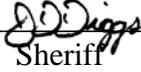


YORK-POQUOSON SHERIFF'S OFFICE	GENERAL ORDERS
SUBJECT: Court Security	NUMBER: GO 2-37
EFFECTIVE DATE: May 29, 2019	REVIEW DATE: February 25, 2019
AMENDS/SUPERSEDES: GO 2-37, April 14, 2008	APPROVED: _____  Sheriff
VLEPSC: OPR.11.01, OPR.11.02, OPR.11.03, OPR.11.04, OPR.11.05	

1 **INDEX WORDS**

- 2
- 3 Bailiff
- 4 Bomb Threat
- 5 Circulation Patterns
- 6 Command Post
- 7 Contraband
- 8 Court Disruption
- 9 Duress Alarm
- 10 Emergency Procedures
- 11 Entry Control Point
- 12 Escapes
- 13 Evacuations
- 14 Facility Security Plan
- 15 Holding Areas
- 16 Hostage/Barricade Situations
- 17 Imminent Threats
- 18 Maintenance
- 19 Medical Emergencies
- 20 Opening and Closing, of Court
- 21 Facility Security Plan
- 22 Power Failure
- 23 Security Log
- 24 Special Operations Plans

25

26 **POLICY**

27

28 It is the policy of the Sheriff to provide the most effective and safe delivery of court security

29 services to protect Judges, court officers, and the public by courteously and professionally

30 maintaining proactive levels of physical security. This service will be provided in accordance

31 with the Code of Virginia and applicable state regulations.

32

33 **PURPOSE**

34

35 The purpose of this general order is to provide a written directive on courthouse/courtroom

36 operations.

37

38 **COURTHOUSE OPERATIONS**

- 39
- 40 • Administration
- 41 ○ The Court Security/Civil Process Division Commander is delegated the responsibility
- 42 by the Sheriff for the operation of courtroom and courthouse security.
- 43 ○ He/she shall ensure that a physical security survey is conducted of the courthouse at
- 44 least annually.
- 45 ○ Deputy Sheriffs providing primary courthouse/courtroom security shall be limited to
- 46 those who are qualified for bailiff or court security duties.
- 47 ○ Deputies assigned to courtroom/courthouse security shall be trained in all areas of
- 48 their responsibilities.
- 49 ○ The Court Security/Civil Process Division Commander shall ensure that this general
- 50 order is available to all persons designated to work in that division.
- 51 ○ It shall be the policy of the Sheriff for members of the Court Security/Civil Process
- 52 Division to serve as the liaison with other agencies and personnel using the
- 53 courthouse, and to ensure proper coordination of security considerations.
- 54 ○ The Court Security/Civil Process Division is responsible for all physical security,
- 55 including the protection of the courthouse, all assets, and occupants.
- 56 ■ This will be achieved through the use of trained personnel and the use of
- 57 specialized equipment.
- 58
- 59 • Security Operations
- 60 ○ Courtroom Searches/Inspections
- 61 ■ Prior to opening court each day, the Bailiffs shall conduct a thorough search of
- 62 their assigned courtrooms.
- 63
- 64 • Positioning in the Courtroom
- 65 ○ Bailiffs shall position themselves in courtrooms at strategic locations that provide the
- 66 best view of the courtroom, as well as, occupants, doors, and any windows.
- 67 ○ Bailiffs should never sit or stand with their back to the audience in the courtroom nor
- 68 place themselves in an area where they are unable to immediately see anyone
- 69 entering, or exiting the courtroom.
- 70 ○ Bailiffs shall remain attentive and alert at all times and refrain from unnecessary
- 71 movements or actions, which may detract from the proceedings.
- 72 ○ A bailiff shall be present in the courtroom whenever the Judge is sitting and the court
- 73 is in session.
- 74 ○ When inmates are present in the Courtroom, whether the inmate is sitting or standing,
- 75 the secondary Bailiff, if utilized, shall position themselves at an angle behind and
- 76 within arm's reach of the inmate.
- 77
- 78 • Court Disruptions
- 79 ○ At any time that court is in session, and excessive or disruptive talking occurs in the
- 80 audience, deputies should take immediate action to quiet the audience members.
- 81 Such action may include:
- 82 ■ Expulsion of those individual(s) from the courtroom or courthouse.
- 83

- 84
- 85
- 86
- 87
- 88
- 89
- 90
- 91
- 92
- 93
- 94
- 95
- 96
- 97
- 98
- 99
- 100
- 101
- 102
- 103
- 104
- 105
- 106
- 107
- 108
- 109
- 110
- 111
- 112
- 113
- 114
- 115
- 116
- 117
- 118
- 119
- 120
- 121
- 122
- 123
- 124
- 125
- 126
- 127
- 128
- Eating, drinking, smoking, or the use of other tobacco products or e-cigarettes is prohibited at all times in the courtroom.
 - Talking is prohibited, while the Judge is on the bench.
 - Standing, unless called upon by the Judge or prosecuting or defense attorney, with permission from the Judge is prohibited.
 - If seating in the courtroom is limited, law enforcement officers, attorneys and other court personnel may stand along the back and side walls but shall not block the doors.
 - ❖ All Deputies present in the courtroom are responsible for assuring that such activities do not occur.
 - Deputies should limit disruptive pedestrian traffic in or out of the courtroom.
 - Particular attention should occur during opening and closing arguments.
 - Hats shall not be permitted to be worn in any courtroom.
 - This shall not apply to head coverings worn for religious purposes such as but not limited to:
 - ❖ Coif or Habit, worn by Nuns.
 - ❖ Kippah, Yarmulke or Yamika, worn by Hebrew, Yiddish and Jewish men.
 - ❖ Hijab, worn by Middle Eastern and Muslim woman.
 - Cellular telephones and electronic devices shall not be brought into any courtroom unless it has been approved by the sitting Judge and is turned off.
 - The following persons may bring cellular telephones or other electronic devices into the courtroom as long as they have been turned off or placed in vibrate or silence mode:
 - ❖ Law Enforcement Officers,
 - ❖ Court personnel,
 - ❖ Attorneys,
 - ❖ Special Witness, such as:
 - Medical Examiners,
 - DFS Personnel,
 - Sexual Assault Nurse Examiners,
 - Expert Witnesses.
 - ❖ Probation/Parole Officers,
 - ❖ Victim/Witness Assistant personnel.
 - Handling Witnesses
 - Witnesses will be called as determined by the Judge currently presiding.
 - When a witness is waiting in a waiting area or in open court, the clerk or Bailiff will call the witness on instructions of the Judge.
 - The Bailiff will direct the witness to the witness box in the courtroom.
 - Assistance in the Courtroom

- 129 ○ If at any time the Bailiff believes that additional assistance is needed, he should
130 immediately notify the Courthouse control center or a supervisor.
131 ▪ York-Poquoson Sheriff's Office deputies shall assist the Bailiff whenever
132 requested.
133
- 134 ● Court Opening
 - 135 ○ Unless otherwise directed by the presiding judge, the Bailiff shall open and close the
136 court each day.
 - 137 ○ The Bailiff in charge of opening court will use the time honored, historical greeting:
138 ▪ "All rise. O'yea, o'yea, silence is commanded under the pain of imprisonment
139 while the Honorable Judge, of the (name of court) is now sitting. All parties
140 having pleas to enter, suits to prosecute or defend, motions or any other business,
141 come forward and ye shall be heard. May God save the Commonwealth and this
142 Honorable Court. Please be seated and this court shall come to order."
143
 - 144 ● Courts shall be identified as follows:
 - 145 ○ Juvenile and Domestic Relations Court of the County of York and the City of
146 Poquoson;
 - 147 ○ General District Court of the County of York and the City of Poquoson;
 - 148 ○ Circuit Court of the County of York and the City of Poquoson.
149
 - 150 ● Prisoner Restraints
 - 151 ○ See [GO 2-7, Prisoner Restraints](#), regarding the use restraints on prisoners during
152 trials.
 - 153 ○ During jury trials, unless otherwise ordered by the trial judge, prisoner restraints
154 shall, if at all possible, be secured underneath clothing and not visible to jurors.
155
 - 156 ● Firearms and Other Weapons
 - 157 ○ The following individuals may carry firearms and other weapons in the courthouse
158 while on duty or in their official capacity:
 - 159 ▪ York-Poquoson Sheriff's Office deputies,
 - 160 ▪ Law enforcement officers from other agencies,
 - 161 ▪ Game Wardens,
 - 162 ▪ Park Rangers,
 - 163 ▪ Judges,
 - 164 ▪ Court Officers.
165
 - 166 ○ Any individual listed above, who is not in uniform shall:
 - 167 ▪ Identify themselves as a law enforcement officer and show their badge,
 - 168 ▪ Have their firearm concealed from plain view,
 - 169 ▪ Have their firearm properly secured in a holster.
170
 - 171 ○ Any individual listed above shall be prohibited from carrying a firearm or other
172 weapon in the courthouse who is:
 - 173 ▪ Appearing as a criminal defendant,

- 174 ▪ Appearing in any capacity for a criminal or civil matter, not arising out of their
175 official capacity,
176 ▪ Accompanying a family member or friend appearing in any capacity for a
177 criminal or civil legal matter.
178
- 179 ○ The above listed prohibitions regarding weapons shall not apply to those listed above
180 who are:
181 ▪ Accompanying their child to Juvenile and Domestic Relations Court for Drivers
182 License presentations,
183 ▪ Applying for a marriage license,
184 ▪ Applying for a concealed weapons permit,
185 ▪ Filing paperwork, outside their official capacity, with the Clerk of Court.
186
- 187 ● Prisoner Handling
188 ○ Bailiffs/deputies assigned to court security shall have the primary responsibility for
189 handling prisoners for court.
190 ○ The following guidelines shall apply to prisoners entering the courtroom. These
191 guidelines are not intended to be all inclusive, or to replace the reasonable judgment
192 of the Bailiff/deputy assigned to the court security function.
193 ○ All personnel assigned the responsibility of operating court holding areas will receive
194 training in the same.
195 ▪ Deputies supervising prisoner movement shall:
196 ❖ Search the prisoner before leaving the prisoner holding area.
197 ❖ All prisoners shall be handcuffed and wear leg restraints during all
198 movements within the Courthouse.
199 ❖ Deputies shall remain behind and in a position of control of prisoners being
200 moved.
201 ❖ Deputies shall always attempt to anticipate prisoner's actions.
202 ❖ During court proceedings, deputies shall station themselves in such a manner
203 as to prevent escape and/or prevent threatening situations to Judges or other
204 personnel.
205 ❖ Prisoners shall be restrained while in the courtroom.
206 ➤ During criminal jury trials, the prisoner shall wear, concealed from view,
207 either:
208 ✓ The Stun Cuff, or
209 ✓ Leg Braces.
210
- 211 ❖ Bailiffs shall accompany prisoners to the bench during bench conferences and
212 to the witness box.
213 ❖ Immediately prior to sentencing, at least one Bailiff will station
214 himself/herself near the prisoner, and be prepared to subdue the prisoner
215 should the prisoner present a threat to security.
216 ❖ Bailiffs shall also be prepared to handle boisterous relatives or friends or other
217 individuals who may have a personal interest in the case being heard.
218 ❖ Bailiffs/deputies shall only speak to prisoners when necessary, and do so in a
219 clear and direct manner.

- 220 ❖ Bailiffs/deputies shall not permit prisoners to receive any item(s) from
 221 individuals in the courtroom, other than from authorized court personnel.
 222 ❖ Bailiffs/deputies shall not permit a prisoner to have physical contact with
 223 anyone other than the designated attorney or other court personnel unless
 224 ordered by the Judge.
 225
- 226 ○ Unauthorized persons will not be allowed in courtroom prisoner holding areas.
 - 227 ○ When the Judge remands a prisoner into the custody of the Sheriff, the Bailiff shall:
 - 228 ▪ Immediately take the prisoner to the court prisoner holding area and will conduct
 229 a search of the prisoner.
 - 230 ❖ All personal items shall be placed into an envelope or container, and
 - 231 ❖ A personal property inventory sheet shall be completed.
 - 232
 - 233 ○ When possible, prisoners shall be moved with two deputies.
 - 234 ○ The deputies assigned to escort the prisoner, while in secure areas of the courthouse,
 235 shall be unarmed.
 - 236 ○ Weapons, except for OC foam, shall be properly secured in a lock box prior to
 237 entering any prisoner holding area.
 - 238 ▪ Deputies may retain their OC foam in the duty belt pouch.
 - 239
 - 240 ○ All keys, except those required to access prisoner holding areas and the prisoner
 241 elevator shall be properly secured prior to entering the prisoner holding area.
 - 242 ○ No detainee records shall be released to any unauthorized persons.
 243
 - 244 ● Physical access within the courthouse:
 - 245 ○ The courthouse design provides separate access points and areas for the public,
 246 Judges, court personnel, jurors, and prisoners.
 - 247 ▪ Public space is the area in front of the offices and courtroom on all floors.
 - 248 ▪ The public is, generally, excluded from interior office spaces.
 - 249 ▪ All deputies should assist the public in finding their destinations and prohibit their
 250 entry into any unauthorized area.
 - 251
 - 252 ○ Judges and court personnel access and areas are, generally, behind the office space on
 253 all floors.
 - 254 ○ Movement of prisoners shall take place in secure areas designed for this use.
 - 255 ○ Only the secure or controlled entrances, sally port, hallways, steps, and elevators shall
 256 be used to bring prisoners into and from the courtroom unless otherwise authorized
 257 by the Court Security/Civil Process Division Commander or his designee.
 - 258
 - 259 ● Courtroom Security
 - 260 ○ The Bailiffs assigned to each particular courtroom are responsible for thoroughly
 261 inspecting and searching their courtroom at the beginning and end of each court day.
 - 262 ▪ This inspection and search is to be documented in a courtroom security log.
 - 263
 - 264 ○ Courtroom searches shall be thorough and systematic.

- 265 ○ Searches shall consist of determining the presence of contraband, weapons, or
266 explosives.
- 267 ○ If contraband of any kind is found, it should be seized in a manner as to preserve it as
268 possible evidence, unless it is a suspected explosive device.
- 269 ○ If an item of contraband is found, the search should never be terminated until a
270 complete search of a courtroom has been completed.
- 271 ○ Particular attention should be given to:
- 272 ▪ The Judge's bench,
273 ▪ Prisoner holding area,
274 ▪ Defense seating,
275 ▪ Jury box,
276 ▪ Witness rooms,
277 ▪ Hallways and prisoner corridors, and
278 ▪ Jury deliberation rooms.
- 279
- 280 ○ After completion of the search, the courtroom should remain either securely locked,
281 or kept under direct surveillance of the bailiff or other sworn personnel.
282
- 283 ● Prisoner Holding Areas
- 284 ○ See [GO 2-39, Court Holding Areas](#).
- 285
- 286 ● Courthouse Front Door Security
- 287 ○ The first deputies assigned to the lobby entrance control point will inspect and search
288 this area and all areas accessible to the public and document the results in the security
289 log.
- 290 ○ Searches shall consist of determining the presence of contraband, weapons, or
291 explosives.
- 292 ○ If contraband of any kind is found, it should be seized in a manner as to preserve it as
293 possible evidence, unless it is a suspected explosive device.
- 294 ○ Inspections will include an examination of security equipment including:
- 295 ▪ Cameras,
296 ▪ Doors and locks,
297 ▪ Walk-thru/walk by and hand held magnetometers, and
298 ▪ The hi-scan x-ray machine.
- 299
- 300 ○ Deficiencies in any security-related or protection equipment shall be noted in the
301 appropriate log and also reported to the designated supervisor.
- 302 ▪ The supervisor is responsible for initiating whatever action is necessary to repair
303 or replace equipment.
- 304
- 305 ○ All seized contraband shall be treated as evidence and turned over to the evidence
306 custodian and disposed of in accordance with [GO 2-19, Evidence Procedures](#).
- 307 ○ Courthouse deputies working the front door screening checkpoint shall have their
308 body worn cameras activated at all times while while processing people through the
309 security check point.
- 310

311
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355

- Sally Port
 - [REDACTED]
 - [REDACTED]
 - Juveniles being brought to Juvenile Court Services at the request of an Intake Officer may be brought through the main courthouse entrance.
 - The main sally port roll up door shall be closed during all transfers of prisoners to and from transport vehicles and the courthouse prisoner holding area.
 - In the event the roll up sally port door is unable to be closed, due to a mechanical malfunction, at least one deputy shall be stationed at the open door during the transfer of prisoners to and from transport vehicles and the courthouse prisoner holding area.
 - Deputies needing to access the sally port during normal business hours or when the court is in session shall request access through the sally port from the Courthouse Control room via radio or outside intercom.
 - Authorized deputies may access the sally port via the outside key pad during hours when the court is not in session.
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- Security Logs
 - Security logs shall be inspected as follows:
 - The completed log is to be checked by supervisors, at a minimum, on a weekly basis.
 - ❖ Supervisors will review each log for completeness, identify any security concerns, and take appropriate corrective action.
 - The Court Security/Civil Process Division Commander or his designee shall review the log books, at a minimum, on a monthly basis.
- Public entrance control point
 - A Hi-Scan X-ray machine along with a walk-through and walk by magnetometer (metal detector) is located in the main lobby of the courthouse building.
 - All machines shall be in full operation anytime the courthouse is open for business, or any court is in session or anticipated to be in session.
 - All persons, except those authorized above to carry weapons in the courthouse, sitting judges or anyone authorized by the Chief Judge, entering the courthouse shall:
 - Enter through the main lobby magnetometer.
 - Empty all belongings into a plastic bin, and
 - All bags, packages or containers will be scanned through the x-ray machine.

- 356 ▪ Once the property has been scanned, the person will then pass through the
357 magnetometer and retrieve his/her property.
358
- 359 • Packages
- 360 ○ Deputies shall be alert to any unusual packages or unusually shaped items brought
361 into the courthouse.
- 362 ○ If a suspicious object or item is detected, the deputy shall:
- 363 ▪ Stop the item inside the machine, keeping the object from the person.
364 ▪ Immediately call for assistance, and
365 ▪ Notify a supervisor of the situation.
366
- 367 ○ If the deputy has a reasonable suspicion based on his or her direct observation or
368 reliable information that a package or item may disrupt, or cause harm to occupants
369 of the courthouse, the deputy shall ask to search the item.
- 370 ▪ A refusal to allow such a search by the owner of the item will be sufficient for the
371 deputy to refuse the item's entry into the courthouse.
- 372 ❖ Refusal does not limit a deputy's authority to seize items that are known to be
373 illegal items or substances.
374
- 375 ○ If the walk through or walk by magnetometer alarm sounds and/or lights activate, the
376 person shall:
- 377 ▪ Be required to exit the immediate area of the magnetometer, and
378 ▪ A hand-held magnetometer shall be used to scan the person to determine the
379 reason for the alarm.
380
- 381 ○ Deputies shall not hold unauthorized items for the public, and should instruct the
382 person to take the items back outside and secure them in a safe location or in their
383 vehicle.
384
- 385 • Courts
- 386 ○ Courts are open to the public, except in certain cases, such as cases involving
387 juveniles.
- 388 ○ Whenever possible, two bailiffs will be assigned to each court.
- 389 ▪ During criminal trials, a minimum of one (1) Bailiff shall be assigned.
390 ❖ There shall be two or more Bailiffs assigned, if staffing permits.
391
- 392 ○ Supervisors will assign a Bailiff to be stationed near the Judge to monitor the inside
393 of the courtroom, with the other Bailiff(s) assigned to monitor the defendant.
- 394 ○ During civil trials, at least one Bailiff will be assigned to the courtroom.
- 395 ○ It must be remembered that the Bailiff's major duties are to maintain courtroom
396 security. However, there may be times that the Bailiff will be asked to assist other
397 courtroom personnel with their duties.
- 398 ○ The Bailiff in charge of each court shall ensure that all prisoners located in remote
399 courtroom holding cells are returned to the main holding area after all have appeared
400 before the court.

- 401 ○ A Bailiff in each courtroom shall conduct a manual check of the prisoner holding
402 area, elevators and stairways to the main holding area after closing court to ensure
403 that no prisoner is inadvertently left in any remote courtroom holding cell.
404
- 405 ● Contraband
- 406 ○ The following items, are not permitted inside a courtroom, by unauthorized
407 individuals, unless specifically authorized by courthouse deputies, the Judge or are
408 evidence in a trial:
- 409 ▪ Firearms of any kind,
410 ▪ Recording devices,
411 ▪ Cameras, still or moving,
412 ▪ Consuming Food or drink, chewing gum,
413 ▪ Unusually large, obtrusive, or cumbersome items,
414 ▪ Electronic devices not approved by the court,
415 ▪ Any item that may interfere with or disturb the proceedings,
416 ▪ Animals, other than service animals.
417
- 418 ● Communications, Alarms and Life Safety
- 419 ○ Security alarm tests
- 420 ▪ All courtrooms have installed duress alarms and all duress alarms shall be tested
421 on a regular basis.
422 ▪ The 911 Emergency Communications Center will be notified immediately if an
423 alarm is not functioning properly.
424
- 425 ○ Emergency Lighting
- 426 ▪ The courthouse shall have emergency lighting systems in rooms, halls, and
427 stairways in accordance with the Virginia Uniform Statewide Building Code
428 (USBC) and each shall be properly maintained by the Department of General
429 Services.
430
- 431 ○ Fire Detection/Suppression
- 432 ▪ The courthouse shall be equipped with fire detection and suppression equipment
433 as required by the Virginia Uniform Statewide Building Code and the Virginia
434 Fire Prevention Code (VFPC).
435 ▪ Systems shall be maintained and tested accordingly by General Services.
436
- 437 ○ External Communications
- 438 ▪ Each courtroom shall be provided with an external means of Communication.
439 ▪ Telephones and radios shall provide outside communication from the courthouse.
440 Radios and intercoms shall provide internal building communication.
441 ❖ Bailiffs and other courthouse deputies shall monitor assigned two-way radios
442 on the proper frequencies while on-duty.
443
- 444 ○ Life Safety/First Aid
- 445 ▪ A first aid kit shall be maintained in the control room for emergency purposes.
446 ▪ Three AED's are at the courthouse in the following locations:

- 447 ❖ Front entrance security checkpoint, on first floor,
- 448 ❖ Area between the public elevator and stairwell on second floor,
- 449 ❖ Control room, on basement floor.
- 450
- 451 ▪ The Emergency Communications Center will be notified to dispatch EMS as
- 452 required.
- 453
- 454 ○ Fire Extinguishers
- 455 ▪ Fire extinguishers are located throughout the courthouse. General Services is
- 456 responsible for the maintenance and re-charging of all courthouse fire
- 457 extinguishers.
- 458 ▪ Deputies who observe that fire extinguishers have been removed or are in need of
- 459 servicing should notify a supervisor as soon as possible.
- 460
- 461 ● Maintenance of Equipment
- 462 ○ Other than maintenance of radio equipment, General Services is responsible for
- 463 maintaining in working order, all interior and exterior lighting, emergency lighting,
- 464 auxiliary power sources, doors, windows, alarms, fire detection devices, fire
- 465 protection systems, heating, air conditioning, ventilation systems, and elevators.
- 466 ▪ If there is a deficiency in any of these areas, the Court Security/Civil Process
- 467 Division Commander, or his designee, will immediately notify General Services
- 468 of the need for repair.
- 469
- 470 ● Inventory of Equipment
- 471 ○ The Court Security/Civil Process Division Commander or his designee shall maintain
- 472 an inventory of all court security related equipment and shall ensure the equipment is
- 473 inspected, at a minimum, annually and maintained in a state of readiness for
- 474 immediate use.
- 475 ○ All materials used to accommodate or process prisoners such as paper towels, toilet
- 476 tissue, female hygiene products, fingerprinting supplies, rubber gloves etc. shall be
- 477 checked weekly to ensure an adequate supply is available.
- 478 ○ Restraint devices shall be stored in the control room when not in use.

479

480 **SPECIAL OPERATIONS PLANS**

481

- 482 ● High-risk and High-Profile Trial Procedures
- 483 ○ Primary authority and responsibility for security operations for a high-risk and high-
- 484 profile court proceeding is the responsibility of the Court Security/Civil Process
- 485 Division Commander.
- 486 ○ The Court Security/Civil Process Division Commander shall designate a person as the
- 487 supervisor during high-risk trials.
- 488 ○ All court security supervisors shall work in concert with the division commander and
- 489 shall be responsible for first line supervision duties.
- 490 ○ Supervisors shall carry out the trial plan, and communicate and coordinate issues with
- 491 the Court Security/Civil Process Division Commander or his designee.

540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582

- [REDACTED]
- [REDACTED]
- Transporting personnel,
- Communications including:
 - ❖ Sheriff's Office frequency channels to be used, and
 - ❖ Radios issued to personnel.
- Perimeter security of the courthouse including, but not limited to:
 - ❖ Securing of all doors opening to the outside,
 - ❖ Rooftop security.
- Perimeter security shall include:
 - ❖ Surrounding buildings,
 - ❖ Parking lots, and
 - ❖ Wooded areas.
- Interior security including:
 - ❖ Use of the magnetometers, and
 - ❖ Roving patrols.
- Seating arrangements inside the courtroom, to be coordinated with the presiding Judge and Commonwealth Attorney to include:
 - ❖ Separate seating for prosecution and defense witnesses.
- Personal protection needs for:
 - ❖ The presiding Judge,
 - ❖ Witnesses,
 - ❖ Attorneys,
 - ❖ Jurors.
 - Sequestering of jurors shall be determined by the presiding Judge.
- The security plan should address the needs of personal, vehicular and/or residential protection.
- Building searches including, if needed, a canine assisted search.
- Media relations plan including:
 - ❖ Designation of a media liaison,
 - ❖ Providing space for media, and
 - ❖ Other needs.
- Staff coordination
 - ❖ Prior to opening of the trial, a staff briefings shall be held by the Court Security/Civil Process Division Commander or his designee, with all Sheriff's Office personnel involved in the trial.
 - ❖ The operations briefings shall discuss the alternative planning and strategy options.

583 ➤ Contingency planning is designed to address viable options to potential
584 events.

585

586 **COURTHOUSE FACILITIES SECURITY PLAN**

587

588 • The Courthouse Facilities Security Plan is a document for **Law Enforcement Purposes**
589 **Only**. As such it shall not be released or disseminated except by the express
590 authorization of the Sheriff.

591 • The Courthouse Facility Security Plan is available in the following locations:

592 ○ Courthouse Civil Division office.

593

594

595 ■  
596 ▪ The [Courthouse Facility Security Plan](#) shall be reviewed and signed off on by all
597 Sheriff's Office sworn personnel at minimum annually.

598 ○ Refer to the following regarding additional information on:

599 ▪ [GO 2-8, Prisoner Restraints](#).

600 ▪ [GO 2-15, Evidence Procedures](#).

601 ▪ [GO 2-23, Hostage Incidents](#).

602 ▪ [GO 2-25, Bomb Incidents](#).

603 ▪ [GO 2-43, Emergency Response Team Operations](#).

604 ▪ [GO 2-59, Critical Incident Situations](#).