

City of Johns Creek Police Department

<i>Subject:</i> Court Security / Court Duties/Council Security		<i>Number:</i> 01-18
<i>Reference:</i>		<i>Amends:</i>
<i>Effective:</i> 06/08	<i>Review Date:</i> Annually	<i># of Pages:</i> 8
<i>Revised:</i> 02/12		
05/14		
01/16		
08/17		
07/18		
01/19		
06/20		

PURPOSE:

The purpose of this policy is to establish the policy and procedures for the agency’s Court Security function.

POLICY: (01-18)

Agency personnel shall provide courtroom security when the Municipal Court is in session. The provisions of this policy are applicable to all personnel assigned to provide court security.

PROCEDURES:

Agency Responsibilities (01-18-01)

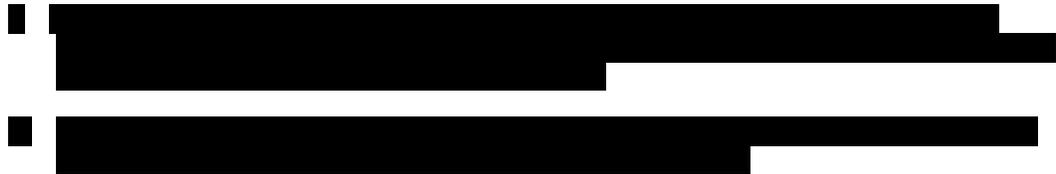
1. Johns Creek Police Department:
 - a. Provides security to the courts when in session within the Municipal Court Facility;
 - b. Responds as needed to requests for law enforcement assistance within the Municipal Court involving possible violations of State or Federal law or that represent a threat to public safety.
 - c. Provides court security policies, procedures and plans.
 - d. The Administrative Services Lieutenant is the identifiable position in the department responsible for court security function and operations.

Court Security Responsibilities (01-18-02)

1. The Administrative Services Lieutenant is responsible for:
 - a. The day-to-day supervision of the agency's court security program;
 - b. Enforcement of the court security procedures outlined below;
 - c. Determining appropriate manpower requirements and personnel assignments for court related activities;
 - d. Training assigned personnel in court related operations and emergency procedures;
 - e. Ensuring that all equipment and security devices are properly maintained and operational;
 - f. Maintaining liaison with the Chief of Police and judicial officials for security related matters; and
 - g. Assuming command of all unusual occurrences at the Municipal Court Facility until properly relieved.
 - h. Maintaining a minimum of two officers on duty for court security at all times.

Court Security Officers are responsible for:

- i. Performing courtroom security in accordance with the procedures outlined below;



Courtroom Operations (01-18-03)

The mission of Court Security personnel is to provide necessary security to the courtroom by performing the following tasks:

- a. Insuring that all personnel comply with the direction of the judge with respect to their individual conduct and behavior;
- b. Maintaining appropriate control over prisoners;
- c. Taking immediate action to respond to any violent or potentially disruptive situation that might threaten public safety;
- d. Protecting the judge and other courtroom officials as appropriate;
- e. Removing individuals who might pose a threat to public safety or who otherwise interfere with the decorum of the court;
- f. Requesting additional public safety resources when an emergency situation arises and taking other actions as required by the situation; and

- g. Other duties as may be assigned.
- h. Ensuring the screening process is handled in accordance with policy and procedures.

Screening Process (01-18-04)

Court Security Officers are responsible for ensuring every person who enters the municipal court area is screened before entering the secure area.

- a. An entry control point shall be situated to allow for an orderly flow of traffic through a screening process. The entry control point shall be staff by Court Security Officers when courts are open.
- b. A walk-through magnetometer is utilized at the entry control point to screen everyone entering the secure area. The search shall be advertised at each entrance to the municipal court area so that entry through the entry control point will carry an “implied consent” to search. The screening is voluntary since the person who refuses to enter the magnetometer or have their carried items searched shall be allowed to leave the building, but not be permitted to enter the municipal court area.
- c. All carried items shall be subject to a hand-search, which will be accomplished with minimum disruption. All items found in pockets, such as keys, cell phones, change, etc will be removed from pockets or jackets and placed in a plastic tray before entering the magnetometer. If illegal contraband is discovered, applicable charges shall be pursued by the Court Security Officer.
- d. If an item is temporarily held by the Court Security Officer the item(s) shall be placed in an envelope with the name and contact number. The items should be locked in a placed in a locked container. If the individual fails to retrieve the property at the end of the court session the Court Security Officer shall complete a found property report and place the item in evidence at the end of the court session.
- e. Court members, approved interpreters, city employees and Uniformed Law Enforcement personnel with proper identification and an issued photo ID are exempt from screening procedures.
- f. The Administrative Services Lieutenant may approve for attorneys to be issued an assigned visitor badge. If an attorney displays the assigned visitor badge he/she shall be exempt from screening procedures. If the attorney fails to present the assigned visitor badge he/she will be required to undergo normal screening procedures.

Conduct and Appearance (01-18-05)

Officers assigned to court security duties are expected to maintain the highest standard of conduct and appearance. Officers assigned to court security duties shall wear the patrol uniform. No other uniform, to include specialized assignment uniforms, may be worn without the prior approval of Administrative Services Lieutenant, i.e. K9, SWAT. In particular, officers shall refrain from engaging in any forms of behavior that may, in any manner, reflect unfavorably on the agency or the decorum of the court.

The presence of a police officer in a courtroom represents a visible deterrence to those who might present a threat to the safety of others. However, it is also recognized that while presenting such deterrence, court security duty can be routine and uneventful, and may require long periods of inactivity and little inter-personal contact.

During such periods while court proceedings are being conducted, officers must remember that they are under the continuous observation and scrutiny of the general public, the judge, defense and prosecuting attorneys, and other court officials.

It is of paramount importance that officers remain alert and vigilant for any potential threats to security and public safety. Officers shall position themselves to maintain continuous observation over spectators and defendants to properly respond to any threatening situation. It is also important that officers remain personally uninvolved in court proceedings and refrain from publicly showing their emotions or feelings concerning the rulings or verdicts of the court. When such decisions are rendered, officers must be especially alert to the emotional actions of others that might prove to be disruptive or threatening.

Officers should refrain from any actions that might be distracting from courtroom proceedings. Whenever possible, they should not walk in front of the judge or defense and prosecuting attorneys. Officers should not lean on the court's bench or against other furniture in a manner that would suggest inattentiveness.

Weapons (01-18-06)

Law enforcement officers are permitted to carry their duty weapons while in the Municipal Court Facility and while in the courtroom. (OCGA 16-11-130) Other individuals so authorized include:

1. District attorneys, assistant district attorneys, and their employed investigators;
2. State court solicitors and their assistants;
3. Employees of the State Board of Pardons and Paroles;
4. State and federal trial and appellate judges;
5. County medical examiners and coroners; and
6. Clerks of the Superior Court.

Civilian personnel are not permitted to bring weapons into the Municipal Court Facility. (OCGA 16-11-127)

Restraining Devices (01-18-07)

All prisoners, regardless of age or gender, will be restrained with handcuffs anytime they are in the Municipal Court.

1. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

6. Prisoners who are sick or injured may not require restraining devices based upon the circumstances. The requirement for handcuffs under such circumstances shall be determined by the ability of the prisoner to escape or injure others.
7. Disabled prisoners, such as those in a wheelchair or who use walking aids, shall be handcuffed whenever practicable while being moved to and from the courtroom and will be cuffed once situated in the courtroom.
8. Officers shall use waist chains on all prisoners who are in court. Officers may choose to use leg irons based on the threat and/or safety to others.
9. On occasion, an attorney may request that the judge authorize the removal of restraining devices from the defendant.
 - a. When so directed to remove the restraining devices by the judge, the assigned officer in the courtroom will inform the judge that unrestrained prisoners in the courtroom may pose a security risk and are against the agency's security procedures.
 - b. If the judge still orders the removal of the restraints, the officer will comply with his/her instructions and immediately inform other court security officers on duty.
 - c. The restraining device will be put back on the prisoner if the prisoner becomes disorderly, when directed by the judge, or when the trial proceedings have been concluded and it is time to remove the prisoner from the courtroom.

Equipment (01-18-08)

1. Personal items of equipment: Officers assigned to courtroom security duties shall carry their assigned firearm and less lethal weapons as required by policy 04-18. Additionally, officers shall ensure the following are immediately available for use when appropriate:
 - a. Handcuffs;
 - b. Waist Chains; and
 - c. Leg Irons
2. [REDACTED]
3. [REDACTED]
4. Magnetometers: Pre-positioned magnetometers and hand-held metal detectors are available for use during every court session. The assigned operator shall inspect this equipment before use.
5. Fire Detection and Fighting Equipment: are available throughout the Municipal Court Facility as prescribed by local building codes.

Special Security Situations (01-18-09)

1. General: Plans and procedures for handling emergency situations, high-risk trials, searches, use of weapons and of restraining devices, detainee movement, and

circulation pattern shall be based upon a documented survey conducted every two years.

- a. The survey will be performed under the direction of the Supervisor of the Court Security Unit.
- b. It will involve a review of all court related security procedures; consultations with the Chief of Police, judicial prosecuting officials, and, if possible, the involvement of physical security consultants to revise, where necessary, existing plans and procedures and to identify new personnel and equipment requirements that necessitate special funding.

2. Courtroom Disturbances: [REDACTED]

- [REDACTED]
- [REDACTED]

3. High-Risk Trials: The Solicitor, Chief of Police, or other judicial official will identify which situations are to be handled as a high risk trial, based upon several factors, to include the severity of the offense, media interest, expressed public concerns, notoriety of the defendant, witnesses, or victims, or criminal intelligence information. Once informed that the trial is declared "high-risk", the Supervisor of the Court Security Unit shall:

- a. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4. Fire: Initial notification: The first Court Security officer who received information concerning a fire, will immediately notify the 911 Communication Center and other Court Security personnel by the quickest means possible.

- a. Such initial notifications shall be made in a non-disruptive manner and as quietly and discreetly as possible.
- b. If a trial is in session, the officer assigned to the courtroom shall approach the judge and inform him/her privately of the situation and request that the prisoner be removed for possible transport back to the jail, should it become

necessary to evacuate the building.

- 5. Evacuation Procedures: Should an evacuation be ordered, it will be conducted in an orderly and expeditious manner. Court Security officers shall take the following actions:

- a. [REDACTED]

- [REDACTED]

- [REDACTED]

- d. Persons to be evacuated should be advised of the situation and instructed to remain calm and to evacuate the building immediately, without running or making any unnecessary noise and without using the elevators.

- e. Officers should be alert for any disabled, extremely young or elderly persons who may require special assistance from others being evacuated.

- f. All light switches, computers, telephones, facsimile machines, and other electrical devices should not be touched.

- g. No items should be removed from the building except for readily available personal property, such as pocket books, briefcases, and outer-clothing.

- h. Evacuees should be directed to leave the building through the nearest ground-floor exit and to proceed out of the immediate area.

- 6. Medical Emergencies: At the first sign of a possible medical emergency, Court Security personnel shall immediately contact the 911 Communications Center and request EMS support.

- a. First aid will be provided within the capability of the officer to do so and there is no risk to prisoner safety.

- 7. Hostage/Barricade Situations

- a. [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

- [REDACTED]

iv. [REDACTED]

- [REDACTED]
 - [REDACTED]
 - [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]

8. Civil Disturbance: [REDACTED]
[REDACTED]

- [REDACTED]
- [REDACTED]