil or criminal, when all parties are present before the Court and answer ready for trial, they are indicating to the trial Judge that they are prepared to select a jury and present their case. Upon this notification to the Court, the bailiff must prepare for the responsibilities in the handling of that trial.

10/02-01 Bailiff's Responsibilities

It is very important for the bailiff to discuss procedures with the Judge in order to coordinate and be well prepared for the coming trial. Some of these procedures should include:

- The seating and handling of the jury.
- The seating and handling of the defendant.
- The seating and handling of spectators.
- Any security problems.
- The handling of evidence (weapons & narcotics).
- Generally, any other problems that may arise during the trial.

The courtroom is a public place, and it may be necessary for the Judge to issue a special Court Order to assist in controlling the activity in the courtroom.

10/02-02 Courtroom Preparation

Prior to the start of the trial, the bailiff may assist in the preparation of the courtroom.

10/02-03 Jury Panel

Once the courtroom is prepared and the trial is ready to begin, the clerk will call for a panel of jurors. Each panel will vary in number depending on the Judge's evaluation of that particular case.

Prior to the arrival of the prospective jury panel, the bailiff shall provide seats in the courtroom to accommodate the panel. Spectators will be directed to sit on one side of the courtroom so the jury panel can be kept together.

10/02-04 Selection of Jurors

The bailiff shall reserve seating in the courtroom to accommodate the panel and keep the jurors together.

The court clerk will draw, at random, twelve names from the panel of prospective jurors. Each prospective juror will be assigned a seat in the jury box in the order in which their names were drawn. The clerk will continue to draw names from the panel to replace any juror excused from the original twelve prospective jurors drawn.

When the court clerk calls the jurors forward to take their seats in the jury box, the bailiff shall stand at an area where they may be of assistance to the prospective jurors by directing them to the proper seat.

10/02-05 Anonymity of Jurors (California Code of Civil Procedures § 237)

In some cases the anonymity of jurors has become an issue for their personal safety. The bailiffs shall be aware of the court procedures regarding the use of juror's identification.

10/02-06 Examination of Jurors

The Judge will examine the prospective jurors in an attempt to select a fair and impartial jury. The Judge will then permit reasonable examination of jurors by counsel for the people and counsel for the defendant. This is also known as "voir dire."

Once the panel is selected and is accepted by both the court and the parties to the litigation, the clerk will swear the jury to try the cause before the court. The remaining jurors may then be excused.

Alternate jurors are occasionally selected to sit with the jury on cases which are anticipated to last a long period of time. Throughout the trial, up to the time of deliberation, the alternates are treated the same and are subject to the same rules as are the members of the regular panel. Alternate jurors are seated as closely as possible to the regular panel. Care should be taken to insure that they are in a position to observe the entire proceedings. Should a member of the regular panel become ill or unable to finish the case, the alternate juror will be appointed by the court to take the excused members place in the jury box.

The alternate jurors receive the same instructions as the regular jurors, but only the regular panel goes into the jury deliberation room to decide the case. The bailiff or another deputy will be sworn to take charge of

the jurors while they are deliberating on the case. Until otherwise instructed by the court, the bailiff shall not speak to jurors, or allow anyone else to speak to them upon any matter connected with the case except by order of the court.

10/02-07 Order of Trial (Criminal)

The jury having been impaneled and sworn, the trial will proceed in the following order, unless otherwise directed by the Court. Prior to taking of testimony, the bailiff shall be familiarized with the evidence in the case. Check all firearms to ensure that they are unloaded and/or inoperative. The bailiff shall also provide jurors with notebooks and pencils and instruct them that the notes will remain in the courtroom at all times. These materials are to be secured by the bailiff at the end of each day.

- The District Attorney, or other counsel for the people, must open the case and offer the evidence in support of the charge.
- The defense counsel may then open the defense, and offer evidence in support thereof.
- The parties may then respectively offer rebutting testimony only, unless the Court, permits them to offer evidence upon their original case.
- When a witness is called to testify, the bailiff shall direct the person to come forward and be sworn, after which the bailiff will direct the person to the witness stand and adjust the microphone. The bailiff shall make sure that no witness is chewing gum or tobacco when they take the witness stand.
- When the evidence is concluded, unless the case is submitted on either side, or on both sides, without argument, the District Attorney, or other counsel for the people, and counsel for the defendant may argue the case to the Court and jury; the District Attorney opens and closes final argument.

10/02-08 Order of Trial (Civil)

When the jury has been sworn, the trial will proceed in the following order, unless the Court, for special reasons, directs otherwise:

- The plaintiff (petitioner), after stating the issue(s) may produce evidence.
- The defendant (respondent) may then open the defense and offer evidence in support thereof. The parties may then respectively offer rebutting evidence only, unless the Court, for good reason in furtherance of justice, permits them to offer evidence upon their original case.
- When the evidence is concluded, unless the case is submitted to the jury on either side or on both sides without argument, the plaintiff must commence and may conclude the argument.
- In trials where several defendants have separate defenses, and are represented by different counsel, the Court must determine their relative order in the evidence and argument.

10/02-9 Court Recesses

Before court is to reconvene, the bailiff shall return the defendant to the court; notify the jury to return to the courtroom; and counsel, if not present, should be advised to return to the courtroom before the Judge takes the bench. The Judge shall then be informed that all parties are ready.

10/02-10 Jury Admonished at Adjournment
(Penal Code §1121)

The jury must also, at each adjournment of the court, be admonished by the court that it is their duty not to converse among themselves or with anyone else on any subject connected with the trial, nor to form or express any opinion thereon until the cause is finally submitted to them.

10/02-11 Corrupt Influencing of Jurors
(Penal Code §95)

“Every person who corruptly attempts to influence a juror, or any person summoned or drawn as a juror, in respect to his verdict in or decision of any cause, proceeding, pending or about to be brought before him, either:

- One - By means of any communication, oral or written, had with him except in the regular course of proceedings;
- Two - By means of any book, paper, or instrument exhibited, otherwise than in the regular course of proceedings;
- Three - By means of any threat, intimidation, persuasion or entreaty; or
- Four - By means of any promise, or assurance of any pecuniary or other advantage; is punishable by fine not exceeding ten thousand dollars (\$10,000) or imprisonment in the state prison.”

10/02-12 Misconduct of Jurors
(Penal Code §96)

“Every juror, or person drawn or summoned as a juror..., who either;

- One - Makes any promise or agreement to give a verdict or decision for or against any party;

or,
- Two - Willfully and corruptly permits any communications to be made to him, or receives any book, paper, instrument, or information relating to any cause or matter pending before him, except according to the regular course of proceedings, is punishable by fine not to exceed ten thousand dollars (\$10,000) or by imprisonment in the state prison.”

10/02-13 View of Premises by Jury
(Penal Code §1119)

When, in the opinion of the court, it is proper that the jury should view the place in which the offense is charged to have been committed, or in which any other material fact occurred, or any personal property which has been referred to in the evidence and cannot conveniently be brought into the courtroom, it may order the jury to be conducted in a body, in the custody of the Sheriff or Marshal as the case may be, to the place, or to the property, which must be shown to them by a person appointed by the court for that purpose; and the officer must be sworn to suffer no person to speak or communicate with the jury, nor do so himself or herself, on any subject connected with the trial, and to return them into court without unnecessary delay, or at a specified time.”

Transportation to the premises to be viewed must be provided by the litigants in a civil case, unless otherwise ordered by the Judge.

It is of the utmost importance that the bailiff notify supervisors immediately upon receiving information that there will be a viewing of the scene. This will allow the Sheriff's Office reasonable time to comply with the Order.

When the Court orders that the jury view the crime scene, the following procedures will apply:

- The Unit Supervisor shall be advised of the date, time, location and circumstances regarding viewing the scene.
- A written court order containing the above mentioned directives shall be forwarded as soon as possible to the Unit Supervisor.
- Transportation will be arranged for the jury through the Courts.
- [REDACTED]
- At the crime scene, the bailiff will direct all questions by the jury to the Court.
- The bailiff should instruct all jurors to carry their notebooks and pencils to the crime scene and return them upon dismissal.
- The bailiff shall allow no persons to speak or communicate with the jury at the crime scene on any subject connected with the trial, and to return them into court without unnecessary delay, or at a specified time.

10/02-14 Instructions to Jurors

When the attorneys have made their final argument and the case is concluded, the Judge will then instruct the jury.

10/02-15 Bailiff's Oath

At the completion of the instructions to the jury, the bailiff shall stand with right hand raised and be sworn by the Clerk of the Court as follows:

"You do solemnly swear that you will take charge of the jury and keep them together except on order of Court; that you will not speak to them yourself, nor allow anyone else to speak to them on any matter concerned with this case, except on order of this Court, and that when they have agreed upon a verdict, you will return them into court, so help you God?" The bailiff will answer, "I do."

A bailiff shall comply with the provisions of Penal Code § 167, applicable to them, as well as to others, which provides, in part:

"Every person who, by any means whatsoever, willfully and knowingly, and without knowledge and consent of the jury, records, or attempts to record, all or part of the proceedings of any trial jury while it is deliberating or voting, or listens to or observes, or attempts to listen to or observe, the proceedings of any trial jury of which he is not a member while such jury is deliberating or voting is guilty of a misdemeanor...."

10/02-16 Jury Deliberation
(Penal Code § 1137)

After being sworn to take charge of the jury, the bailiff will escort the jury to the jury deliberation room and make sure that necessary articles are furnished to them, such as pencils, paper, etc., and see that all facilities are in order.

The jury shall be secured in the jury room. The bailiff shall not leave the jury unsupervised during their deliberation.

Upon retiring for deliberation, the jury may take with them all papers (except depositions) which have been received as evidence.

10/02-17 Verdict and Instruction Forms / Exhibits

The Clerk of the Court will give the bailiff the verdict forms, jury instructions, and whatever exhibits or evidence are permitted to be taken to the jury room.

10/02-18 Viewing Evidence

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

10/02-19 Jury Contact with the Bailiff

The bailiff shall familiarize the jury with the methods used to signal between the jury room and the courtroom so that if they reach a verdict, have a question or an emergency, they may call for the bailiff. The bailiff will remove all unnecessary materials from the jury room prior to deliberation. The jury shall then be secured in the jury room.

10/02-20 Bailiff Summoned by Jury

The bailiff, when summoned to the jury room by signal, shall knock before entering. When granted permission, the bailiff may enter and inquire of the reason for being summoned.

Any questions regarding the case shall be relayed to the Judge in written form and signed by the foreman of the jury. The bailiff shall not inform anyone except the Judge of the inquiry or message from the jury except upon order of the court.

10/02-21 Polling of Jury

Occasionally a Judge may direct the bailiff to inquire of the jury how they stand, in numbers only, as to a verdict. This may be accomplished as follows (example):

“The Judge has requested me to ask you how you stand as to a verdict on this case. The Judge wants this information as to numbers only and without any indication as to which way your verdict is leaning. For example, are you divided six to six, seven to five, or eleven to one? Just the number; that is all.”

The bailiff shall take that information to the Judge and not give it to any other person.

10/02-22 Return of Jury for Information

After the jury has retired for deliberation, if there is any disagreement between them as to the testimony, if they desire to be informed on any point of law arising in the case, or request to view any evidence that was not taken into the jury room, they must summon the bailiff and inform the Judge in writing of their request.

Counsel and defendants are required to be present unless stipulations are granted for either or all parties to be excused from the proceedings. The jury may be brought into the courtroom once the Court is prepared to give the information requested by the jury.

10/02-23 Presence of Defendant on Return of Verdict (Penal Code § 1148)

“If charged with a felony the defendant must, before the verdict is received, appear in person, unless, after the exercise of reasonable diligence to procure the presence of the defendant, the court shall find that it will be in the interest of justice that the verdict be received in his absence. If for a misdemeanor, the verdict may be rendered in his absence.”

After the jury has retired to deliberate on the verdict in a criminal case, the Judge will advise the defendant to remain either in the courtroom or in the immediate vicinity of the courtroom to be readily available if the jury requests to return to the courtroom.

10/02-24 Taking of Verdict

When the jury has agreed upon its verdict, they must be conducted into court by the bailiff having them in charge. When the jury appears, the Judge will ask if they have agreed upon a verdict. If the foreman answers in the affirmative, the Judge will instruct the jury foreman to hand the verdict forms to the bailiff. The bailiff will then take all the verdict forms from the foreman, without looking at them, and hand them to the Judge.

After the verdict has been read by the court Clerk, the Judge will discharge the jury and will finalize the proceedings on the record.

10/02-25 Threatening Juror after Verdict (Penal Code §95.1)

“Every person who threatens a juror with respect to a criminal proceeding in which a verdict has been rendered and who has the intent and apparent ability to carry out the threat so as to cause the target of the threat to reasonably fear for his or her safety or the safety of his or her immediate family, is guilty of a

public offense and shall be punished by imprisonment in a county jail for not more than one year, or by imprisonment in the state prison, or by a fine not exceeding ten thousand dollars (\$10,000), or by both that imprisonment and fine.”

10/02-26 Late / After Normal Hours Jury Procedures



10/02-27 Impaneled Juror Illness or Injury (California Code of Civil Procedure § 233)

If a juror becomes ill or is injured and paramedics or an ambulance are needed, the bailiff shall immediately activate the emergency procedures for a medical emergency. The Judge, court clerk and unit supervisor shall be informed of the extent of the illness/injury as soon as possible. The jury supervisor shall also be informed. If the juror is to be taken by ambulance to a hospital, the Judge may request that a deputy accompany the juror. If at any time, whether before or after the final submission of the case to the jury, a juror dies or becomes ill, or upon other good cause shown to the court is found to be unable to perform their duty, or if a juror requests a discharge and good cause appears therefore, the court may order the juror to be discharged and draw the name of an alternate, who shall then take their place in the jury box, and be subject to the same rules and regulations as though they have been selected as one of the original jurors.

10/02-28 Reporting Juror Injuries

Report all juror injuries to the appropriate jury supervisor. The jury supervisor shall be called even if the juror declines medical treatment. In all cases where the bailiff has personal knowledge of the injury, the bailiff should assist the jury supervisor in preparing the report.

10/02-29 Jury Security and Care

When a jury is in the care of a bailiff, the bailiff’s demeanor is of the utmost importance. As a representative of the Sheriff’s Office, bailiffs must always be aware that their conduct and appearance reflect directly on the Office. Bailiffs must be especially alert to the fact that while accompanying a jury in public areas, the bailiff is the center of attention, and must perform in a dignified and professional manner. The bailiff shall treat jurors, vendors, and others with courtesy at all times, refraining from any conversation or conduct which would adversely reflect upon the Sheriff’s Office.

10/02-30 Jury Accommodations (California Code of Civil Procedure §216 (a))

“At each court facility where jury cases are heard, the Board of Supervisors shall provide a deliberation rooms for the jurors when they have retired for deliberation. Such deliberation rooms shall be designed to minimize unwarranted intrusions by other persons in the court facility, shall have suitable furnishings, equipment and supplies, and shall also have restroom accommodations for all jurors.”

10/02-31 Court Policy toward Jurors

The bailiff should consult with the Judge regarding the Judge's particular policy of jury maintenance and handling. The Judge should be advised when a particular situation or accommodation cannot be safely or economically achieved. The bailiff's unit supervisor must be made aware of all unusual situations regarding jury maintenance and handling.

10/02-32 Sequestered Jury

When a jury is sequestered and not permitted to separate during deliberations, it is the bailiff's responsibility to advise their supervisor of the situation and be prepared to maintain the jury. This may entail taking the jury to lunch, making notifications to family, arranging for transportation and lodging etc.

10/02-32.01 Providing Jury Food & Lodging (California Code of Civil Procedure §217)

"In criminal cases only, while the jury is kept together, either during the progress of the trial or after their retirement for deliberations, the court may direct the sheriff to provide the jury with suitable and sufficient food and lodging, or other reasonable necessities. The expenses incurred under this section shall be charged against the Trial Court Operations Fund of the county in which the court is held. All those expenses shall be paid on the order of the court."

10/03 PRESENCE OF DEFENDANT

The defendant shall be present during all court proceedings, unless otherwise ordered by the court.

10/04 PROTECTED WITNESSES

In some types of cases there may be witnesses that are under the protection of the Sheriff's Office, District Attorney's Office or the Federal Witness Protection program. In these instances the investigating officer shall inform the bailiff of the situation and request assistance. The bailiff shall refer the matter to the unit supervisor for coordination.

10/05 HIGH PROFILE DEFENDANTS

Well known individuals or incidents that have had a high level of media coverage may require additional personnel for security and crowd control. For example, politicians, sports figures, film or TV personalities, police officers, religious leaders, doctors, etc., have the potential to create large followings. Unit supervisors should be aware of these potential situations and request assistance as necessary.

10/06 GANGS

Cases involving gangs are increasing in the courts. Deputies and supervisors must be alert for gang violence in the form of retaliation, intimidation of witnesses, or the influencing/intimidation of jurors. Particular attention should be given to custody entrances to the facility and in court hallways. All deputies should be trained to be familiar with gang identification, clothing, and demeanor.

10/07

HIGH RISK DEFENDANTS

Cases involving murder, three strike defendants, state inmates, death row inmates, and persons on parole are all considered to be high risk defendants. [REDACTED]

[REDACTED]

11/00 DEFENDANT STATUS

11/01 DEFENDANT ON BAIL/O.R.

If the defendant is on bail or on their own recognizance, the Judge will set the next date for arraignment in the Superior Court and release the defendant. The bailiff may give the defendant a written reminder.

11/02 OUT OF CUSTODY DEFENDANTS

While out of custody defendants do not pose the potential problems that a custody defendant does, they may still create a problem by having large numbers of supporting friends or the victim's family could try to get retribution in the hall. If a bailiff is informed of a witness intimidation situation by the defendant or the defendant's relatives or friends, the prosecutor shall be immediately informed. If necessary, action may be taken by the investigating officer or the bailiff.

11/03 DEFENDANT HELD TO ANSWER

At the conclusion of testimony in a preliminary hearing the Judge will decide if there is sufficient evidence to bind the defendant over to the Superior Court for a trial on the charges alleged by the prosecutor. If the Judge decides there is sufficient evidence to hold the defendant for trial, an arraignment date will be set for the defendant in the Superior Court.

11/04 DEFENDANT REMANDED

If the defendant is in custody, the Judge will remand the defendant to the custody of the Sheriff.

In the event a defendant who was on bail is to be placed in custody, the defendant should be removed as soon as possible from the courtroom to a court holding area.

11/04-01 New Remands

When a Judge remands a defendant to the custody of the Sheriff, the bailiff may immediately remove the individual from the courtroom at the conclusion of their case. If the individual desires to give any property to a relative in the audience, they may do so, however, the bailiff must give permission and remain in full control of the situation. Prior to or immediately after entering the holding area, a pat down search for weapons will be conducted. The bailiff shall complete the arrest report and provide it to the custody deputy. The custody deputy will complete the pre-booking form. In the event the individual is combative or reluctant to be placed in custody, the bailiff shall immediately request assistance. A combative individual shall immediately be taken to a holding cell after a cursory search and the remand papers shall follow as soon as possible. The unit supervisor shall be advised when a new remand has become combative and force may have to be or was used to take the subject into custody.

11/04-02 Inmates use of Phones
(Corrections Division Policy Manual 6-19)

Pursuant to P.C. § 851.5 and WIC § 627, individuals who have been remanded to custody directly from a court shall be allowed to make three phone calls after being booked, in compliance with Sheriff's Office policy.

11/04-03 Intoxicated Remands

If a court remands an individual into custody who is intoxicated, note the persons condition on the remand slip and accept the individual into custody. Remands who are extremely intoxicated (are a threat to his/her own safety or the safety of others due to their state of intoxication as the result of alcohol and/or drugs) shall be transported as soon as possible to jail for processing. If in doubt, contact the unit supervisor.

11/04-04 Civil Warrants/Remands

An individual remanded to the custody of the Sheriff on a civil bench warrant or arrested for civil contempt **must** be segregated from inmates charged with criminal matters (Penal Code § 4001). Should a civil inmate also be charged with a criminal offense, i.e., outstanding warrants, the inmate may be handled in a normal manner. A separate minute order will be prepared when a civil inmate is remanded to the custody of the Sheriff. This minute order shall be clearly marked "**CIVIL PRISONER ONLY.**"

If the civil remand signs the Civil Commitment Waiver of Rights Under California Penal Codes Sections 4001 and 4002 and Release of Liability form, then said person need not be segregated from persons charged criminally.

11/04-05 Temporary/Short Term Remands

On occasion, a Judge will order a bailiff to place a defendant who is in a courtroom under temporary custody without issuing a warrant or remand order. While the Judge has the power to do this, arresting a person who has committed no apparent crime without authorizing documents places the Sheriff's Office in extreme liability for a future civil suit. Court Security Services Unit personnel must use extreme caution when faced with this situation. The following is a guide to assist in handling this situation.

1. The bailiff shall handcuff the defendant and immediately remove the individual from the courtroom. If temporary holding facilities are available, the bailiff and/or custody deputy shall immediately search the defendant, removing any restricted property or contraband from the defendant and placing it in a property bag and completing a pre-booking/property form and medical screening form. **All** cash in a defendant's possession shall be placed in a money envelope. The envelope shall have the defendant's name written across the envelope before sealing it. The outside of the envelope shall indicate, in ink, the amount of cash sealed inside, the defendant's name, and the date and time it was taken from the defendant. The defendant shall then be placed in a non-occupied holding cell near the courtroom. Individuals temporarily detained on a Judge's verbal order will not be placed with other inmates and should not be taken to the jail. If the temporary remand is to exceed two hours, the bailiff shall then request the court clerk to prepare a remanding order authorizing the continued detention of the defendant. If the court clerk cannot provide a remand order, the bailiff is to immediately notify the unit supervisor and explain the circumstances.
2. The unit supervisor will then meet with the concerned Judge and explain the Sheriff's Office needs a written court order directing further detention of the defendant.

3. If the Judge refuses to provide a written order, the unit supervisor shall immediately notify the Corrections Commander, who will exercise the option of calling the Judge and/or terminating the detention.
4. Should the defendant be released, obtain the defendant's signature for receipt of any property returned to the defendant on the envelope below the listed inventory. The pre-booking/property form and medical screening form shall be maintained at the facility, along with a copy of the remanding order attached to the daily cell check log.

11/04-06 Searching New Remands

The bailiff, or custody deputy, shall have the responsibility of taking custody of all new commitments and searching them for weapons and contraband. A pat-down search for weapons shall be made as soon as possible after a person is taken into custody [REDACTED]

11/04-06.01 Contraband

Contraband found shall be handled according to Corrections Division Policy.

NOTE- County inmates on "pro-per" status may be in possession of legal materials necessary for their case. The amount of material is limited to what they can carry. All pro-per materials should be searched, but not read, in the presence of the inmate and then returned to the inmate.

11/05 DEFENDANTS IN-CUSTODY

In-custody defendants will normally be secured and seated next to their attorney. [REDACTED]

[REDACTED] Custody defendants have a right to make notes with materials supplied by the bailiff, any materials given to the defendant by defense counsel shall first be given to the bailiff for a visual inspection. Attorneys may only give their clients a business card, no other items or notes may be passed directly between an in-custody defendant and an attorney. Attorneys shall be advised of potential weapons at counsel table when they are dealing with inmates.

11/06 CUSTODY CASES

In those courts that handle custody cases, the bailiff shall always be alert for an attempted escape, rescue or attack on or by an inmate. If more than one custody is involved in a case, additional security personnel should be utilized. In this event, the bailiff shall determine how the court room responsibilities will be assigned [REDACTED]

11/07 COURT ORDERS

Deputies receiving a court order affecting the status of an inmate, shall comply with the order in an expeditious manner. Orders that dictate special treatment, visits, transportation, medical treatment, etc. are commonly issued by courts and should be complied with, in the normal course of duties. If the order is in conflict with Sheriff's Office policies and practices, the deputy shall immediately contact the unit supervisor. The unit supervisor shall review the order to determine if there is a conflict and/or if the court will consider modifying the order to comply with Sheriff's Office policy. If the court refuses to modify the order, the unit supervisor shall immediately contact the unit manager.

11/08 ACCEPTANCE OF INMATE AND PROCESSING

It is the policy of this Corrections Division to accept inmates at a court holding facility for the purpose of a court appearance only.

11/09 BONDS PERSON SURRENDERS

Civilian enforcement agents for bonds persons may not surrender individuals who have skipped on a bond to any Court Services facility (Penal Code § 142). They are instead to be directed to the jail for processing.

11/10 PROBATION/PAROLE VIOLATORS

Probation violators are accepted in court holding areas only when remanded by the court. Others must be booked at the Jail.

12/00 EVIDENCE IN COURT

Physical evidence will normally be used in hearings and trials. The bailiff shall attempt to ask the prosecutor, investigating officer or detectives if any of the following items are going to be introduced.

12/01 WEAPONS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

12/02 HAZARDOUS MATERIALS

“In the interest of public safety, no exhibit designated as hazardous waste material shall be permitted in any courtroom. All controlled substances as defined in section 11007 of the California Health and Safety Code are hazardous waste material. However, the court will accept color photographs of the object or substance in lieu thereof.”

“Counsel wishing to examine any such object or substance shall do so prior to the commencement of any courtroom proceeding.”

“Pursuant to Penal Code §1417.3(b) and upon finding of good cause, certain toxic materials may be brought to a courtroom and introduced into evidence provided that they remain in a sealed condition at all times. Unless otherwise ordered by the court, the person bringing the evidence in the courtroom shall retain it and shall be responsible for the storage of the evidence and for the substitution of a photograph, if required.”

12/03

PHOTOGRAPHS/DIAGRAMS

Prosecutors often use crime scene photographs and diagrams to present evidence. Often these depict victims of violent crimes and are very graphic in nature. Bailiffs should be aware of this and use extreme caution when moving any evidence from the witness stand to the clerk. Visual evidence of this nature should not be accidentally viewed by other witnesses or the victim's family.

13/00 CRITICAL INCIDENTS

13/01 DISASTER PLANS

Unit managers shall prepare and maintain Building Emergency plans that cover the County mandated disaster contingency plans for fires, earthquakes, floods, and building evacuations. The preparation of these plans is the responsibility of the Building Emergency Coordinator, working in conjunction with all building tenants. Usually all deputies are part of these emergency operations, therefore, the unit supervisor shall ensure that each deputy has been familiarized with the facility and their specific assigned emergency duties.

13/02 BAILIFF SECURITY PROCEDURES

Supervisors shall be responsible for the training and orientation of their unit personnel to ensure that they are aware of the Security Contingency Plans and the Building Emergency Procedures.

13/03 SECURITY INCIDENTS

Security threats and crisis situations are definite possibilities in courtrooms. Fights, disturbances, inmate escapes and attempted escapes, armed rescue attempts, taking hostages and natural disasters can occur at any time in any facility. The unit supervisor shall prepare and keep Security Contingency Plans up to date. All deputies who work in a court facility should be familiar with these procedures. It is the responsibility of the unit supervisor to conduct training for all court tenants.

13/04 USE OF FORCE

(Corrections Division Policy Manual 1-10 Use Definition General Info Section)

13/04-01 Responsibilities of Reporting the Use of Force

(Corrections Division Policy Manual 1-10)

All Court Security Services Unit personnel shall immediately make a verbal notification to the unit supervisor in all cases in which they use reportable force. The specific responsibilities for reporting the use of force and what constitutes reportable force are contained in the Corrections Division Policy Manual.

Unit supervisors will be responsible for completing a Blue Team entry on any reportable use of force.

13/05 SECURITY INCIDENT REPORTING

(Corrections Division Policy Manual 5-1)

Incidents occurring within Court Facilities shall be immediately reported to the unit supervisor. After verbal notification, the incident shall be documented according to Corrections Division policy.

13/06

COURT SECURITY ALARM SYSTEM



13/07

THREAT ASSESSMENT/JUDICIAL THREATS

Any member of the Court Security Services Unit who receives information relating to a threat of any kind, whether written, verbal, or physical, against a bench officer shall immediately notify the a unit supervisor. If the threat is in person, the individual shall be detained and further investigation shall be conducted. No judicial threat shall be taken lightly, and every instance shall be investigated appropriately. Bailiffs shall assist in this process by completing or obtaining initial crime/incident reports, information from prosecutors, investigating officers, and reviewing the court file. All information received shall be forwarded to the unit supervisor.

13/08

SECURITY THREATS

Reaction to a specific security situation will vary with the situation and the physical layout of the facility. These plans should cover such areas as crowd control, fights, disturbances etc., while no plan can cover every instance, the training of deputies on how to react in a given situation will greatly enhance the safety and security of a facility.

13/09

BOMB THREATS

(Field Operations Manual 3-04)

Any court personnel who receive any type of bomb threat shall immediately contact their supervisor. The unit supervisor shall conduct an initial investigation and determine what response is necessary.

13/10

DEMONSTRATIONS

(Penal Code §169)

“Any person who pickets, or parades in or near a building which houses a court of this state with the intent to interfere with, obstruct, or impede the administration of justice or with the intent to influence any judge, juror, witness, or officer of the court in the discharge of his duty is guilty of a misdemeanor.”

13/13

HOSTAGES

(Corrections Division Policy Manual 10-9)

Any hostage taking incident shall be handled according to Corrections Division Policy 10-9.

14/00 HOLDING CELLS



14/01 SAFETY CHECKS/FREQUENCY (California Code of Regulations, Title 15 §1006) (Corrections Division Policy 9-8)

Cell checks shall be conducted according to Corrections Division Policy and Title 15.

14/02 LOGS (Corrections Division Policy 9-8)

The Court Security Services Unit shall maintain daily cell check logs in accordance with Corrections Division policy. As an official record, this log is subject to periodic inspection by supervisors and State and County departments that regulate health and safety in county jails. It is subject to a subpoena duces tecum. **All entries shall be in ink.** The purpose of the log is to have a single location at each facility for the recording of staffing, cleanliness, maintenance, unusual incidents, use of security devices, inmate count, inmate movements, and inspection visits by outside agencies.

14/03 GATE/DOOR CONTROLS

Mechanically and electronically operated gates restricting vehicle entrance and exits at all facilities will be operated only under the following conditions:



If there is doubt, **DO NOT OPERATE THE GATE** until it is determined that the gate can safely be opened or closed.

14/04 KEY CONTROL (Corrections Division Policy 9-6)

All keys relating to inmate holding areas are to be handled with the utmost of care and security. Rigid key control will be strictly observed according to Corrections Division Policy.

14/05 EMERGENCY ACCESS



14/06 EMERGENCY EQUIPMENT

All emergency equipment will be stored in a secure cabinet. No weapons shall be stored within a holding area. If authorized chemical weapons are maintained in a holding area, they shall be secured in a weapons locker.

14/07 SECURITY EQUIPMENT

Court security equipment are mechanical aids to facilitate the response and protection of the court. They are not devices to replace the vigilance and security awareness of court personnel. Unit personnel shall be properly trained to operate the equipment available within their facility.

14/08 MAINTENANCE AND SANITATION (California Code of Regulations, Title 15 §1280)

14/08-01 Responsibilities

In order to ensure a safe and clean working environment, all Sheriff's personnel will share equal responsibility for the maintenance of equipment and sanitary conditions in all areas designated a Sheriff's work area. Any maintenance or janitorial related issues observed shall be reported to the proper entity.

14/08-02 Deputies

Holding areas will be maintained in accordance with local Health Department requirements. Deputies will ensure that proper maintenance and sanitary conditions of all holding cell areas are being adhered to.

14/08-03 Inspection / Testing

Deputies will inspect all cells daily for security, cleanliness and functionality. A complete record of all inspections will be noted in the Daily Cell Check Log.

14/08-04 Security Alarms

The duress, intercoms and interview room call lights in the holding areas shall be tested periodically. Any malfunctions will be noted in the daily log and the unit supervisor will be notified.

14/08-05 Cell / Security Equipment Repair

Any holding area equipment, including but not limited to, security systems, cell doors, locks, lights, vents, plumbing, fire or life safety systems that become inoperable will be immediately reported to both the unit supervisor and Administrative Office of the Courts-Maintenance Division. Any cells where the doors or controls are inoperable will not be used until repaired.

14/08-06 Sanitation

The cleanliness of a holding cell area is the responsibility of all court security personnel. However, various county and/or contract maintenance personnel may be used to clean a facility. The following are minimum cleaning requirements of the courthouse custodians:

Daily

- Pickup all trash and debris and dispose of it in an appropriate container
- Sweep all cells, work areas and offices
- Spot wash cell walls with an approved disinfectant cleaning solution
- Wash lavatory and drinking fountains, including area around the base and wall
- Wash toilet with an approved disinfectant cleaning solution
- Clean all cell and work area floors with an approved disinfectant cleaning solution
- Stock toilet paper in all cells

14/08-07 Safety Hazards

Safety hazards in detention areas are to be corrected as soon as possible. All hazards will be recorded in the daily cell check log. If the safety hazard is a failure of a mechanical device or light, it will be brought to the unit supervisor's attention.

14/08-08 Unit Supervisor

Unit supervisors will take immediate action to correct any reported unsanitary condition or maintenance problems in all holding area cells under their supervision.

14/09 ADMITTANCE

Only authorized personnel will be admitted to court holding areas.

Always use caution when opening an access door to the holding area.

14/09-01 Parties Subject to Search

All parties entering a court holding area are subject to search. Attorneys should bring only the material needed to conduct their interview into the holding area. Anyone refusing to submit to a search will not be admitted to the holding area.

14/09-02 Attorneys

(California Code of Regulations, Title 15 §1068)

Only accredited attorneys may be permitted into a holding area to interview their clients. In facilities without secure interview areas, access must be restricted so that officer safety and inmate security will not be compromised. An attorney may request that additional person(s) be permitted to participate in an interview with an inmate. The deputy receiving such a request may grant or deny the request as staffing or circumstances allow.

14/09-03 Investigating Officers

Department investigators, probation officers, or members of law enforcement agencies may have access to inmates in court holding areas. All security provisions will apply to all investigators.

14/09-04 Bonds Persons

Bonds persons are not allowed into court holding areas. Interviews by bonds persons for the purposes of obtaining information regarding the release of an inmate on bail, shall be held at the jail.

14/09-05 Court Personnel

Court personnel should not have access to the holding areas.

14/10 INMATE INTERVIEWS (Corrections Division Policy Manual 6-15)

Interviews with inmates shall be in accordance with the provisions of the Corrections Division Policy Manual.

It is the goal of the Sheriff's Office to provide the most expedient method of communications between persons in custody and their attorneys or other persons attempting to secure their release.

Such communications are privileged and shall be subject to restrictions required to maintain adequate security. Legal requirements shall be met when an attorney or bondsman requests an interview; however, officer safety and inmate security shall not be compromised. Inmates are transported to the court holding cells for court appearances only. All other interviews should be done at the custodial facility where the inmate is housed.

An inmate who is no longer needed in court shall be prepared for transportation as soon as possible. Absent a court order, inmates shall not be kept in a court holding area solely for the convenience of an attorney to conduct an interview.

14/10-01 Interview Time Limits

While no time limits should be placed on attorney interviews with inmates, circumstances such as interview space, security concerns and the numbers of inmates to be interviewed should be taken into consideration.

Cooperation with the courts and counsel is important to expedite court calendars.

Attorney interviews may be delayed during the movement of inmates to court or when inmates are being fed.

14/10-02 Access to Courts and Counsel (California Code of Regulation §1068, Corrections Division Policy Manual 6-5)

"Inmates have a constitutional right to unimpeded access to attorneys and legal representation." Within Court Services access by counsel is a routine daily occurrence, however, in those courts without secure

interview areas, cooperation between attorneys and deputies in expediting interviews is essential. Interviews may be conducted subject to the general following restrictions.

- An accredited attorney may interview an inmate any time during a court session.
- The interview shall allow as much privacy as space limitations and security requirements permit.
- No time limit can be imposed on the length of the interview, however, it shall be permissible to request cooperation of the attorney in conducting their business as soon as possible.
- Attorneys are permitted to give their client one business card.
- No money, writing utensils, papers or any other items of contraband as described in the Corrections Division Policy Manual are to be given to the inmate for their personal use. Any papers which are to be read by the inmate shall be handed to them by the bailiff, rover deputy or other sheriff personnel who has been assigned custody of the inmate.

The number of interviews by attorneys and diplomatic/consular officials shall not be limited.

An inmate has the right to accept or refuse an interview at any time, even after requesting the service himself. When an inmate refuses an interview, the attorney involved shall be notified. Such refusal involves no obligation to the attorney, either on the part of the inmate or the Sheriff's Office.

14/10-03 Investigators

Full-time compensated investigators employed by any State agency, City agency, County agency, Federal agency or Armed Forces Investigators may interview an inmate in a court holding facility. All policies and procedures regarding weapons in court holding facilities shall be adhered to. The investigator shall not request an inmate be brought to court solely for the purposes of doing an interview. All such interviews shall be done at the main custodial facility where the inmate is housed.

14/10-04 Recording (Penal Code §636(a))

“Every person who, without permission from all parties to the conversation, eavesdrops on or records, by means of an electronic device, a conversation, or any portion thereof, between a person who is in the physical custody of a law enforcement officer or other public officer, or who is on the property of a law enforcement agency or other public agency, and that persons attorney, religious advisor, or licensed physician, is guilty of a felony.”

Any monitoring and/or recording of conversations among inmates anywhere in a custodial facility, or between inmates and their visitors, shall be pursuant to the approval of the Corrections Commander and only for jail security and/or public safety.

Monitoring of inmate conversations, either among themselves or with their visitor, for the sole purpose of gathering evidence for use in criminal trials is prohibited, unless sanctioned by a court order.

The tape recording of interviews between inmates and peace officers or attorneys shall be conducted with the knowledge of the inmate.

14/10-05 Photographs

No photographs shall be taken in attorney interview areas without the permission of the facility supervisor. Investigators requesting to take photographs shall be referred to the facility supervisor. Photographs shall be taken of inmates involved in force incidents by the facility supervisor. The use of video cameras by court personnel for security purposes is permitted.

14/10-06 Line-ups

No lineup shall be conducted in court holding areas. If a Judge makes an order at the request of defense counsel to conduct a lineup in a court holding area, the deputies should immediately contact the unit supervisor.

14/10-07 News Media

(Corrections Division Policy Manual 6-4)

Inmates in the Placer County Jail are allowed to correspond freely with, or to be interviewed by the media, during routine visiting, or, as designated by the facility commander, as long as such access will not disturb the security, order, or safety of the facility.

The only exception to this policy will be during an emergency, such as an escape, riot, or hostage situation, which would place individuals from the media in unnecessary danger. During an emergency, direct access to inmates will be suspended until the emergency is under control.

14/10-08 Visits by Diplomatic and Consular Officials

Diplomatic and consular officials shall be entitled to unlimited access to inmates when a foreign national they represent is in the custody of the Sheriff.

14/10-09 Special Interviews / Visits – Court Ordered

(Corrections Division Policy Manual 6-15)

The following persons, possessing suitable identification, may interview an inmate at any Court Services facility with the unit supervisor's approval:

- Any physician and or surgeon, including any psychiatrist, psychologist or registered social worker who is licensed to practice in this state, who is employed by the inmate or their attorney to assist in the preparation of the defense, or who by virtue of a court order is to interview the inmate on behalf of the court.
- A notary public when requested by an inmate for purpose of notarizing legal documents.
A probation or parole officer needing to interview the inmate for a related matter.

Visits by family members, witnesses, co-defendants, legal runners, etc. are not permitted in court holding facilities.

If the Court Security Services Unit receives a court order directing a personal visit at a court holding facility for anyone other than those individuals who are authorized, the unit manager shall be immediately advised. It is the responsibility of the unit supervisor to contact the issuing Magistrate and explain the security and safety implications of personal visits with inmates. If the Magistrate refuses to rescind the visitation order, it shall be carried out in an expeditious manner in a secure area with additional security precautions. [REDACTED] A contact visit shall not be allowed

within a court services facility. Any attempt by an attorney to have an inmate or family members visit in a courtroom shall not be permitted unless ordered by the court.

15/00 INMATE HANDLING POLICY AND PROCEDURES

The following policy and procedures are designed for the Court Services Division:

- When an inmate needs immediate medical care, and when conditions permit, cardiopulmonary resuscitation shall be administered. Prompt action shall be taken to summon emergency medical care personnel.
- Constant vigilance shall be maintained to prevent escapes.
- Extreme care shall be taken to keep weapons inaccessible to inmates at all times.
- Cooperation with other law enforcement agencies leaving inmates in our custody is expected.
- The unit supervisor shall prepare inmate handling procedures for their facility.
- Males and females shall not be handcuffed or chained together absent exigent circumstances. Males and females shall be confined separately from each other.
- Juveniles shall not be handcuffed or chained with adults.
- Juveniles shall not be confined with adults.

Because reasons of safety dictate immediate action, a cursory (pat-down) search of a subject may be conducted by a deputy of the opposite sex. If a deputy of the same sex is present, reasons of propriety dictate that this deputy should conduct the pat-down search. However, a pat-down search of a line of male inmates in a courthouse may be conducted by female and male deputies working simultaneously.

During any period of detention or incarceration, the custodian of an inmate shall be accountable and duty-bound for the safety and protection of that inmate. Reasonable and ordinary care for the inmate's life and health shall be constantly exercised.

15/01 INMATE CLASSIFICATION/HANDLING

(California Code of Regulations, Title 15 §1050)

(Corrections Division Policy Manual 3-9)

The Jail Classification Unit is responsible for developing and implementing a written classification plan designed to properly assign inmates to housing and activities according to the categories of sex, age, criminal sophistication, seriousness of crime, assaultive/non-assaultive behaviors, and such other criteria as will provide for the safety of inmates and staff. Should an issue arise involving the separation of inmates, the Jail Classification Unit shall be contacted for direction.

15/02 SEGREGATION OF INMATES

Segregation of certain inmates may be either required by law or necessary for the protection of inmates and staff. Segregation includes physical, audio and visual separation from other inmates. Segregation orders shall be complied with to the fullest extent possible with consideration being given to the individual holding facility.

Bailiffs and custody deputies shall receive a list of all inmates going to court and an inmate classification list each day. It is the responsibility of the Classification Unit to ascertain which inmates require special handling and supply the affected bailiff and the custody deputies with that information prior to the inmate's court appearance.

15/02-01 Statutory Segregation
(Penal Code § 4001, 4002, 4021)

- a. Persons held as material witnesses or under an order imposing punishment for contempt shall be kept separate from persons charged with a crime.
- b. Persons in the custody for civil warrants shall be segregated from persons charged with a crime.
- c. Males and females shall be confined separately from each other.
- d. Juveniles shall not be confined with adults (Section 508, Welfare & Institutions Code).
(Juveniles are considered to be those persons under the age of 18 years)

15/02-02 Administrative Segregation
(California Code of Regulations, Title 15 §1553)

Each Court Services facility shall provide for the administrative segregation of inmates who are determined to be prone to escape, prone to assault staff or other inmates, or likely to need protection from other inmates, if such administrative segregation is determined necessary for the welfare of the inmates and/or staff.

Administrative segregation at court holding facilities shall consist of separate and secure housing but **shall not** involve any other deprivation of privileges other than is necessary to obtain the objective of protecting inmates and staff.

15/03 PRO-PER STATUS OF INMATES

The policies and procedures implemented for the inmates on pro-per status **shall** be in accordance with the Placer County Sheriff's Office Corrections Division Policy Manual.

The Sheriff is authorized to suspend any and all privileges for cause.

Inmates in Courts Services Unit shall be permitted to keep exclusive possession of all personal legal documents while in a court holding area. On arrival at a court facility, the material shall be physically searched for contraband in the presence of the inmate. At no time shall a searching deputy read any of the inmate's legal papers. If contraband is located, immediately contact the unit supervisor. The inmate shall be isolated from other inmates and may be kept under constant visual observation until the unit supervisor arrives. The unit supervisor shall conduct an investigation and notify the jail for follow-up if necessary.

When a court issues an order that an inmate is to be placed in pro-per status, it shall be noted on the minute order. The concerned bailiff shall advise the Corrections Commander, Division Lieutenants, the Court Security Services Unit Supervisor and Court Liaison via e-mail.

15/04 SPECIAL INTEREST INMATES

Well-known individuals or incidents that have had high media coverage may require additional personnel for security and/or custody movement. For example, politicians, sports figures, film and TV personalities, police officers, religious leaders, doctors, etc. have a potential for large followings. If the individual is in custody, it creates additional security concerns, not only for the inmate, but for the deputies. When such individuals come to the attention of Court Services personnel, the unit supervisor shall be notified and may provide for additional security.

Gang members and high-risk defendants have become a daily occurrence in court. Deputies and supervisors must be alert for any type of retaliation, intimidation of witnesses or an attempt to influence or threaten the court. All personnel shall be professional and alert to the potential for violence and escape by these individuals.

15/05 MENTALLY DISORDERED INMATES

(Welfare and Institution Code §5150, Penal Code §4011.6)

Mentally disordered inmates are defined under Welfare and Institutions Code §5150 as “When any person, as a result of mental disorder, is a danger to others, or to himself or herself, or gravely disabled, a peace officer... designated member of a mobile crises team ... or other professional designated by the county may, upon probable cause, taken or cause to be taken, the person into custody and place him or her in a facility designated by the county and approved by the State Department of Mental health as a facility for 72-hour treatment and evaluation.”

Mentally disordered inmates shall be monitored as are all segregated inmates and any inmate taken into custody from the court and is determined to be or appears to be mentally disordered or disabled will be segregated and transported to the jail as soon as possible.

15/06 STATE INMATES

If a state inmate is removed for the purpose of being a witness on a particular case, extreme caution must be taken. All state inmates shall be handled as a potential escape risk. If they are to be used as a witness for the defense in a jury trial, a court order will be needed to supply them with civilian clothes.

15/07 FEDERAL INMATES

Federal inmates housed in the system are under the control of the U.S. Marshals office and may not be transported to a state court facility without the consent of the U.S. Marshal. All federal inmates are to be handled in the same manner as state and county inmates.

15/08 DEATH SENTENCE INMATE/HIGH RISK CONVICTIONS

Upon receipt of information that an inmate falls within one or more of the below listed categories, **the inmate shall be considered an extreme escape risk and shall be transported accordingly.**

1. All inmates convicted of murder.
2. All inmates convicted on a “Three Strikes” case.
3. Any inmate who should be, in the opinion of the court bailiff or the classification officer, considered an escape risk.

Upon receipt of information that a death sentence is to be formally imposed, the bailiff will notify the Court Security Services Unit Sergeant, the Transportation Unit Sergeant, the Corrections Division Lieutenants and the Corrections Commander. Once the formal death sentence has been announced, the court will issue a commitment to San Quentin State Prison.

15/09 WRIST BANDS

All inmates in the custody of the Sheriff shall wear a Placer County Sheriff’s Office wristband. Wristbands shall not be removed when an inmate is to be “Dressed for Trial” unless by court order. If the wristband is ordered removed, the jail supervisor will be apprised.

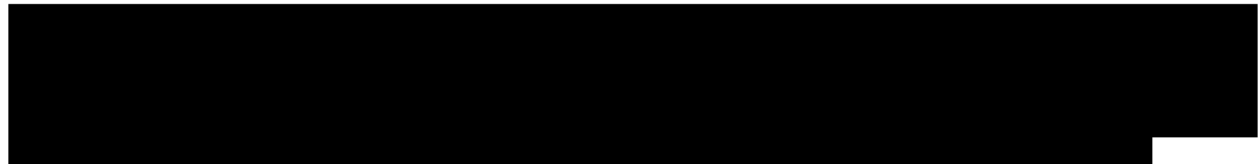
15/10 INMATE HANDLING/SUPERVISION

Inmate control is one of the most frequent and hazardous functions a bailiff performs. Safely maintaining control of inmates can be accomplished through awareness and consistent safety practices. The purpose of this section is to provide bailiffs with safe restraint, search, and movement procedures.

Inmate supervision in court holding areas is essential to prevent escapes and assaults on deputies and other inmates. The responsibility to provide this protection lies with all bailiffs working within the court. Unit supervisors shall insure that all deputies are aware of the policies and procedures regarding inmate supervision.

For detailed holding cell procedures, refer to Chapter 15 of this manual.

15/11 SAFETY AND SECURITY



15/12 WEAPONS SECURITY

Deputies should never be in a position where their weapons are accessible to inmates. The chances of a weapon being taken from and used against a deputy are greater than the chance of a deputy having to use a weapon in the court facility. Deputies should be aware of their weapons and of their surroundings at all times, not just in the presence of inmates. Weapon retention procedures should be the primary concern in any attempted inmate rescue, escape or hostage situation.

15/13 SEARCHING ADULT INMATES

- All inmates shall be searched as soon as possible after arrival at all court facilities, regardless of their status or where they came from.
- Hand held metal detectors may be used if available to supplement the hand search of all inmates.
- Searches shall be thorough and concentrate on areas where inmates are known to hide contraband or weapons. When any deputy assumes control over an in-custody there will be a pat-down search for weapons.

15/14 INMATE MOVEMENT



15/15 RECALCITRANT/VIOLENT INMATES

When personnel encounter an inmate(s) that they know, or reasonably should know to be combative or recalcitrant, and have occasion to move or take any action involving the inmate(s) that may lead to a force incident, a supervisor shall be notified. Unless compelling circumstances exist, a supervisor shall respond to the location and remain present until the situation is resolved.

Inmates who become violent shall be transported to the jail as soon as possible.

Questions as to whether a supervisor needs to be notified or respond shall be resolved in favor of making the notification and response. Personnel must be aware that the manner in which these situations are approached can have a positive or negative impact on the outcome.

15/16 INMATE RESTRAINT DEVICES

Deputies are vulnerable to attack by the inmate during the application or removal of any restraint device.

Inmates can conceivably free themselves from any type of equipment if they are not kept under close supervision.

15/16-01 Handcuffing

One of the most important tools a deputy uses in court are handcuffs. They are the most commonly used restraint devices used for short trips to court. Handcuffs are only as secure as the deputy makes them. They are a restraining device to give the deputy greater control of an inmate. They do not immobilize inmates; they merely limit their activities and act as a reminder that they are in custody. No two persons react in the same manner when confronted with the fact that they have been placed under arrest and are about to be taken to jail. Every person taken into custody must be considered dangerous until placed in a cell, and generally all persons shall be handcuffed regardless of age, size or sex.

- Handcuffing inmates is a “routine” exercise but improper procedures could lead to serious injury to the deputy or other persons. To assure safety, it is an advantage to handcuff and search an inmate as soon as possible.
- Procedures and precautions for handcuffing:

a.

- Alternate restraints, are devices which may be used on an inmate in the courtroom depending on several factors, including the type of hearing or trial, whether the inmate is dressed in jail or civilian attire, and the policies of the individual Judge. Each situation must be individually evaluated, and procedures implemented accordingly. The bailiffs should always be aware of the Judge's policies. It is the bailiff's responsibility to communicate to the Judge what the departments policies are regarding restraint devices. It will be difficult to use restraints on some inmates due to conditions such as a cast, crutches, slings, etc. The bailiff will have to determine the extent of the restriction of movement of the inmate and use discretion as to whether restraints can or should be used.

15/17 CLOTHING EXCHANGE

During a clothing exchange, deputies shall not allow any type of contraband (including money) to be given to any inmate by attorneys, relatives or friends while said inmate is in a court facility. All such items must be taken to the County Jail. No more than five court days of clothing will be accepted. Court clothing can be delivered by any bailiff. The deputy receiving the clothing will search and log the clothing, then store the bag in the custody holding/property room. When the in-custody that is in trial shows up to the facility, they shall be dressed out in their court clothing and their jail clothing will be stored in the clothing bag. At the conclusion of the day, the in-custody will be dressed back into jail clothing and the court clothing will be re-stored. Upon conclusion of the trial, the court clothing will be returned to the delivering person. If no person will receive the court clothing, the unit supervisor will be notified for disposition.

15/18 EXPEDITING APPEARANCE OF IN-TRIAL INMATES

When an inmate has been ordered to be **dressed for trial** it is the clerk's responsibility to prominently mark the remand/minute order.

If the inmate's trial clothing is provided at the court the bailiff and/or custody deputies are responsible for dressing out the inmate prior to their court appearance. Once the inmate has changed into their court clothing they should be photographed by the bailiff and/or custody deputy to provide a visual record in the event of an escape. If no camera is available a brief clothing description of the inmate should be noted.

15/19 FEEDING INMATES

Bailiffs and/or custody deputies with inmates in court holding areas shall ensure all inmates are fed with sack lunches supplied by the main jail. Until served, all sack lunches shall be stored in the designated inmate refrigerator.

15/19-01 Refrigerator

All court holding facilities have been supplied with suitable refrigerators for the storage of inmate lunches. Health Department regulations mandate how food is to be handled. As soon as practical after arrival at court, all food shall be placed in the refrigerator. The temperature within the refrigerator shall be maintained between 32E and 40E Fahrenheit. A reliable thermometer shall be kept in the refrigerator. Lunches shall be maintained in a sanitary and healthful condition.

15/20 RELEASES

No inmate, except one temporarily detained upon order of the court, shall be released in the courtroom. If a forthwith release is ordered by the court, the inmate shall be returned to the main jail where a check shall be made as to other possible holds on the subject and the release formally processed.

15/21 ESCAPE DEFINED

Any person who is in the custody of the Sheriff or has been booked into the Sheriffs booking system or a person who has been remanded to the custody of the Sheriff by a magistrate, who leaves or attempts to leave the confines of a detention area or courtroom is considered an escape.

15/21-01 Deputy Responsibility / Escape

Deputies shall immediately initiate an emergency broadcast by radio or activate Court Security Alarm System. A description of the escapee, the charge the inmate was being held on and direction of travel shall be the primary broadcast by the deputy. The bailiffs and/or custody deputies shall then secure all remaining inmates into the holding cells and proceed to pursue the escapee(s). During a pursuit, the pursuing deputies shall continually broadcast the last known location or any sighting of the individual. One deputy shall stay in the holding area to supervise all other remaining inmates.

16/21-02 Supervisor Responsibility / Escape

- Take immediate command of the situation.
- Secure the building using available deputies and other law enforcement personnel in the building at appropriate locations. Establish a containment area with responding units.
- Notify the local law enforcement agency and initiate an emergency broadcast through the Sheriff's Communications Center. Coordinate the response of all responding units.
- Maintain control of the situation until the individual is returned to custody or the search is terminated.
- Verbally notify the Division Commander and the Patrol Sergeant.
- Initiate a preliminary inquiry into the circumstances of the escape.
- Complete the necessary reports.

15/22 REPORTING PROCEDURES

All reports of inmate incidents shall be made by the handling deputy prior to the end of shift. The report shall then be submitted to the appropriate supervisor.

15/23 INMATE SICK/INJURED

(Corrections Division Policy Manual 1-18)

When an inmate becomes ill and requires **emergency** care, the deputy on scene shall request paramedics and, if possible, retain the inmate in the custody area until such help arrives. The deputy shall request this through the Central Control Deputy and of the possible need to accompany the inmate if transported to an emergency medical facility. Further action will be determined based on the recommendation of the medical attendants, with security of the inmate considered at all times. If the inmate is to be transported by ambulance to a local hospital, an armed deputy shall escort the inmate in the ambulance. If possible the inmate shall be handcuffed to the ambulance stretcher. While at the hospital the escorting deputy shall never leave the inmate. The escorting deputy shall contact the unit supervisor from the hospital with updated information on the inmate's medical status. The escorting deputy should have sufficient information regarding the inmate to complete the necessary reports. Any remanding or court commitment orders should be sent with the escorting deputy.

If medical personnel feel that an emergency does not exist or that an ambulance is not necessary, but recommend the individual receive medical care, the Transportation Unit will be notified and the inmate shall be returned to the jail medical unit for evaluation.

15/24 MISCELLANEOUS PROCEDURES

Any situation which is out of the ordinary or not covered by a current policy or procedure shall be referred to the unit supervisor.

16/00 MEDICAL

16/01 MEDICAL CARE/SCREENING

(California Code of Regulations, Title 15 §1200)

Medical care and screening of all County Jail inmates is the responsibility of the Director of Medical Services, Corrections Division.

16/01-01 Inmate Screening

Deputies who take individuals into custody on order of the Court, shall complete a pre-booking medical screening during the processing and searching procedures.

16/02 MEDICAL SEGREGATION/ISOLATION

(California Code of Regulations, Title 15, §1051)

If during the completion of the Placer County Sheriff's Pre-booking Medical Screening Form, an inmate or court remand reveals he or she has or has had a communicable disease, including but not limited to, tuberculosis, hepatitis, venereal disease, AIDS or other special medical problem identified in CCR Title 17, §2500, he or she shall be segregated and housed in a separate holding area. If there is any question about whether an inmate has a communicable disease or not, the person shall be treated as if they have the disease. Court Security Services Unit personnel shall immediately advise the unit supervisor and contact medical services at the jail for direction.

16/03 SUICIDE PREVENTION

(California Code of Regulations, § 1219)

Inmates with known suicidal tendencies shall be identified through written and verbal communications from the Classification and Transportation Units to court deputies. Any inmate with known suicidal tendencies should not be placed in a holding cell alone unless absolutely necessary. They should be housed so they can be readily observed. If it should be necessary to house them alone, they should be visually observed as often as possible, **at least once every fifteen (15) minutes**. When housed alone, their shoes and belt shall be removed and left outside the cell.

If a deputy suspects that an inmate may have suicidal tendencies and is remanded by a court, the deputy shall immediately notify the Jail Supervisor and Transportation Unit for pickup or escort through the tunnel to SPACF. Deputies shall start a 15 minute suicide watch log. When an inmate is picked up, photocopy the 15 minute log, send the original to the jail, attach the copy to the daily cell check log.

16/04 GENERAL PRECAUTIONS

Extreme caution should be exercised when conducting searches and dealing with any sharp object that may be contaminated. Sharp objects, i.e., needles, which may be contaminated and must be disposed of, or held as evidence, should be placed in a puncture-resistant container and appropriately labeled. An employee who is bleeding or who has any open wound or a skin lesion should avoid direct contact with the blood or other body fluids of another person. If the employee's broken skin is on the hands, disposable gloves should be used when handling blood or other body fluids of any other person. Any equipment or clothing coming into contact with possible contaminated substances or persons should be disposed of, or properly decontaminated as soon as practical. Employees who come in frequent physical contact with inmates

should routinely wear disposable gloves during such procedures. Locations which have been severely contaminated by blood or other body fluids should be secured or contained until the arrival of appropriately equipped personnel.

16/05 VERMIN CONTROL
(California Code of Regulations, Title 15 §1264)
(Corrections Division Policy Manual 7-3)

Any vermin, i.e., lice that are noted on an inmates clothes, in his or her hair, or about the clothing/body will be recorded in the daily cell check log. The inmate will be isolated in a one person cell. Medical Services will be contacted immediately and they will make a determination of the presence of vermin and advise on the action to be taken.

16/06 EXPOSURE CONTROL PLAN/COMMUNICABLE DISEASES
(California Code of Regulations, Title 15 §1051)

Pursuant to §199.95 through §199.99, Health and Safety Code, the Chief Physician of Medical Services shall prepare a list of all inmates who have been diagnosed with a communicable disease and forward the list to Classifications Unit. They shall in turn distribute this information daily on the Court Classification List. This list is confidential and shall be viewed by authorized personnel only.

Any employee who comes in contact with a communicable disease in the line of duty will follow procedures as set forth in the Corrections Division policy.

16/06-01 Safety Equipment

All court facilities will maintain an adequate supply of resuscitation masks, disposable gloves, disposable towels, disposable face masks, disinfectant spray and plastic storage/disposable bags.

16/06-02 Safety Equipment Usage for Risk Reduction

- The unit supervisor shall ensure that:
- **Resuscitation masks** should be used during the resuscitation of any person who has stopped breathing.
 - **Disposable gloves** should be routinely worn when any contact is anticipated with blood or other body fluids or when contacting clothing or materials which may have been contaminated with blood or other body fluids.
 - **Disposable face masks** should be utilized by employees when in contact with large amounts of possible contaminated fluids.
 - **Disinfectant spray** should be used on surfaces contaminated by blood or other body fluids.
 - **Disposable towels** should be used in conjunction with disinfectant to clean up contaminated sites.
 - **Plastic storage/disposal bags** should be used to transport and store any clothing, etc. or to transport soiled gloves, towels or cleaning materials which have been contaminated by blood or other body fluids. Contaminated materials held as evidence will be dried, then packaged in paper evidence envelopes/bags and **distinctively marked “contaminated with blood/body fluid.”**

16/06-03 Decontamination

Any person who becomes contaminated should, as soon as practical, wash exposed areas thoroughly with soap and water.

- Contaminated surfaces and personal equipment may be decontaminated with the department issued disinfectant spray, or any commercial disinfectant, or a solution of one part bleach to ten parts water (¼ cup bleach to 1 gallon water). **CAUTION: do not mix bleach with any other substance, i.e., powder cleanser or liquid cleaning materials.**
- Clothing and uniforms may be decontaminated by washing with laundry soap or dry cleaning.
- Disposable gloves, towels and other items used to clean up contaminated areas should be placed in plastic storage bags and disposed of at the nearest appropriate disposal site as approved by Medical Services.

16/07 HAZARDOUS WASTE CONTROL

All hazardous waste/contaminated material will be collected and placed in plastic storage bags marked "Bio-Hazard." Disposal will be in accordance with the direction of Medical Services. The unit supervisor will be notified.

16/08 INMATE DEATHS

(California Code of Regulations, Title 15, §1218, Corrections Division Policy Manual 1-16)

The purpose of this policy is to establish a process for the timely reporting of and the investigation into the death of a person in custody, complying with all laws and regulations.

In the event of an inmate's death, the following shall be done:

16/08-01 Immediate Notification

- a. AMR/Paramedics shall be requested.
- b. Unit Supervisor/Unit Lieutenant

16/08-02 Securing the Scene

- a. Remove other inmates from the scene as soon as possible.
- b. Isolate, individually if possible, all inmates who were in or around the area of the decedent.
- c. Preserve the area as a possible crime scene.
- d. Restrict access to the area.
- e. Start a written log of all activities and actions taken
- f. Detain all possible witnesses for an interview by the investigating agency.

16/08-03 Supervisor Responsibility / Notification

Responsibilities

- a. Secure Cell Check Log Book

Notifications

- a. Unit Lieutenant
- b. Corrections Commander
- c. Sheriff
- d. Presiding Judge
- e. Court Administrator