

San Bernardino County Sheriff's Department

Court Services Division



COURT SECURITY MANUAL

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REVISION HISTORY

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1. Organization and Administration

1.100 COMMAND AND RESPONSIBILITIES

A. Court Security Services

1. Pursuant to Government Code section 69921.5, the Sheriff is responsible for providing the necessary level of court security services to the court.
2. The Court Services Division Commander acts as the Sheriff's designee and shall manage all Sheriff's personnel assigned to the court.
3. The Court Services Division Commander shall be responsible for the training and assignment of court security personnel and execution of the law enforcement security plan.
4. The Court Services Division Commander may delegate daily operations, supervision of court security personnel, and execution of the security plan to a subordinate.

B. Personnel

Court security personnel shall be of suitable physical and mental condition to ensure that they are capable of providing a high level of law enforcement service to the court and to ensure the safety and welfare of individuals visiting court facilities. They shall be capable of responding appropriately to any potential or actual breach of security.

C. Functional Assignments

The Court Services Division Commander shall ensure that written job descriptions and duties of functional assignments in court security are prepared and that personnel perform such responsibilities as defined in these court security procedures.

1. Bailiff

- a. A bailiff shall be assigned to all criminal, traffic and family law courts. Based on the nature of the proceeding and a potential need for security, the court may request that a bailiff be assigned to a civil court.
- b. The assignment of the bailiff shall be based on experience, demonstrated ability, and judicial concurrence. The bailiff is responsible for the security of the court, the judge and the jury.

2. Custody Deputy

- a. Custody deputies supervise inmates and remanded persons in courtrooms.

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- b. Custody deputies coordinate the movement of inmates and remanded persons to and from courtrooms.
- c. Custody deputies may be assigned to provide additional courtroom security when necessary.

3. Holding Deputy

- a. Holding deputies supervise the holding area in compliance with the State Minimum Standards for Local Detention Facilities (Title 15) and the Court Holding Manual.
- b. Holding deputies coordinate with Sheriff's Transportation for the reception and delivery of inmates to the holding area.
- c. Holding deputies manage the movement of inmates in and out of the holding area and collection of court paperwork for delivery to the jails.
- d. Holding deputies supervise the delivery of food and medication to inmates.

E. Security Operations

Court security personnel shall be deployed in such a manner as to provide a high level of security to the court.

1. Routine Operations

- a. Each judge is responsible for the orderly conduct of judicial business in their courtroom and may make such decisions as they deem necessary in that courtroom regarding security matters.
- b. The assigned bailiff and custody deputy shall promptly obey all lawful orders and directions of the court to maintain order in the courtroom.
- c. Court security personnel shall remain alert for any disturbances or breaches in court security.
- d. Court security personnel shall respond to any disturbance or breach of security within the court facility.
- e. All security systems shall be regularly tested to ensure that they are in proper working order. The failure of any such system to function shall immediately be reported to the court for repair.

2. Special Operations

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The Court Services Division Commander shall ensure that written procedures for special operations are established. Special security operations include:

- a. High-profile trials attracting media attention.
- b. Extraordinary security measures for multi-defendant or high-risk trials.
- c. Investigative procedures for judicial threats.

3. Emergency operations

The Court Services Division Commander shall ensure that written procedures for emergency operations are established. These procedures shall address:

- Evacuations
- Bomb threats
- Civil disturbance
- Escapes
- Fire suppression
- Hostage incidents
- Lockdown
- Active shooter incidents
- Earthquakes

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1.110 MANUAL DISTRIBUTION AND UPDATE

- A. The Court Services Division Commander shall ensure that the division manual is made available to all court security personnel.
 - 1. Court security personnel shall be responsible for knowledge of and compliance with the manual.
- B. Annual review of established procedures is the responsibility of the Court Services Division Commander. Procedures shall be updated as needed.
 - 1. Court security personnel are encouraged to submit suggested revisions to these procedures at any time.
 - 2. Drafts of suggested revisions or new procedures shall be submitted through the court security chain of command for review.
 - 3. All procedures submitted shall comply with the Sheriff's Department Manual prior to being issued.
 - 4. The original (of approved revisions) will be retained in a historical file.
- C. Copies of the court security manual shall be provided to:
 - 1. Sheriff's Deputy Chief of Field Support/Court Services
 - 2. Presiding Judge
 - 5. Court Executive Officer

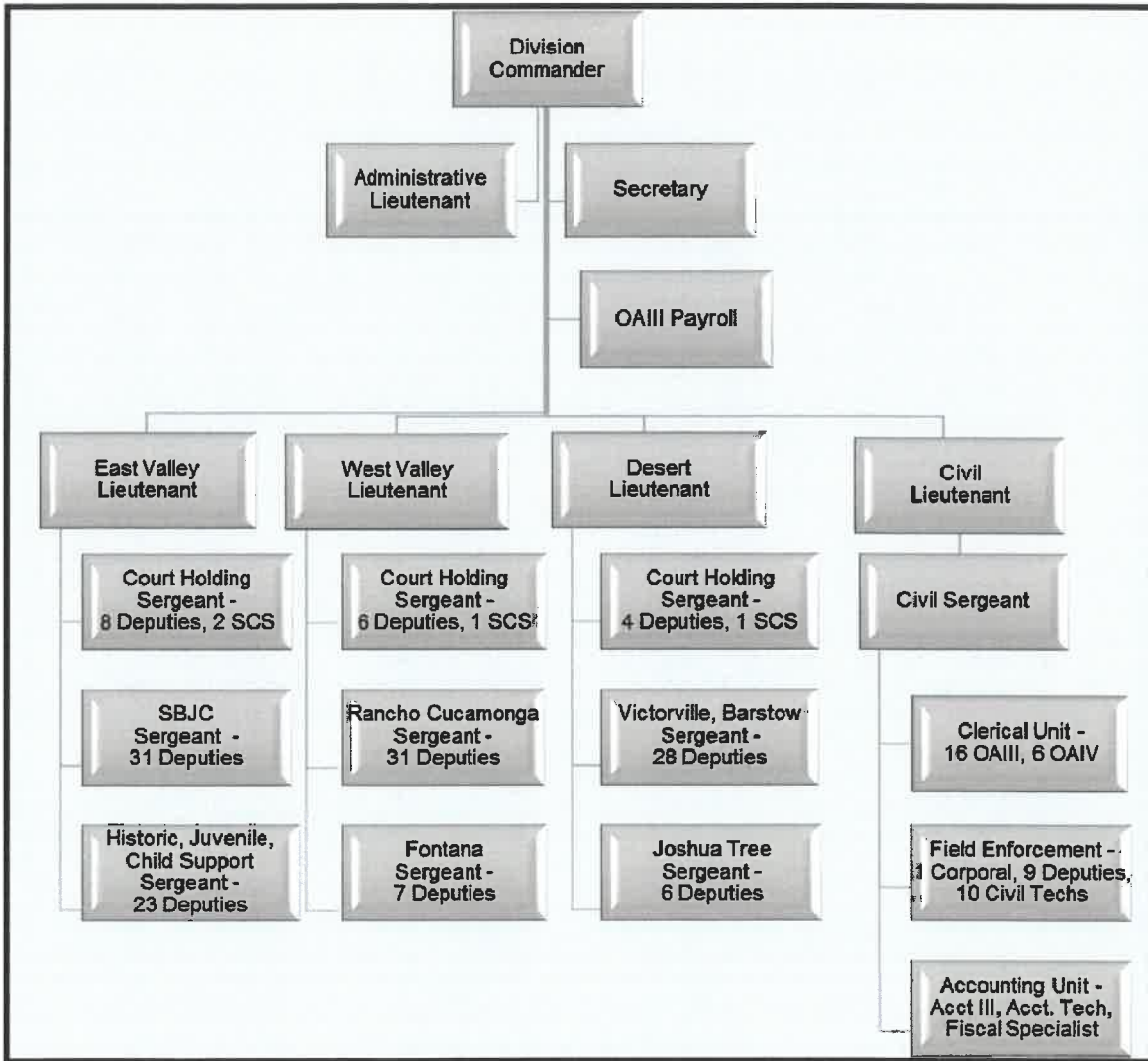
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1.120 ORGANIZATIONAL STRUCTURE

- A. The Court Services Division Commander maintains administrative control of the court security unit and governs its activities through written policies and procedures and acts as liaison between the court and Sheriff.
- B. Court Security Lieutenants are responsible for the day-to-day operation of court security within a geographic area. They supervise court security sergeants and liaison with court district managers and supervising judges in their area of responsibility.
- C. Court Security Sergeants are responsible for the direct supervision of court security operations, inmate holding areas and the deputies assigned to these duties.
- D. Court Security Deputies are responsible for providing bailiff functions, inmate security, operating court holding facilities and other assignments as necessary to complete the mission of court security.

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Sheriff's Court Services Division Organizational Chart



212 employees
12 Locations
50 vehicles

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1.130 TRIAL COURT SECURITY CONTRACT AND FUNDING

- A. Pursuant to the Superior Court Security Act of 2012 (Gov. Code 69920–69927), the presiding judge of each court contracts with the sheriff for the necessary level of law enforcement services.
- B. Funding for trial court security is determined as a percentage of State sales tax revenue and distributed directly from the State to the county (Gov. Code 30025).
 - 1. The current percentage allocation is contained in Gov. Code 30029.05(b).

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1.140 COURT SECURITY TRAINING PROGRAM

- A. The court security training program is under the direction of the Court Services Division Commander with the court security sergeants coordinating individual training.
1. New personnel assigned to the unit are required to complete the training program.
 2. Personnel with previous experience in court security may, at the discretion of the Court Services Division Commander, complete a shortened version in order to bring the officer up-to-date on current policies and procedures.
- B. Training deputies may be required to change duty assignments as directed. Training deputies will be assigned to specific court facilities and will work assignments based on staffing needs of the facility while allowing for training responsibilities.
- C. Training overview
1. Court security personnel shall have available a copy of the Court Security Manual. The manual will provide a description and explanation of duties as they apply to court security.
 2. During training, a court security training deputy shall be assigned to the trainee and shall monitor and evaluate the trainee's progress and report to the court security sergeant.
 3. The training officer's responsibilities are not only to formally train, observe, and comment, but to encourage the learning process past the completion of the formal training program.
 4. The training used to facilitate the learning process will include:
 - a. Explanation and demonstration
 - b. Written materials, such as:
 - Court Security Manual
 - Department Manual
 - Divisional memoranda
 - Applicable codes and court decisions
 - Performance evaluations
 5. The appropriate court security sergeant shall review, sign and date all evaluations.
 6. The Court Services Division Commander or designee will review all of the trainee's evaluations and retain them in the trainee's training file.

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1.150 COURT SECURITY PLAN

- A. Pursuant to Government Code 69925 and Rule 10.172 of the California Rules of Court, the presiding judge, in conjunction with the sheriff, shall develop an annual or multiyear comprehensive court security plan that includes the mutually agreed upon law enforcement security plan to be utilized by the court. The Judicial Council provides the subject areas to be addressed in the plan.
 - 1. The Court Security Manual, Court Holding Manual and facility specific emergency plans, taken together, address all of the law enforcement subject areas of the court security plan.

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2. Functional Assignments

2.100 BAILIFF

- A. The function of a bailiff is to maintain order in the courtroom and ensure the proper conduct and safety of those attending the court. The bailiff is responsible for coordinating the daily security operations within the courtroom.
1. The bailiff assignment shall be based on experience, demonstrated ability, and judicial concurrence. As an officer of the court, the bailiff shall comply with all lawful orders made by the court. Though assigned to a bailiff position, the deputy is governed by their Sheriff's policies and procedures.
 2. A bailiff shall be assigned to all criminal, traffic and family law courts. Based on the nature or the proceeding and potential need for security, the court may request that a bailiff be assigned to civil or other hearings.
- B. Reporting for duty assignment
1. Bailiffs shall wear the Class A uniform and issued safety equipment in the manner prescribed in the Sheriff Department Manual.
 2. Civilian attire, when authorized, shall comply with department standards.
- C. Initial duties
1. Search of courtroom
 - a. The bailiff will make a physical check of their assigned courtroom and surrounding area prior to the beginning of the morning and afternoon session and at the end of their shift. Areas to be searched include the court holding cells (if so equipped), spectator seating, inmate seating, jury box, jury deliberating room, and judge's chambers (with consent of the judge).
 - b. Bailiffs will be alert at all times for weapons or contraband within the courtroom and facility.
 - c. Bailiffs discovering weapons or contraband will be responsible for reporting and disposition of the item(s) in accordance with departmental procedures.
 - d. Structural deficiencies, such as broken chairs and door locks, will be reported to the judicial assistant by the bailiff making the discovery.
 2. Check the following court equipment and supplies:
 - a. Microphone system

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- 1) Judge's bench
 - 2) Witness stand
 - 3) Jury box
- b. Lights and phones
- c. Forms: The bailiff will ensure that there is a sufficient number of required forms at their work station. This will include referrals, waiver forms, work furlough packets, etc.
- D. The bailiff shall be familiar with the security system within the courtroom specifically, and the facility in general.
1. The judges and court staff shall be made aware of alarm locations within the courtroom and how the alarm is activated. Judges and staff shall be instructed as to when and under what circumstances the alarms are to be activated, and what to do if the alarm is accidentally set off.
 2. The bailiff shall check regularly to determine if the security systems are operational, report malfunctions immediately to the judicial assistant, and confirm that repair has been completed.
- E. Conduct review of court calendar and where appropriate provide security and control of inmates attending court.
1. The bailiff will be responsible for advising the custody deputy of court orders regarding the special movement and handling of in-custody defendant or witnesses.
 2. Special security needs will be communicated to the appropriate supervisor.
- F. Calling court to order
1. The bailiff will announce the opening and adjournment of court and call the court to order on all matters under its direction.
 - a. The bailiff shall confer with the judge as to specific courtroom rules and operation.
 - b. The bailiff shall consult with the judge on the opening and introduction of the court by the bailiff.
 2. The bailiff will announce court protocol and security rules.
 - a. This will include general rules and regulations of conduct to those people attending court in order to maintain security and court rules established by the judge.

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- b. Court rules applying to specific proceedings may be announced at this time, such as direction of witnesses, victims, secluded hearing, etc.
 - c. Communication between inmates and spectators is prohibited.
- G. Maintain security in the courtroom
 - 1. Persons disturbing the operation of the court will be admonished by the bailiff in a courteous, but firm manner.
 - 2. The bailiff provides a security liaison between the court and defendants, spectators, and all others that come before the court.
 - 3. The bailiff coordinates attorney interviews involving in-custody defendants.
 - 4. The bailiff shall take into custody and process remands.
 - a. Prior to the start of proceedings, the bailiff should confer with the court regarding potential remands.
 - b. Identify who is to be remanded and coordinate the processing of the remand with the custody deputy.
- H. Assistance to court
 - 1. The bailiff may collect subpoenas from witnesses summoned to testify and present them to the appropriate attorney.
 - 2. The bailiff directs witnesses to be seated in the courtroom.
 - 3. The bailiff is responsible for ensuring compliance with the special orders from the court.
 - a. Ensure that witnesses excluded from the proceedings remain outside the courtroom.
 - b. Post appropriate signs on the door of the courtroom, such as “witnesses excluded”, “jury being instructed”, etc.
 - 4. The bailiff will answer in-coming phone calls by identifying themselves and the court.
- I. The bailiff is responsible for the control of the jury. (Ref. Jury Trial Procedure 6.120).
- J. Security and handling of court exhibits

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1. Although the clerk is responsible for safeguarding of evidence introduced during the proceedings, the bailiff is responsible for security of weapons in the courtroom.
 - a. The bailiff will inspect firearms that are introduced as evidence to make sure they are unloaded and secure.
 - b. Weapons may be secured by use of plastic ties, trigger locks, etc.
 2. Knives, ammunition, and any other item that could be used as a weapon should be rendered as inoperative and as inaccessible as practical. (All potential weapons shall be kept out of the reach of the defendant.)
- K. The bailiff will take control of any court papers that are the responsibility of court security and deliver them as needed. When applicable, the bailiff will provide the in-custody defendant with a copy of appropriate court papers.
- L. The bailiff shall be familiar with emergency operations and proceed as directed by this manual or other departmental policies.
- M. Completion of shift
1. The bailiff shall advise a supervisor when their presence is not required in the assigned court.
 2. When the bailiff becomes aware that the court proceedings will extend past the normal end of shift, the bailiff shall notify their supervisor.
 3. The bailiff will inspect and secure the court and adjacent areas of responsibility.

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2.110 CUSTODY DEPUTY

- A. The custody deputy coordinates the security, movement, and the handling of in-custody defendants for scheduled court appearances.
 - 1. Custody deputies are the primary resource for response to an emergency within a court facility.
 - 2. Custody deputies shall keep their supervisors informed for the courts' status and their availability for other assignments.
- B. Reporting for duty assignment
 - 1. Custody deputies shall wear the Class A uniform and issued safety equipment in the manner prescribed in the Sheriff Department Manual.
 - 2. Civilian attire, when authorized, shall comply with department standards.
- C. Responsibilities
 - 1. The custody deputy shall review the custody movement list with attention directed to inmate classifications or special problems.
 - 2. The custody deputy accepts defendants who are remanded into custody of the Sheriff by the court. (Ref. Processing Remands 5.140)
 - 3. Emergency operations
 - a. The first responsibility will be to secure inmates under their control.
 - b. They assist in facility evacuation as directed (refer to Emergency Operations 8.110).
 - c. They respond to security alarms as directed (refer to Security Alarms 3.110).
 - 4. During a high-risk/high-profile trial, custody deputies may be assigned to provide enhanced security in the courtroom. (Ref. High-Profile and High-Risk Trials 6.150)
 - 5. The custody deputy shall be responsible for appropriate notification of any change in status of an in-custody defendant. These may include classification changes, court assignment, bail/O.R., or any other changes pertinent to court security.
 - 6. Custody deputies shall write inmate discipline reports as necessary and report violations of custody rules to the jail facility for appropriate disciplinary action.

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2.120 HOLDING DEPUTY

- A. Holding deputies are responsible for the safety, security and functionality of the holding area.
- B. Reporting for duty assignment
 - 1. Holding deputies shall wear the Class A uniform and issued safety equipment in the manner prescribed in the Sheriff Department Manual.
 - 2. Civilian attire, when authorized, shall comply with department standards.
- C. Duties
 - 1. All holding area keys shall be accounted for daily.
 - 2. Security and operations checks of the holding cells, storage areas and exterior doors shall be regularly conducted. All security doors shall be checked for normal operations in both the manual and electric modes.
 - 3. Any damage, vandalism or loss of functionality discovered during inspection shall be immediately reported to the holding sergeant.
 - 4. Deputies discovering weapons or contraband shall be responsible for the reporting and disposition of the items in accordance with the Court Holding Manual.
 - 5. At the end of the day the holding area shall be searched for inmates and secured. All security doors shall be locked.
- C. Deputies assigned to court holding receive inmates from and deliver inmates to Sheriff's Transportation. They direct and control the movement of inmates within the court facility while maintaining security and providing for the needs of inmates.
 - 1. Receipt of inmates and appropriate documentation from Sheriff's Transportation:
 - a. Conduct physical inspection to ensure all inmates on the court list are present.
 - b. Search inmates for contraband or weapons.
 - c. Check all paperwork accompanying inmates for accuracy and proper distribution.
 - d. If an inmate is present that cannot be located on court list:
 - 1) Check for aliases.
 - 2) Check if inmates are a witness.

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- 3) Check if inmate is a late “add-on” to the court list.
 - f. If an inmate should be in another facility:
 - 1) Contact the appropriate court to report the inmate’s present location.
 - 2) Notify the holding sergeant for instructions on transport of the inmate to the correct facility.
2. Close attention to inmate classification is critical to ensure that inmates in different categories are distinguishable and are not held together.
 - a. Jail clothing may not be an accurate indicator of an inmate’s correct classification.
 - b. Check inmate’s ID card or any other appropriate designator.
 - c. Check the JIMSnet system.
 - d. If there is a classification error, contact the appropriate classification unit to confirm correct classification.
 - e. Assign cells for segregation of:
 - 1) High-risk inmates
 - 2) Inmates with psychiatric issues
 - 3) Protective custody inmates
 - 4) Female inmates
 - 5) Witnesses
 - 6) Civil commitments (Ref. PC 4002)
 - 7) Juveniles
 - 8) “Keep Aways”
3. The holding deputy shall inform the courtroom bailiff and the custody deputy of any special inmate handling requirements.
4. Receipt of inmates returning from a courtroom includes the following:
 - a. Verify court documentation
 - b. Search for contraband or weapons when appropriate

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- c. Remove restraints when appropriate
 - 5. Conduct periodic physical counts and welfare checks on inmates in holding cells in compliance with the Court Holding Manual.
 - 6. Upon receipt of inmates, ensure correct number of lunches are available and distributed.
 - 7. Receive and appropriately handle remands in compliance with the Court Holding Manual.
 - 9. Assist Transportation with chaining and loading inmates.
- D. Emergency responses
- 1. Secure and lock-down holding area during incident.
 - 2. Coordinate the return of all inmates from courtrooms to holding if appropriate.
 - 3. If needed, evacuate inmates and maintain security in a designated location.
 - 4. In the event of an emergency, deputies assigned to holding shall not leave the holding area unless specifically ordered to do so.
- E. Detailed policies and procedures governing holding operations are contained in the Court Holding Manual.

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3. Facility Operations

3.100 ACCESS TO AND SECURING OF COURT FACILITIES

- A. Areas under the exclusive control of the Sheriff shall be secured from any unauthorized access.
- B. Court security personnel shall assist the Court and other County departments with offices in the courthouse with the enforcement of their access rules, at their request.
- C. Beginning of the business day unlocking and end of day locking of the publicly accessible areas of the courthouse shall be the responsibility of the private security company under the control of the Court.
- D. Locking and unlocking of individual courtrooms shall be the responsibility of the assigned bailiff or court attendant.
- E. All employees are responsible for the safety and security of the workplace. Each employee shall ensure all exterior doors are secure when entering and leaving the building.
- F. All employees not in uniform while in the building shall wear his/her department issued identification card or building pass on his/her outermost garment.

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3.130 ENTRY SCREENING AND FIREARMS POLICY

A. Court Firearms Policy

The possession of a firearm by anyone other than an on-duty peace officer performing law enforcement duties within the courthouse, is prohibited.

1. Persons with a license to carry a firearm (CCW) shall be required to secure their firearm outside the court building.
2. A peace officer shall not bring or possess any weapon, prohibited by section PC 171b, into any courtroom if he or she is a party to an action pending before the court.
3. Court Facilities Weapons Screening Policy and Order, dated February 18, 2004, and Court Administrative Police #3, dated November 1, 2014, further define court screening requirements.

B. The following notification shall be posted at all entrances to court facilities:

WARNING

WEAPONS PROHIBITED

**IT IS A FELONY OFFENSE TO BRING FIREARMS OR OTHER
UNAUTHORIZED WEAPONS INTO THIS BUILDING.
(Penal Code 171b)**

C. All persons who wish to enter a court facility are subject to a search of their person and possessions. Persons that do not consent to search will be denied admittance and asked to leave.

1. Persons who refuse to leave after being requested to do so will be arrested pursuant to PC 602.1(b)

D. In addition to the Penal Code weapons restrictions, court policy prohibits a number of objects that could be used as a weapon or are dangerous from being brought into the building. (Ref. Court Prohibited Items)

1. If a person attempts to enter with an object that is otherwise legal to possess, they will be allowed to leave to secure the item before entry.
2. If a person attempts to enter with an object that is illegal to possess, appropriate law enforcement action shall be taken.

E. Entry weapons screening and perimeter security is provided by a private security company under contract with the court and control of the Risk and Safety Administrator.

1. The role of the private security officers assigned to the entrance is to monitor and screen each individual requesting access to court buildings.

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Court visitors shall only be allowed access after both the individual and their belongings have been screened.

2. There will be a minimum of two private security officers assigned at each facility entrance at all times. One person will be assigned to the x-ray machine; one will be running the magnetometer and hand wand section and if a third S/O is on duty one will be checking bags that are x-rayed.
3. Absent reasonable suspicion to believe a crime has been committed, all visitors to the courthouse have the right to refuse screening, the right to refuse the inspection of their hand-carried items and the right to withdraw permission for the screening of themselves and/or their hand-carried items at any time.

If any courthouse visitor exercises any of these rights, neither the visitor nor his or her hand-carried items may enter the courthouse.

F. Screening procedures:

1. Detailed screening procedures are contained in the private security company Post Orders maintained by the Court Risk and Safety Administrator.
2. Laptop computers, video/picture cameras, CD or cassette players, cellular telephones, radios, or other electronic devices should be cleared by x-ray inspection using standard x-ray screening procedures. However, if the visitor requests a hand inspection, the private security officer will perform that inspection.
3. Visitors with infants in child carriers will be required to remove the child from the device and carry the infant through the walk-through metal detector. The child carrier will be cleared by the x-ray inspection.
4. If the person accompanying the infant will not remove the child (e.g., a sleeping child), both the infant and the carrier cannot enter the facility.
5. Children in strollers will be removed from the stroller and walked through the metal detector. If the child cannot walk, the person accompanying the child will carry him or her through the walk-through metal detector.
6. The stroller must be cleared using standard hand search procedures and x-ray prior to entering the courthouse. Special care should be taken to ensure that pockets or containers on the stroller and the underside of the stroller are inspected. If visitor is handicapped and cannot remove the child stroller and child must be cleared by pat down procedures as listed above.
7. Any visitor claiming to be handicapped must be treated accordingly and proof of their handicapped is not necessary. If special assistance is required contact the Court ADA coordinator for help.

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8. Courthouse visitors in wheelchairs should be asked if it is possible for them to walk through the metal detector or stand far enough away from the metal wheelchair to allow a hand-held metal detector search. If one of these options is practical, the visitor should be processed using the appropriate method.
 9. If this is not possible, permission must be obtained from the visitor to perform a whole body pat-down search. Always search the wheelchair to make sure that there are no weapons or explosive devices concealed in any part of the chair. Hand-carried items should be screened using standard operating procedures.
 10. The same procedures should be used to process visitors on gurneys, stretchers, or carts.
 11. Some religious articles, medical, lifesaving and scientific items, and legal evidence may be exempt from x-ray inspection and/or hand inspection if they cannot be opened without damaging or violating the content. If presented with such an item, the private security officer will notify the Security Manager or the Sheriff's Department. The visitor should be processed using standard screening procedures.
 12. A private security officer may observe something that, although it is not included within the primary mission of the screening process, is suspected to be illegal (e.g., controlled or illegal drugs, drug paraphernalia, large quantities of cash, etc.). If such findings occur, the officer should request to perform a bag search. If the visitor refuses, the item will not be allowed to enter the secure area. If contraband is discovered after receiving permission to perform a bag search, the Sheriff's department will be notified and will assume control of the situation.
 13. Restricted items are items or substances that pose a potential danger. Even though they may not be firearms or explosive devices, they are not permitted into the secure area, (e.g., toy or replica guns, martial arts devices, swords, sabers, or hunting knives, etc.). If any restricted items are found, the private security officer is to inform the visitor that the item is not allowed into the building and have them return the item to their vehicle. If they walked or arrived by public transportation, private security will offer to hold the item as a one-time courtesy.
- G. If a screening issue arises, Sheriff's staff shall be notified and will respond. The final decision regarding access to the facility will reside with the deputy.

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3.140 INSPECTIONS

A. Each facility shall post and complete a yearly inspection matrix. This matrix shall include at a minimum:

- Vacation Schedule
- Facility Specific Policy Review
- Radio Audit
- Key Control Audit
- Armory Audit
- Emergency Drill
- Handcuff Cover Restraint System – Black Box (Holding Manual 4.507.10)
- Court Security Assessment Checklist
- Holding Area Fire and Life Safety Inspection (Title 15, 1032(b))
- Panic Alarm Testing
- Late Crime Report Audit
- UOF Training Schedule
- Locker Inspections

Court Security Manual

3.150 DAMAGE TO COURT PROPERTY

- A. All damage to court property shall be immediately reported to a supervisor. The supervisor shall be responsible for initiating an investigation if the damage was caused by Sheriff's personnel. If the damage was caused by other than Sheriff's personnel, the matter shall be referred to the court district manager. In all cases, the supervisor shall inform the court district manager of the circumstances.

Court Security Manual

3.160 LOST AND FOUND PROPERTY

- A. Due to the high volume of visitors to court facilities, personal property is often lost and found inside.
1. Unclaimed property located by or turned over to court security personnel shall be handled according to Department policy for field operations, including required reports and booking of the item.
 2. Found property located by or turned over to private security shall be retained by the private security supervisor.
 - a. If the item has significant value, such as a cell phone or wallet, and is not claimed within a reasonable amount of time, private security shall turn over the property to court security personnel.
 - b. If the property is of no value, such as ordinary clothing, the item may be discarded after being held for a reasonable amount of time as determined by the private security supervisor.
 - c. If there is any question about the value of an item, private security shall consult with court security personnel for a decision on disposition of the item.

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3.170 GENERAL ORDERS OF THE PRESIDING JUDGE

- A. General Orders of the Presiding Judge exist to ensure the safe and orderly use of court facilities; to minimize activities that unreasonably disrupt, interrupt or interfere with the orderly and peaceable conduct of court business in a neutral forum free of actual or perceived partiality, bias, prejudice or favoritism; to provide for the fair and orderly conduct of hearings and trials; to promote the free flow of pedestrian and vehicular traffic on sidewalks and streets around court facilities; and to maintain proper judicial decorum.

The further purpose a General Order is to facilitate safe and orderly access to courthouses unhindered by threats, confrontation, interference, noise, pollution or harassment that may be directed at court users including, but not limited to, those court users waiting outside a courthouse.

- B. Enforcement of General orders:
1. If a violation of an order is brought to the attention of a deputy, the deputy shall verbally advise the person of the violation in an effort to gain their compliance.
 2. If the offending party does not comply with the order after being advised, a supervisor shall be notified.
 2. A supervisor shall personally handle or directly oversee enforcement of the order.
 3. All contacts to enforce the order shall be audio recorded.
 4. As outlined in the general order, deputies are directed to serve a copy of the order to the person or organization in violation of the order, and to immediately notify the court manager or supervisor, and the supervising judge of the courthouse or court facility, to determine what, if any, action should be taken to address the apparent violation of the order.
 5. Generally, if the District Court Manager or Court District Supervisor, and Supervising Judge request law enforcement action, the method used shall depend on the subject's willingness to comply with the order:
 - a) Full compliance – serve the subject with a copy of the order.
 - b) Repeat violation after service of the order – citation and release in the field.
 - c) Refusal to comply after service of the order – arrest and booking for PC 166(a)(4).

(Revised 7-26-19)

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4. Security Operations

4.100 INJURY TO COURT EMPLOYEE OR COURT VISITOR

- A. When a court security member becomes aware of an injured person within or in close proximity to a court facility, they shall immediately respond and ensure appropriate medical aid is summoned. As soon as practical they shall report the circumstances to a supervisor.
 - 1. Court security members shall take action consistent with the Sheriff's Department Manual and their training to prevent further injury and render the scene safe. The member taking such action shall report their actions and observations to their supervisor.
- B. When a court security supervisor is informed of an accidental injury to a court employee or court visitor they shall inform the court district manager as soon as practical. The investigation of an accident resulting in an injury to a court employee or court visitor shall be the responsibility of the court.

Court Security Manual

4.110 DEPUTY REPORT PROCEDURES

- A. When an incident occurs within a courthouse and the facts indicate a crime has occurred, a crime report shall be completed.
 - 1. Criminal investigations that are not complex, or where the elements of the crime rely upon the deputy's observations and require no further investigation, shall be handled by court deputies.
 - 2. When an incident occurs that requires an extensive investigation, the site sergeant shall be notified immediately. The sergeant may request assistance with the investigation through the area lieutenant, utilizing other Department resources as needed.
 - 3. When an incident occurs outside of a courthouse, law enforcement jurisdiction belongs to the associated city. Deputies, in consultation with the site sergeant may take action and complete reports where an incident is minor or the elements of the crime rely upon the deputy's observations and no further investigation is required.
 - 4. Incidents that occur outside business hours, away from a court facility or are unassociated with a member of the judiciary's official position, shall not be investigated by court security deputies. Deputies shall render any emergency assistance needed, comply with mandatory reporting requirements and refer involved parties to the appropriate law enforcement jurisdiction for assistance.
- B. All crime reports shall be completed in Inform and reviewed by a sergeant.
 - 1. All reports taken by court security personnel shall be assigned an 80 DR number, regardless of where the incident occurred.
 - 2. Report attachments and routing shall be completed in accordance with the Inform user manual.
- C. Court Services Division does not store evidence. All evidence collected as part of an investigation shall be booked into the County patrol station in the geographic area of the courthouse.
- D. Deputies shall not tow or impound vehicles without the direct approval of the site sergeant.

(Revised 7-26-19)

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4.130 RADIO EMERGENCY ALERT PROCEDURE

- A. The emergency alert buttons located on unit and hand-held radios are designed to alert dispatch to an emergency condition and identify the radio sending the emergency signal. Once activated, the radio will sound a short tone indicating it has entered the emergency mode.
1. Upon activation of the emergency alert operation, when possible, advise over the air the nature of the emergency, the location, and any other pertinent information.
 2. In the case of an accidental activation, advise dispatch over the air of the accidental activation and reset your emergency button. Do not reset the emergency button or turn off the radio without first informing dispatch of the situation.
 3. Upon notification by dispatch that the emergency alert operation has been activated, the sergeant shall immediately acknowledge dispatch over the air. If there is no response from the deputy activating the emergency alert operation, the sergeant shall ascertain the radio number to determine the assigned deputy and take the necessary action.

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4.150 MEDIA RELATIONS

- A. Courtroom photography and recording by the media are subject to the consent of the judge and any restrictions the court may impose to protect the rights of the litigants, preserve the dignity of the court and prevent disruption of the proceedings.
1. The judicial officer or presiding judge has the discretion to make orders regarding media access and rules of conduct. (California Rules of Court, Rule 1.150).
 2. If the court so orders, there shall be an area within the courtroom reserved for members of the media. This may or may not include "pool" camera equipment.
 3. All media requests shall be referred to the court media coordinator or court district manager.
- B. Pursuant to the Presiding Judge's order, dated May 6, 2019, absent written judicial authorization, there shall be no photographing, filming, recording or broadcasting (including the use of cell phones) by the media, attorneys, or members of the general public within any of the Superior Court of California, County of San Bernardino courthouse facilities, including but not limited to courtrooms, entrances, exits, the lobby areas, hallways, stairs, elevators and escalators, and business offices, except: (1) as permitted within courtroom by a judicial officer under California Rules of Court, rule 1.150; and (2) those areas specifically designated by the Court as media areas.
- C. Media inquiries regarding court security and related matters shall be directed to a supervisor.
1. Deputies shall not comment on security measures, court cases, evidence, etc.

(Revised 7-26-19)

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4.160

JUDICIAL PROTECTION AND THREATS

- A. Judicial protection within the court facility is the responsibility of court security personnel.
- B. The investigation of judicial threats and protection away from the courthouse, should it become necessary, shall be handled by the Sheriff's Criminal Intelligence Division.
- C. In all cases, criminal reports regarding judicial threats shall be completed by court security personnel. In instances requiring investigation out of the area, extensive follow-up and warrants, a court security supervisor shall consult with the division commander for consideration of a request for outside detective assistance.
- D. Incidents occurring away from the facility and unrelated to the individual's status as a judicial officer shall be referred to the law enforcement agency with jurisdiction.
 - 1. Court security personnel may assist judicial officers in determining which agency to contact and what information to gather in preparation for reporting an incident.
- E. When requested by a judicial officer, a court security sergeant shall consult with the Sheriff's Criminal Intelligence Division in developing threat assessment plans and protection measures for judicial officers.

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4.170 ESCORTS

- A. Periodically, persons having business in the courthouse request deputies accompany them out to their car following a hearing. This is most common in Family Law, but requests may come from any department. The safety of court visitors is critically important and requests for escort from the courthouse shall be carefully considered and generally granted. If a deputy believes the request to be frivolous in nature or impractical due to staffing, they shall notify a supervisor prior to denying the request.
1. Deputies conducting escorts shall inform holding that they are engaged in the activity and the intended destination. At the conclusion of the escort they shall inform holding that the activity is concluded.
 2. Personnel assigned to the control room in holding shall record that an escort is in progress and when it is concluded.

Court Security Manual

4.180 COURT ATTENDANTS

- A. Court attendants are civilian employees of the court performing bailiff functions in some Civil courtrooms. Examples of their duties include:
1. Conducting a search of the courtroom and surrounding areas prior to morning and afternoon sessions to ensure courtroom security. Monitoring all courtroom activities during courtroom hours. Reporting security violations or suspicious items to the Sheriff or other appropriate personnel and using radio communication for emergencies.
 2. Monitoring persons in the courtroom while court is in session to ensure non-disruptive activity. Maintaining sanctity of the well. Instructing jury panels on appropriate courtroom decorum, and monitors conformance. Preventing conversations between jurors, parties, witnesses, spectators, media, and the public during trial.
 3. Reviewing and being familiar with the district's evacuation plans and procedures. Complying with evacuation plans in the event of an emergency and reporting to Sheriff's department or other appropriate personnel.
 4. Providing first aid or CPR action as needed and contacting appropriate personnel or agency in the event of medical or emergency situations.

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4.190 PHOTOGRAPHY AND RECORDING IN THE COURTHOUSE

- A. Pursuant to the Presiding Judge's order, dated May 6, 2019, absent written judicial authorization, there shall be no photographing, filming, recording or broadcasting (including the use of cell phones) by the media, attorneys, or members of the general public within any of the Superior Court of California, County of San Bernardino courthouse facilities, including but not limited to courtrooms, entrances, exits, the lobby areas, hallways, stairs, elevators and escalators, and business offices, except: (1) as permitted within courtroom by a judicial officer under California Rules of Court, rule 1.150; and (2) those areas specifically designated by the Court as media areas. (Refer to Court Security Manual Section 3.170)
- B. Except as provided in California Rules of Court, Rule 1.150, court proceedings may not be photographed, recorded, or broadcast. This rule does not prohibit courts from photographing or videotaping sessions for judicial education or publications and is not intended to apply to closed-circuit television broadcasts solely within the courthouse or between court facilities if the broadcasts are controlled by the court and court personnel.
- C. This rule does not apply to court security personnel using department-issued recording devices in the course and scope of their duties. The purpose of these recordings is to document a deputy sheriff's interaction with a citizen during a law enforcement contact, not the recording of court proceedings. Court security deputies shall not record events in a courtroom for the sole purpose of recording court proceedings. Any recording of court proceedings shall only be incidental to the recording of a law enforcement action taken by a deputy sheriff within the courtroom.
- D. The judge may permit inconspicuous personal recording devices to be used by persons in a courtroom to make sound recordings as personal notes of the proceedings. A person proposing to use a recording device must obtain advance permission from the judge. The recordings must not be used for any purpose other than as personal notes.

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4.200 LESS-LETHAL WEAPONS

- A. Less lethal weapons and munitions are available for use at all court facilities. Policies governing the deployment and use of less lethal munitions are contained in the Sheriff's Department Manual sections 3.628 through 3.628.30.
- B. The intent of the application of less lethal force is to subdue a potentially violent subject without resorting to deadly force. As a tactical option, the use of less lethal force is approved when it would be unsafe to approach a suspect who appears to be either suicidal, mentally unbalanced, or otherwise potentially combative under circumstances in which the suspect does not otherwise present an imminent threat of death or great bodily injury to the officer or to the public at large.
- C. Less lethal munitions shall be used in a manner consistent with Department Use of Force Policy. The deployment of less lethal munitions should have the goal to restore order and/or reduce the risk of more serious injury.
- D. Guidelines and circumstances where deployment may be an option include, but are not limited to, the following:
 - 1. Restoration or maintenance of order during a jail or civil disturbance.
 - 2. Safely controlling violent persons.
 - 3. Situations in which the officer deems their use necessary to safely resolve the incident.
- E. Depending on circumstances, less lethal weapons can be used to control violent or potentially violent suspects when the officer reasonably believes the following conditions exist:
 - 1. Attempts to control the incident with lesser force options have been, or will likely be, ineffective in the situation, AND
 - 2. There is reasonable expectation that it would be tactically unwise for officers to approach or place themselves in range of the suspect.

Court Security Manual

4.210 RESPONSE TO MEDICAL EMERGENCY

- A. Court security members shall respond and take appropriate action when informed of a medical emergency inside a courthouse or in close proximity to a courthouse. If a member is unable to respond they shall immediately notify a supervisor of the situation. When informed, the supervisor shall ensure a deputy is dispatched to the scene and appropriate action is taken.

- B. In the event of a medical emergency in a courthouse with a holding operation, court security staff shall notify holding by radio or telephone. The holding control room staff shall call 911 and summon medical aid.
 - 1. The bailiff shall coordinate the response to a medical emergency and ensure security is maintained in the courtroom.
 - 2. The custody officer shall maintain focus on the inmate. Generally, the inmate will be moved immediately into the secure vestibule holding area to enable the custody officer to assist the bailiff.
 - 3. If the subject of the emergency is an inmate, they generally will be immediately moved back to holding. The medical assessment will be made there and arrangements for transportation coordinated by a supervisor.
 - 4. Generally, a court security supervisor will respond to the area of the emergency to ensure proper procedures are followed and appropriate notifications are made

- C. In the event of a medical emergency in a courthouse without a holding operation, the bailiff shall notify Sheriff's Dispatch by radio or telephone of the need for medical aid.
 - 1. The bailiff shall coordinate the response to the medical emergency and ensure security is maintained in the courtroom.
 - 2. Generally, a court security supervisor will respond to the area of the emergency to ensure proper procedures are followed and appropriate notifications are made.

Court Security Manual

5. Inmate Handling

5.100 USE OF RESTRAINT DEVICES

Restraint devices used by court security include:

- Handcuffs
- Handcuff cover restraint system
- Leg shackles
- Waist chains

A. Generally, all inmates appearing for pre-trial hearings shall be restrained with leg shackles and waist chains. Deputies may unsecure one of the inmate's arms in the courtroom for the purpose of signing paperwork.

1. Inmates who are pregnant or claim to be pregnant shall be restrained only with handcuffs to the front. If the security environment allows, pregnant inmates may be escorted without any physical restraints. At no time shall pregnant inmates be restrained using leg shackles, waist chains, inter-connection or combination. (Ref. Title 15, Section 1029(A)(4) and PC 6030(f))
2. When dealing with physically handicapped inmates, consideration shall be made of the nature of the handicap and necessity of restraints.
3. All handcuffs shall be double-locked.
4. Waist chains
 - a. When using a waist chain/handcuff device, ensure the waist chain is secure enough that it cannot be slipped down over the inmate's hips but not so tight as to cause discomfort.
 - b. Place the double support of the handcuff on top of the inmate's wrist with the keyhole pointing up the arm or toward the inmate's body, thus making the locking device difficult for the inmate to reach.
3. Leg shackles
 - a. Have the inmate kneel, facing away from the deputy while applying leg irons.
 - b. Make sure the keyhole is facing down toward the floor.
 - c. Leg shackles should be securely applied above the ankles and locked so that they cannot slip down. Leg shackles shall be double-locked.

B. It is the applying deputy's responsibility to ensure the correct operation of the restraint equipment.

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1. Broken or inoperative equipment will be tagged for repair and reported to the appropriate supervisor.
 2. A deputy receiving a restrained inmate will check for proper application of the restraints.
- C. Responsibilities of custody deputies:
1. Periodically inspect for proper operation of the restraint equipment.
 2. Handcuffs should be carried in a handcuff case and not placed loosely in the waistband.
 3. Inmates are never to be left unattended outside a holding cell even if secured by proper restraint equipment.
- D. When applying or removing restraint gear, an additional deputy should be present for the safety and security of the deputy applying the restraint(s).
- E. Inmates are generally not restrained when appearing before a jury.
1. Deputies shall not apply or remove restraints in the presence of jurors, absent exigent circumstances.
 2. In situations where the inmate has engaged in violent behavior or is determined to be an escape risk, a supervisor may ask the court to maintain leg restraints during trial.
- F. Inmates appearing for pre-trial matters may request the judge order that restraints be removed.
1. In these cases, the use of physical restraints must be justified (Ref. *Tiffany v. Superior Court* and *People v. Fierro* (1991)). Routine use or division policy is not sufficient to justify restraint.
 2. In the case of a request that restraints be removed, the bailiff shall immediately notify a supervisor. The supervisor will direct an investigation into the inmate's behavioral history, charges, criminal history and escape risk. The outcome of this investigation shall be reported to the court.
 3. In pre-trial cases where restraints are ordered removed, the supervisor should consider assigning additional personnel to the courtroom.

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5.110 INMATE MOVEMENT

- A. Regardless of classification, all inmates being moved will generally be restrained with waist chains and leg shackles.
 - 1. Juvenile inmates will be kept separate and moved independently.
- B. When separate, secured, transport corridors are not available, inmates shall be moved through areas that afford the least access to the public.
 - 1. When moving through public areas, as a last resort, direct the public to provide clearance for inmate movement.
 - a. Do not allow inmates and the public to intermingle.
 - b. Do not allow communication between inmates and the public.
 - 2. Do not move inmates on elevators with the public. If necessary, ask the public to wait for the next car.
 - 3. Move only the number of inmates that can be safely handled.
- C. Movement of inmates when jurors or potential jurors are present should be avoided. Coordinate with the bailiff and use an alternate route.
- D. In the absence of holding deputies or when taking inmates directly to court from transportation units:
 - 1. Search inmates prior to escorting.
 - 2. Check restraints for proper application.
- E. Civil commitment
 - 1. Civil inmates must be housed and moved separately from criminal inmates.



Court Security Manual

5.130 SUICIDAL INMATES

- A. Court security personnel shall maintain close supervision of inmates reported or observed to have suicide potential and inform the jail where they are housed of any inmate's mention of suicide or observed abnormal behavior.
1. Inmates received by holding that are on suicide watch and those who report suicide potential while at court shall be segregated and direct visual observations conducted in accordance with the Court Holding Manual.
 2. While in a courtroom the conduct of inmates with suicide potential shall be monitored at all times.
 3. Observation of abnormal behavior or threat of suicide by any inmate constitutes a threat to the security of the court and shall be justification for a request for additional personnel.
- B. Suicide attempts
1. If an inmate attempts suicide while in a court facility, immediate action shall be taken to prevent the act and a supervisor notified as soon as practical.
 2. If an inmate is injured or killed in a suicidal act, medical aid shall be immediately summoned.
 3. Upon notification of an inmate being injured or killed in a suicidal act, a court security supervisor shall immediately respond to the location to ensure proper procedures are followed and notifications made.
 4. In-custody death procedures are detailed in Sheriff's Department Manual section 3.228. Immediate notification of the Watch Commander and Facility Commander are required, along with the Homicide Detail and Civil Liabilities Division.
- C. Reporting
1. When an inmate attempts suicide, an incident report shall be completed as soon as practical and the jail housing the inmate notified of the circumstances.
 - a. The report shall indicate all the facts known about the event, including who was notified and what actions employees took. All relevant audio and video recordings shall be booked into evidence under the report number.

Court Security Manual

5.140 REMANDS

- A. Persons remanded into custody shall be promptly handcuffed and searched.
1. Head coverings worn for religious reasons may be used to conceal contraband. Safety staff may search head coverings to ensure they are free from objects that could injure staff or inmates. Searching staff shall be of the same gender as the inmate and searching shall be conducted in a private area, if available.
- B. The processing deputy shall complete the booking, medical, and property/money forms.
1. Property (excluding money) shall be placed in a clear plastic bag. Jewelry items shall be placed in a small coin envelope within the plastic bag. Bulk property shall not be accepted.
 2. Arrestees entering a holding facility shall be allowed to keep items including but not limited to dentures, inhalers, prescription eyeglasses, contact lenses (case and solution), birth control pills, and nitroglycerine pills.
 3. Jewelry that cannot be removed from arrestees shall be documented on the intake property screen. These items shall be the inmates' responsibility. Generally, jewelry shall not be forcibly removed from inmates unless it poses a danger to other inmates or staff. A shift supervisor shall be present in such circumstances.
 4. Money shall be counted by the arresting deputy and the amount placed on the booking sheet in the presence of arrestee. Money shall be recorded by denomination on the property sheet by the arresting deputy.
 - a) Money of a souvenir or keepsake nature shall be placed in a separate coin envelope and packaged with the inmate's property.
 - b) Supervisors shall be notified if there is any discrepancy concerning money.
 - c) The arresting deputy shall notify a supervisor when arrestees possess \$1,000 or more. Supervisors shall be required to count the money and verify amounts for accuracy.
 5. Money identified or suspected of being contaminated with urine, feces, vomit, blood, drugs, or any other hazardous material shall be considered contaminated money. Staff handling contaminated money shall use universal precautions.

Contaminated money shall be counted and placed in a separate coin envelope. This coin envelope shall be labeled contaminated money in red ink and forwarded to the jail facility where the inmate will be booked along with their personal property.

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6. The arresting deputy or shift supervisor shall summon an interpreter when necessary to ensure proper communication with deaf remands. An interpreter shall be provided if the remand with disabilities requests one.

The complexity and importance of the communication, the number of people involved, the length of the communication, and the remand's lack of reading/writing skills and comprehension are factors to consider when deciding whether or not to summon an interpreter. Interpreters may be used for:

- a) Administrative and criminal investigations
- b) Behavioral Health
- c) Remand Procedures
- d) Health Services information
- e) Interviews
- f) Other situations requiring complex communication

(Refer to Court Holding Policy Section 18.055.00)

7. Remands shall be kept separate from the inmate population until they are transported to a detention center and the classification and booking process has been completed.
8. Court Services staff shall notify the watch commander of remands with charges with high profile potential. Watch Commander's may designate inmates as high profile, for reasons including but not limited to:
 - a) Special circumstances related to the seriousness of the charges or crime; or
 - b) A high level of public, political or media interest generated by the inmates' presence.

The watch commander shall notify the Court Services Division Commander of the high profile remand as soon as is practical.

9. The commitment, booking forms, money, and property accompany the inmate to holding. The remand shall not be sent to holding until the commitment is produced.

- C. If there are any medical or classification concerns, holding should be alerted promptly. The following can result in separation from general remand population, including but not limited to:

1. Sex crimes
2. Alternative lifestyle
3. Medical concerns affecting safe housing
4. Civil commitments
5. Appearance of questionable age
6. Gang affiliation
7. Psychological or behavioral issues affecting safe housing
8. Safety and security of the facility

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- C. Upon completion of the pre-booking process, immediately move the inmate to holding or transport to the nearest courthouse with a holding area.
 - 1. All property, money and documents associated with the remand shall be maintained in holding until they are transported to the jail for booking.

- D. When a person remanded into custody leaves or flees from a courtroom, deputies shall attempt to detain them. The extent of the effort to take them into custody should equal that of an attempt to detain an individual fleeing arrest in the field. This is not an escape from a jail facility as the person has not yet been confined and Department escape procedures do not apply. (PC 4532(b) and Court Holding Manual 6.1100)
 - 1. In all cases where an individual flees the courtroom after being remanded into custody, whether they are detained or not, a crime report shall be written and forwarded to the District Attorney for filing.

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5.150 RELEASING INMATES FROM COURT

- A. Generally, inmates are not physically released from custody at a courthouse. There are several reasons for this:
1. Court security deputies are not trained in the release process performed by professional staff Court Return, Duty Officers and Release Officers.
 2. Court security deputies do not generally have the passwords and training necessary to access the statewide and national computerized systems used to ensure there are no other holds or warrants for an inmate.
 3. Court security deputies do not have access to the inmate's jacket, which may contain paperwork indicating holds, warrants or other criminal cases.
 4. Court security deputies do not have access to the fingerprints taken at the time of booking to positively verify the inmate's identity at release.
 5. Court security deputies do not have access to jail medical files to determine if the inmate should be released with a supply of medication or to a hospital, mental health facility or other predetermined person due to serious physical or psychiatric condition.
3. The inmate's booked property, clothing and money are not transported with the inmate to court and are not available to release.
4. The inmate's personal property, including letters and photographs located in his jail cell are not transported to court with him and available to release. These items are likely to be stolen when other inmates learn the owner of the property is no longer in custody.
- B. The exception are Drug Court inmates. These inmates are processed for release by jail staff prior to being transported and arrive with all of their booked and personal property.
- C. On rare occasions, inmates are ordered immediately released from court or are found "not guilty" and there is a demand that they be immediately released. In these cases, the bailiff shall immediately notify a supervisor. The supervisor shall meet with the judge and explain that court security will transport the inmate back to the jail facility where they are housed without unnecessary delay. Further, the holding supervisor shall contact the jail watch commander and inform them of the circumstances to ensure the inmate is promptly released from custody.

Court Security Manual

5.160 INMATE TRANSPORTATION – ADULT AND JUVENILE

- A. Routine transportation of adult and juvenile inmates, to and from all courthouses, is handled by Sheriff's Transportation Division. Transportation has an established schedule of inmate delivery and pickup. On occasion they will dispatch a "special run" van to move an inmate from one location to another.
- B. When necessary, court security deputies may transport inmates using vans and patrol cars assigned to the division. This is most often done when the inmate movement cannot wait for Transportation.

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5.170 MINORS IN COURT

- A. Minors who are being tried as adults shall be segregated from adult inmates in holding. Every effort shall be made to avoid both visual and auditory contact between minors and adult inmates. Movement of a minor shall be in such a manner that there is no contact with adult inmates. When a minor is removed from a secured area for movement a deputy sheriff shall maintain a constant, side-by-side presence with the minor to minimize brief or accidental contact between the minor and an adult inmate and to prevent sustained contact.
- B. On occasion, minors are placed in the jury box with adult inmates pending their pre-trial hearing. When this occurs the custody deputy shall ensure there is no physical or verbal contact with the adult inmates.
- C. Each minor who is transported to and held at a court holding facility shall arrive with a Juvenile Probation generated "Court Minor's Information Sheet." The minor's information sheet shall contain specific information about each minor to allow for their safe temporary housing. Minor's Information Sheets shall be reviewed upon receipt and any unusual details shall be communicated to all members of the holding facility staff, the sergeant in charge of the holding facility, and the courtroom staff assigned to the court where the minor's matter is calendared. A minor shall not be accepted by a court holding facility without the Court Minor's Information Sheet.

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5.180 MIXING INMATE CLASSIFICATIONS IN COURTROOMS

- A. Inmates of different classification and gender are generally segregated from one another in a jail environment. Courtrooms however, exist to conduct the business of the court and are open to the public. In order to facilitate an efficient court process, inmates of different classification and gender are often simultaneously seated in the jury box awaiting pre-trial hearings. This creates significant challenges for the deputies assigned to a courtroom.
- B. Deputies assigned to courtrooms shall use good judgment when deciding how many inmates, of which classification or gender, to seat in the jury box and where they should be located. Some factors to be considered include:
1. Any inmate displaying defiant or combative behavior.
 2. Classification indicators such as UB Lockdown, Problem Inmate, Protective Custody Segregation, etc.
 2. The deputy's physical ability to control the number and types of inmates present.
 4. The presence of minors.
- C. Generally, the court relies on the deputy's good judgement and training to make decisions regarding the number or type of inmates simultaneously present in the jury box. Deputies shall not allow court staff, attorneys or the calendar to cause them to make decisions that result in an unsafe condition to exist in the courtroom.
1. If an unsafe condition exists in the jury box the deputy shall attempt to explain the hazardous condition to the judge.
 2. If the unsafe condition cannot be remedied, the deputy shall immediately notify a supervisor and request assistance.
 3. Any supervisor notified of an unsafe inmate situation in a courtroom shall immediately respond to that location. The supervisor shall attempt to remedy the situation with the judge, but if this is not possible, ensure adequate staff is assigned to the location.

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6. Courtroom Operations

6.100 GENERAL COURTROOM PROCEDURES

- A. The deputy shall announce the opening of the court and call the court to order.
1. The deputy shall confer with the judicial officer about the specific opening they desire.
 2. The standard formal opening given at the beginning of the day is:
All Rise,

In the presence of the Flag of the United States of America, symbol of freedom and justice, and remembering the principles for which it stands. Department _____ of the Superior Court of the State of California, in and for the County of San Bernardino, is now in session. The Honorable _____, Judge presiding.

Please be seated and come to order.
 3. The standard informal opening given at the beginning of the day is:
Remain seated and come to order. This court is now in session, the Honorable _____, Judge presiding.
 4. The standard opening given after a court recess is:
Remain seated and come to order, this court is again in session.
- B. When a witness is called to testify, the deputy shall direct or escort them to the witness stand.
1. When there is only one deputy in an open courtroom, he or she shall not leave the open courtroom to summon a witness. If necessary, the deputy shall request the attorney or clerk do so.
 2. If security would not be jeopardized, a sole deputy may open the courtroom door and call for a witness without exiting the courtroom.
- C. The deputy shall be alert to exhibits that are brought into the courtroom for introduction as evidence.
1. If firearms are to be exhibits, the deputy shall confirm they are unloaded and adequately secured. If the deputy is unfamiliar with a particular type firearm, he or she shall request assistance from another deputy who is familiar with that type of firearm or notify a supervisor.
 2. The deputy shall not allow a firearm exhibit and an exhibit of ammunition to be examined or handled at the same time by anyone in the courtroom. These items shall be kept separate.

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3. The deputy shall ensure exhibits of weapons, or items which could be used as weapons, are adequately secured. These items shall never be placed where they are accessible to a defendant. They shall remain under the direct supervision of the deputy or the investigating officer.
 4. Court security does not store evidence at the end of the hearing or deliberation.
- D. When persons, other than officers of the court, will be in a conference in the judicial officer's chambers, a deputy shall be present in the chambers unless the judicial officer waives the deputy's presence.
1. Before leaving the courtroom to attend a conference in chambers, the deputy shall take appropriate steps to provide for the security of the courtroom, such as having another deputy fill in for them or securing the courtroom.
 2. A deputy shall always be present when a defendant is in a judicial officer's chambers. If a judicial officer orders otherwise, the deputy shall notify a supervisor.
- E. The deputy shall take enforcement action as appropriate when persons create disturbances, communicate with inmates, or commit other criminal violations.
1. Enforcement may consist of a verbal warning, ejection from the courtroom, or arrest, as appropriate for the particular situation.
- F. When a deputy answers incoming telephone calls, they shall identify themselves and the courtroom in which they are working.
1. Deputies shall avoid lengthy telephone conversations while court is in session.
- G. The deputy shall ensure the public, attorneys and defendants are seated in a way that best provides for security, keeping in mind the needs of the court.
1. If possible, the defendant shall be seated as close to the deputy as possible.
 2. Whenever the defendant stands, the deputy shall stand in order to intervene if the defendant attempts an assault or escape.
 3. The deputy shall make a reasonable effort to seat family members of defendants as far away from the defendants as practical.
- H. The deputy shall ensure no communication takes place between inmates and unauthorized persons (4570 Penal Code).
- I. When the court orders a closed session, the deputy shall clear the courtroom of all spectators unless the judicial officer allows certain spectators to remain.

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1. The deputy shall monitor the spectator area of the court and shall make all reasonable efforts to ensure excluded spectators or witnesses do not enter the courtroom during the time they are excluded from the proceedings.
- J. The deputy shall not permit the use of cameras, including cell phone and tablet cameras, or any other visual or audio recording devices in the courtroom unless the judicial officer orders otherwise (see Ca. Rules of Court, rule 1.150.)
1. When violations occur, the deputy shall attempt to gain voluntary compliance with the rule. If the deputy is unable to gain voluntary compliance, they may eject the spectator if the judge has previously approved of this action.
 2. Deputies shall not confiscate a court visitor's cell phone or other personal property, absent a direct court order to do so.
 3. Deputies shall not make an arrest for recording in the courtroom absent a specific order to do so for an individual violation.
- K. If a judge desires certain non-criminal rules be enforced in the courtroom (dress code, no eating/drinking, prohibiting children, etc.), the deputy shall attempt to gain spectator's voluntary compliance with these rules.
1. If the deputy is unable to gain voluntary compliance, they may eject the spectator if the judge has previously approved of this action.
 2. Deputies shall not make an arrest for violation of these non-criminal rules absent a specific order to do so for an individual violation.
- L. The deputy shall remain impartial in all judicial proceedings.
1. The deputy shall avoid statements and actions that could cause the perception he or she favors one side or the other.
 2. The deputy shall not provide preferential treatment to anyone, including law enforcement witnesses, or give the appearance such treatment is being provided.
- M. The deputy shall not provide legal advice or information which could be construed as legal advice to defendants, plaintiffs, witnesses, spectators or other persons in the courtroom or elsewhere. (See sections 6125 and 6126 of the Business and Professions Code).

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6.110 EMPLOYEE WEAPONS IN COURTROOM HOLDING VESTIBULES

- A. The Court Services Division Commander is designated by the Sheriff as the person in charge of all court holding facilities. As such, he authorizes safety staff assigned to court facilities to carry firearms, tear gas and other weapons in the courtroom adjacent vestibule areas for the purposes of moving inmates to and from the courtrooms. (Penal Code 4574)

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6.120 JURY TRIAL PROCEDURE

A. Jury selection phase

1. If the court is going to start jury selection, make sure jury note pads are clear of any notes from earlier cases. Obtain the date stamp, jury slips and have jury questionnaires ready as perspective jurors are called to the box.
2. Place jury questionnaires on seats 1 through 12. Begin with seat 1 (top left) and continue across to seat 6. Continue with seat 7 (bottom left) and continue across to seat 12.
3. Bring jurors from the jury room when all parties are present and when the judge so orders. Usually no more than 60 perspective jurors are ordered for each trial. However, various panel sizes can be available from the jury room depending on prior agreement between the judge, district attorney and defendant's counsel.
4. Direct the perspective jurors where to sit.
5. Generally, the formal opening is given once for each trial, unless the judge instructs otherwise.

All Rise,

In the presence of the Flag of the United States of America, symbol of freedom and justice, and remembering the principles for which it stands. Department _____ of the Superior Court of the State of California, in and for the County of San Bernardino, is now in session. The Honorable _____, Judge presiding.

Please be seated and come to order.

5. After the jury has been selected, obtain a "Jury Information Form" from the clerk and have each juror write down their home and work telephone numbers. Explain to them that the information they provide is for court staff only and is confidential. Collect the jury questionnaire forms.
6. After the jury is selected, provide each member of the jury notebooks, pens and jury buttons. Make sure that the jury leaves these items on their seats at the end of each day.

B. Trial phase

1. A custody deputy shall be present for the security and control of an in-custody defendant.
2. In-custody defendants dressed in jail clothes or wearing physical restraint devices, such as handcuffs, shackles, etc., are not to be viewed by jurors.

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3. The bailiff will endeavor to protect the jury from criminal acts or accidental tainting.
 - a. Any questions by the jury regarding court procedure, protocol or regulations shall be directed to the court.
 - b. The bailiff shall not participate in any conversation, discussion, or explanation of the trial participants, evidence, or procedure in the presence of the jury.
4. The bailiff shall inspect and secure, as appropriate, all weapons and other evidence brought into the court.
 - a. All firearms brought into court as evidence shall be inspected by the bailiff to ensure weapons are:
 - 1) Unloaded
 - 2) Mechanically inhibited from firing (trigger lock, plastic ties, etc.)
 - 3) Kept separate from ammunition
 - b. All weapons shall be kept separate from the defendant and under the direct supervision of the investigating officer or bailiff. Once such a weapon is admitted into evidence, the clerk will supervise the weapon. Any exceptions shall be by direction of the court.
 - c. Evidence other than weapons or narcotics shall be maintained by the investigating officer or DA until admitted into evidence.
 - d. The bailiff may be directed by the court to handle or assume control of specific evidence during the course of the trial or by previous arrangement with counsel and the court.
5. The bailiff shall handle exhibits with special storage requirements and firearms in compliance with court policy (Ref. section 6.170).
6. Other jury trial duties include:
 - a. Preparing the courtroom for special seating
 - b. Securing special equipment such as chalkboards, partitions, etc.
 - c. Posting "witness excluded" and "jury being instructed" signs
 - d. Handling special witnesses, such as children, undercover officers, etc.
 - e. Controlling the media

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- f. Providing security for in-camera hearings
- g. Handling special requests of counsel in the courtroom
- h. Escort all witnesses to the stand.

C. Jury deliberation phase

1. Upon conclusion of the trial phase, the jury will be instructed by the court. When jury instruction is complete, the bailiff will be sworn in by the clerk to protect the jury from intrusion or tampering during their deliberations.
2. The judge will decide when the jury will meet each day for deliberation. If the jury is still deliberating at the end of a workweek, the judge will excuse the jury. The bailiff will check with the judge regarding the time of release and who should contact the jury. A bailiff shall not release a jury without specific authorization from judge.
2. Prior to the jurors occupying the jury room, the bailiff should ensure that the necessary table, chairs, pencils, and paper are present. All other items should be removed. The bailiff shall also make a security check of the jury room and ensure no persons are inside.
3. The jury will then be escorted to the jury room. Once the jury is sequestered in the jury room, all admitted evidence is placed with the jurors as directed by the court. (Drugs and weapons require special handling and supervision.)
4. The jury room will be under the bailiff's exclusive jurisdiction. The bailiff will respond when summoned by the jury.
5. The bailiff shall not answer jury questions or engage in any other conversation with jurors. If the jury has questions concerning the evidence or testimony given in the case, the jury foreperson will write the question on the "Jury Question" form and hand it to the bailiff. The bailiff will then deliver the question to the judge. Make sure that the foreperson dates and signs the question form. The judge may write a response or direct the jury to return to the courtroom for further information. The court may also direct that counsel and the defendant be present.
6. Should the court be assigned a new matter while the jury is deliberating, the bailiff's first responsibility will be to safeguard the jury. If additional personnel are required, the bailiff shall contact their supervisor.
7. Whenever the jury reaches a verdict, the bailiff will advise the judge.
 - a. The bailiff should assess the need for additional personnel prior to the verdict being read.
 - b. Jurors will remain in the jury room until both counsels, clerk, court reporter, and defendant are present in the court.

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- c. The jury will then be returned to the courtroom, and the proceedings called to order.
- d. The jury foreperson will give the verdict form to the bailiff who will hand it to the judge.

E. Penalty phase

1. If the verdict is guilty, the defendant usually is ordered to appear at a later date for sentencing. There are exceptions:
 - a. In serious felony cases, the jury may be retained to hear arguments addressing sentencing of the defendant.
 - b. Juries may also hear arguments dealing with a defendant's prior convictions.
2. Should a jury be retained, the bailiff will continue his duties safeguarding the jury, handling in-custody defendants, and assisting the court.
3. When the jury has rendered a decision regarding sentencing or prior convictions, they are excused by the court.

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6.130 TRANSPORTATION TO THE CRIME SCENE

- A. During the course of a trial the court may require a visit to a crime scene. This can occur with a court trial or a jury trial with or without defendants in custody.
 - 1. The court will issue an order for the Sheriff to arrange transportation.
- B. Upon issuance of court order:
 - 1. The bailiff shall advise the court security supervisor of:
 - a. The court making the order
 - b. Date and time that transportation is required
 - c. Location of the crime scene
 - d. Inmate's name, booking number and charges
 - e. Any special problems that may arise
 - 2. The supervisor shall arrange for:
 - a. Vehicle and driver for in-custody defendant(s)
 - b. Vehicle and driver for judge, and court personnel, if required
 - c. Vehicle and driver for jury
 - 3. The supervisor shall coordinate jury and inmate movement with:
 - a. The bailiff
 - b. Local police agency
 - c. Transportation Division
- C. In a civil jury trial, transportation and jury accommodations are the responsibility of court litigants, not the Sheriff.

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6.140 CHANGE OF VENUE TRIALS

- A. Change of venue is the transfer of a legal action from one county to another county for trial. In criminal cases a change of venue is permitted if, for example, the court believes the defendant cannot receive a fair trial in a given county. Reasons for changes of venue include pretrial publicity, bias, political atmosphere, and any other circumstance that the parties believe would prevent them from obtaining a fair trial in the county in which the case was originally filed.
- B. When the venue of a trial has been ordered changed, a court security supervisor shall meet with judge. The court security supervisor shall determine the court's expectations regarding handling of the defendant and any impact on division personnel or operations. If the change of venue is found to have an impact on division personnel or operations, the supervisor shall report those issues to the division commander.

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6.150 HIGH-PROFILE AND HIGH-RISK TRIAL PROCEDURES

- A. A security plan will be developed to meet the specific needs of trials which pose a high risk or likelihood of unusual media attention.
 - 1. Proposed security measures for inside the courtroom and court building will be discussed with the judge to which the high profile or high risk trial is assigned.
 - 2. A court order may be needed relative to certain aspects of the security process as described in the court security plan such as:
 - a. Requiring spectators to identify themselves prior to entering the courtroom
 - b. Use of restraint devices for defendant(s) while in the courtroom
 - c. Search screening at the courtroom entrance
- B. A good security plan is based on:
 - 1. Preparation
 - 2. Communication
 - 3. Planning
 - 4. Intelligence information
 - 5. Cooperation
 - 6. Attention to detail
 - 7. An understanding of all aspects of the security process

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J. Media issues

1. Unusual media attention by itself can create a security concern.
2. Absent prior court approval, the medial shall not bring recording devices and cameras into the courtroom. Spectators may carry personal recording devices after advising the court. (Calif. Rules of Court 1.150)
3. It is recommended that the pool camera concept be considered whenever possible.
4. Designate a media interview area remote from the courtroom.
5. Designate a media liaison officer to work with the media.

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6.160 SEQUESTERED JURIES

- A. Prior to the sequestration of a jury, a Court Services Supervisor shall obtain relevant information and written direction from the judicial officer presiding over the trial.
1. A court security supervisor shall coordinate with the judicial officer and the court executive officer regarding the special requirements and reasons for sequestering the jury (extensive media coverage, specific threats or other reasons to believe the jurors may be in danger, etc.).
 2. The supervisor shall request written orders from the judicial officer that minimally cover the requirements for censorship, activities and entertainment, visitation and what actions should be taken in the event a juror refuses to comply with the sequestering.
 3. The supervisor shall ensure a tactical operations plan is prepared prior to the sequestration of an empaneled jury.
 4. The deputy in charge of jurors shall protect them from any outside sources which may attempt to harass, intimidate or otherwise influence the jurors.
 5. Deputies shall keep jurors away from media sources (TV, radio, billboards, and uncensored newspapers), protesters, reporters and other persons which may influence them or affect their impartiality.
 6. Deputies shall provide security for the jurors in the courtroom, while being lodged or transported, and during other activities.

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6.170 EXHIBITS WITH SPECIAL STORAGE REQUIREMENTS

- A. It is the policy of the Superior Court that the exhibits listed below shall not be accepted. If exhibits of this type are brought into court, a court order shall be issued directing that the exhibit be retained by the offering party and a photographic copy be made and maintained by the clerk pursuant to Penal Code Section 1417.3.
1. Any type of explosive powder
 2. Any explosive chemical such as toluene, ethane, etc.
 3. Any explosive device such as a pipe bomb, grenade, etc.
 4. Any explosive container containing a flammable liquid such as gasoline, kerosene, lighter fluid, paint thinner, ethyl ether, etc.
 5. Any canister containing tear gas, mace, etc.
 6. Any materials with any flammable liquid
 7. Any drugs and narcotics
 8. Blood, urine, human or animal tissue
 9. Any blood stained material
- B. Exhibits toxic by their nature that pose a health hazard shall be introduced to the court in the form of a photographic record and a written chemical analysis by a competent authority.

All of these items are a safety or health threat if maintained by the court and, therefore shall not be accepted as evidence.

Pursuant to Penal Code Section 1417.3 (a), at any time prior to the final determination of the action or proceeding, exhibits offered by the State or defendant shall be returned to the party offering them by order of the court when an exhibit poses a security, storage, or safety problem, as recommended by the clerk of the court.

If an exhibit by its nature is severable, the court shall order the clerk to retain a portion of the exhibit not exceeding three pounds by weight or one cubic foot by volume and shall order the return of the balance of the exhibit to the district attorney. The clerk, upon court order, shall substitute a full and complete photographic record of any exhibit or part of any exhibit returned to the state under this section. The party to whom the exhibit is being returned shall provide the photographic record.

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6.180

WEAPONS PRESENTED AS EVIDENCE

- A. Prior to a firearm being brought into the court building as an exhibit, the firearm shall be inspected thoroughly by the police agency or offering party.
- B. Once the firearm has been brought into the court building, the deputy shall do the following:
1. All firearms presented in court as evidence must first be examined by the bailiff for safety purposes.
 2. Caution should be used in examining the firearms; never assume that they are unloaded.
 - Always point the weapon in a safe direction.
 - Remove magazine.
 - Lock the slide to the rear.
 - Visually and physically inspect the chamber and magazine well.
- C. Once the bailiff has examined the firearm(s) and determined that they are unloaded, the bailiff shall affix "plastic ties" around the firearms to render it incapable of firing.
- Revolver- around the "top strap" with the cylinder open.
 - Semi-automatic- lock the slide to the rear, through the ejection port and down the magazine well.
 - Rifle- lock the bolt back, through the ejection port and down the magazine well.
 - Shotgun - slide the pump back, through the ejection port and down the loading ramp.
- D. Under no circumstances will any loaded firearms be presented as evidence.
- E. After requests from the prosecution or defense and upon order of the court, the plastic ties may be removed from the firearms during court proceedings. At the end of each use, testimony, presentation or court session, the bailiff shall re-affix the plastic ties around the firearms for storage and safekeeping according to the established policy. At the end of this process, the firearm shall be returned to the courtroom clerk for safekeeping during the court proceedings.
- F. Weapons as exhibits during trial:
1. The weapon shall be maintained by the court clerk or bailiff at all times
 2. If counsel wishes to show the exhibit to a witness, counsel shall request that the bailiff show the witness the exhibit. The bailiff shall maintain possession of the exhibit at all times.
 3. If counsel wishes to utilize the exhibit in closing argument, counsel will obtain the weapon from the bailiff and return it to the bailiff immediately.

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4. During jury deliberations, the weapon will not be sent into the jury room with any other exhibits.
- G. The jury will be instructed that if they wish to view the weapon, they can request it from the bailiff.
1. The bailiff is responsible for assuring any ammunition admitted as evidence if removed from the jury room before delivering the weapon to the jury.
 2. The bailiff shall remove the weapon from the jury room after the jury has concluded their viewing of the weapon.
- H. Weapons as exhibits after completion of trial:
1. Prior to completion of the trial, the firearm shall be returned to the offering party.
 2. The offering party will be required to submit a photographic record to the courtroom clerk prior to the final determination of the case.
 3. The photographic record will be marked with the same exhibit number that was used when the firearm was introduced into evidence.
 4. The original exhibit list will be marked with a notation that the firearm was returned to the offering party.
 5. The offering party is ordered to retain the original exhibit for any future court (appellate or trial) proceedings until there is a final determination of the case.

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6.190 FINGERPRINTING IN COURT

- A. Periodically, the court requires fingerprints from an inmate attending court. In those cases, a court order is created and a 10-print card is received from the District Attorney's office. The 10-print card shall be completed by the assigned deputy with the inmate's information along with the rolling deputy's name and ID number. The prints are then rolled, the District Attorney Staff is notified, and the card is maintained in a secure location until District Attorney Staff can receive custody of the 10-print card.

Inmates shall be fingerprinted in accordance with state Department of Justice standards.

- B. Safety staff are authorized to use reasonable force to obtain fingerprints and photographs from uncooperative inmates. Whenever using force to secure fingerprints and photographs, a supervisor shall be present, and whenever possible a court order should be obtained prior to using reasonable force.

In the event force is required to obtain fingerprints, the inmate shall be moved to holding and the fingerprints obtained there. Force shall not be used to obtain fingerprints in a courtroom.

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6.200 CIVIL GRAND JURY

- A. Every year a grand jury is empaneled. Their function is to investigate the operations of the various officers, departments and agencies of local government. The Civil Grand Jury determines which officers, departments and agencies it will investigate during its term of office. By law the Grand Jury is empowered to:
- a) Inquire into the condition and management of the detention facilities within the County
 - b) Investigate and report on the operations, accounts and records of county and other local public agencies, officers, departments or functions
 - c) Inquire into the willful or corrupt misconduct in office of public officers, and,
 - d) Submit a final report of its Findings and Recommendations no later than the end of its term to the Presiding Judge of the Superior Court.
2. The Civil Grand Jury's normal work location is on the second floor of 172 West Third Street in San Bernardino.
 3. Yearly, there is a session in Department S1, where the Court receives the Grand Jury's annual report and empanels the next year's Grand Jury. This event is presided over by the Presiding Judge and coordinated by the Grand Jury Assistant.
 4. A court security supervisor shall coordinate with the Grand Jury Assistant for this event and a bailiff in Class C uniform shall be provided for the proceedings. In planning security for the event, the supervisor should consider that many County and Department officials will be attending.

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6.210 CRIMINAL GRAND JURY

- A. Occasionally, the court, at the request of the District Attorney, impanels a separate criminal grand jury to hear evidence in support of an indictment. The presentation of evidence and testimony to a Grand Jury is secret. In contrast to a regular trial, once the jury has been empaneled, the assigned deputy shall remain outside the courtroom until the presentation of Grand Jury's decision to the Presiding Judge.
1. A formal opening by the deputy is required.
 2. The Presiding Judge will greet the potential jurors and begin jury selection. This process is similar to the process in a regular trial. A minimum of 19 jurors will be selected. The number of alternates will be determined based on the case. Once jurors have been selected, they will be given an oath of secrecy and select a foreperson.
 3. Once the jury has been sworn, the judge and deputy will leave the courtroom. Only the jurors, district attorney, court reporter and interpreter (if necessary) will remain.
 4. The deputy shall ensure the courtroom remains secure. No one is authorized to enter grand jury hearings other than witnesses, who will be escorted in by the district attorney. The only time a witness is escorted by a deputy is if they are in custody. In-custody witnesses are handled according to normal trial procedures.
 5. Generally, the most efficient way to ensure the courtroom remains secure is to lock the public doors and the deputy position themselves outside the doors in the judge's hallway. The deputy should coordinate with the Grand Jury Assistant and deputy district attorney prior to the proceedings beginning.
 6. Once the district attorney has finished presenting the case, the jury will deliberate in the courtroom. Once they have voted whether to present an indictment, the Presiding Judge will return to court. The deputy will re-open court similar to a return from recess in a normal trial.
 7. The foreperson of the jury will inform the Presiding Judge of the jury's decision to indict. The deputy will assist in passing any papers as necessary to the court.
 8. Following the presentation of the jury's decision, all parties involved will be dismissed by the Presiding Judge.

PC 939 – No person other than those specified in Article 3 (commencing with Section 934), and in Sections 939.1, 939.11, and 939.21, and the officer having custody of a prisoner witness while the prisoner is testifying, is permitted to be present during the criminal sessions of the grand jury except the members and witnesses actually under examination. Members of the grand jury who have been excused pursuant to Section 939.5 shall not be present during any part of these proceedings. No persons other than

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grand jurors shall be permitted to be present during the expression of the opinions of the grand jurors, or the giving of their votes, on any criminal or civil matter before them.

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7. **Americans with Disabilities Act**

7.100 **AMERICANS WITH DISABILITIES ACT – COURT FACILITIES**

- A. The Americans with Disabilities Act (ADA) and State law require all state and local governmental entities, including the courts, to provide reasonable accommodations for persons with disabilities. (California Rule of Court 1.100)

The Superior Court is dedicated to ensuring that all qualified individuals with disabilities have equal and full access to the judicial system. The Court has designated an ADA Coordinator at each Court facility to carry out that facility's compliance with the nondiscriminatory requirements of the ADA.

- B. Under the ADA, State law, and court rules, a person is entitled to an accommodation if he/she is a person with a disability. This means that person has a physical or mental impairment that limits one or more major life activities.

Persons with disabilities who require a special accommodation may request the needed accommodation by filling out the Judicial Council form MC-410, Request for Accommodations by Persons with Disabilities and Response form.

The Court has designated an ADA Coordinator at each Court facility to carry out each facility's compliance with the nondiscriminatory requirements of the ADA. For further information, questions, or concerns please contact the appropriate courthouse ADA Coordinator.

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7.110 INMATES WITH DISABILITIES

- A. It is incumbent on staff to use good judgement when dealing with inmates with disabilities. Staff should understand inmates with disabilities may not react as quickly, see, hear, or move the same way as inmates without disabilities. Staff shall take disabilities into consideration when addressing issues involving inmates.

Nothing in this policy should be construed to encourage staff to not enforce the law and facility policies or compromise the safety and security of themselves, professional staff, visitors, inmates, or the facility. Inmates with disabilities must comply with facility rules and regulations and still present the same potential threats as any other inmate. If staff has any questions, they may contact a supervisor. (Court Holding Policy 18.025)

- B. Inmates with disabilities shall wear a colored wrist band, assigned by Health Services, allowing staff to visually identify from a distance that an inmate may be, due to a physical impairment, slow or unable to respond to commands, Health Services shall write the inmates' booking number on the wristband.

- Red: Visual impairment
- White: Hearing impairment
- Blue: Physical impairment possibly requiring a mobility device.

The purpose of this is to alert staff that the inmate may need reasonable accommodations to follow directions, understand what staff is communicating, or need specific types of assistance. If the bands are damaged the holding deputies shall ensure the inmates obtain a replacement from Health Services. (Court Holding Policy 18.030)

- C. Inmates using medical appliances such as wheelchairs, walkers, crutches, or a cane, due to ambulatory impairment, who have received clearance through the jails Health Services Department, shall be allowed to use these appliances while at a court holding facility. (Court Holding Policy 18.062.01)
- E. Inmates with disabilities must keep the Medical Recommendation Form for their assigned mobility device on their person. Inmates in possession of a mobility device without a copy of the Medical Recommendation Form are subject to discipline. (Court Holding Policy 18.062.02)
- F. Staff shall provide reasonable assistance to inmates with mobility and vision impairments. Examples include but are not limited to providing inmates extra time to move from place to place, and escorting blind inmates to and from court hearings or other required movement. Staff shall not delegate this assistance to another inmate. (Court Holding Policy 18.062.03)
- G. Inmates with disabilities are required to follow the same rules and regulations as other inmates and are subject to the same disciplinary process as other inmates. Inmates with disabilities shall not be subject to discipline because of their disability.

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1. Staff shall not deny an inmate with disability an assigned mobility device as a form of discipline. If the mobility device is seized as evidence of a crime, a replacement device shall be provided unless the device was used as a weapon.

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7.120 COURT REMANDS WITH DISABILITIES

- A. When a remand with a disability is identified by security staff, his remand process shall be expedited and shall take precedence over that of other remanded inmates. Exceptions to this are if the inmate is transported to a hospital, or a significant facility emergency arises.
(Court Policy 18.035)

- B. The shift supervisor shall assign a deputy to any person identified as having a disability during the remand process. The deputy shall contact the Health Services Department at the jail facility where the inmate will be booked to notify them of the inmates' potential disability and collaborate to provide any necessary accommodations. Court remands with disabilities should be transported to the jail facility where they will be booked without unnecessary delay. (Court Holding Policy 18.035.01)

- C. Court remands who are taken into custody with medical appliances such as wheelchair, walker, crutches, or a cane, due to ambulatory impairment, shall be allowed to keep these appliances while at the court holding facility. Safety staff shall search any wheel chair or other mobility appliances prior to allowing the inmate to keep a personal device. The device will be transported along with the inmate to the jail facility where they will be booked. (Court Holding Policy 18.062.01)

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7.130 SERVICE ANIMALS

- A. Service animals are permitted in court facilities. The ADA defines service animals as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work, or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Service animals may go to all areas of the court where customers are normally allowed.
- B. It is the intent of the Superior Court of San Bernardino County to assist, through reasonable accommodation, any disabled person as defined under the Americans with Disabilities Act, that requires the aid of a guide or service animal while in any courthouse within the county.

Should an issue arise regarding the validity of an animal that is purported to be acting in such a capacity, the local Court ADA Coordinator shall request that a court security supervisor, or his designee, respond and evaluate the circumstances.

The Court ADA Coordinator and court security supervisor, prior to approving any entry into a challenged area, shall consider: a) whether the person claiming a disability has provided sufficient information about the training and functions of the animal that would lead a reasonable person to believe it is a service animal; and b) whether the safe operations and order of the court would be unreasonably compromised by the entry of such animal.

Generally, pets shall not be allowed into courthouses.

Should the animal of any person that is granted entry become disruptive, aggressive or intimidating to persons using the court, reasonable steps will be taken to remove the threat caused animal, provided such actions are not in conflict with the court's request.

If approval for the use of a guide or service animal is denied, the Court ADA Coordinator or designee, should make reasonable efforts to accommodate the disabled person with their court business; or, the ADA Coordinator/designee shall advise the disabled person that he/she may petition the Court for accommodation under California Rules of Court, Rule 1.100. In the event entry is denied and the person claiming disability requests an immediate hearing for such accommodation, the ADA Coordinator/designee may make the appropriate Judicial Council form available for petition to the court. If the petitioner is requesting entrance in response to a court order or subpoena, the ADA Coordinator/designee denying entrance shall notify the court of jurisdiction, so that a request for accommodation may be immediately considered.

- C. Service animals of remanded individuals shall not be accepted into court holding facilities. Remanded individual's animals are the responsibility of the arresting court security deputy and holding facilities shall not take responsibility for remanded individual's animals whether or not they are service animals. In the

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event the owner is remanded or otherwise unable to care for the animal, court security staff shall ask the owner who the animal should be released to and attempt to contact that person. If nobody can be located or pick up the animal in a reasonable amount of time, staff shall contact the local animal control service.

Feeding, bathroom facilities, veterinarian bills, the security of the animals, and other considerations in the courthouse burden them with undue financial and administrative considerations. (Refer to ADA Title II Regulation, 28 CFR 35). (Court Holding Policy 18.050.07)

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8. Emergency Operations

8.100 JURISDICTION AND COMMAND RESPONSIBILITIES

- A. First response to emergencies within a court facility shall be the responsibility of court security. Depending on the nature and complexity of the situation, command and investigation responsibility may remain with court security or pass to another division within the Sheriff's Department.
 - 1. Court security may be assisted by local police in areas where the courthouse is located in a city with its own police department.

- B. Although court security may respond to an emergency occurring outside of a court facility, command and investigation responsibility shall remain with the police agency with local jurisdiction.

- C. Chain of command:
 - 1. The Court Services Division Commander shall have overall coordination responsibility for any emergency operation occurring at a court facility. The Division Commander has control of all division resources and shall ensure all resources necessary are summoned from other Sheriff's Department divisions.
 - 2. Court Services Lieutenants shall exercise individual area command and generally function as the law enforcement incident commander during an emergency.
 - 3. Court Services Sergeants shall supervise the actions of division personnel during an emergency.

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8.110 EVACUATION OPERATIONS

A. Definitions

1. Evacuation – The orderly movement of people from a specific area or building with sufficient enough time to re-search the evacuation area and check for stragglers. An example would be a total power failure has occurred and a management decision is made to evacuate and close the building.
2. Emergency Evacuation – A significant event has occurred within the area or building, and people who could be potentially injured or who are in harm's way need to move to a safer area immediately. An example would be a fire on one floor of the building and people in the floors above and below the fire need to be relocated rapidly.
3. Rescue – A catastrophic event has occurred and the affected people need to seek shelter or survive as best as they can until rescue forces arrive. Some examples would be: A major explosion of unknown origin has occurred in the building or a major earthquake has struck and there is significant damage throughout the entire area.

B. Authority for evacuation

1. The authority to evacuate a court facility, or portion thereof, resides with the Presiding Judge or Supervising Judge of the threatened facility.
2. The exception is when the threat to life is so apparent that any delay may result in the loss of life. In that case, court security personnel shall immediately order an evacuation.

C. Emergency Assessment and Notifications

1. The circumstances of the emergency will be identified by the first responding deputy who will immediately report to their supervisor.
2. After the situation is assessed and any emergency action taken, the Court Services Division Commander shall be advised.
3. The Presiding Judge/Supervising Judge will be consulted if time permits.
4. The Court District Manager will be advised when time permits.

D. If an event has occurred where there is an immediate threat to life (explosion, major fire, earthquake, etc.) and immediate emergency assistance is required:

1. Notify Sheriff's Dispatch by phone or patrol radio frequency.
2. Immediately implement evacuation and notification procedure.

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- E. In the event of an evacuation, the court security supervisor will notify all court security personnel within the facility.
1. Each bailiff will immediately advise the judge of the evacuation and the nature of the emergency.
 2. The inmates shall be immediately placed in the adjacent court holding area in restraints. While the bailiff is directing all court personnel, trial participants, and spectators to the most direct evacuation route, the custody deputy shall return inmates to holding.
 3. If holding is inaccessible, the bailiff and custody deputy shall maintain control of inmates. Once outside the building, all inmates shall be grouped together in restraints under armed guard.
 4. Once the building has been evacuated and confirmed empty by a building sweep, deputies shall be positioned at the ground floor level access points to prevent re-entry by unauthorized personnel.
- F. Command Post (CP) and Incident Command System (ICS)
1. A CP shall be established by the Court Services Lieutenant or designee.
 2. The CP should be located adjacent to an accessible road and in an area with sufficient parking space for responding units. The CP should not be in close proximity to evacuated persons.
 3. The Court Services Lieutenant shall implement ICS as the law enforcement incident commander according to Department procedures and designate a scribe.
 4. Appropriate court representatives to assemble at the CP include:
 - a) Presiding or Supervising Judge
 - b) Risk and Safety Administrator
 - c) Court District Manager or site supervisor

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8.120 BOMB THREATS

- A. Any employee informed of a bomb threat shall immediately notify a court security supervisor.
- B. The responsibility of making the determination to evacuate a court facility or portion thereof, prior to locating a suspected explosive device, will rest with the supervising judge of that particular court facility in consultation with court security.
- C. If a suspected explosive device is found an evacuation shall immediately be ordered.
- D. The responsibility for handling the initial response to a bomb threats within a court facility lies with court security personnel. (Related Penal Code Section 148.1)
- E. The first deputy at the incident will get as much information as possible from the caller, or person who received the call and immediately notify a supervisor of all available information. The supervisor, in consultation with the supervising judge shall make a decision to do one of the following:
 - 1. Search without evacuation.
 - 2. A partial evacuation with search.
 - 3. Conduct a complete evacuation and search.
- F. When a plan of action has been decided upon:
 - 1. Notify Sheriff's Dispatch.
 - 2. Notify the Court Services Division Commander.
 - 2. Request additional personnel, if needed, from:
 - a. Local law enforcement jurisdiction.
 - b. Sheriff's Bomb/Arson.
 - c. Jail staff.
 - 4. Alert Sheriff's Transportation and jail facilities:
 - a. To prevent more inmates from being brought until search is completed.
 - b. To be on standby should inmates need to be moved.
- G. If evacuation is required, all necessary personnel will be advised.

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1. Post personnel at the entrances to prevent entry into the building.
 2. Inmates will normally be returned to holding to await transportation, or alternate locations will be determined as necessary by the court security supervisor.
- H. The supervisor will be responsible for organizing the search team.
1. Bailiff's will clear their assigned courtrooms and have people take their personal property with them.
 2. Custody deputies will clear hallways, clerks' offices, restrooms, etc.
 3. Deputies will be positioned at entrances and exits of the facility, as necessary to prevent unauthorized entry.
 4. For safety reasons, radios should not be used.
- I. Search of court facility
1. When searching an area such as the court clerk's office, DA's office, Public Defender's office, etc., people most familiar with the area should be used to identify suspicious items.

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- J. If a suspicious object is found the supervisor will:
1. Seal off the area to all personnel.
 2. Notify the supervising judge.
 3. Notify the Sheriff's Bomb/Arson and Dispatch by phone.
- K. Safety measures:
1. Do not cover the object.
 2. Open doors and windows, if possible.

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- L. In all bomb threat incidents a criminal report shall be completed.

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8.130 CIVIL DISTURBANCES

Civil disturbances are, by design, intended to provoke reactions from individuals or organizations and to receive or manipulate media attention. The objective of court security is to safeguard the court and those attending it from criminal acts or interference from the participants of a civil disturbance (Ref. PC 169).

- A. Jurisdictional authority
 - 1. Crimes or disturbances occurring outside of a court facility are the responsibility of the appropriate police agency within whose jurisdiction the facility is located.
 - 2. The Sheriff will continue to maintain jurisdiction over the court building and personnel inside. Decisions affecting the building and personnel inside will be made in consultation with the law enforcement agency with jurisdiction over the geographic area around the court building.
- B. Should a civil disturbance occur upon the premises of a court facility, court security will assess the situation with special attention to the following:
 - 1. The cause of the disturbance.
 - 2. Size of the crowd.
 - 3. The crowd leaders.
 - 4. Potential for violence.
- C. Once the parameters of the disturbance are assessed:
 - 1. Contact the court security supervisor and advise him of the situation.
 - a. The supervisor will initiate chain of command notifications.
 - b. The supervisor may contact Sheriff's dispatch and coordinate response of additional units to the disturbance.
 - 2. The supervisor shall contact the supervising judge and brief him on the situation.
 - 3. When possible, individual deputies should refrain from contact with the participants of a civil disturbance.
 - a. The appearance of a deputy may serve only to incite a violent reaction of the participants of the civil disturbance.
 - b. Without proper support, the deputy exposes himself to unreasonable risk.

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- c. Deputies should be cognizant of the high media profile of civil disturbances.
 - 4. When backup support units arrive, the initial deputy will provide the responding officer(s) with all pertinent information.
 - 5. The bailiff's job remains the security of the court. The prevention of crime or arrest for criminal conduct is still a bailiff's duty while maintaining court security. Let any available units or other responsible agency(s) handle the disturbance when possible.
- D. When demonstrators are attempting to enter a court facility, the supervising judge shall be informed and he will determine the conditions upon which the demonstrators will be admitted.

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8.150 FIRE SUPPRESSION AND HAZADOUS MATERIALS

A. Fire prevention

1. Deputies should always be alert to situations or conditions that promote or initiate a fire.
 - a. Accumulations of debris, rubbish, or trash.
 - b. Flammables stored or used improperly.
 - c. Smoking in dangerous or unlawful areas.
 - d. Frayed electrical wiring or broken fixtures.
 - e. Gas leaks.
 - f. Criminal acts.
2. Report and follow through with correction of observed dangers. When possible, make immediate corrections.
3. Become familiar with:
 - a. Use of fire suppression equipment and locations of fire hoses and extinguishers.
 - b. Use of rescue equipment and techniques.
 - c. Evacuation routes and procedures.
 - d. Emergency phone numbers and alarms.

B. Court security personnel shall immediately respond to a report of smoke or fire. If the deputy is unable to immediately respond they shall immediately report the situation to a supervisor.

C. Response to minor fire:

1. Secure inmates and remove them from the area.
2. Suppress fire with extinguishers.
3. Remove source of fire to safe area, if possible.
4. Report fire to supervisor.
5. Investigate cause of the fire.

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- D. If fire is determined to be beyond the deputy's ability to suppress:
1. Secure inmates and prepare them for evacuation.
 2. Note location of fire and degree of structural involvement.
 3. Activate fire alarm or "911" response.
 4. Isolate immediate area of fire.
 5. Advise supervisor who will notify the supervising judge
 6. Evacuate facility (upon consent from supervisor or supervising judge if time permits).
 7. Advise jails and Transportation of evacuation to ensure assistance in evacuating inmates safely and securely.
 8. Secure access to facility.
 9. Check building to ascertain if everyone has been evacuated.
 10. Render first aid.
 11. Aid responding fire units by providing:
 - a. Location of fire within building.
 - b. Description of fire source of cause.
 - c. Access through security doors.
 - d. Description of building layout.
 - e. Crowd control.
- E. In all cases of a fire alarm activation, a court security deputy shall respond to the scene and determine the validity of the alarm. The validity of an alarm shall not be determined by telephone or video systems.
- F. In all cases of an actual fire or presence of smoke, a court security supervisor shall respond to the scene and coordinate fire-suppression activity.
- G. A hazardous material spill in or around a courthouse may require evacuation or closing of the courthouse. Court security and fire department personnel will coordinate with the supervising judge to determine if evacuation is appropriate.

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8.160 EARTHQUAKE

A. In the event a major earthquake occurs in San Bernardino County, the following shall be the goals and objectives of the Court Services Division:

1. If the earthquake occurs while court personnel are off duty, the Division's personnel and equipment shall become available to the Department as a resource to mitigate the effects of the earthquake.

a) Ensure your immediate family is stabilized for a period of at least 72 hours.

b) Personnel shall report to the nearest Sheriff's station or Emergency Command Post ready to render aid as directed.

c) Personnel shall report their location and degree of mobility to a division supervisor or the Emergency Operations Bureau.

2. If the earthquake occurs while court personnel are on duty, the Division's primary responsibility shall be the security and evacuation of court facilities, if necessary.

a) If court facilities are evacuated and closed, sufficient personnel shall be assigned to secure those buildings as necessary. The remainder of the Division's personnel and equipment shall be assigned as needed by the Emergency Operations Bureau.

B. Following a major earthquake, a timely assessment of damage and assistance needed is essential. A report should fall into one of the following categories:

1. No major emergency or damage – personnel and equipment ready for deployment.

2. An emergency exists or major damage has occurred – available personnel and equipment committed to handle the situation – no outside assistance needed.

3. Major emergency and damage – available personnel and equipment insufficient to handle the situation.

a) List outside assistance needed by order of priority.

C. Inmate safety and security following a major earthquake.

1. Transportation Division is responding to pick up inmates:

a) Sufficient court security deputies shall be assigned to assist the holding deputies.

b) The remaining force shall become available for other assignment as needed.

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- c) Following the pickup of inmates, the remaining deputies will respond to the closest Sheriff's station or Emergency Command Post.
2. Transportation Division is not responding to pick up inmates:
- a) Sufficient court security deputies shall be assigned to assist the holding deputies, to include a relief shift for 24 operation.
 - b) The remaining force shall become available for other assignments as needed.
 - c) Deputies assigned to the security of inmates shall remain at their assignment until relieved.

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8.170 LOCKDOWN

- A. Lockdown is the securing of the exterior courthouse doors to prevent people from coming in or leaving the building. Lockdown is a short-term reaction to the existence of a hazard or danger outside the building. The purpose of a lockdown is to prevent the hazard or danger from coming into the building and occupants of the building leaving and encountering the hazard. Lockdown is only appropriate if the hazard or danger is immediate and life-threatening.
- B. Any employee identifying a life-threatening condition outside the building may initiate a lockdown. A Sheriff's supervisor shall immediately be informed of the circumstances and shall respond to the scene.
- C. Due to the presence of armed deputy sheriff's in court buildings, lockdown is not generally the appropriate reaction to an emergency situation. If an emergency situation exists in close proximity to a court building, a court security supervisor shall coordinate an appropriate response by deputies from the facility and outside law enforcement officers to render the situation safe and protect the occupants of the building.
- D. Court holding inmate lockdown procedures are outlined in section 6.600 of the Holding Manual.

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8.200 LOCATE – ISOLATE – EVACUATE CONCEPTS

- A. During any critical incident such as an explosion, natural disaster, large scale shooting incident, or a barricaded gunman incident, there are going to be many different things going on simultaneously. The initial calls from citizens are going to be extremely emotional, contain fragmented information and they are going to need to be verified by our first emergency responders on the scene.

The first responding deputy's job is to alert us and fix the exact Location of the problem. Isolate that location so that the suspect cannot become mobile and cause more injury. Then, begin Evacuation of the two primary groups affected -- persons that have been wounded, and persons who are in the line of fire.

The critical nature of: Locate - Isolate - Evacuate, is that these steps **must** be followed in this priority order. If we begin to evacuate people who may be wounded or in the line of fire before we have located the suspect and isolated him, we allow ourselves to become targets, and the suspect to move about possibly harming more people.

If the suspect is free to move around the area while we get bogged down evacuating or treating the wounded - he is free to escape or continue to harm the officers and innocent civilians in the area. Once we have the situation effectively Located, and the movement of the suspect Isolated, we can begin to safely Evacuate without making ourselves part of the problem.

1. Locate – At the onset of a major incident there is incredible amount of confusion. Numerous calls are coming in from civilians describing pieces of the incident, and deputies arriving are contributing valuable intelligence about what is happening. It is imperative that we first find the exact location of the incident in question.

These incidents have a tendency to become highly fluid, increasing the area affected. We cannot afford to have deputies directed to the wrong location; or wandering around the area unaccounted for, searching for the event. It is the duty of the first responding deputy to fix the accurate location of the incident as best as possible, and to direct other officers to the scene.

2. Isolate – It is imperative that we next isolate the suspect. This falls into two major categories: the inner and outer perimeters. By Isolating the suspect(s) we lock them down so that they are unable to flee the area. With two perimeters – if they get through the inner, we stand a good chance of picking them up in our 'safety-net' outer perimeter.

We also prevent a shooter from moving around and obtaining more potential victims, including the first responding police officers, EMS staff and firefighters. By doing this we've established a fixed location for our suspect, allowing us to safely send in medical resources to treat any injured persons in the area.

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3. Evacuate – At this stage our priority is to evacuate anyone who may have been wounded, and anyone who is in a potential line-of-fire.

Almost all Fire / Medical policies are for the first responding medical personnel to stage outside the area until Law Enforcement says the area is stable, and they can enter safely. The Fire / Medical staff will stage outside the area and establish a Triage location unless law enforcement can verify that the suspect is in custody.

If Fire / Medical policies allow entry into a “Warm Zone.” once we have successfully Located and Isolated the suspect, law enforcement would escort Fire/ Medical personnel into the area to evacuate casualties.

4. Incident command during the Locate – Isolate – Evacuate stage.

Until an officer of higher rank or authority arrives on the scene, the first arriving deputy is the Incident Commander. This person will take command, direct other deputies and call for the resources necessary in this event.

5. Use of a Staging Area

In a critical incident like an active shooter, a very large number of both our own deputies and mutual aid officers from other agencies will respond. It is imperative that we organize these officers through the use of a Staging Area so that we conduct a systematic operation without creating more confusion. After the initial entry as described in the past section, everyone goes to the Staging Area.

As a general rule, no officer should be permitted into a critical incident without proper uniform that indicates they are a police officer. Marked vests, raid jackets or police uniforms should be worn during one of these confusing and highly charged incidents.

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8.210 MASS CASUALTY PROTOCOLS

- A. As critical incidents can create significant numbers of injured people it's important that we have a plan on how to respond to these events. By understanding how the Mass Casualty Incident (MCI) is handled, we will have a better perspective on how our actions should mesh with the Fire / Rescue / Medical response.

A MCI, is usually defined as five or more seriously injured persons. By definition, these events usually have many severely injured people, and the valuable seconds and minutes of the medical response can mean the difference between life and death. These events are most often large traffic crashes with multiple vehicles, explosions, bus crashes, train derailments, plane crashes or large criminal incidents.

- B. Notification starts the process.

The deputy arriving at the scene of a MCI should notify Dispatch of the estimated number of casualties in the initial broadcast. The number of casualties will determine the number of engines, trucks and ambulances that are dispatched to the scene.

Casualty information goes from Sheriff's Dispatch to Comm Center. Comm Center will then conduct two separate functions:

First – Comm Center will take the estimated of the number of casualties and dispatch a corresponding number of ambulances, trucks, engines and supervisors that would be needed to handle that number of casualties.

Second – Comm Center will make a notification call that an MCI has been declared, to the Medical Trauma Center that has jurisdiction over the area where the incident is located. This phone call is to the Trauma Center's unit that will control an MCI, to warn them of the incident and to start their MCI protocol.

- C. Trauma Center Actions

The trauma center is actually the "controller" over a regional area that connects the trauma center to the other nearby area hospitals with emergency rooms in the region. They utilize a medical radio network that connects all of these emergency rooms with the regional trauma center.

After receiving the alerting phone call from Comm Center, the trauma center medical team uses this medical radio system to declare an MCI; telling all of the hospitals that are part of their network that an MCI has been declared, and asking all of these Emergency Departments to prepare for check-in.

They then use this radio system to poll all of the hospitals. Each hospital reports back on the radio to the trauma center with the number of critical care beds available and the number of medical specialists available like neurosurgeons, cardiac surgeons, orthopedic surgeons, etc.

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The trauma center medical team then logs the results of this poll, showing all the critical care staff and facilities available in your region on a large white board. At the scene of the MCI, a fire department person is usually appointed to be the medical communications coordinator. This person's job is to keep in radio contact with the trauma center and advise them of the various injuries they have at the scene so that the trauma center team can make the decision on where to send each patient.

As each ambulance is loaded and prepares to leave the incident scene, they call into the trauma center and detail the injuries of the patient(s) they have on board. The trauma center team then analyzes these injuries and matches them up with the hospital that is best equipped and closest to handle that patient or patients. In essence, the trauma center acts as a traffic cop, directing the injured to the best possible hospital to get the most out of the trauma care system.

It is not unusual to have casualties from an MCI sent all over a multi-county area under this protocol. The main effort centers on the patient, and matching that patient's injuries to the critical care staff and bed space available at each hospital. The action scenario as described will continue until all of the patients are clear the incident scene, and accounted for in the area hospitals.

D. Actions at the scene of the MCI

A fire department command officer will become the Incident Commander. He or she will appoint a Medical Director who will have responsibility for overall treatment of the injured and setting up a temporary morgue if needed.

During a MCI response, the first-in ambulance will assume Triage duties and will become the source of the medical supplies for the injured. In a large event, there may be several ambulances at Triage with the responding firefighters and medical personnel using all the supplies in these vehicles.

It is imperative that we understand that these Triage ambulances are going nowhere. They are going to remain stationary and are not going to go to a hospital. Personnel trying to help an injured person should not put them into a Triage ambulance. Bring the injured to the Triage / casualty collection point and the staff there will assess the injuries and begin proper treatment and transportation.

The fire department Incident Commander will determine what equipment is needed to deal with non-medical issues like collapsed building search, downed power lines or fire at the incident scene. The IC will assign this equipment and all the rest of the responding firefighters will be detailed to the Medical Command to help out as medical assistants working for the Triage director(s).

The other responding fire trucks and engines that are not needed at the immediate scene will park their vehicles in a nearby street and not drive them near the actual scene to keep the scene as clean and less cluttered as possible. This parking area is known as "Base" and they will leave a firefighter on scene to

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guard the apparatus. They need those EMT and Paramedic hands, not the engines or trucks.

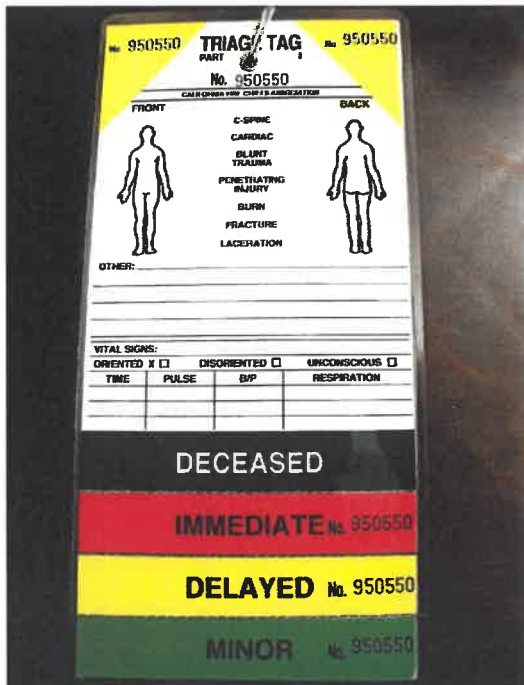
They will then take whatever first aid supplies and equipment they have on their vehicles and walk into the Triage area. At the Triage point they will deliver their supplies and they will then be assigned specific patients to work on.

To get an idea of how many fire vehicles might arrive at a large incident, a rough rule of thumb is two firefighters per casualty. A mass shooting incident that resulted in a 35 person MCI would receive a 70 firefighter response with 3-4 firefighters arriving on each apparatus.

At Triage, the patients will be divided up into four specific categories depending on their injuries.

- Severely injured people will be classified as Immediate Treatment; they need to be worked on right away as a matter of life and death.
- Those who are severely injured but it is not immediately life threatening are put in the Delayed Treatment category. They will be treated as soon as possible in accordance with their injuries and the staff available.
- People who have received minor injuries such as cuts, inhalation of smoke, or bruises, but are still getting around on their own power form the Walking Wounded / Minor Injured. These Minor Injured are sometimes placed on buses or held in a nearby location for first aid.
- In the event that the fire department has discovered persons who are Deceased, they will usually leave them in place in order to concentrate on providing swift medical care to the living with the limited resources they have available. In the event someone dies while they are treating them, they will establish a morgue and move this person to the morgue area.

In the event a morgue has been established, the fire department will usually ask the first responding police officer to guard the morgue area. This is a critical function, and should be accomplished by one of the first responding police officers. These bodies are potential evidence and we do not want anyone touching or disturbing them, creating potential chain of custody issues. We also don't want anyone disturbing personal possessions until officially designated coroner persons have arrived on scene.



A colored *TRIAGE TAG* placed on their front identifies every person in each injury group and shows they have been evaluated through the triage point. The triage tag will denote injuries, vital signs, and any medications given.

As the person is triaged, the colored tab on the *bottom* of the tag signifies the person's injury classification. The tabs are all perforated and can be torn off easily. The tab left on the bottom of the triage tag will denote that specific person's classification category.

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A Green Tab left on the bottom of the Triage Tag designates Walking Wounded / Minor injured status. If the green tab is torn off, the Yellow Tab on the bottom of the tag designates Delayed Treatment status. If the yellow tab is torn off the Red Tab designates Immediate Treatment classification, and the Black Tab signifies Deceased.

The two major patient treatment areas are Immediate and Delayed. In order to recognize these areas right away, they are marked by colored tarps placed on the ground. The Immediate Treatment area is marked by a large red tarp and the Delayed Treatment area is marked by a large yellow colored tarp. The responding EMS and firefighters use these tarps for ready identification of these two critical treatment areas.

Ambulances used for transport of patients from the scene will start a taxicab-like queue line, near the Immediate Treatment area. This is the area where the most critical injured are positioned, and in theory should be transported first.

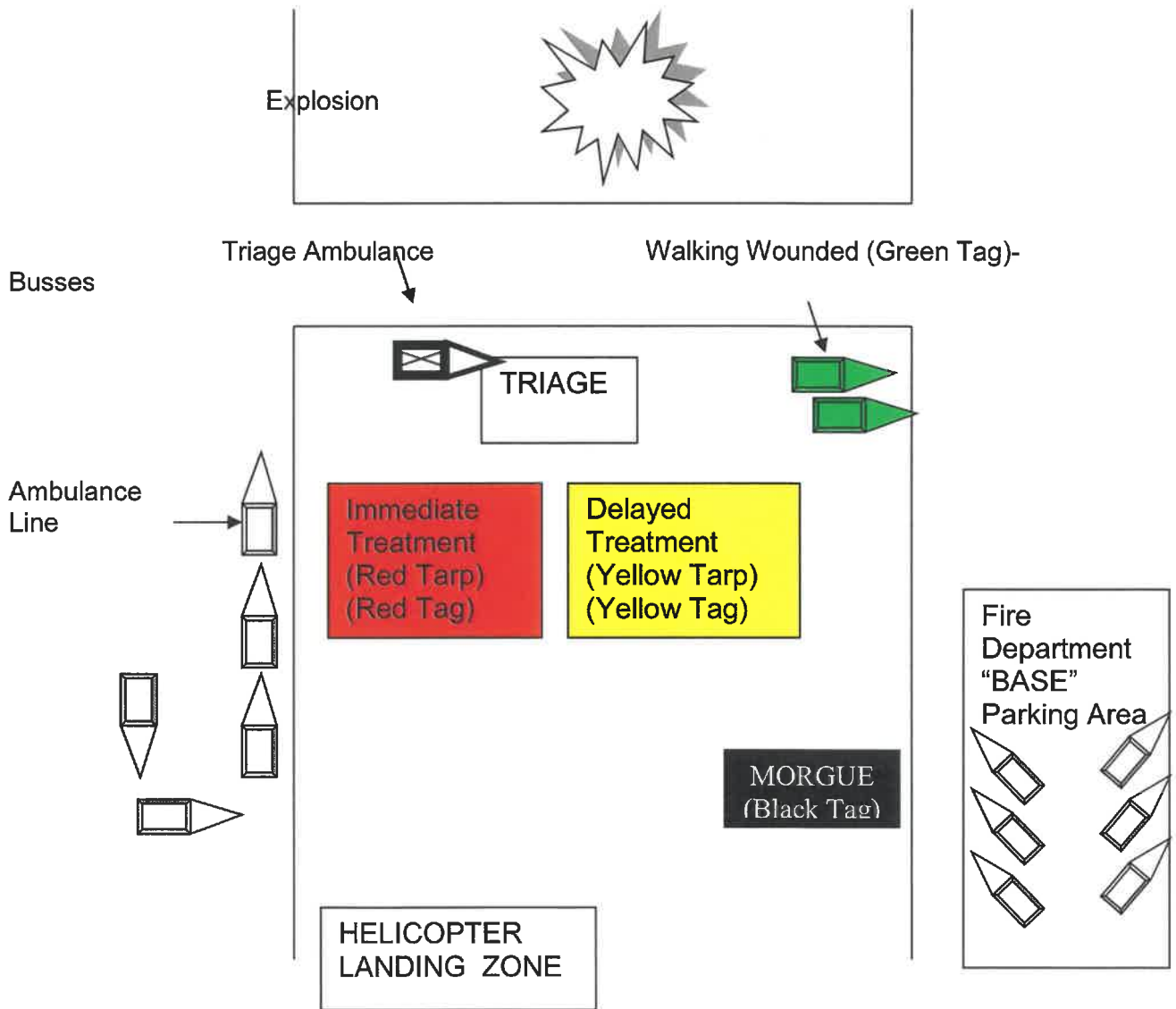
As soon as these critical patients are ready for transport, they are loaded into the ambulance at the front of the line. The medical communications coordinator at the Triage point along with the ambulance crew is on the medical radio net. They tell the trauma center the injuries and status on their patient(s) and they are then transported from the MCI scene to the hospital that is designated by the trauma center. The trauma center will attempt to match-up that person's injuries with the critical bed space and staff available at one of the regions hospitals.

The next ambulance then pulls up in line and takes on the next patient(s). As an ambulance drops off its patient(s) at the hospital, they will immediately return to the MCI scene and get back on the end of the line, waiting to receive another patient or patients. This process will continue until all of the casualties have been transported from the scene, and the fire department Incident Commander releases all of the ambulances.

Please see the diagram on the next page:

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MCI SCENE DIAGRAM



NOT TO SCALE

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E. The Fire Department and law enforcement co-operative role in an MCI:

In a response to an MCI where no criminal origin is apparent, the Fire Department will have the initial Incident Command responsibility. This is a Fire – Rescue – Medical incident and the people with the experience in this area are the fire department. The local fire departments are very proficient in the handling of Mass Casualty Incidents. Most fire departments hold many MCI drills, and have extensive equipment and supplies to handle numerous casualties.

The law enforcement first responder will immediately go to the Fire Command Post and take up law enforcement command duties in the Unified Command structure. This will ensure that the law enforcement Incident Commander is completely up to speed on the event if we later find out a criminal act has occurred.

If criminal activity is suspected as the cause of a MCI, law enforcement and fire will enter into Unified Command. The logical person in charge as it relates to casualties is the fire department because their treatment and transport is a Fire – Rescue - Medical activity.

The fire service is very aware of their role as the first responders to a potential criminal or even terrorist critical incident. They have received training regarding the proper preservation of evidence, and how to guard against potential secondary devices. They also have received continuous training in how to deal with chemical agents, radiation dangers and biological weapons that can be threats to first responding firefighters.

There are four specific things that law enforcement can do to assist the fire department in their management of an MCI:

- Crowd Control
- Traffic Control
- Coroner Liaison
- Criminal Investigation

F. Crowd Control

During the initial stages of an MCI the fire department will have its hands full dealing with the fire, rescue and medical responses. When you talk to firefighters they will tell you that they have very little contact with civilians. They mostly handle all of their coordination with fellow firefighters, and very rarely get to significantly interact with the public during an event. They are dependent upon law enforcement to handle the crowds and keep these crowds from interfering with their duties at the event scene.

Because of our familiarity with handling crowds and our almost constant interaction with people, it falls to us to handle the crowd control problems at the scene.

The Law Enforcement Incident Commander at the Fire Command Post should take charge, and have the immediate goal of setting up of both an inner and outer perimeter

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around the scene. The inner perimeter's purpose is to control the crowds so that the law enforcement officers can allow the firefighters to do their jobs with the least amount of interference.

The outer perimeter's goal is to permit access by vehicles that are involved in the emergency response, and to deny access to people who want to just view the event. The outer perimeter also functions as a secondary line of containment in case we are looking for suspects.

As you can see this is an extension of the Isolate function from our initial response of Locate – Isolate – Evacuate. The IC should not get bogged down with the actual assignment of units to specific locations. Instead, he or she should appoint a specific OIC (Officer in Charge – the generic, rank immaterial term for a law enforcement team leader). OIC's are needed for both the inner and outer perimeter, and the IC should give them general guidance on the area to be contained.

The OIC's will then position the officers, mutual aid forces, or even volunteers in the specific locations they believe will accomplish their missions.

G. Traffic Control:

Traffic management at the scene is a critical element. The confusion created by the large numbers of first responders along with the self-dispatched personnel and other volunteers can create chaos at the scene. Without effective scene management of traffic, needed rescue and medical vehicles will not be able to get to the scene.

We have to form a Traffic Team with a designated Officer in Charge (OIC), as soon as possible. There are too many tasks involved in traffic control that could overwhelm the Law Enforcement Incident Commander, and we need to have one person controlling and setting up the traffic plan. Then the plan has to be broadcast to all responders, giving the entrance and exit routes and the locations of our selected parking areas.

In order to handle this problem, we have to begin to think big. We need to take over nearby streets and turn them into emergency vehicle parking lots with officers present that can handle the parking of these vehicles properly.

Our first priority is to put officers at the key intersections to limit access to only emergency traffic. Our second priority is to then turn streets that are nearby, but out of the danger zone, into an emergency vehicle parking lot.

Normally we won't be able to get emergency vehicles directly up next to the scene, and for several reasons we wouldn't want to. Primarily, there's the potential for huge amounts of evidence close to the scene and vehicles driving over it can damage or destroy critical items.

And with the recent problems of having secondary devices found at blast scenes, we could lose emergency responders or vehicles that park too close to the scene. Recent thinking has led to the policy that Triage and other medical aid points at explosion scenes should be well out of the potential area for a secondary device.

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This philosophy has been represented as a 1,000 foot safety area (3 football fields); both horizontally and vertically, around the blast site to protect our first responders from secondary explosion. The above concepts are critical to managing the scene, and lessening the confusion of vehicles parked all over the place and blocking each other.

The key issue is to get as many emergency vehicles into the nearby side streets area - properly parked - so that the responding personnel can get to the scene. In a fire, rescue, medical response the number of vehicles parked close to the actual scene will usually be minimal. The fire service will only require a few key vehicles parked near the scene. What really is required will be the manpower of the responding firefighters and medical personnel in order to affect medical treatment and begin rescue of the injured. The emergency vehicles they arrived in will be parked in this side streets and staging area. The firefighters and rescue personnel will walk into the scene to keep the area as clear as possible and lessen the confusion.

H. Coroner Liaison

The casualties present at a critical incident can quickly overwhelm the Coroner function. In order to assist the Coroner with the collection and preservation of evidence, and the protection of the remains of the people killed in this action, we as local law enforcement officers have to assign officers to assist. The area of most need will be the collection of personal possessions and the proper recovery of the bodies and remains present at the scene.

Also, because of the very specialized nature of this work, an OIC for liaison with victim's families will need to be appointed to ensure that all information is directed to one central point. This person can be any mutually agreed upon expert; but they should be fully aware of the hazards of a high profile event such as a terrorist incident and have a staff sufficiently skilled and sized to handle all of the media and family inquires with the diplomacy required.

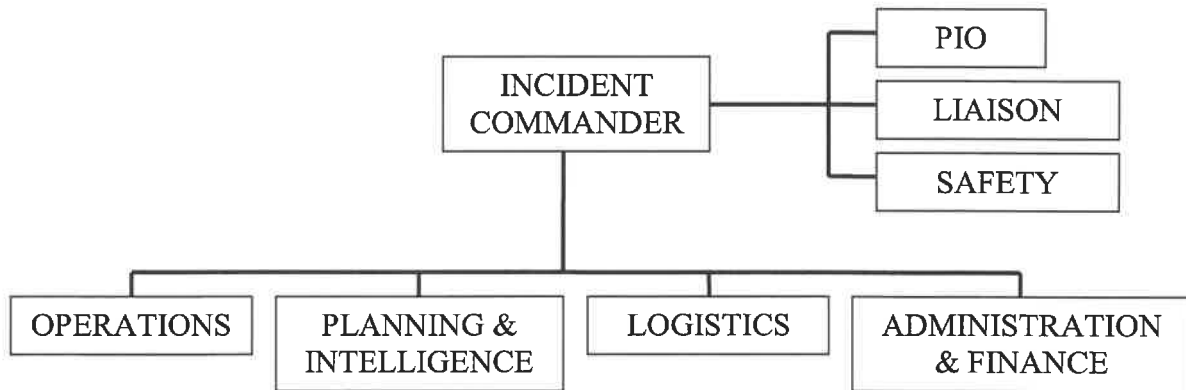
I. Criminal Investigation

Regardless of first impressions of how the MCI was caused, officers should be immediately detailed to begin basic preliminary criminal investigations during the first few minutes of the law-enforcement response. The first critical issue will be to take statements from eyewitness at the scene. Further, the initial area of the MCI should be "frozen" with crime scene tape and officers as necessary.

Officers and crime scene investigators must be detailed immediately to begin these criminal investigation actions at the scene of an MCI. This will insure that potential valuable criminal leads and statements are not overlooked during the confusion of the initial response.

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8.220 INCIDENT COMMAND SYSTEM



- A. The Incident Command System provides a management structure and system for conducting onsite emergency operations. ICS does not replace emergency actions like locate, isolate and evacuate. ICS is used to build a framework to help us operate for the long run of the event.

ICS provides the flexibility needed to rapidly activate and establish an organizational team around the functions that need to be performed in a wide variety of critical incidents from a hostage taking, to a large scale natural disaster such as an earthquake or flood.

The Incident Commander is joined with the other leaders in the various ICS branches and divisions to form a cohesive group that will manage the conduct of the event. This factor immediately made the running of a critical incident into a team effort. The use of ICS pools the knowledge of a group of people and greatly reduces the potential for mistakes and errors.

One of the key principles of ICS is that the Incident Commander will only activate the sections that are needed for this specific critical incident. A lot of people mistakenly believe that as soon as they arrive at the scene of a critical incident they have to begin appointing all eight of the jobs in the Incident Command System, this is not true. You don't have to appoint all eight of the jobs right away unless the situation calls for it.

The Incident Commander will conduct an initial size up of the situation, and determine which of the eight ICS functional areas he needs to run this event and how many people need to be placed in each of these areas.

Individuals may assume multiple jobs. The person who is the PIO for example, may assume the duties of the Liaison Officer or Safety Officer. The Incident Commander may double as the Operations OIC, and the Logistics OIC may also

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assume the duties of Staging Area Manager along with Administration and Finance OIC.

ICS may also be used as a pre-planning tool if you have a major event such as a demonstration, parade or VIP visit on the horizon. ICS is the tool to utilize to get things organized prior to the event.

We can figure out which teams and divisions we need to handle the event and then appoint the main division heads and team leaders using the Incident Command System weeks or months before the event in order to handle all the pre-planning.

Then, when any questions or problems arise in the planning stage, it gets directed to the correct person in charge of that function. When the actual event arrives, the same person continues in that role during the event. Confusion and loss of information is greatly reduced, and the event will run more efficiently.

B. Incident Command System Assignments

1. Incident Commander

The Incident Commander sets the priorities for the event, and determines which teams, branches and divisions are opened up to manage the event. What does he want to see accomplished and in what priority order? The other division and section members conduct the follow-through. Frequent meetings between the IC and the other OIC's/ Team Leaders of the various divisions and sections are necessary to keep everyone updated as the priorities change, and to guard against duplication of effort.

The incident Commander also demobilizes the organization, closing the various divisions and teams as the incident winds down.

2. Public Information Officer

The critical functions of the PIO are conducting frequent media briefings, handling VIPs and manning a telephone reference point for the general public and the media.

3. Liaison

The locator of all the agency representatives we may need for this incident. The Liaison has to maintain contact with anyone who can assist us in the management of this incident. Also, their other function is to keep higher management and all of the other allied agencies' command centers informed as to the progress of the incident.

4. Safety Officer

This position has the authority of the Incident Commander and is charged with overall operational safety. The job is to ensure we are doing the mission in the safest possible manner by inspecting the area to check on

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the welfare of all of the officers involved and to stop any form of unsafe behavior. An example would be finding an officer in a perimeter position without a helmet or other necessary equipment. The safety officer would obtain this equipment and get it to the officer.

5. Operations

The teams in the field handling the mission. In a major incident - the original Incident Commander in the field might hand off to a more senior officer who will then become the new IC. Such as a sergeant who is the original supervisor of the scene transferring incident command duties to an arriving lieutenant. The sergeant would then become the Operations OIC so that any potential drop of information is greatly reduced.

This Operations OIC is responsible for naming the teams needed to handle the mission. Under the Operations OIC you can have such teams as: SWAT, Evacuation Teams, Looter Patrol Teams, Inner and Outer Perimeter Teams, Criminal Investigation Team, Traffic Management Team, etc. Each team has a designated Team Leader, reporting to the Operations OIC

6. Intelligence / Planning:

Gathers all Intelligence on the scope of the occurrence and the people and things involved. This could require a large number of officers depending on the size of the event.

Both field information gatherers and staff working in the office may be necessary. This function also includes maintaining the status on all the manpower and resources committed to the event – known as Situation Status and Resource Status.

Plans for the future – what are we going to need in 2 hours, 12 hours, 48 hours, etc. To come up with the lists of manpower and things we will need to run this operation at these time lines, and then forwarding them to Logistics.

7. Logistics

They are charged with obtaining all of the items we will need – such as batteries, chain link fence, rent-a-cars, generators, toilets, food, etc. This includes finding the people we will need for the operation through calling out off-duty staff or by using mutual aid. We should replace all staff every twelve hours; this includes all of the command staff, support and field personnel. This is such a significant task for most departments that we need to create a logistics team to handle it.

Logistics is also in charge of maintaining a Staging Area. This will be the central location for all supplies delivered and officers signing in, prior to their actual assignment. Once called for, the items and personnel leave

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the control of Logistics and are sent to their appropriate teams or positions.

8. Finance / Administration

Finance pays for all of the items we purchase, rent, or lease during the incident, and to account for all timekeeping and payroll issues. The Finance OIC will be responsible for tracking all costs incurred during the event and submitting any reimbursement paperwork.

Administration accounts for all of the paperwork. Becomes the collection point for all administrative forms, worker's compensation documentation, claim forms, crime and incident reports, etc. The Administration OIC ensures that all teams, sections and divisions keep a log and then obtains copies of the logs every 12 hours in order to write the after-action report for the incident.

C. Unified Command

The concept of Unified Command during a critical incident answers the basic question of "who's in charge of this incident?" The general rule of thumb is that anytime an incident goes beyond the Sheriff's Department's capabilities, and requires utilizing the services of other departments such as fire, emergency medical service or public works -- you need to form a Unified Command with all of these other players. Anytime that the scope of an incident becomes so large that it includes other agencies, there's a possibility for misinformation and conflict over who is in charge of the event.

In its most basic form, a Unified Command is formed when all of the field leaders from the various agencies are present and are sitting around the same table. The lack of coordination and the information that could be lost can cause mismanagement of a critical incident. We need to do whatever we can to not have this occur.

All the leaders from the various agencies should group together at a central command post location. Each agency (police, fire, public works, EMS, etc.) has its own incident command system being established behind their leader. In this manner all would be utilizing the same organizational system so that they could help each other. The Logistics OIC from police could talk to the Logistics OIC from fire if they were having trouble locating a specific item, like say chain-link fence. The PIO's from the various agencies could link together and run a unified PIO organization and the Intelligence OIC's could all share and exchange information they gathered.

The leader during a Unified Command operation is the person whose group has the most to do at that given point in time in the management of this event. In a scenario of an explosion in a facility, when the event first starts, this is primarily a Fire / Rescue / Medical operation. The agency leader that we would all look to for guidance and direction would be the fire department's Incident Commander. This person would move to the top position as the initial leader.

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The fire department Incident Commander will set the goals for these initial stages of the operation. Their skill and expertise in the handling of an MCI, the treatment and transport of the injured, the rescue of victims who may be trapped and the availability to deal with any hazardous materials involved, all speaks to the principle that we as the other agencies in the Unified Command should be taking our direction from the Commander who has the most skill and knowledge to deal with the event at that given point in time.

During the time that fire is in the lead position of the Unified Command, this does not mean that law enforcement or any of the other agencies involved are sitting around idly waiting until fire duties have finished. Local law enforcement, along with all of the other agencies involved, will be responsible for establishing their own incident command system to manage this event during the time that the fire department is in charge.

As the fire department's involvement begins to wind down - everyone has been rescued, the fire has been put out and the casualties have all been moved from the scene to local area hospitals- the next group with the most amount of things to do is the local law enforcement agency. The local law enforcement agency now has the most to do and their Incident Commander will now assume duties as the group leader.

When Incident Command passes to law enforcement, the law officer in charge will then set the goals for the operation, and begin conduct of the preliminary investigation. This will include identifying and taking initial statements from potential witnesses and victims, along with crime scene preservation, any emergency actions toward suspect apprehension, and evidence collection.

When the fire department begins to wind down its functions of fire-rescue-medical response, the fire and law commanders will agree when incident command will pass to law enforcement. When this occurs, simultaneous broadcasts should be made on both the fire and law enforcement channels so that all personnel understand that incident command has passed from the fire service to law enforcement.

Also at this time, the specific location for the command post should be repeated via radio so that there is no mistake as to where the command post for this Unified Command is located.

This concept of a change in leadership within the Unified Command does not mean that the fire department is finished and can leave the scene. Yes, their operation will wind down greatly and they will need a small fraction of the people that they had during the initial stages of the event, but their continued presence is vital. Their numbers and equipment may be greatly reduced, but they are still necessary for the continuity of information and in the event any fire issues arise. It is essential that under the Unified Command concept that a fire department officer remain in the command post who can direct fire resources if they are needed during this time.

As the law enforcement mission winds down, assuming that we have not discovered criminal involvement in the explosion, control of the incident will now

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pass to the court administration. The command level person from the court would now become the group leader; the setting their goals for the incident and being supported by the other groups in the Unified Command.

Again, this does not mean that the local law enforcement or any of the other agencies would leave the scene. They would still leave a command level person at the incident command post and sufficient forces on scene to handle any kind of problems that may arise in their area of expertise.

At some point during the final stages of the incident, the participating leaders would need to make a decision as to when the Unified Command would be disbanded or demobilized. In general, the Unified Command would be disbanded / demobilized when an agreement was reached that the final command agency could handle the entire event utilizing its own internal resources.

When this decision is made within the command group, the Unified Command is broken down with all of the other members returning to their normal duties. The emergency stage has passed and control of the area would return to the court so that they can get back in business as fast as they can.

The court may elect to keep its on-site staff managing the reorganization and recovery of the courthouse in the already established organizational framework of the Incident Command System. As hard as it may be to spare the personnel, their participating group is already established using ICS and it is an excellent organizational framework for this huge task. They will be able to continue managing the recovery of the courthouse utilizing a seamless organizational system that can handle all of the problems that may arise.

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APPENDIX

READY REFERENCE CRIMINAL CODE

CODES FOR INTIMIDATION, THREATS, OR COERCION

- 1) 69 P.C.: OBSTRUCTING, RESISTING EXECUTIVE OFFICER
- 2) 71 P.C.: THREATENING PUBLIC OFFICERS AND EMPLOYEES
- 3) 76 P.C.: THREATENING CERTAIN STATE OFFICIALS AND JUDGES
(REF. 217 P.C. FOR FEDERAL)
- 4) 92 P.C.: BRIBERY OF JURORS OR JUDICIAL OFFICERS
- 5) 95 P.C.: INFLUENCING JURORS, REFEREES, UMPIRES
- 6) 135 P.C.: DESTROYING/CONCEALING DOCUMENTARY EVIDENCE
- 7) 136.1 P.C.: INTIMIDATION OF WITNESS AND VICTIMS
- 8) 139 P.C.: THREATS OF VIOLENCE UPON WITNESSES, VICTIMS, OR
THEIR FAMILIES
- 9) 422 P.C.: TERRORISTS THREATS

CODES FOR WEAPONS

- 1) 171b P.C.: POSSESSION OR WEAPONS IN COURTROOM, COURT
BUILDING

CODES FOR CONTEMPT OF COURT

- 1) 166 P.C.: CONTEMPT OF COURT
- 2) 167 P.C.: RECORDING OR LISTENING TO JURY

CODES FOR GENERAL REFERENCE

- 1) 146a P.C.: IMPERSONATING OFFICER
- 2) 148.1a P.C.: FALSE REPORT OF BOMB
- 3) 148.4 P.C.: FALSE REPORT OF FIRE
- 4) 148.5 P.C.: FALSE REPORT IF CRIME

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- 5) 148.9 P.C.: FALSE ID TO PEACE OFFICER
- 6) 169 P.C.: PICKETING NEAR TO OBSTRUCT JUSTICE
- 7) 171 P.C.: UNAUTHORIZED COMMUNICATION WITH INMATES IN JAIL FACILITY (REF. 4570 P.C.)
- 8) 415 P.C.: FIGHTING, NOISE, OFFENSIVE WORDS
- 9) 451 P.C.: ARSON
- 10) 594 P.C.: MALICIOUS MISCHIEF/VANDALISM
- 11) 602.1(b): INTERFERING WITH THE BUSINESS OF A PUBLIC AGENCY
- 12) 602p P.C.: TRESPASSING AFTER HOURS PUBLIC BUILDING
- 13) 606 P.C.: DESTRUCTION OF PLACE OF CONFINEMENT (REF 4600 P.C.)
- 14) 647c P.C.: AUTHORITY TO PURSUE AND RETAKE INMATE AT ANY TIME OR PLACE (REF. 855 P.C.)
- 15) 854 P.C.: AUTHORITY TO PURSUE AND RETAKE INMATE AT ANY TIME OR PLACE (REF. 855 P.C.)
- 16) 4001,2 P.C.: CIVIL INMATES (HANDLING OF)
- 17) 4030 P.C.: MISD. ARRESTS STRIP SEARCH LIMITATIONS
- 18) 4532 a,b P.C.: ESCAPES
- 19) 4535 P.C.: CARRYING OR SENDING INTO JAIL THINGS TO AID ESCAPE
- 20) 4550 P.C.: RESCUING INMATE/AIDING RESCUE FROM CUSTODY
- 21) 4570 P.C.: UNAUTHOPRIZED COMMUNICATION WITH INMATE (REF. 171 P.C.)
- 22) 4600 P.C.: DESTRUCTION OF JAIL/PUBLIC BUILDING AND PROPERTY