

# Santa Barbara County Sheriff's Office



## Law Enforcement Security Manual

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## INTRODUCTION

### *SANTA BARBARA COUNTY SHERIFF'S OFFICE MISSION STATEMENT*

*We, the members of your Sheriff's Office, are responsible for enforcing the laws, upholding the Constitutions, and providing custody and court services. We are committed to enhancing the quality of life through effective partnerships, protecting persons and property, while serving as role models to our community.*

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The Santa Barbara County Sheriff's Office is committed to providing a safe and secure environment where citizens are free from the fear of crime. The Court Security Services Unit within the Judicial Services Bureau is committed to providing an atmosphere conducive to the peaceful, efficient administration of justice in a courteous and cost-effective manner. The Sheriff, except as provided by law, is required to attend all sessions of the Superior Court in the County of Santa Barbara. This mandate is delegated to the Lieutenant of the Judicial Services Bureau and to the sheriff's deputies who comprise the Court Security Services Unit. The Bailiff functions of this unit consist of the courtroom Bailiffs who are responsible for security of the courtrooms.

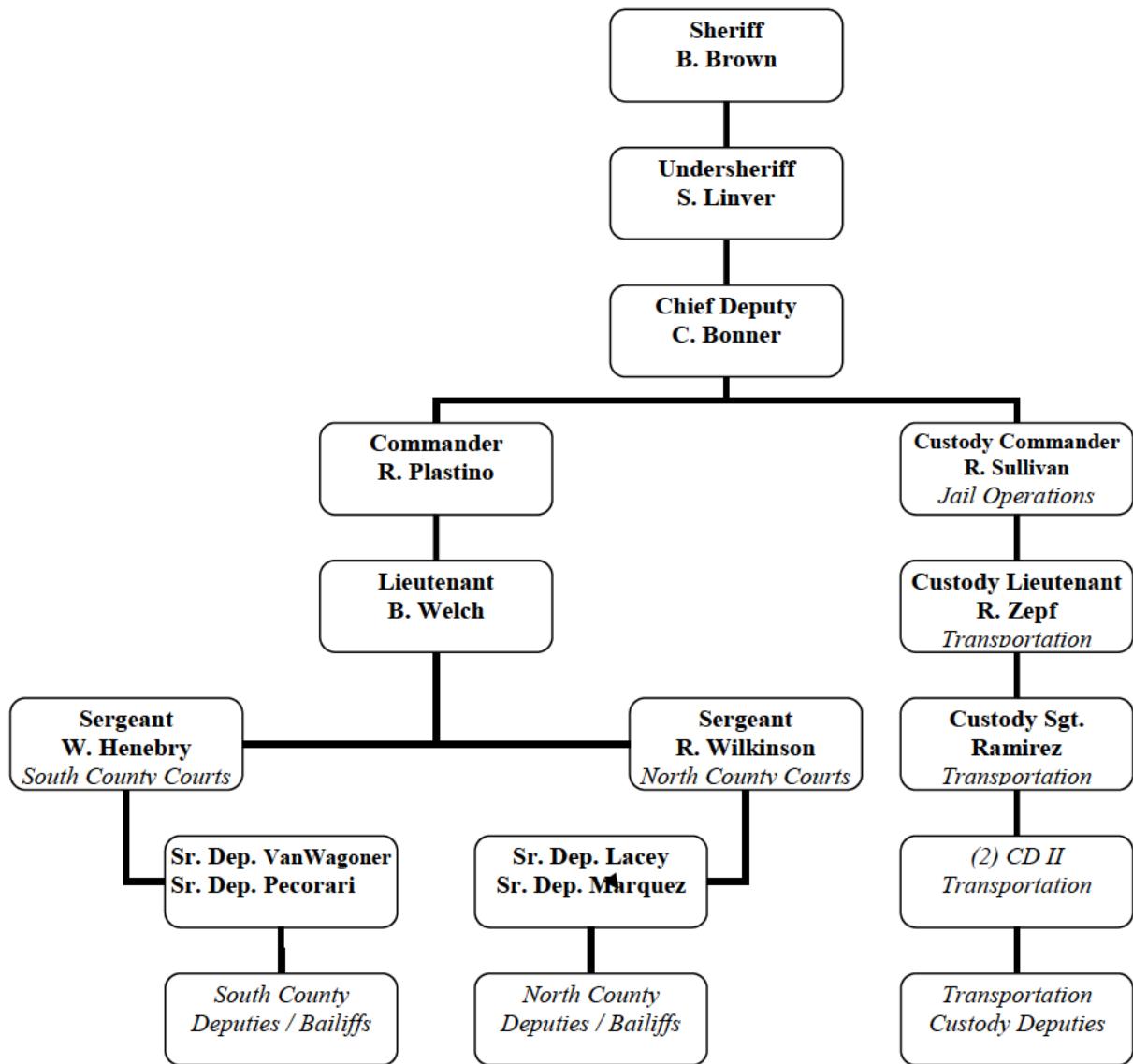
“Each trial court should designate a specified peace officer as Court Security Officer to be responsible to the court for all matters relating to its security, including security of the courtrooms, building and grounds. The peace officer designated as Court Security Officer should be the Sheriff, except where local conditions dictate otherwise, another peace officer may be so designated. The Court Security Officer should be responsible for the adequacy of security equipment, for the competence, training and assignment of security forces and for the effective execution of the Court Security Plan.” The designated Court Security Officer is the Lieutenant of the Court Services Unit.

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

With the passage of Senate Bill 1396, otherwise known as the Superior Court Law Enforcement Act of 2002, the Sheriff's Office is required to provide an annual law enforcement security plan to the court. This plan shall provide public safety and law enforcement services to the court. This act also requires the Superior Court to provide a Court Security Plan to the Administrative Office of the Courts that includes the Law Enforcement Security Plan and all other security matters.

In addition to the documentation presented, a continuous/on-going dialog occurs between the Sheriff and Chief Deputy (State) and the Presiding Judge of the Superior Court.

## SECTION 1 – Court Security Organizational Chart



# **SECTION 2 – Laws, Policies, Procedures, Plans and Committees**

## **BASIC COURTROOM RESPONSIBILITIES**

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

### **Adjournment/Recess**

A Bailiff may move prisoners from the courtroom to the holding facility if no further proceedings are to take place for a period of time. During short recesses, custodies generally remain in the courtroom so they may confer with their attorneys, as long as court security is not compromised. In-custodies shall not be allowed to use public or employee restrooms.

### **Assisting the Court**

Each judicial day the Bailiff, whenever possible, shall review the court calendar with the clerk to ascertain if there are any specific or unusual cases that may require special handling. If there is to be special handling of a case, the Bailiff shall attempt to inform the judge and inquire of any special requirements the judge may have for that case.

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

Bailiffs may assist the court in handling the signing of papers as long as it does not diminish the Bailiff's primary duty of security for the court.

### **Closed Sessions**

At the request of the defendant or counsel, or predicated on the type of case being tried, the judge may order a closed-court session. The judge will order the courtroom cleared of spectators. The Bailiff will accomplish this in an orderly and courteous manner. The Bailiff will broadcast, via the radio, of the closed session and the courtroom effected.

The Bailiff will post a sign on the outside of the courtroom stating "Closed Session." The officer should immediately approach any person entering the courtroom and ascertain if he/she is authorized to be in the courtroom. If not, the Bailiff will immediately escort him/her from the courtroom.

### **Closing Court**

At the close of the court business day, the Bailiff shall inspect all spectator areas for lost or forgotten items. The public entrance to the courtroom shall be secure and locked. If the court handled any custody matters, ensure that all custody papers have been delivered to the court lockup. It is the Bailiff's responsibility to transport papers to the lockup. The Bailiff will conduct a visual check to verify no in-custodies remain in court.

### **Communicating with Prisoners**

Section 4570 P.C. provides in part: "Every person who, without the permission of the officer in charge of any jail who communicates with any prisoner or person detained therein is guilty of a misdemeanor."

Prisoners shall not be allowed to communicate with anyone except the attorney representing them or others who are conducting court business. If the court so orders, permission shall be granted to attorneys to confer in private with their clients if facilities are available which provide prisoner security. No other person shall be allowed to visit a prisoner in a court facility except on direct orders of the judge.

No property, money, or any other items shall pass between any person to a prisoner. Persons wishing to give money or property to a prisoner shall be referred to the county jail facility in which the prisoner will be held.

The Bailiff will admonish the prisoner/custody that he/she may only talk to his/her attorney or judge. The Bailiff will also admonish the audience that there is no communication with any of the prisoners/custodies in the courtroom or courthouse.

### **Control of spectators/Audience**

The control of spectators in all court hearings is very important for the safety and security of the court and staff.

All spectators entering the courts shall do so in a quiet, orderly fashion. Advise all spectators before opening court that there shall be no loud talking, eating, drinking, chewing gum or tobacco, smoking or reading while court is in session. Cell phone use should be limited to court staff and attorneys conducting court related business. Attorneys interviewing their clients or witnesses shall do so outside the courtroom when possible. The Bailiff should consult with their judge for guidelines on desired courtroom decorum standards. Anyone who is disruptive, disrespectful to the court, or fails to follow the direction of the Bailiff should be removed from the courtroom and not allowed to re-enter without the permission of the judge. Call for a supervisor if a spectator refuses to comply with directions.

The Bailiff shall ask parents with small children to leave the courtroom if they become restless or noisy. If the parent or custodian of the small child must be present in the courtroom and cannot take the child into the hall, the Bailiff shall notify a supervisor and request assistance.

### **Court Backup**

Supervisors shall be informed immediately of a courtroom situation where a backup will be needed. If a case is one, which will be continued or set for a future date, the Bailiff shall obtain the docket/minute order concerning the case and give that document to their supervisor.

### **Court Documents/Files**

All court documents, exhibits, and files are the responsibility of the court clerk. They are in the custody of the clerk and shall not be removed without the clerk's knowledge and permission. Bailiffs shall not remove any document from a court file without instructions from the judge or clerk. At no time shall an attorney be allowed to remove a file from the court. A Bailiff wishing to review a file for security purposes shall notify the clerk. The Bailiff shall not release file information to anyone in the audience.

The Bailiff should become familiar with the various documents common to the court.

### **Courtroom Preparation**

Bailiffs should search the courtroom, see that chairs and seats are arranged properly, test the microphones, and court security systems. Mechanical failure within adjacent lockups such as inoperative lighting fixtures, plumbing, etc. shall be reported immediately to the Bailiff's supervisor, who will arrange with the appropriate agency to have the necessary repairs made.

### **Court Openings**

When the court is set to convene for the morning session, the judge will signal the Bailiff that he is ready to take the bench. The Bailiff should recite the pre-approved opening for that particular judge and courtroom.

### **Defendant Remanded**

If a judge remands a defendant into the custody of the Sheriff, the Bailiff should handcuff the defendant to the rear and remove the defendant from the courtroom to the holding compound at the conclusion of the proceedings. If the defendant's attorney wishes to talk to his client, it should be conducted in a professional visitation booth, not in the courtroom. If the individual desires to give property to a relative in the audience, they may do so, however, the Bailiff must maintain full control of the situation.

The defendant shall immediately be given a pat down search before being moved to the lockup facility. The court remand order shall accompany the defendant to the court lockup facility.

A combative individual shall immediately be taken to the main court holding facility, after a cursory search; the remand paperwork shall follow as soon as possible. If it

became necessary for the Bailiff to use force, the supervisor shall handle the incident as outlined in the department's policy manual.

### **Exhibits**

The Bailiff should always be alert to exhibits brought into the courtroom for introduction into evidence. The clerk prepares the evidence tags and attaches them to the exhibits. The Bailiff or attorney, depending on the circumstances, presents them to the judge, witnesses, and/or jury viewing them.

Prior to the beginning of the hearing, the Bailiff should check to see if any firearms are to be entered as exhibits. If so, they should be inspected to ensure they are unloaded and rendered inoperative. (Note: An easy way to render firearms inoperative is to utilize electrical ties or flex cuffs, which are affixed through the action, and/or gun locks.) the Bailiff will not allow a firearm and ammunition to be examined or handled at the same time by anyone in the courtroom. These items must be kept separate. Knife blades shall be rendered safe with the use of a sheath or other material.

Weapons (firearms, clubs, knives, etc.) or items that can be used as weapons must never be placed where they are accessible to a defendant, especially a defendant who is in custody. Narcotics or dangerous drugs should be handled cautiously. These items are normally packaged and sealed prior to the hearing by law enforcement personnel. During the course of the proceedings, these articles will be handled by participating attorneys and other Bailiffs. A Bailiff must always pay close attention to these materials.

It is strongly recommended against bringing hazardous substances (PCP, precursor chemicals, etc.) into the courtroom, and from placing dangerous substances in general evidence storage. These items should be maintained in an appropriate hazardous materials evidence storage facility.

At the end of a hearing, the Bailiff may assist the clerk in ensuring that all exhibits entered into evidence are safeguarded, not tampered with, and are properly secured.

### **Future Cases**

Bailiffs working in courts that handle criminal cases should be aware of any case which could require additional security. Sources of information may include the investigating officer, prosecutor, defense counsel, or court clerk. While there may be no immediate threat or problem, one could develop during or after the case. Being aware of all cases being heard in a Bailiff's individual court will help in deciding the need for additional security for returning cases.

All Bailiffs shall advise their supervisor, by written docket/minute order if possible, of future high security cases scheduled for their courtroom. This shall be done as soon as the Bailiff has knowledge of the situation. Include in the docket/minute order, the defendants name(s), charges, return date and a brief description of the

potential situation, i.e. witness problems, intimidation, gang related, murder or rape case, escape risk etc. The court's administration shall also be notified of the need for increased courtroom security.

### **Handcuffing**

Every person taken into custody must be considered dangerous, and generally all persons shall be handcuffed regardless of age, size or sex.

### **Hand-Held Radios**

The volume on radios used in a courtroom shall not be high enough to distract or interfere with court proceedings. Bailiffs should wear shoulder speaker mikes or ear pieces, if available, and maintain a volume that only they can hear.

### **In-Custody Defendants**

The Bailiff shall always be alert for an attempted escape, rescue or attack on or by an in-custody defendant. If more than one in-custody defendant is involved in a case, backup should be considered. In this event, the Bailiff shall determine how the courtroom responsibilities will be assigned. In all cases involving an in-custody defendant, when anyone is armed -investigating officers, other law enforcement agencies etc - weapon retention should be a foremost consideration. Remove all items that could be used as weapons (pens, keys, staplers, paperclips etc.) from the bench where the custody/prisoner is seated.

### **Custody seating in courtroom**

The following is recommended seating when custodies are brought to court and seated in the jury box. PC's and X-rays will be seated in the last row of the jury box. GP's and Iso's will be seated in the front row. All will be properly spaced when seated. There will be no more than 5 (five) custodies at a time unless cleared by a supervisor. Custodies with mental issues should be handled individually outside the presence of other custodies.

### **Knowledge of Courts Calendar**

The Bailiff shall be acquainted with the type of case being heard, i.e., civil or criminal. Familiarity with the case at hand as to type of crime and defendants charged, or the litigants involved, will enable the Bailiff to anticipate unusual situations that might arise, thus affording effective security regarding the defendant and protection of the court.

### **Notification of Supervisor**

Bailiff supervisors shall be notified immediately of any unusual or hazardous situations or any potential problems observed in the courtroom or adjacent areas. Immediate activation of the Court Security Alarm system or notification by radio of emergencies by Bailiffs will ensure the proper response by emergency personnel. A supervisor will be notified of any situation involving use of force, injury suffered by anyone on the court property, criminal incidents and other request for supervisory assistance.

## **Photographing, Recording, & Broadcasting in the Courtroom**

Photographing, recording, and broadcasting in the courtroom are permissible only if the judge has granted permission. Otherwise it will not be allowed. Per California Rules of Court, rule 1.150, a “media Request to Photograph, Record, or Broadcast” form (MC-500) must be completed and an “Order on Media Request to Permit Coverage,” (MC-510) form approved prior to courtroom media coverage.

## **Recesses**

If a recess is called during a custody case, the custody defendant may be returned to the holding area. The Judge may require the Bailiff to have all parties, attorneys, witnesses and/or jurors in the courtroom before the court will resume. This should be done as expeditiously as possible.

When the Judge returns to the bench, the Bailiff should announce, “Please remain seated and come to order – Superior Court is again in session.”

## **Witness**

When a witness is called to testify, the Bailiff should direct him forward to be sworn in by the clerk. The Bailiff should assist the witness to the witness stand and adjust the microphone if necessary.

In many instances, the court may instruct all witnesses to wait outside the entrance of the courtroom until called to testify. The Bailiff will post the appropriate signage on the courtroom door. Depending on security issues, the Bailiff may bring witnesses back into the courtroom when summoned. When the Bailiff has a prisoner, the witness procedure shall be maintained, and the Bailiff will not leave the courtroom when the defendant is in custody. Other court personnel, or attorneys/investigators, may be required to summon witnesses should the Bailiff be unable for security reasons.

If a prisoner is called to testify, the Bailiff will escort him to the witness stand. The Bailiff, in consultation with the Judicial Officer, will remain in close proximity to the prisoner during the testimony.

In all instances, no matter which procedure is adopted, the guarding of the prisoner is the Bailiff’s primary function or responsibility, unless another Bailiff or Corrections Officer is assigned to guard the prisoner. Each individual situation should be handled as needs dictate, using care, caution, and common sense.

When a witness protection plan is in place, the witness protection team is responsible for the witness.

## **BOMB THREAT- Lexipol 416**

### **COURTHOUSE SECURITY - GENERAL PROCEDURES**

#### **Radio Coverage**

All Sheriffs law enforcement/court security personnel utilize a portable radio with multiple frequencies. Bailiffs use a court radio frequency for effective, efficient court communication. Bailiffs use a secondary radio frequency to communicate with court holding facility personnel. Bailiff and court holding radio frequencies are capable of tuning in the primary Sheriff's Department patrol radio frequency in cases of emergencies, and the primary Sheriff's Department frequency should be used to notify Sheriff's Dispatch and area agencies of an emergency situation.

In the event of a power outage, all Bailiffs shall put their portables on channel seven (7) and a rollcall will be conducted. Supervising Bailiffs will notify sheriff dispatch of the power outage and the use of channel seven (7). In the event channel seven (7) is being used, the supervisor making the notification shall pick another channel and advise the Bailiffs of the change. Another rollcall shall be conducted to assure everyone is on the right frequency.

The Santa Barbara Superior Courts utilize a countywide, standardized wireless panic alarm system. When the panic button is activated, all Bailiffs in the affected geographic area receive the pre-recorded message of the emergency in the specified location.

See Santa Barbara County Telephone Directory for applicable county phone numbers.

#### **Daily Routine**

When en route to a courtroom, Bailiffs should be alert and observant for anything that may be out of place. Report anything that may be unusual, i.e. an unlocked door that should be secured, a suspicious package.

Allow sufficient time to conduct a complete courtroom search.

Check adjacent lockups, test doors, light etc.

Communicate with the courtroom staff about any situations that may be unusual.

Communicate with the judge regarding anything special that may be happening, i.e. dignitaries expected, special handling cases, or attorney problems.

The courtroom shall be opened at 0820 and after lunch at 1320 hours.

## **INTERIOR AND PUBLIC WAITING AREAS**

During the course of normal business hours, jurors, witnesses, family members, lawyers, and both in-custody and out-of-custody defendants may be in the same court facility waiting areas. Security threats and crisis situations are definite possibilities in or about courtrooms. Fights, disturbances, prisoner escapes and attempt escapes, armed rescue attempts, taking hostages and natural disasters can occur at any time in any facility. Bailiffs not assigned to a courtroom or on a specific task should conduct security checks of hallways, public waiting areas, clerks' offices, jury buildings, family mediation services, public restrooms etc.

Jurors will at times be in hallways and public waiting areas, prior to trial, during court recesses, and at the conclusion of the court day. It is the Bailiff's responsibility to ensure jurors do not communicate with witnesses or defendants and as much separation is provided as possible. When the court clerk requests the jury panel, the Bailiff will ensure that the jury panel remains outside the court until the Judicial Officer request the panel enter the courtroom.

If there is a jury trial involving an in-custody defendant, the defendant will usually be "dressed-out" in civilian clothes so that jurors will not be aware of, or prejudiced by the fact that the defendant is in custody. *Any movement of the defendant should be performed out of sight of the jurors. Extra precaution should be taken to avoid jurors when returning the defendant to the jail or holding facility.*

### **Courtroom Security Search**

1. The courtroom should be searched for unlawful or planted materials, each day, prior to court commencing, and any time the court is unattended for any prolonged period. This procedure involves an exploration of the public seating area, the jury seating area, the judge's bench, the clerk's desk, the counsel tables, the court report's area, and the Bailiff's desk.
2. A thorough security check of the judges' chambers is also strongly recommended prior to court each day; however only with the approval of the judge. When conducting such a search, special consideration should be given to the following areas:
  - A. Inspect underneath the judge's desk.
  - B. Ensure the telephone operates normally.
  - C. Visually inspects underneath the telephone for anything unusual.
  - D. Open and close all desk drawers which are unlocked.
  - E. Inspect the judge's closet.
  - F. Inspect the judge's private bathroom area.
  - G. Search for unusual objects or packages that appear out of place.
3. A security check of the judge's ante-chambers and secretary's office is also strongly recommended. Once again, approval of the judge (and secretary) shall

be obtained. Be very attentive and thorough while conducting this task.

4. A security check of the jury room and restroom should be performed daily.
5. If a suspicious package or device is found during a search, do not touch it. Immediately call the on duty supervisor. The supervisor will initiate the proper Call out notifications. Radio signals and cell phones can set off certain types of explosive devices.

All superior courts in Santa Barbara County are located inside city jurisdictions; therefore, local Police and Fire Departments shall be notified if an explosive device is found.

### **Locking and Unlocking Courtrooms**

1. The Bailiff shall secure the courtroom by locking all doors:
  - A. During lunch recess.
  - B. At the end of the day's calendar.
  - C. During any extended absence from the court.
  - D. During any special circumstances when security measures warrant such action.

Bailiffs assigned to courtrooms near or next to private corridors, stairwells, emergency exits, etc. shall periodically check these areas to assure that everything is safe and proper.

### **ESCAPE PREVENTION: (Lexipol 903)**

During transportation and while in court, the prisoner is outside a secured area. Therefore, constant vigilance shall be maintained to prevent escape.

- The Bailiff should ensure that pertinent risk information regarding each in-custody defendant is noted on their copy of the court roster, and marked "Confidential."
- The Judicial Officer should keep the Bailiff informed if a "walk-in" is going to be remanded to custody. Additional deputies should be requested prior to the remand.
- Bailiffs shall position themselves to minimize the opportunity of escape and have a clear view of the prisoner and spectators.
- When out-of-custody defendants are appearing in court with in-custody defendants, the Bailiff should not permit them to be seated next to one another. Nor should the Bailiff position an out-of-custody defendant between him/herself and any prisoner.

### **Prisoner Escapes**

- A. The Bailiff shall immediately initiate emergency notification.

Alert other Bailiff's and the Bailiff / transportation supervisors of the escape, as well as Sheriff's Dispatch and the local police department. Provide as much information as possible about the escapee.

- B. Secure other prisoners (if there are any). If more than one Bailiff is present in court, one Bailiff should remain with custodies while the other officer(s) pursue the escapee(s).
- C. Check the safety of the judge and court staff.
- D. Available units give pursuit
- E. Follow procedures outlined in SBSO Lexipol 903:

## **EVACUATION PLANNING OF COURT FACILITIES**

During an emergency, Court Security shall be responsible for the immediate and organized evacuation of Court Facilities. The Court Security Supervisor shall be immediately notified when an emergency requires the evacuation of any Court Facility. The Court Security Supervisor may order the removal of inmates from courtrooms to the Court Holding Facility and then determine if further evacuation of inmates to the Jail is necessary. The Court Security Supervisor shall notify the court Administration of the emergency as soon as practical.

### Authority for non-Emergency Evacuation of Court Facilities

During a non-emergency, the Presiding Judge or Court Executive Officer, or their designee, are responsible for the decision to evacuate a Court Facility.

- A. A decision for evacuating a building (perhaps within five minutes), as when there is immediate danger of fire or explosion will be announced by the sounding of any available alarm system. In the absence of alarms, identified court employee, with the assistance of court security, shall cause the building to be evacuated. Otherwise an orderly evacuation may not be accomplished within a short, but safe, period of time.
- B. Establish and identify safe routes of evacuation. Any evacuation plan must include procedures to control the movement from the building of all people, including the handicapped, jurors, and prisoners. It must take precautions against a rush of people in panic to doors and down stairs, since this could cause death or serious injury to those in panic and others.
- C. Denote by job title, personnel who will carry out the evacuation plan and determine how accurate information will be disseminated to them during the course of an emergency.
- D. Provide training to security personnel (Bailiffs) and others who are responsible for carrying out the evacuation plan. It should cover such subjects as panic control, ways in which to assume leadership of the group to be evacuated, and perhaps the use of certain basic equipment, such as fire extinguishers.

- E. Have a designated and alternate location for employees to respond to in the event of a building evacuation. Assigned person(s) (Wardens) in each office should be responsible for educating employees with such information.
- F. Review the plan with appropriate fire and law enforcement officials for their input.

#### **General Information for Employees being evacuated**

Before evacuating a building, employees should perform the following tasks, provided they can be done very quickly and time and conditions permit. (Time and conditions permit means the fire is not near the employee's location and the employee cannot detect a fire with his/her sense, such as seeing a fire, smelling smoke, or feeling heat. If doubt exists, the employee should evacuate immediately.)

- A. Regardless of the reason a building is being evacuated, the employee should turn off the lights and other electrical equipment time permitting. The Court Clerk is responsible for trial evidence, sensitive documents, and possibly monies. It is his/her responsibility to secure such items if evacuation should become necessary.
- B. When it is possible to differentiate between fire and bomb alarms, the employee should adhere to the following procedures. If the evacuation is due to a fire, doors leading out of the office should be closed, but not locked, providing the employee is certain no one has been left behind. This impedes the spread of smoke and heat. If the building is being evacuated due to a bomb threat, doors and windows should be left open because it allows pressure to escape from the blast, thereby reducing destruction.
- C. **Employees should:**
  - 1) Walk quickly, but not run.
  - 2) Not open doors that feel hot
  - 3) Stay low to the floor, if exposed to heat or smoke, since the cleaner air will be closer to the floor.
  - 4) Remain calm since panic itself can cause injury.
  - 5) Take others with them.
  - 6) Use staircases.
  - 7) Avoid elevators, interior rooms, vaults, and major supply rooms.
  - 8) Take the most direct route of escape out of the building, but know and use a second route when the nearest route is blocked, or is the given location of a suspected bomb.
  - 9) Once outdoors, keep moving to allow those behind to exit.
  - 10) Report to the designated standby area to confirm the presence of persons who left the building. The stand-by area should be at least 300 feet from the building.

### 3. Bailiff's Assessment of Emergency and Need for Evacuation

- A. Notify Sheriff's supervisor and Court Administration of need to evacuate.
- B. If evacuation is ordered, notify all security personnel and facility manager.
- C. Notify Emergency Communications Center (Sheriffs Dispatch).
- D. Establish a command post at a safe distance.
- E. Assure prisoner safety, security, and accountability.
- F. Secure trial evidence and sensitive documents if possible.
- G. Assist emergency personnel as necessary.
- H. Render critical first aid.
- I. Identify Hazards
- J. Identify and assist trapped or incapacitated persons.
- K. Assist in elimination of hazards.
- L. Establish interior/perimeter security zones.
- M. Control traffic and expedite movement of emergency vehicles in the perimeter. Traffic control outside the affected area should be handled by the local law enforcement agency (police department).
- N. Assist emergency personnel on entering and leaving the facility.
- O. Assess continued need for emergency operation.
- P. Notify Building / Facilities Manager

Depending on the circumstances surrounding the need for evacuation, thought should be given to a safe location to which court personnel and the public should be evacuated. Cited are examples of locations to be evaluated for the safety of evacuees:

- ✓ **Anacapa Building Evacuation**-Consider the Figueroa Courthouse parking lot.
- ✓ **Figueroa Building Evacuation**-Consider the Sunken Gardens.
- ✓ **Jury Assembly Building**-Consider the Sunken Gardens or Figueroa Building parking lot.
- ✓ **Santa Maria Court Complex**-Consider the baseball field or community center, and the Miller Street sidewalk by the flag pole.
- ✓ **Lompoc Court Complex**-Consider the church at the corner of "E" Street and Cypress or, if more distance is required, the hospital at "D" Street and Cypress.
- ✓ **Solvang**-Consider the Old Mission.

## **EVACUATION OF COURT HOLDING FACILITIES-Inmate Evacuation:**

In the event of an emergency evacuation of the court holding facilities the transportation officers assigned to the compound will immediately notify the transportation supervisor of the situation and coordinate the safe and secure evacuation with the court Bailiffs. All vehicles available will be used to safely secure and remove the inmates. Inmates evacuated from the court holding facility will be transported to the nearest custody facility.

# FIREARMS

## **Weapons Lockers:**

Each court holding facility has weapon lockers located outside of the security area. Firearms and other deadly weapons are not permitted in the court holding facility. Firearms shall be secured in the weapon lockers.

## **Firearms/Weapons Control and Safety**

Section 171b of the California Penal Code prohibits the possession of certain specified weapons within courthouse facilities (See details under Perimeter Security, page 5 & 6 for exceptions.)

While a person with a valid CCW may not be in violation of the statue, he/she may be denied entry into the court until the weapon is removed by order of the court. Bailiffs shall familiarize themselves with their judicial officer and inquire about possessing a canceled weapon in court and if they will be armed.

Subdivision (b) (2) (b) of the California Penal Code, Section 171b, specifically withdraws the exemption when the peace officer is a party to a lawsuit pending in a particular courtroom. There is no provision allowing a judge to overrule this prohibition in a particular case. It should be noted that by Court Order of the Presiding Judge, no person other than a peace officer may bring any weapon into any building where any defendant in a lawsuit (including a family law matter), the officer should check his or her weapon(s) at the Bailiff's office or not bring the weapon into court. An officer is not a "party to a lawsuit" if he or she is merely a witness, the arresting or reporting officer, and investigating officer, a party named in the lawsuit but never served, or a party named but dismissed for any reason.

All Bailiffs must exercise good public relations, common sense, and professional courtesy when enforcing violations of this nature. A Bailiff who encounters violations of this law should cautiously and tactfully approach the individuals, and advise them of the violation. Another Bailiff should be summoned prior to making contact with a subject if a firearm is involved. If a violation involves a minor oversight, a Bailiff may merely request that the weapon be immediately removed from the courthouse. If the subject qualifies as an exception under the statute, no further action is required. In the event the violation justifies an arrest, the Bailiff should confiscate the weapon and detain the subject.

## **Weapons Safety**

Court security staff should never be in a position where their weapons are accessible to prisoners. Court security personnel should be aware of their weapons and surroundings at all times, not just when in the presence of prisoners.

All Sheriff's Department Bailiffs are armed and qualify at least quarterly with their firearms.

Some Judicial Officers possess a concealed weapons permit and are allowed to carry their weapon concealed on their person in the court.

No firearms are allowed in any court holding facilities. Lock boxes are available at Santa Barbara, Santa Maria, and Lompoc Court holding facilities.

## Fire Extinguisher Location

### Santa Barbara Court Complex

#### FIGUEROA DIVISION

Basement

Next to men's room. (Sprinklers in Offices, holding cells, & basement Courtrooms, Dept's 7 and 8).

Ground Floor

In cabinet with fire hose on outside wall next to glass doors (to the right).

Second Floor

In cabinet with fire hose on outside wall next to glass doors (to the right).

Modular Bldg.

Fire Extinguisher

Courtrooms

Fire Extinguishers in Departments 7,8,9 10,11, & 12.

#### ANACAPA DIVISION

Basement

Fire Extinguisher

Ground Floor  
(Hall)

In leaded glass cabinets in hallway, two extinguishers on south side of bldg.; two north side.

Family Law

Extinguisher is under table in office.

Courtrooms

One fire extinguisher in each Court Room, Departments 3,4,5 & 6.

Second Floor  
(Hall)

In leaded glass cabinets in hallway. two extinguishers on south side of bldg.; Two on north side.

Law Library

One extinguisher next to counter; one upstairs.

Clerk's Office

Three extinguishers; one inside gate at the counter, one in records; one in 3<sup>rd</sup> floor office.

Courtrooms

One fire extinguisher in each Court

		Room, Departments 1 & 2.
<b>JURY BUILDING</b>	Ground Floor	Extinguisher inset in wall between assembly rooms.
	Second Floor	Inset in wall outside Courtroom.
<b>SANTA MARIA</b>		
Building A	Public Defender's Office	N/E & N/W side of building
Building B	Public Defender Records Department 5	N/W of lobby entrance Bailiff's desk S/E side of building S/W side of building
Building C	Department 3 Department 4 Fire hose Fire hose Fire hose Fire hose Law Library	Bailiff's Desk Bailiff's Desk Entrance to lobby of Departments 1&2 South side of building North side of building East side of building by men's room Located by the check out stand.
Building D	Department 1 Department 2  Sheriff's Civil District Attorney District Attorney District Attorney	Bailiff's Desk Bailiff's Desk S/W corner of building (2) Mobile extinguishers West hallway by lobby entrance East hallway by back entrance Utility closet by back door entrance
Building E	Superior Court Clerks	Criminal Civil Traffic Break-room
Building F	Juror Assembly Building Juror Assembly Building	Lobby Office
Building G	Basement Basement Basement 1 <sup>st</sup> Floor 1 <sup>st</sup> Floor 2 <sup>nd</sup> Floor	Room B -5 Room B -10 Stairwell by gym Room 100 Behind Department 9 Behind Departments 6 & 7

(Building G is covered by fire alarms and sprinkler systems, including a halon system).





For more information, contact the Office of the Vice President for Research and Economic Development at 515-294-6450 or [research@iastate.edu](mailto:research@iastate.edu).

1. **What is the primary purpose of the proposed legislation?**

11. **What is the primary purpose of the *Journal of Clinical Endocrinology and Metabolism*?**

1. **What is the primary purpose of the proposed legislation?**

Press

Court security staff shall not make statements to the press concerning any case before the court. Questions from the press concerning a case shall be referred to the attorneys involved in the case, the Sheriff's Department PIO, or the Court Administration.

## Gag Orders

All Bailiffs shall be aware of any “Gag Orders” that a judge has ordered.

## Special Procedures

Occasionally the court may order special procedures for jury handling, such as sequestration or meals. The Bailiff will notify the Court Security Supervisor and Jury Commissioner of the special circumstances. If the jury is escorted to a meal away from the court, the jury is not permitted to consume alcoholic beverages during the meal and contact with the public is not allowed. The Court Administrator shall assure transportation and accommodations are provided.

### **High Profile Defendants**

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

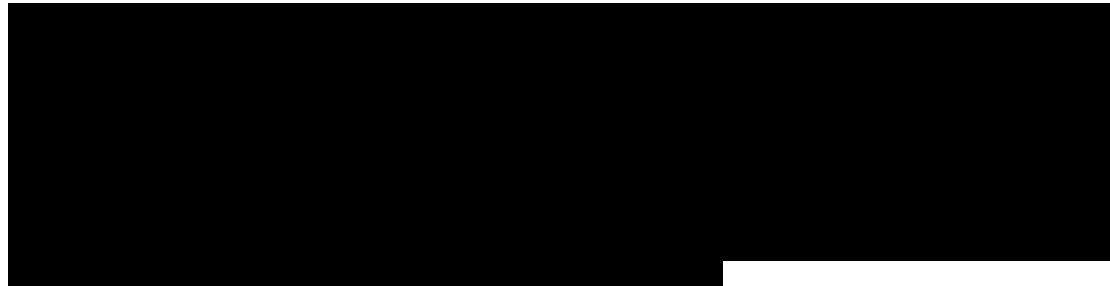
### **Parking/Traffic**

In all court facilities, the associated incorporated cities maintain jurisdiction over the court facility parking lots. In the event a high-profile/high risk trial necessitates special parking/traffic accommodations, the Sheriff's Court Services Supervisor will communicate with the relevant City Police Department/California Highway Patrol as well as the Superior Court Executive Officer or Assistant Executive Officer to facilitate required modifications.

### **HOSTAGE PROCEDURES: *Lexipol 408.5 and 414.1***

General guidelines for handling hostage/barricaded subject situations and tactical team call-out procedures have been established in this Department's Policy Manual Sections 408.5 & 414.1.

**Recommended Guidelines for Judicial Officers and Court Staff** - These procedures should be discussed with the Court Staff by the Bailiff.



## INCIDENT REPORTING

The courthouses in Santa Barbara County, in each jurisdictional area, are located within city limits. By agreement with the Santa Barbara Police Department, the Lompoc Police Department, and the Santa Maria Police Department, the Santa Barbara Sheriff's Department Bailiff personnel will, whenever possible, respond to disturbances or crime-in-progress, in or about the court complexes, and take proper preliminary enforcement actions. The geographically responsible law enforcement agency generally will thereafter be responsible for the incident.

### **Jurisdiction will be determined as follows:**

*If a crime is committed in an area that is part of our courtroom security, i.e., courtrooms, holding facilities, or during prisoner transportation in the County Facility, the incident will be documented by Sheriff's Deputies.*

The Bailiff supervisor will assign a Bailiff to handle the initial report and evidence of the incident/crime. The completed report will be routed through Sheriff's Records,

Investigations and complaint process as any other crime report handled by the Sheriff's Department.

*All other crimes are to be reported to the Police Department having primary jurisdiction in the area.*

All disturbances/incidents should be documented in a manner which will enable review at a later date for statistical/survey retrieval purposes.

Any incident not rising to the level of a Sheriff's Department OAI report shall be documented on an Incident report. If the nature of the incident would be for documentation purposes with no follow-up, Bailiffs may document the information on an internal Sheriff's Court Incident report which is to be saved in the "G" drive under COURT-ADMIN; Santa Barbara (or Santa Maria-Lompoc); Court Security Activity Report.

Any courtroom/courthouse security breaches should be brought to the attention of the Bailiff Supervisor or appropriate court administrator and addressed.

## **Jurisdictional Responsibilities**

- A. Court facilities are located in various jurisdictions. The Sheriff has accepted primary law enforcement jurisdiction over the courts and will be requested to respond to handle service requests, especially where incidents originate inside the courtroom proper and their immediate surroundings.
  - 1. First response to emergencies and special operations within a court facility shall be the responsibility of court security.
  - 2. The Sheriff will handle the incident.
  - 3. Responsibility of follow-up investigations will be decided on a case-by-case basis.
- B. The primary responsibility of court security is to carry out the duties and responsibilities imposed by law upon the Sheriff.
  - 1. Maintain order of the court.
  - 2. Provide for care, custody, and control of prisoners for court appearances.
  - 3. Obey court orders.
- C. All incidents of a criminal nature occurring in a court facility will subsequently be turned over to the police agency of jurisdiction.
- D. Nothing in this policy shall relieve court security of the responsibility of taking the necessary action in any emergency situation. The security deputy may be the first officer on the scene to:

1. Provide first aid (summon ambulance, paramedic).
2. Suppress misdemeanor and felony crimes within the court facility.
3. Secure a major crime scene.
4. Detain suspects/witnesses.

## **JURY TRIAL GUIDELINES**

### **General Procedures**

Jury trial guidelines will vary from court to court, depending on the type of trial. The following are general procedures to be followed by Bailiffs:

When the clerk requests the jury panel, the Bailiff will ensure that the jury panel remains outside the court until the judge requests the panel enter the courtroom. The Bailiff may want to greet prospective jurors as they enter the courtroom, as this will give him/her an opportunity to monitor their entrance and visually check members of the panel for weapons or contraband.

At the commencement of jury selection, the clerk calls the first group of names. The Bailiff should assist the jurors by directing them to their proper seat. Courts may utilize either a posted sign or individual questionnaires placed on the seats in the jury box to assist in general questioning. When a juror is challenged and excused, the questionnaire is obtained from the juror prior to his leaving. The clerk will retain the questionnaires at the direction of the court. The clerk will call additional names to fill the vacated seats.

Once a jury is selected, the Bailiff will distribute note pads, pens, and jury identification tags. The Bailiff should ensure that the jury room is fully supplied prior to the commencement of the trial, e.g., condiments, water cups, coffee cups, dry erase pens, markers, butcher paper, etc.

When the judge declares a recess, the Bailiff will assist in clearing the courtroom. Many judges prefer that jurors remain outside of the courtroom during recesses. Some judges may require that the attorneys and, or, parties be present before requesting jurors to return to the jury box.

Throughout the trial, the Bailiff may assist the attorneys with placement of the podium, exhibits, and diagram paper as necessary. The Bailiff may also assist with audio/visual aids, as the court deems necessary. When testimony has ended and final arguments have commenced, the jury room should be made available for the jurors.

After instructions are given to the jury, the Bailiff will be sworn in by the clerk to take charge of the jury. Prior to directing the jury to the jury deliberation room, the Bailiff shall check the jury room for prohibited items, i.e., code books, videos, etc. The Bailiff will advise the jury to bring their personal belongings and note pads and escort them to the jury room for deliberations. The exhibits, verdict sheets and

instructions should be delivered to the jury room. The Bailiff must carefully monitor weapons and drugs in evidence. The jury should only examine them after explicit instructions from the judge, and the Bailiff must have knowledge of the whereabouts of weapons and/or controlled substances while they are being examined by the jurors. Only exhibits admitted into evidence are allowed in the deliberation room.

The Bailiff will advise the jury that no one is permitted to leave the jury room except when directed by the Bailiff and no one, including janitorial staff, will enter during deliberations. All requests or inquiries to be directed to the court will be reduced to writing and signed by the jury foreperson. The Bailiff will deliver these notes to the court. The Bailiff will also ensure proper signs are placed on the jury room door.

The Judge admonishes the jury at every break, and at the close of business, about not discussing the case. This is not the Bailiff's duty. While the jury is at recess, the door to the jury room will remain locked. The Bailiff should explain the appropriate notification procedure for the jury to follow.

The Bailiff shall familiarize the jury with the methods used to signal between the jury room and the courtroom so that if they reach a verdict, have a question or emergency, they may call the Bailiff.

The Bailiff, when summoned to the jury room, shall knock before entering. When granted permission, the Bailiff may enter and inquire of the reason for being summoned. Any questions regarding the case shall be relayed to the judge through the clerk in written form and signed by the jury foreperson. The Bailiff shall not inform anyone except the judge of the inquiry or message from the jury except upon order of the court. The Bailiff shall not read any communication between the jury and the judge.

When the jury has reached a verdict, the Bailiff notifies the clerk and the judge. The jury foreperson will retain possession of all verdict forms until requested by the judge in open court. Upon instructions from the judge, the Bailiff returns the jury with all their personal property to the courtroom. The supplies, jury notebooks, etc., should be removed from the jury room as soon as practical. Exhibits and evidence are the sole responsibility of the Court Clerk and shall be secured in the jury room for the clerk to take possession.

Misconduct on the part of the Bailiff could cause a mistrial. Under no circumstances will a Bailiff take part in discussions with jurors or the public about a case until a verdict is rendered nor shall the Bailiff give his/her personal phone number to any of the jury. The Bailiff shall not answer any juror questions related to the case *or the custody status of the defendant*. The Bailiff shall inform jurors that any questions they have concerning the case shall be reduced to writing and forwarded to the Judge. The Bailiff shall keep their communications with jurors to a minimum.

The following is a suggested guideline for jury instructions and jury deliberations:

### **Instructions for Jury Selection Panel (Voir Dire)**

Good morning (afternoon), welcome to Department XX. Before we get started, I need to go over a few things with everyone.

- First, please make sure all cell phones and electronic devices are turned off or placed on silent. Electronic devices are not permitted to be used while in the courtroom.
- No eating or chewing gum is allowed in the courtroom. Drinking water is fine.
- Do not leave the courtroom unless authorized to do so by the bailiff or judge. If you need to use the restroom please provide your name to the bailiff before leaving.
- Please make sure to wear your badges at all times while in the courthouse.
- During breaks, please avoid standing in the areas outside the courtroom doors.

### **Jury Instructions**

#### **Operation Hours**

- Court is in session XX, XX, XX,
- Court usually starts at 9:00 A.M., however the judge may modify this time
- There will be a 15 minute mid-morning and mid-afternoon break
- Lunch recess is from 12:00 P.M. to 1:30 P.M.
- Evening recess is at 4:30 P.M.

1. Emergency
  - In case of emergency, contact the judge's secretary at (805) 882-XXXX
2. Jury-Room
  - Jurors may leave their property there during court hours
  - May be used at breaks to relax and for the restroom
  - Water and coffee are allowed in the courtroom
  - Food, coffee, tea, hot chocolate, sodas and juices are allowed in the jury-room
3. Cellular Phones, Pagers and Audible Devices
  - Cellular phones and audible devices must be turned off
  - Cellular phones may not be used at any time in the courtroom
4. Notebooks and Juror Questions
  - Each juror has been provided a notebook, pen, and badge
  - Badges must be worn at all times in the courthouse

- Notebooks remain in the courtroom at all times. At the end of the day, leave them on your seats.
- Jurors must submit questions (in writing) to the bailiff
- The question should include the date, juror's name and juror number
- There may not be an immediate answer to your question
- Any juror who can't hear or see should immediately notify the bailiff

5. Exhibits
  - Not all exhibits in the courtroom will be admitted into evidence
  - However, all admitted evidence will be available during deliberation
6. Parking
  - There are approximately 30 slots reserved for jurors
  - Arrive early, availability is based on first come-first served premise
  - Contact the jury office for information of concerns at (805) 882-4530
7. Miscellaneous
  - Check information on placard before entering the courtroom
  - Keep talking to a minimum during sidebars
  - Leave jury box during breaks
  - Jurors are not allowed to remain in the courtroom during lunch

### **Instructions for Jury Deliberation**

- Bring all personal property, badges and notebooks to the jury room
- Select a Presiding Juror
- Start times and breaks are decided by the jurors
- Lunch is from 12:00 pm to 1:30 pm (Jurors must leave the jury room during lunch)
- Evening recess is at 4:30 pm
- No one is permitted to leave the jury room without permission from the Bailiff or Judge
- Press the buzzer or call the Bailiff when you have a question, need to take a break, recess for lunch or the evening.
- If anyone enters the jury room, stop deliberating
- Do not discuss the case outside of the jury room

- Do not deliberate unless all 12 jurors are present in the jury room
- Do not deliberate amongst yourselves by splitting into groups
- All requests or questions must be written on the form provided to you and signed by the Presiding Juror
- If you request read back, be specific as to the date, time, witness or counsel
- Verdict form(s), jury instructions and all admitted evidence will be provided to you
- After a verdict has been reached, the Presiding Juror will advise the bailiff
- The Presiding Juror retains the verdict form(s) until the Judge asks for them



#### **View of Premises by Jury**

“When, in the opinion of the court, it is proper that the jury should view the place in which the offense is charged to have been committed, or in which any other material fact occurred, or any personal property which has been referred to in the evidence and cannot be conveniently brought into the courtroom it may order the jury to be conducted in a body, in the custody of the Sheriff, as the case may be, to the place, or to such property, which must be shown to them by a person appointed by the court for such purpose; and the Bailiff must be sworn by the clerk to suffer no person to speak

or communicate with the jury, nor do so himself, on any subject connected with the trial, and to return them into court without unnecessary delay, or at a specified time.” (Penal Code 1119)

Transportation to the premises to be viewed must be provided by the litigants in a civil case, unless otherwise ordered by the judge. In a criminal case, the judge or court clerk should arrange such transportation through the Superior Court Administrator / Jury Services Administrator.

The Bailiff shall notify a supervisor immediately upon learning of a planned site visit. This will allow the Sheriff’s Department reasonable time to comply with the order.

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

- The Court supervisor will be advised of the date, time, location and circumstances regarding viewing the scene.
- A copy of the written court order containing the above directives shall be delivered as soon as possible to the supervisor.
- Transportation of the jury will be confirmed through the court clerk or the office of the Court Administrator/ Jury Services. If the defendant is in custody, the supervisor will confirm that the Sheriff’s Department Custody Division Transportation Unit has received a copy of the court order.
- At the crime scene, the Bailiff will direct all questions by the jury to the court.
- The Bailiff should instruct the jurors to carry their notebooks and pens to the crime scene and return them upon dismissal. The Bailiff shall not allow persons to speak or communicate with the jury at the crime scene on any subject connected with the trial, and to return them into court without unnecessary delay, or at a specified time.

## **MAJOR DISTURBANCES COURTHOUSE / COURTROOM**

Notification of a law enforcement emergency may be received by Bailiff observations, 9-1-1 Dispatch calls, citizen reports or panic alarms. Responses to an emergency will vary with the circumstances of the situation.

1. The primary Bailiff receiving notification of an emergency shall broadcast the information on the Bailiff channel. Available Bailiffs shall respond to any emergency located within the courthouse area.

2. Bailiffs shall radio their observations, initial assessment and need for resources. Courthouse surveillance cameras may be monitored and pertinent information relayed to responding Deputies.
3. Any Bailiff responding to an emergency should state so over the Bailiff's channel, whenever possible. Responding Bailiffs should visually observe the area and assess the situation before entering the area of the incident.
4. Consider moving the Judge and Court Staff to a safe area (Chambers, jury assembly room, reporter's office or similar), preferably where the doors can be locked and secured.
5. Consider moving the attorneys and audience into the jury room with instructions to keep the door secured and not leave until a deputy comes to get them.
6. Lock and secure exterior courtroom doors if the incident is outside the courtroom.
7. The Jail Compound should be notified of any incidents that may affect them.
8. A supervisor will evaluate the situation and immediately notify Dispatch if additional assistance and resources are required. Deputies may then be directed to change to the primary Sheriff's Dispatch frequency and a code 33 requested for a dedicated channel.
9. In-custody defendants should be secured in a holding cell or brought to the compound, incident permitting. If either of these options are not available,

- a. Transportation Custody Deputies should be requested to respond to maintain security of the inmates, if safe to do so;

**Or**

- b. Consider bringing the in-custody defendants to a central location so that one Bailiff can guard them,

**Or**

- c. In-Custody defendants should be contained in the courtroom and continuously monitored during the incident.

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding deputies should consider reasonable options to immediately eliminate the threat. Deputies must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

*Refer to Lexipol 424 - Rapid Response and Deployment Policy*

## **Service Animals in the Courthouse-*Lexipol 382***

### **Suspicious Mail, Packages and other Items**

The original protocol for these types of incidents was published in 2001 and concentrated on Anthrax. Over the past five years, the types of incidents and potential incidents have increased. This document will supersede the previous memorandum dated October 1, 2001. It provides information on categories of incidents and response protocols. As always, personnel should exercise sound judgment and safety procedures when dealing with suspicious materials and items.

### **DEPUTY RESPONSE PROTOCOL**

Generally, there are two types of circumstances that are encountered, (1) suspicious mail or a parcel that is delivered to a location and (2) a suspicious package or container that is discovered at a location.

No matter the origin of the suspicious item, the circumstances will fall under one of four categories:

Category I calls will be handled by a Deputy response to evaluate the potential threat and determine a course of action. In all circumstances for Categories II, III, and IV, the Sheriff's Department and the County Fire HAZMAT team will respond. The FBI WMD (Weapons of Mass Destruction) coordinator and the Public Health Officer will be notified as soon as possible after the call is dispatched.

Each category and appropriate response is defined below. (Detailed safety guidelines are discussed at the end of this section).

### **CATEGORY I (CA OES – Threat Pattern 0)**

**Situation:** Report of suspicious letter/package/container with NO THREAT and NO VISIBLE SUBSTANCE.

**Response:** Law Enforcement response. If responding Deputy or complainant believes package is suspicious, the bomb squad may be activated to respond.

### **CATEGORY II (CA OES – Threat Pattern 1)**

**Situation:** Report of a suspicious letter/package/container with NO THREAT, but a VISIBLE SUBSTANCE.

**Response:** Sheriff's Department and County Fire HAZMAT response. The County Fire HAZMAT team will conduct field analysis for explosive, chemical,

or radiological hazards. If items test **positive** for explosive, chemical, or radiological, the FBI will have jurisdiction and guide the investigation.

If the test is **negative** for explosive, chemical, or radiological, the incident will fall under the jurisdiction of the Sheriff's Department. However, if the threat analysis shows there is a potential for a biological threat, the FBI will guide the investigation and testing of the item(s). The Fire County HAZMAT team will assist in the packaging of the materials.

The FBI WMD coordinator and the Public Health Officer will be notified of the response to the situation as soon as possible. It shall be the responsibility of the geographical field supervisor to confirm the notifications.

If the recipient of the mail or package is a government employee, the location is a government office, postal facility, or media building; the FBI may take control of the incident or the evidence.

### **CATEGORY III** (CASE OES – Threat Pattern 2)

**Situation:** Report of suspicious letter/package/container with a WMD THREAT, but NO VISIBLE SUBSTANCE.

**Response:** Sheriff's Department and County Fire HAZMAT response. The County Fire HAZMAT team will conduct field analysis for explosive, chemical, or radiological hazards. If items test **positive** for explosive, chemical, or radiological materials, the FBI will have jurisdiction and guide the investigation. If the tests are **negative** for explosive, chemical, or radiological materials, the incident will fall under the jurisdiction of the Sheriff's Department. However, if the threat analysis shows there is a potential for a biological threat, the FBI will guide the investigation and testing of the item(s). The Fire County HAZMAT team will assist in the packaging of the materials.

The FBI WMD coordinator and the Public Health Officer will be notified of the response to the situation as soon as possible. It shall be the responsibility of the geographical field supervisor to confirm the notifications.

If the recipient of the mail or package is a government employee, the location is a government office, postal facility, or media building; the FBI may take control of the incident or the evidence.

### **CATEGROY IV** (CA OES – Threat Pattern 3)

**Situation:** Report of suspicious letter/package/container with a WMD THREAT, and a VISIBLE SUBSTANCE.

**Response:** Sheriff's Department and County Fire HAZMAT response. The County Fire HAZMAT team will conduct field analysis for explosive, chemical, or radiological hazards. If items test **positive** for explosive, chemical, or radiological materials, the FBI will have jurisdiction and guide the investigation. If the threat analysis shows there is a potential for a biological threat, the FBI will guide the investigation and testing of the item(s).

Deputies will protect the scene until advised on course of action from the FBI WMD coordinator.

The FBI WMD coordinator and the Public Health Officer will be notified of the response to the situation as soon as possible. It shall be the responsibility of the geographical field supervisor to confirm the notifications.

The FBI WMD coordinator will coordinate with the responding personnel and the Public Health Officer concerning evidence handling and jurisdiction. The Fire County HAZMAT team will assist in the packaging of the materials.

## **SAFETY CONSIDERATIONS IN RESPONDING TO SUSPICIOUS PACKAGES AND SUBSTANCES**

### **CATEGORY I**

- a) **Deputies should not attempt to open suspicious mail or other times.**
- b) The Deputy shall respond to the location and make an initial assessment. The Deputy shall wear rubber gloves while at the incident.
- c) If the item is a letter or delivered package, determine if there is a return address or other information which may indicate where it was sent from. The Deputy shall attempt to determine whether or not the item is from a legitimate source, in which case no further action may be needed.
- d) In any case where the source and origin of the item cannot be verified, there is no evidence of a powder either seen or felt, no articulated threat, and no other obvious indications of a foreign substance in or on the letter or item (i.e. stains), the Deputy should photograph the item. Attention should be paid to photographing any unique markings and writing on the item.
- e) The Deputy may chose to seal letters in three clear plastic evidence bags ("triple-bag"), OR the Deputy may request the Bomb Squad respond to evaluate the situation. If the Bomb Squad responds, the Bomb Squad will determine the best course of action for the situation.
- f) In most cases other than letters or packages delivered by the US Mail or other common delivery service, the Deputy should request a Bomb Squad response. These situations are typically suspicious items such as suitcases, boxes, and packages found in public areas or business where the situations suggest a suspicious origin of the item.
- g) In all cases where someone has actually contacted the item, the Deputy should advise the reporting person to wash their hand and arms with soap and water (including anyone else who handled the item) as a normal precaution.

- h) If the Bomb Squad is not requested, and the item is confiscated as evidence, the Deputy is to classify the incident as a “019M – Suspicious Circumstances – Mail”, and document all of the appropriate information in an incident report.
- i) If the Deputy chooses to handle the item and book it as evidence, the Deputy shall comply with standard evidentiary booking procedures with the addition of sections “d” “j” and “k”.
- j) The Deputy shall place a note on the outside of the evidence locker advising the property officer of the nature of the contents.
- k) The Deputy shall send an email to the Detective Lieutenant and the Station Detective Sergeant summarizing the incident. (An electronic copy of the report will satisfy this requirement.)
- l) The Criminal Investigation Division will be responsible for any follow-up investigation of the incident and any analysis of the item.
- m) The County HAZMAT team will assist in packaging the materials if requested.
- n) Deputies may also call the Public Health Lap for assistance and information in packaging materials.

## CATEGORY II, III, AND IV

The Deputy shall do the following:

- a) **Deputies should not attempt to move or open items.**
- b) Establish a safety perimeter around the area.
- c) Wait for County Fire HAZMAT team to arrive and perform presumptive tests on item/substance.
- d) Do not touch the letter or package. Wear gloves at the scene.
- e) Secure the residence or place of business. Isolate the individual(s) who had contact with the letter/parcel in a secure area away from the letter/parcel.
- f) Advise the exposed individuals to thoroughly wash their hands/arms with soap and warm water for 30 to 60 seconds, and then wash their face.
- g) Close doors and windows in the room where the letter or package is located.
- h) Turn off air conditioning, heating, and fans to prevent the substance from circulating.

## BOMB SQUAD NOTIFICATION

### CATEGORY I

Deputies should follow the regular Department procedures for notifying/activating the Department Bomb Squad for calls involving suspicious packages or parcels under Category I. If there is any concern about the item by the Deputy, the bomb Squad should be paged to respond.

### CATEGORY II, III AND IV

The FBI WMD coordinator may request the Bomb Squad response for Category II, III and IV incidents. Deputies may also request the Bomb Squad response for

their ability to X-ray the items. These X-rays can detect a dispersal mechanism inside the package.

## **CALLS REGARDING SUSPICIOUS MAIL AND/OR PARCEL**

### **What constitutes a “suspicious letter?”**

Some typical characteristics Postal Inspectors have detected over the years, which ought to trigger suspicion, include:

- a) Letters are unexpected or from someone unfamiliar to you.
- b) Addressed to someone no longer with your organization or are otherwise outdated.
- c) Have no return address, or have one that can't be verified as legitimate.
- d) NOTE: Many legitimate junk mail letters appear to be handwritten but use presorted stamps with no postmark.
- e) Unusual weight, given their size, or are lopsided or oddly shaped.
- f) Marked with restrictive endorsements, such as “Personal” or “Confidential”.
- g) Have strange odors or stains.
- h) Show a city or state in the postmark that doesn't match the return address.
- i) Contain any sort of powder or other suspicious substance.

## **CALL-TAKER PROTOCOL**

1. When a call is received from someone reporting a suspicious letter or package, the Dispatcher or individual taking the call shall perform an initial complaint assessment to gather the following information:
  - (a) What are the circumstances regarding the receipt of the suspicious letter, including:
    - i. Was the letter addressed by hand from an unknown source?
    - ii. Does the letter have a postmark and/or no return address?
    - iii. Is there evidence of powder, stains, or odors?
    - iv. Was there any articulated threat associated with the letter?
  - (b) Has there been a recent exposure to any suspicious foreign substance? If so, get a thorough description of the substance.
2. As a precaution, advise the reporting person to do the following:
  - (a) Place the letter or other item of mail in a clear Ziploc-type bag and seal it if possible.
  - (b) Isolate it and do not handle it further.
  - (c) Wash their hands and arms (including anyone else who handled the item).
  - (d) Remain calm and await the arrival of a Deputy.
3. For Category II, III, and IV incidents, dispatch fire and law enforcement per established protocol and then notify the FBI WMD coordinator and the County Health Officer.

## SECTION 3 – Perimeter Security

### WEAPONS SCREENING

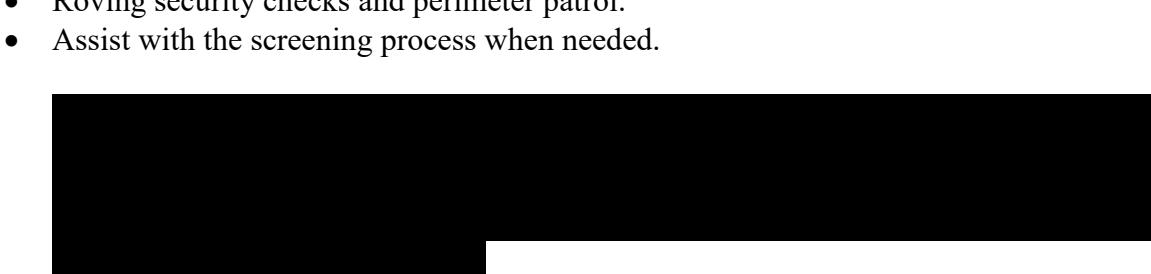
The primary mission of a screening station is to screen for weapons. These should not become UI/drug search stations. We jeopardize our ability to use these stations if we do not follow the prescribed court order guidelines. You retain the ability to make arrests when necessary; however, each situation should be evaluated with the larger picture in mind.

Since the Santa Barbara County Sheriff's Office uniform is the first sign of authority the public will see as they enter a court house, Deputies at these stations should present an image of professionalism and politeness, and have the ability to react as the first line of defense in the courts.

Activities which distract your attention from your task at screening stations should be curtailed and you should present an appearance of alertness and the ability to assume command of any issue which requires your attention. The use of cellular telephones and reading material is authorized only for work related purposes.

The Screening deputy is responsible for, and expected to;

- Oversee the daily operation and assure that the screening process is completed in a thorough and competent manner.
- Facilitate the screening process by directing persons needing to be screened and answering questions.
- Mediate any conflicts between the screeners and the public.



- Roving security checks and perimeter patrol.
- Assist with the screening process when needed.



People passing through the screening area have the option of being screened with the magnetometers *or* hand wands. Our only concern is that they be screened by one of

these methods. If they choose to be screened by hand wand, do not inquire as to their medical condition, nor offer advice on whether the devices are harmful or not to their condition.

## **Magnetometers**

It is policy of the Court Security Services Unit to have available for use portable doorway magnetometers at the various courtrooms during identified high-profile, high-risk court proceedings. Specifically, the use of portable doorway magnetometers and/or hand-held metal detectors during identified high profile, high-risk court proceedings will be employed to curtail weapons and/or other contraband articles from entering the courtrooms. Any article, except evidence to be presented during court, which could disrupt a court proceeding, will be prohibited from entering the courtroom.

Each Bailiff, when requested by the district attorney, plaintiff, and/or defense attorney, will discuss with the court's assigned judge the reasons and need for the installation of the portable magnetometer and discuss the request with his/her supervisor.

Further, as authorized by the court's assigned judge, the Bailiff will bar from entry to the courtroom any person who refuses to be searched.

Additionally, any carry-in article, such as a briefcase, backpack, fanny pack, or article of clothing, will be scanned and/or searched for weapons or contraband. If there is a refusal to this request, the Bailiff will prohibit the item from the courtroom.

In the event of a high-profile/high risk trial, or any situation in which the Sheriff's Department deems prudent to conduct entry screening into courtrooms/court facility, security provisions may include the use of entry screening by means of the following:

Entrance Screening may use any combination of the following methods to conduct a security search of persons entering the Court Facilities. The methods employed will reflect the nature of the court location, available equipment, special security considerations, and the need to accommodate individuals with special needs:

- Visual search
- Hand-held metal detector
- Walk-through metal detector
- Pat down search

Section 171(b) of the California Penal Code prohibits the possession of certain specified weapons within Court Facilities. *See the attached court order for a complete list of prohibited items.*

If a weapon or contraband is observed on a person attempting to enter the court facility, appropriate steps should be taken to prevent the item from entering the building. All illegal weapons shall be seized, with or without an arrest, and a report shall be written by the investigating officer.

Exemptions to this statue include any person who transports weapons to be used as evidence in court; a duly appointed peace officer; a retired peace officer with authorization to carry concealed weapons; a full time paid peace officer of this state, another state, or federal government who is carrying out official duties while in California; any person summoned by any such officer to assist in making arrests or preserving the peace while he or she is actually engaged in assisting such officer; a person holding a valid license to carry a firearm (**while a person with a valid license may not be in violation of the statute, he or she may not enter the court facility with the weapon.**)

Prior to walking through a stationary metal detector, members of the public will be instructed by screening personnel to remove metal items from their person and to open all packages, briefcases, purses, and any other closed item for inspection.

If the metal detector is activated the person activating the detector will be requested to remain motionless if the item is a possible weapon or to remove the item for inspection.

Persons who are concerned about the metal detector may be evaluated for an alternate screening method but will be screened by a reliable method in all cases.

The Court Administration will hire and supervise the private security company assigned as weapons screeners. Any concerns pertaining to the private security company should be reported to the Court Administration for resolution.

# **SECTION 4: PRISONER HANDLING & TRANSPORT**

## **Access to Court Holding Facilities:**

Access to the court holding areas shall be limited to Sheriff's personnel, Probation Officers, emergency services or county maintenance and support staff. Attorneys and counselors may visit with their clients in the designated visitation booths located in each compound.

## **Custody Handling:**

- When a prisoner needs immediate medical care or first aid, prompt action shall be taken to administer the aid and to summon emergency medical care personnel.
- Constant vigilance shall be maintained to prevent escapes.
- Extreme care shall be taken to keep weapons inaccessible to prisoners at all times.
- The supervisors shall insure that custody-handling procedures are followed at all court facilities.
- Males and females shall not be handcuffed or chained together absent exigent circumstances.
- Males and females shall be confined separately from each other.
- Juveniles shall not be handcuffed or chained with adults.
- Juveniles shall not be confined with adults.

## **Custody Movement**

It is necessary for all Deputies to be aware of their surroundings and the public during the movement of custodies in or outside of a courthouse. In most of our courts there are not secure routes to a courtroom from the holding facility. Custodies must be moved through public areas, many times moving outside the building. It is these movements that make Deputies vulnerable to attack and potential escapes. Sufficient deputies shall be used to protect the public and prevent the escape of custodies. Each supervisor shall periodically review the procedures for the movement of custodies with the Bailiffs.

## **Discipline:**

Infractions that occur at the courthouse can be documented with an Inmate Disciplinary Report. A copy of the IDR should be delivered to the Jail Compound.

## **Emergency Suspensions of Standard or Requirements:**

Nothing contained herein shall be construed to deny the power of any facility administrator to temporarily suspend any standard or requirement prescribed herein the event of any emergency which threatens the safety of a local detention facility, its inmates or staff, or the public. Only such regulations directly affected by the emergency may be suspended.

### **Incident Reports/Medical Emergencies:**

In the event of an emergency medical situation 9-1-1 will be called to respond. Should the inmate require transport to the hospital, a transportation officer will follow the ambulance crew in a marked unit. An OAI report of the emergency and the action taken will be written within 24 hours of the incident. The transportation supervisor will be advised of the incident as soon as possible.

### **Remands:**

Any person who is taken into custody on a remand shall be searched and processed by the officers working the court holding facility. As soon as possible the new remand will be transported to the county Jail. Fresh arrests will usually not be processed at any court holding facility.

### **Restraint Devices**

1. Currently, the following are available for use in movement of custody inmates:

- A. Leg shackles
- B. Waist chains with handcuffs
- C. Five-man/two-man chains with handcuffs
- D. Leg braces (left & right legs)
- E. Lock box

Depending on the nature of the charges, the officer may use appropriate discretion in reasonably employing any one or combination of the restraining devices.

- 2. Once in court, the judge will make the appropriate recommendations for restraints. Generally speaking, barring exceptional circumstances, all in-custody inmates will be dressed-out for trial. Care should be taken to keep the custody status and restraints from being known to jury members.
- 3. The district attorney, or the Sheriff's Department through County Counsel, may request a hearing to determine the risk to court staff and the public in relation to restraining devices employed during jury trial. Final determination of restraint devices employed rests with the judge assigned to the case.

If any adjustment must be completed the prisoner shall be placed on his/her knees within a chair at the defense table. This will cause the prisoner to be off balance and adjustments can be made to the ankle chain safely. All other adjustments may be made while the prisoner is standing.

If an inmate is not restrained or is restrained minimally while in court, additional Bailiffs should be assigned to the trial.

## SECTION 5:

