Volume 4 - Security

(Title page only, No content)

• Chapter 1 - Security Program

(Title page only, No content)

• • 4-01/010.00 Objectives

This program has been designed to increase the level of courthouse and facility security by:

- Adding armed and unarmed security personnel to posts in and around courthouses and County facilities, in addition to performing weapons screening.
- Consolidating courthouse security responsibilities under the Sheriff.
- Providing on-site Sheriff's Department management and supervision of security personnel.
- Enhancing responses to breaches of security.

Current court weapons screening standards and practices will be improved with Sheriff's Department management by on-site supervision, employee selection standards, specialized entry-level positions, and in-service training programs. Security Officers and Security Assistants will man a fixed post and/or be assigned to patrol designated areas.

• • 4-01/015.00 Scope of Work

Security Officers and Security Assistants are distinguished by their knowledge of Departmental security techniques, policies and procedures, and the exercise of independent judgment in providing security.

Security Officers and Security Assistants are responsible for: Weapons screening and patrol of public areas in court facilities, grounds and parking lots, assisting sworn personnel in guarding County property against fire, theft, vandalism, and trespassing during regular court business hours.

• • 4-01/020.00 Level of Service

Security Officers will perform facility security duties and operate fixed search screens.

The Security Assistants often operate fixed search screens and may perform interior foot patrol.

Deputies or contract security personnel will provide the agreed services if Sheriff Security personnel is not available.

• • 4-01/025.00 General Protocol

Security Officers and Security Assistants are employees of the Los Angeles County Sheriff's Department. They are subject to all Department rules, regulations, policies, etc., as prescribed in the Department Manual of Policy and Procedures, Unit Orders, and Facility Guidelines, the Court Services Manual, Directives and Bulletins.

Department of Human Resources policies and practices apply to security personnel (i.e., transfers, bilingual bonus pay, overtime, right to file grievances, performance evaluations, maternity leave, etc.).

• • 4-01/030.00 Classification Specifications

Definitions and Comparison of Responsibilities:

RESPONSIBILITY	SECURITY ASSISTANT	SECURITY OFFICER
Works from a fixed post and/or patrols the inside of a facility to detect or prevent individuals from committing acts which are violations of the law.	X	X
Conducts searches of individuals for weapons or contraband, and detains individuals for further investigation or arrest, where circumstances and conditions warrant such action.	X	X
Pursues, apprehends, and detains persons observed committing any infraction or crime and detains suspects pending arrival of sworn personnel.		X
Investigates questionable acts or behavior observed or reported on County premises.		X
Directs visitors to personnel and services within a facility.	X	X
Locks and unlocks gates and doors at designated times. Permits ingress of employees, vendors, and authorized personnel.	X	X
Ensures that only authorized personnel are permitted access to restricted areas.	X	X
Utilizes fixed and hand held scanning devices to detect unauthorized weapons.	X	X
Monitors alarm systems and electronic surveillance equipment, and responds to the scene of locally-activated fire, burglary, or other alarms.	X	X

Relays reports of bomb threats to the Branch Supervisor and participates in organized bomb searches.	X	X
Reports safety hazards, malfunctioning equipment, liquid spills, and other such matters to appropriate maintenance personnel.	X	X
Operates miscellaneous equipment and motor vehicles as required.	X	X
Assists as directed in building evacuations.	X	X
Requires all persons to enter through the "search screen" prior to admittance into the facility.	X	X
Participates with sworn personnel in securing facilities and conducting searches.	X	X
Writes daily activity, incident and non-employee injury reports.	X	X
Issues parking citations for infractions on the court facility.		X
Patrols outside perimeter.		X

• • 4-01/035.00 Security Assistants, Sheriff (UNARMED)

Definition: Assists Deputies in guarding County property against fire, theft, vandalism, and trespassing.

Classification Standards: Positions allocable to this class are uniformed non-peace officer positions assigned to provide security in and around County Court facility areas, assisting sworn personnel in guarding County property against fire, theft, vandalism, and trespassing. Assistants generally operate at a fixed post, but may be assigned to designated patrol areas.

Personnel appointed to this position are monthly recurrent employees and shall satisfactorily complete a training program prescribed by the Los Angeles County Sheriff's Department.

Note: This position is a Physical Class "4" Arduous position. Furthermore, all personnel are required to have at least a California Class "C" Driver's License in their possession.

• • 4-01/040.00 Security Officer, Sheriff (ARMED)

Definition: Assists Deputies in guarding County property against fire, theft, vandalism, and trespassing.

Classification Standards: Positions allocable to this class are non-peace officer positions who are armed

and assigned to provide security in and around Court and other County facilities by protecting persons and property within those facilities and areas, and by preventing individuals from committing acts which are injurious to others or to property. Officers are distinguished by their knowledge of Departmental security techniques, policies and procedures, and the exercise of independent judgment in providing security at courts and other County facilities. Officers man a fixed post or patrol designated areas.

Personnel appointed to this position are monthly permanent employees and shall satisfactorily complete a training program prescribed by the Los Angeles County Sheriff's Department.

Note: This position is a Physical Class "4" Arduous position. Furthermore, all personnel are required to have at least a California Class "C" Driver's License in their possession.

• Chapter 2 - Personnel Policies and Procedures

This section has to do with the Security Officer or Security Assistant, not their duties.

• • 4-02/010.00 Security Officer Firearm Policy

CALIFORNIA PENAL CODE 12031(D) (4): Uniformed security guards or night watch persons employed by any public agency, while acting within the scope and course of their employment.

CALIFORNIA PENAL CODE 12031(D)(5): Uniformed security guards, regularly employed and compensated in that capacity by persons engaged in any lawful business, and uniformed alarm agents employed by an alarm company operator, while actually engaged in protecting and preserving the property of their employers or on duty or en route to or from their residences or their places of employment, and security guards and alarm agents en route to or from their residences or employer-required range training.

- Security Officers shall not carry a firearm until they have completed their firearms training and have shot a qualifying score.
- Firearms issued to Security Officers shall be secured only in designated locker or safe within a County facility whenever the officer is not on duty.
- Security Officers shall only carry a Department-issued firearm.
- Security Officers are required to meet the peace officer handgun qualification standards as prescribed in the Manual of Policy and Procedures. Security Officers may, with the approval of their supervisor, take their duty weapon from their assigned place of work in order to practice qualifying for a shooting bonus. A "Security Officer Off-Duty Firearm Agreement" form, (See “Forms” on the CSDNet) shall be completed for each occasion a Security Officer wishes to practice with their weapon other than normal duty periods.
- Security Officers shall not carry a backup or second firearm.
- Security Officers are not expected to use or qualify with the shotgun.
- Security Officers are eligible for bonus shooting pay.
- Except as provided above, the policy, rules, and restrictions in the use of firearms, prescribed for deputy personnel in the Manual of Policy and Procedures, shall also apply to Security Officers.

• • 4-02/015.00 Uniform and Safety Equipment

All Security Officers and Security Assistants shall possess at all times, a complete and serviceable uniform with the necessary equipment and identification to perform their assigned duty. Only uniform and safety equipment items specifically listed in this manual are authorized to be worn and/or carried by security personnel. Uniforms and equipment shall meet the specifications authorized by the Department. Items not listed are specifically prohibited. The omission of an item is not to be construed as permissive and/or approved. Items shall be replaced when they are so worn or damaged as to present an unacceptable appearance or do not meet current specifications.

Department equipment, identification, and uniforms which are stolen, lost, or damaged shall be immediately reported to the Branch Supervisor.

Shoes - The uniform shoes shall be a uniform boot with the same specifications worn by Deputy personnel or a low-laced, plain-toed oxfords, with smooth finish, and black in color.

Name Plate - The name plate shall be attached to the outermost uniform garment and shall be clearly visible at all times.

Headgear - Only Department-authorized headgear shall be worn when in uniform.

• • 4-02/015.05 Uniform for Security Officers

All security officer personnel shall maintain the uniform designated for their classification as listed below. Detailed specifications and descriptions of items are located in the Department's Manual Policy and Procedures.

(Note: Uniforms should be replaced annually, as needed. A uniform allowance is provided for the purpose of maintaining serviceable uniforms.)

BASIC UNIFORM:
Security Officer Badge
White Shirt (Long or Short Sleeved)
Approved Shoulder Patches
Name Tag
Green Class A Trousers
Black Basket Weave Belt
Black Field Jacket
Black Socks
Plain Black Shoes
Handgun Case
Three Magazines
Beretta Pistol or Approved Weapon
Magazine Pouch
Holster

Sam / Sally Browne (Gun belt)
Four Keepers
Handler 12 or Baton
Baton Ring
Handcuffs / Key
Handcuff Case
Key Holder
Whistle
Flashlight
Radio Holder
Protective Vest
Rain Jacket / Pants
OC Spray / Holder

• • 4/-2/015.10 Uniforms for Security Assistants

All security assistant personnel shall maintain the basic uniform designated for their classification as listed below. Detailed specifications and descriptions of items are located in the Department's Manual Policy and Procedures.

(Note: Uniforms should be replaced annually, as needed. A uniform allowance is provided for the purpose of maintaining serviceable uniforms.)

BASIC UNIFORM:
Security Assistant Badge
White Shirt (Long or Short Sleeved)
Approved Shoulder Patches
Name Tag
Green Class A Trousers
Black Basket Weave Belt
Black Field Jacket
Black Socks
Plain Black Shoes
Handcuffs / Key
Handcuff Case
Key Holder
Flashlight
Radio Holder
Protective Vest
Rain Jacket / Pants
OC Spray / Holder

• • 4-02/020.00 Grooming and Dress Standards

Uniforms shall be worn in a military manner with uniform buttons secured at all times unless otherwise

directed. Except for a field notebook and identification, nothing shall be carried in the pocket of any uniform which might produce an obvious bulge or protrusion.

Security personnel shall keep their persons clean and sanitary by frequent bathing. Proper barbering shall be practiced. Official uniforms shall always be kept as clean and neat as possible. Leather accessories shall be kept dyed and clean, metal parts shall be shined, and weapons shall be kept clean and serviceable.

Hair Grooming

Male Personnel:
Hair shall be neat, clean, properly trimmed, and well-groomed at all times while personnel are on duty. The hair shall be moderately tapered and may touch the shirt collar, but not extend below it. Wigs or hairpieces are permitted if they conform to the above hairstyle standards. Hair shall not be of a style, length, or artificial color which is offensive to the general public. Hairstyles and/or wigs and hairpieces shall not interfere with the normal wearing of any regulation headgear.

Sideburns shall be trimmed so as not to extend below the bottom of the earlobe and shall end in a clean shaven horizontal line. The flare or terminal portion of the sideburn shall not exceed the width of the main portion of the sideburns by more than one-fourth of the un-flared width.

Mustaches shall be neatly trimmed and groomed and shall not extend below the upper lip line or corners of the mouth. Mustaches shall not extend to the side of the mouth by more than one-half inch beyond the corners of the mouth.

Beards shall not be permitted.

Female Personnel:
Hair shall be kept clean, neat, and well groomed at all times while on duty. The hairstyle shall not be worn in a manner which will jeopardize the safety of the employee or cause a hindrance in the performance of her duties. It shall not extend below the collar or below the eyebrows.

The hair shall be neatly styled, trimmed, and well groomed. It shall not be of a style, length, or artificial color which is offensive to the general public. Wigs or hairpieces are permitted if they conform to these standards.

Uniformed Male Personnel:
There is no restriction on the exposure of an undergarment with the open collar shirt, providing the undergarment is clean, white, and has a standard round or "V" collar. No turtlenecks.

Uniformed Female Personnel:
Appropriate undergarments, including brassiere, shall be worn.

Jewelry:
No visible necklaces, bracelets, or anklets shall be worn while in uniform. Female security personnel with pierced ears are permitted to wear a single stud earring (no larger than 3/8" in diameter) in each earlobe. All other visible jewelry shall be limited to rings and watches.

Note: The Medic-Alert necklace and bracelet shall be exceptions to the above regulations.

• • 4-02/025.00 Department of Human Resources Policies and Practices

Department of Human Resources policies and practices apply to security personnel (i.e., transfers, bilingual bonus pay, overtime, right to file grievances, performance evaluations, maternity leave, etc.).

• • 4-02/030.00 Security Officer Benefits

BENEFIT	DESCRIPTION OF ALLOWANCE
Flex Plan Type	Choices
Sick Leave	(10) Days (First Year) (11) Days (Second thru Fourth Year) (12) Days (Fifth Year)
Deferred Income	Thrift Plan
FLSA Overtime Provisions	Cover
Holiday	Yes
Vacations	Yes (After One Year)
Injury Leave	Section 231 Benefits
Jury Duty Leave	Yes
Witness Leave	Yes
Bereavement Leave	Three Days
Civil Service Examination Leave	Yes
Military Leave	Yes
Unpaid Leave	Yes
Retirement	Yes
Step Advance	Yes
Shift Differential	Yes
Superior-Subordinate Pay	Yes
Standby Pay	Yes
Call Back Pay	Yes
Bilingual Pay	Yes
Sick Leave Buy Back	Yes
Sick Leave at Termination	Yes
Uniform Allowance	Yes

• • 4-02/035.00 Security Assistant Benefits

BENEFIT	DESCRIPTION OF ALLOWANCE
Flex Plan Type	Choices

Sick Leave	(10) Days (First Year) (11) Days (Second thru Fourth Year) (12) Days (Fifth Year)
Deferred Income	Thrift Plan
FLSA Overtime Provisions	Cover
Holiday	Yes
Vacations	Yes (After One Year)
Injury Leave	Section 231 Benefits
Jury Duty Leave	Yes
Witness Leave	Yes
Bereavement Leave	One Day
Civil Service Examination Leave	Yes
Military Leave	Yes
Unpaid Leave	Yes
Retirement	No (After 10 months)
Step Advance	Yes
Shift Differential	Yes
Superior-Subordinate Pay	No
Standby Pay	Yes
Call Back Pay	Yes
Bilingual Pay	Yes
Sick Leave Buy Back	No
Sick Leave at Termination	No
Uniform Allowance	Yes

• • 4-02/040.00 Intra-Division Transfer Policy for Security Officers, Security Assistants and Court Service Specialists

Transfers Out of Court Services Division:

Transfers of Security Officers (SO) and Security Assistants (SA) out of Court Services Division (CSD) to other divisions shall be governed by provisions of the Manual of Policy and Procedures, Sections 3-02/010.35.

Transfer into Court Services Division:

Security Officers/ Assistants desiring transfers into CSD may request a transfer to East, West, or Central Bureaus. Employees may not request transfers to a specific court within a Bureau. It is the policy of CSD to fill vacancies at courts through Intra-Division transfers, then they will be filled with employees transferring into the Division.

Transferring employees shall be assigned to vacant positions in the Bureau of their choice based upon the following criteria applied in the following order:

- Choice
- Department Seniority
- Travel distance from residence

Transferring employees will be required to remain at their first unit of assignment for one year. However, they may submit an Intra-Division transfer request form at any time.

Security Officer, Security Assistant, and Court Services Specialists, wishing to transfer from one Court Services unit of assignment to another shall submit an Intra-Division Transfer Request form requesting up to a maximum of six (6) units in order of their preference. They shall submit the request through the operation's staff of the requesting employees' Bureau for approval prior to being submitted to CSD Personnel Representatives.

Intra-Division Transfers

Intra-Division transfers shall be based upon Division seniority. The Division seniority date is defined as the date a Security Assistant/Officer or Court Services Specialist transferred into CSD for the current, uninterrupted period of assignment. Ties in eligibility for transfer to a particular branch will be resolved as follows:

- If Division seniority dates are equal, then the employee having the most Department seniority will receive the transfer.
- If Department seniority is also equal, then the transfer shall be awarded to the employee who listed that branch highest among their choices on their transfer request.
- If all seniority dates and branch choices are ~~is~~ also equal, then the transfer shall be resolved alphabetically.

Division Displacements

The following criteria shall be used in the event employees are curtailed/displaced from their branch/courthouse due to a Superior Court Service Level reduction:

- Solicit interested employees to be voluntarily transferred from affected branch/courthouse
- If an insufficient number of employees request to be voluntarily transferred then the employee having the least branch/courthouse seniority shall be displaced.
- If branch/courthouse seniority dates are equal, then the employee having the least Department seniority shall be displaced.
- If Department seniority dates are equal then the employee having the least County seniority shall be displaced.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved alphabetically.

In the event that the affected branch/courthouse reopens or the staffing levels are restored, the

curtailed/displaced employee shall, on the basis of seniority, be entitled to a one-time only first right of refusal to return to their former assignment before any other employee is permitted to transfer.

Temporary Overtime Reduction Assignments (TORA)

In the event that a branch/courthouse falls below minimum staffing level, employees from another branch/courthouse within the same bureau may be temporarily reassigned to ensure that the minimum staffing level is maintained. The selection shall be based on the following criteria:

- Solicit interested employees to be voluntarily transferred from affected branch/courthouse.
- If an insufficient number of employees request to be voluntarily transferred then the employee having the least branch/courthouse seniority shall be displaced.
- If branch/courthouse seniority dates are equal, then the employee having the least Department seniority shall be displaced.
- If Department seniority dates are equal then the employee having the least County seniority shall be displaced.
- If all seniority dates and branch choices are equal, then the transfer shall be resolved alphabetically.

Court Services Specialists

If a transfer list is not available, or if an employee on a transfer list refused an assignment based on the Division needs the unit shall select a candidate from the current CSS Certification List.

Transfer Preference List

Court Services Division Personnel Representatives shall develop transfer preference lists for each branch, in order of seniority, and shall affect transfers to fill vacancies as needed based upon Divisional priorities. CSD Personnel Representatives shall announce an initial update period in which the employees may submit their Intra-Division Transfer Requests forms.

Thereafter, a Transfer Preference List composed of personnel who have submitted timely and approved transfer requests shall be promulgated. Transfer and deletion requests forms may be submitted at any time; however, the transfer preference list will be updated only twice a year (prior to January and July).

• Chapter 3 - Duties and Conduct

Duties and conduct for Security Officers and Security Assistants while in the performance of their duties.

• • 4-03/010.00 Introduction

The provision and maintenance of adequate security measures throughout the County of Los Angeles Court System, and various other County facilities, is the primary responsibility of both Security Officers and Security Assistants.

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

In both its planning and procedural aspects, security is an operational problem with features unique to each facility and its occupants. To ensure adequate and effective security measures and procedures, responsibility must be delineated and individually placed within each facility.

• • 4-03/015.00 Duties

It is the duty of each Security Officer and Security Assistant to be at their post of assignment during working hours, and remain highly visible at all times, and to follow the rules and guidelines established by Department Manual of Policy and Procedures, Court Services Division Manual, and Court Services Division Directives.

Security personnel will also be required to monitor the areas in and around their fixed post. Be observant for disturbances, violations of fire safety standards, and report hazards such as blocked exits, and slippery floors.

Security personnel should be aware of points of interest in and around the courthouse. It is not uncommon for an officer to be asked where such places are located. Provide this information in a polite manner.

• • 4-03/020.00 Responsibilities

The major responsibility of the Security Officer and Security Assistant is prevention of incidents or offenses. A Security Officer and/or Security Assistant must be highly visible. By remaining visible, security personnel may discourage anyone who might be considering theft, damage, or personal injury to persons or property.

Security personnel must be alert, listen carefully, and be ever watchful. Prevention of entry of persons who are disruptive, abusive, and/or intoxicated is accomplished by being alert to all who enter your facility. Be aware of warning signs of various problems which may surface ahead of time, such as body language, tone of voice, slurred speech, manner and style of dress, eye movements, etc.

It is the responsibility of security personnel to be thoroughly familiar with the Security Plan of their facility. Only with complete knowledge and familiarity can security personnel act quickly and efficiently in any given situation. If an offense or incident does occur, security personnel must remain calm, observe and remember events, and report the occurrence to their supervisor.

• • 4-03/025.00 Authority

Security Officers and Security Assistants are not peace officers. Security personnel do not perform the same duties, receive the same training, or have the same powers under the California Penal Code as peace officers.

Security Officers and Security Assistants are public officers,(as defined in 831.4 PC), employed by the Sheriff of a County, whose primary duty is the security of a location or facility with respect to the patrons, employees, and properties of the employing County as directed by the Sheriff.

All security personnel should be reminded that the protection of people and property are their primary duties. Whereas, peace officers protect people, property, and enforce laws.

If a law is violated, peace officers are required to pursue and apprehend the responsible person(s). Security personnel's primary role is that of an observer and reporter. Under certain circumstances, it may become necessary for a Security Officer to pursue a violator only in tandem with a sworn Department member.

Refer to CSDM, 4-03/025.10 - Foot Pursuit Policy For Security Personnel.

Record all pertinent information and provide it to the proper law enforcement agency.

A Security Officer is responsible to observe, deter, pursue, and detain persons who have committed a crime on County property. However, they shall never independently place a person under arrest, but must detain the person for further investigation by peace officer personnel. The penal code defines "arrest" as the taking of a person(s) into custody, in a case and in the manner authorized by law. An arrest may be made by a peace officer or by a private person (834 PC).

• • 4-03/025.05 Relations with Peace Officers

Security personnel should maintain a good working relationship with other Sheriff personnel and law enforcement agencies. Security personnel must avoid doing any of the following:

- Never play "cop".
- Do not mislead people. Because of the uniform, the public may perceive security personnel as peace officers. Security personnel are not to imply or represent that they are peace officers.
- During an emergency, security personnel should not interfere with peace officers who may be on the scene. However, do cooperate to the fullest extent possible when called upon to assist.

• • 4-03/025.10 Foot Pursuit Policy for Security Personnel

Security officers shall not engage in a foot pursuit unless in tandem with a sworn Department member. If a security officer becomes involved as an assisting partner in a foot pursuit and is directed by the sworn member to put out a broadcast, the security officer shall be prepared to provide the following information in a timely manner:

- Officer identifier

- Suspect(s) exact location and description
- Reason for the foot pursuit
- Whether suspect is armed

Security Assistants shall not go in foot pursuit.

Refer to Manual of Policy and Procedures related to Foot Pursuits.

• • 4-03/030.00 Attitude

Security personnel shall serve the Sheriff's Department loyally and discreetly, and will not display poor judgment or fail to support fellow employees in the lawful performance of their duties.

Security personnel shall always maintain a professional demeanor. They shall perform their duties in a calm, but firm manner, acting together to assist and protect each other and County property.

Security personnel shall direct and coordinate their efforts in a manner which will establish and maintain the highest level of professionalism. Watching television, reading newspapers, books, magazines, eating, and smoking are prohibited while working an assigned area except during a break or lunch. Breaks and lunch shall be taken in a designated area or away from assigned post and out of view of the public, especially if eating or talking on a cell phone.

Security personnel should be aware of points of interest in and around the courthouse. It is not uncommon for an officer to be asked where such places are located. Provide this information in a polite manner.

People will remember their encounters with you, both good and bad. This will be retained for weeks or even months. Security personnel should remember they are often the first contact many people have with the court system. The impression security personnel make may have a lasting impression, positive or negative on the public’s view or opinion of the Sheriff’s Department.

• Chapter 4 - Security Policies and Procedures

Security in the Courts of Los Angeles County is of the utmost importance. Security officers and security assistants are the courts’ first line of defense. The Courts and the public are best served by awareness and diligence to the policies in this section, such as interior and exterior searching of the premises, the public and employees to submitting to the search screen process upon entering the building, and other security measures that are in place to help provide a safe and secure environment for the public and employees by preventing the introduction of weapons or other unwanted disruptions.

• • 4-04/000.05 Professionalism and Courtesy During the Screening Process

Many people feel uncomfortable when faced with the situation involving a search, whether it is a visual, electronic scanning of their property or the use of a handheld metal detector. Most of the people attending court do not necessarily want to be there so their demeanor may not be the most positive, nor may they be on

their best behavior.

Try to understand the situation from the citizen's perspective and conduct any search procedure with professionalism and courtesy. You can better obtain a person's cooperation and have them leave with a better feeling about the entire situation based on the way they are treated.

• • 4-04/000.10 Managing Uncooperative, Argumentative, or Highly Emotional People

Refer to CSDM, 1-02/070.00 -Managing Uncooperative, Argumentative, or Highly Emotional Persons.

• • 4-04/010.00 Search Screening and Recommended Staffing

The search screen consists of one or more walks through metal detectors, an x-ray machine, and hand held metal detectors. The public must be funneled into the search screens, using natural barriers and stanchions. Also, a table and individual containers should be available so the public may place their personal properties, such as keys, coins and all other objects from their pockets, into it prior to passing through the walk through metal detector.

A recommended staffing configuration for a typical weapons screening site is a uniformed team of one Security Officer and two Security Assistants. Other configurations may be appropriate depending upon the circumstances.

• • 4-04/015.00 Nuisance Alarms

Although the archway is the sensitive part of the metal detector, all detectors can be subject to "noise" from the outside environment. Typical sources of such noise are electrical interference from large motors, fluorescent lamps, copy machines, and radio transmissions. Nuisance alarms can also be caused by people moving large metal objects outside, but near the archway. It is also possible that an operator can cause nuisance alarms by leaning on the archway, causing mechanical vibration or by moving too close with objects such as radios, badges, weapons, and other security hardware.

Occasionally, outside interferences will trigger the alarm when someone is in the archway and is not carrying a detectable metal object. Thoroughness requires that if the alarm sounds, the individual must be examined for metallic objects with a handheld metal detector and/or by passing through the archway again, even if a nuisance alarm is suspected.

It would not be unusual for a person carrying a weapon to try to disguise the fact by bumping the archway as he moves through, and then try to convince the operator that the vibration was the source of the alarm. He might also try to convince the operator that the response was from some other object he was carrying and that no further investigation is needed. Always investigate all alarms thoroughly. Investigate the unusual.

• • 4-04/020.00 Security Search Procedures

The security search process is to screen for weapons prior to persons being admitted into the facility. Searches may include the use of electronic metal detection, x-ray or visual inspection of the contents of any purse, parcel or carried items and can include “pat down” search if needed.

Refer to CSDM, 4-04/020.05, Search of Person and Property Entering the Courthouse

Any person entering the courthouse shall go through the court security search process of:

- An x-ray machine search of their property and parcels
- An electronic and/or “pat down” search of their person

This search is considered to be a consensual search. A person may verbally withdraw their consent to be searched prior to passing through the walk through metal detector. Court security personnel shall acknowledge the right of a person to withdraw their consent and they shall be directed to immediately exit the facility.

Note: Male security personnel shall not conduct a pat down search of a female passing through weapon screening. Pat down searches on a female passing through the weapon screening shall only be conducted by a female security personnel or a female Deputy.

However, if a person has begun the security search process by passing through the walk through metal detector and any of the below criteria is present, they may not withdraw their consent and the search shall be completed. The search of a person shall be completed if:

- You see or hear an activation of the walk through metal detector
- You hear an activation of the handheld electronic metal detector
- You see an object on the individuals person that you believe may be a weapon

Note: The objective of the screening process is to prevent weapons from entering the courthouse. Once you have a reasonable suspicion, that a person maybe concealing a weapon and attempting to enter the courthouse, the search shall be completed. This procedure shall be followed to deter a person from attempting to pass a weapon through the screening process by testing your alertness and the system’s ability to detect weapons.

If a person walks through the walk through metal detector and there was:

- No activation of the walk through metal detector, either visual or audible
- No activation of the handheld electronic metal detector
- You did not observe an object or have a reasonable suspicion that a person may be concealing a weapon

However, if it is noticeable the person did not remove all objects from their pockets; Department personnel shall instruct the person to remove the item(s). If the person refuses, and you do not believe the object to be a weapon, ask the person to leave. If the person refuses to remove the object(s) and refuses to leave, call for branch supervisor.

Common items not normally construed as a weapon, (i.e.... thick jewelry chains), could be considered a restricted item. Security personnel shall follow CSDM, 4-04/040.05 - Retention and Disposition of Restricted

Items.

Should any concerns arise, call for a branch supervisor to make the determination on the item.

If a person walks through the walk through metal detector and then flees out of the building and there was:

- No activation of the walk through metal detector, either visual or audible
- No activation of the handheld electronic metal detector
- You did not observe an object or have a reasonable suspicion that a person maybe concealing a weapon

Department personnel shall not pursue this individual or attempt to detain him/her for a weapons screening violation. Court security personnel shall notify the Branch Supervisor, as soon as possible.

Refer to Manual of Policies and Procedures relating to Foot Pursuits, also refer to CSDM, 4-03/025.10 - Foot Pursuit Policy For Security Personnel

Such right to withdraw their consent to search shall not apply to searches incident to arrest or otherwise being taken into custody, or any other circumstances authored by law which permits searches without a warrant.

If the person attempts to force entry into the courthouse without completing the screening process, they are subject to detention and/or arrest. Court security personnel shall notify the Branch Supervisor, as soon as possible.

• • 4-04/020.05 Search of Person and Property Entering the Courthouse

Inspection of hand-carried items are conducted using an x-ray device or by physical inspection of the item. If the x-ray displays an image of an explosive, incendiary, deadly or dangerous weapon, security personnel shall immediately advise their supervisor and appropriate action is to be taken. Notification should be accomplished as discreetly as possible. Security personnel shall maintain control of the item at all times, until the item has been cleared.

The search screening process consists of:

- Initial processing is conducted by security personnel using a walk-through metal detector. Prior to entering a walk-through metal detector, the person being screened is asked to remove all objects from their person, and then proceed through the metal detector. If the person being screened does not set off the alarm, either audibly or visually, the person is clear to proceed beyond the screening point. If the alarm is set off, the person must be reprocessed to determine the cause of the alarm prior to being cleared.
- Further screening is conducted by security personnel whenever individuals cannot be cleared after going through the metal detector a second time. A handheld metal detector is then used to determine and isolate the area of the individual that set off the alarm. Once isolated, a pat down search of their outer garments will be conducted.
- Pat Down searches should be done in an inoffensive, yet thorough manner and should be limited to the area of the individual's body which set off the alarm or prompts visual concern. The search is conducted

only to the extent necessary to ensure the absence/presence of a weapon. In the event security personnel are unable to locate and identify the object, or there is reasonable suspicion to believe a weapon may be concealed on the person, a supervisor shall be advised.

Note: These searches, as a condition of entry into public buildings are allowed under the regulations of the General Services Administration of the United States. These searches are administrative in nature for the purpose of keeping a facility free from weapons related violence. The search is legal so long as it is reasonable, no more intrusive than necessary, conducted for a purpose other than the gathering of incriminating evidence, and the subject consents. All County courthouses have signs posted which read: "All persons, packages, and briefcases are subject to search at any time." (This is a notion of "Implied Consent", and concludes that when individuals entering a public building, after passing a sign that notifies the public that persons entering the facility are subject to search, they may reasonably be deemed to have consented to the search. Any attempt to bypass the screening process is a violation of section 602(y) of the California Penal Code.

- Any items that are carried shall be x-rayed to ensure that there is no false bottom, concealed compartments, or weapons hidden in them. If the x-ray is suspicious or presents an inconclusive result, a hand search of the item is required and shall be conducted in an organized systematic manner. All sections of a bag, including zipper compartments, must be opened and inspected until the item is cleared.

Modified forms of screening may also be appropriate under certain circumstances. For example, tradesmen such as a carpenter, electrician, plumber, or other maintenance personnel should have a visual inspection of the tradesmen's tools. This should be done in a thorough yet unobtrusive manner. Independent contractors hired to perform contract work in the courthouses should be subject to the same procedures as the AOC and county maintenance personnel, except that contract maintenance personnel should be escorted and monitored by court or tenant staff, depending upon the location where the maintenance work is being performed.

Note - regarding property: Once a person offers an item to be examined by the x-ray device the search of that item shall be completed. The person may not withdraw consent to search the item once it has been offered.

• • 4-04/020.10 Screening a Person with a Disability

Security personnel shall process persons with medical or physical disabilities with respect and dignity. Persons entering security screening with mobility devices, such as (crutches, wheelchairs, and prosthetic aids) shall be individually screened.

Procedures for Screening Persons
When a search by metal detector is ineffective due to the presence of a mobility device, security personnel shall conduct a search with either a handheld metal detection device, a physical (pat-down) search, or a combination of the two. In doing so, security personnel shall escort the person through or around the screening point so a thorough search can be conducted. A person, subject to individual screening under this policy may:

- Request that a physical search (pat-down) be conducted by security personnel of the same gender, unless unusual circumstances dictate otherwise

- Request a private screening away from public view at any time, and if so requested, a second Deputy, Security Officer or Security Assistant should be present during a search conducted away from public view or
- Have a companion, assistant, or family member accompany him/her into the private screening area (once he or she has been screened) and remain throughout the screening process

When a search by metal detector or handheld metal detection device is precluded, security personnel shall immediately contact a supervisor. The screening shall proceed in the following manner:

- If a person with a mobility device can neither stand nor walk, security personnel shall conduct a pat-down screening of the person while seated
- If a person with a mobility device can stand but cannot walk, the person may stand or sit near his/her mobility device, and security personnel shall conduct a pat-down screening
- The person's hand-carried and removable items shall be screened in the usual manner

In conducting individual screenings of persons under this policy, security personnel:

- Shall ask the person if he/she has any difficulty raising his/her arms, remaining in the position required for a search using a handheld metal detection device or physical (pat-down) search, or any areas of the body that are painful when touched
- **Shall not ask persons to remove or lift any article of clothing that may reveal a sensitive body area**
- Shall accommodate a person if he/she needs a place to sit during the physical (pat-down) search or, while removing or putting on his/her shoes

No person shall be denied access to the courthouse solely because of the increased difficulty of screening his/her mobility device. If a supervisor determines that security personnel is unable to properly inspect the mobility device, the person shall be escorted to and from court business by Sheriff's Department personnel.

Procedures for Screening Mobility and Medical Devices
The following is a representative, but not exhaustive, list of devices that are permitted in the courthouse facility, but may require additional screening by security personnel:

- Wheelchairs
- Scooters
- Crutches
- Walkers
- Canes
- Prosthetic devices
- Personal oxygen concentrators or tanks
- Service animals
- Medications and associated supplies
- Braille note takers
- Diabetes-related medication, equipment, and supplies

These devices must be X-rayed if they can fit through the machine, including seat cushions and any non-

removable pouches or fanny packs. Any baskets or bags that normally hang from a walker must also go through the X-ray machine.

Medically-Prescribed Personal Transporters e.g. (Segways)
A person riding a medically-prescribed personal transporter e.g. (a Segway) may enter the courthouse. The person must provide credible assurance the device is used for a mobility disability. Credible assurance can be by verbal representation not contradicted by observable fact, or the presentation of a valid state issued disability card or parking placard. Security personnel shall consult a supervisor before prohibiting use of the personal transporter inside the court facility. Should the personal transporter be prohibited, security personnel shall offer the person with a mobility impairment a wheelchair, if available.

• • 4-04/020.15 Searching a Person with a Pacemaker or Other Medical Implant

With respect to cardiac pacemakers implants, stationary metal detectors in compliance with the National Institute of Law Enforcement and Criminal Justice Standards have not inhibited, improperly stimulated or interfered with the programming of pacemakers.

However, the hand-held style metal detectors and walk-through metal detectors such as those used at our facilities have the potential to activate medical implant devices. A person with a medical implant such as a Heart Defibrillator, Insulin Pump or Morphine Pump should not pass through a walk through detector or have a hand-wand detector used on them, as there is a slight chance of activating these devices. These persons should be hand searched. A person with a pacemaker, should have no adverse problem walking through a metal detector or having a hand-wand detector used on them, as pacemaker activation is not life threatening. A pat-down type search can be used anytime a person feels uncomfortable being searched using the walk through metal detector or having a hand wand used on them, such as those medical implant devices or due to pregnancy. All persons entering the courthouse will be searched.

• • 4-04/020.20 Refusal to Submit to Weapon Screening

Any person who refuses to submit to weapons screening shall be directed to leave the Court or facility and a supervisor advised of the circumstances. If the person attempts to force entry, they are subject to arrest:

- 148 PC - Resisting, Delaying or Obstructing a Public Officer
- 166 PC - Contempt of Court
- 602 (y) PC - Refusal to Submit to the Screening Process Attempting to Bypass the Screening Process
- 602.1 (b) PC - Obstructing Public Agencies/ Refusing to Leave

---

• • 4-04/025.00 Peace Officers Entering a Courthouse

California Penal Code Section 171b authorizes the carrying of firearms, including other specified weapons, into a courthouse by a peace officer (active or retired) unless the officer is a party to the Court action. Violation of this section can be punished as a felony offense.

All peace officers (whether in uniform or civilian attire), must present their Department (picture) Identification upon entering the courthouse. Security personnel shall examine the picture identification, and shall ask the peace officer(s) the following question:

- “Are you here today on a personal matter or on official police business?”

If the peace officer (active or retired), is appearing on official police business direct him/her to:

- “Check in with the bailiff upon arrival in Court.”

If the peace officer (active or retired), is appearing as a party in any Court action, not arising out of official duties, it is prohibited for them to retain their weapon while taking care of their personal court business.

If the peace officer (active or retired), (except those appearing in an official police capacity), is attending any family law related matter (as a party in the action or a supporter to a party in the action) it is prohibited for them to retain their weapon while attending any family law court matter.

Weapons shall be secured in a designated gun locker or held in the Sheriff’s Office for safekeeping. The weapon will be returned upon the conclusion of the peace officer’s business in the Court building.

Refer to CSDM, 4-04/025.05 - Securing Peace Officer's Weapons Appearing on Personal Business.

Private Investigators, Body Guards and Bounty Hunters etc., are not peace officers. If they have a weapon, they must have a CCW (Carrying a Concealed Weapons Permit). The permit only authorizes them to carry a weapon, but they may not retain their weapon while conducting their court business. Their weapon must be secured in a designated gun locker or held in the Sheriff’s Office for safekeeping. If they do not have a pictured I.D. or a CCW with them; or if they have questions regarding securing their weapon, contact your supervisor immediately.

Weapons should only be secured in a vehicle as a last resort.

• • 4-04/025.05 Securing Peace Officerâ€™s Weapons Appearing on Personal Business

Peace officers appearing in court on personal matter shall not retain their weapons. They shall be escorted to the designated location to secure their weapon. The key will be retained by Sheriff’s Department personnel until the completion of their business. Instruct them to return to retrieve their weapon when their business is complete. Once they have their weapon, they will be watched or escorted to the exit.

Supervisor’s Responsibility
Develop and adhere to a branch specific plan to ensure that peace officers attending court on personal business secure their weapons and cannot retrieve them until the conclusion of their business and are exiting the building.

• • 4-04/030.00 Security Searches of the Premises

On a daily basis, prior to the facility being opened to the public, an initial security search should be conducted. Security searches should be conducted during the day when appropriate. This procedure involves an exploration of all public accessible offices, rooms, closets, in addition to those areas that are limited access areas. These locations are checked for lost or misplaced articles, explosive devices, hidden weapons, or other unlawful materials left or planted in the courthouse or facility. Security personnel should be thorough and alert while carrying out this critical task.

Upon observing or finding a dangerous weapon, such as a gun or knife, the Security Officer and/or Security Assistant should secure the item, detain any potential suspect and immediately report the finding to a sworn Department member.

If a suspected explosive device is found, do not touch it. Immediately notify your supervisor verbally. Do not use radios or telephones.

• • 4-04/035.00 Supplement Searches in or at the Courtroom

Supplement searches at a courtroom entrance, will generally be ordered by a judge. These searches will usually be ordered on high profile or volatile cases. In conducting such authorized searches, court security personnel shall conduct searches with discretion and out of the general view of the public and other court participants, specifically jurors, when practical. In exercising their discretion, court security personnel may take into account such factors as the intrusiveness of the search, potential disruption of court proceedings, officer safety and the security needs of the court.

The Branch Supervisor shall be notified of the Court ordered search and will work with the security personnel to set up the least obtrusive search possible.

• • 4-04/040.00 Restricted Items

Although not necessarily illegal to be in possession of the following items, they shall be deemed to be restricted or contraband for all courthouses within Los Angeles County. These items shall be banned from passing through weapons screening and into any Los Angeles County Court.

The following items were identified as contraband due to the inherent risk of either being used as a weapon or being easily modified into a weapon. Additionally, some of these items are routinely used for vandalism. Therefore, for the overall safety of those conducting business within the courthouses of Los Angeles County these item are restricted:

- Aerosol Sprays *
- Alcohol
- Ammunition
- Animals (escept service animals), Insects and Reptiles
- Bats
- Belt Buckles (that can be used as weapons)
- Belt Buckles (resembling actual firearms)

- Bicycles or Bicycle Parts
- Bicycle Pumps
- Bobby Pins
- Bottle Openers
- Box Cutters
- Ceramic mugs, bowls, plates *
- Chains, (> than 4" in length excluding Jewelry)
- Cigarette lighters, gas lighters, matches, any device that emits flame
- Cigar Cutter
- Conducted Electrical Weapon (CEW)
- Curling Irons
- Firearms (of any type including replica firearms)
- Flammable Sprays
- Flashlights (> than 3” in length)
- Glass Containers (> than 3" x 1' x 1" in dimension)
- Graffiti Tools
- Handcuffs or Handcuff Keys
- Items with sharp edges or points
- Knives (any size)
- Knitting Needles
- Kubatons
- Large Carabineers (> than 3" in length)
- Laser Pointers *
- Leatherman Tools
- Lighter Fluid
- Locks
- Mace
- Manicure Sets *
- Markers *
- Martial Arts Equipment (of any kind)
- Metal Belts
- Metal Hair Picks
- Metal Silverware (knives, forks, spoons)*
- Metal Nail Files
- Metal Stress Balls
- Metal, Composite, or Wooden Knuckles
- Nail Cutters
- Narcotics (Including Marijuana)
- Padlocks
- Pepper Spray

- Rat Tail Combs
- Razors
- Razor Blades
- Rollerblades
- Rope (> than 6" in length)
- Safety Pins (> than 2" in length)
- Scissors
- Skateboards Screwdrivers
- Sporting Equipment
- Spray Paints
- Studded Belts
- Stun Guns
- Swords / Cane Swords
- Tape Measures
- Throwing Stars
- Tools (of any kind > than 3" in length)

Or any item that can be deemed as a weapon by the Court Branch Supervisor.

*** Indicates that these items may be allowed by the local Court Administrator.**

(Note: A standardized list of restricted or contraband items can be found on CSDNet “Forms” under the title: “Restricted Items List”).

• • 4-04/040.05 Retention and Disposition of Restricted Items

It is the weapons screening policy of this Division to hold and/or, if illegal, to confiscate restricted or contraband items as set forth in the Penal Code, Judicial Orders and/or Department Policies, to prevent them from entering court facilities. Not all restricted items are illegal to possess, but are restricted, none the less, from entering any Los Angeles County Court according to the approved "Restricted Item List" (Refer to CSDM, 4-04/040.00 - Restricted Items). If encountered, any items on this list shall not to be allowed to pass through the weapons screening process and into a courthouse. If a restricted or contraband item is encountered appropriate action shall be taken. If the item is not illegal to possess, the person carrying it may be allowed to return the item to their vehicle. If the person is not able to store the item in their vehicle or other secure location, then the following procedure is to be utilized:

Assist the individual in completing a ‘Court Services Division Receipt for Property’ form.

Place the original copy of the receipt in a plastic property bag along with the restricted item, then fold and staple, if necessary, the property bag closed before securing the property in a lock-able container.

A copy of the receipt shall be given to the individual the property was taken from.

Persons wishing to reclaim articles shall present their copy of the property receipt. If the receipt has been lost,

satisfactory identification will be required to release the property.

When releasing the property, Sheriff's personnel shall ensure that the owner signs the lower portion of the receipt following "Released to (Signature)". The Security Officer/Assistant or Deputy shall then complete the receipt by signing their name following "Released by" and indicate the date and time in the space provided.

The Branch Supervisor shall ensure any items left at the end of each day are in a secured and locked location. All articles left past 30 days shall be collected and a SH-R-49 (found property) report prepared.

Upon completion of the SH-R-49, the Branch Supervisor shall ensure that the Central Property Supervisor at (562) 946-7291 is called and an appointment is made to deliver the property and complete a property card, checking the "Immediate Dispose" box.

Central Property will take the entire box and dispose of it without requiring an inventory of each item.

For disposal of confiscated weapons and canisters containing tear gas, pepper spray, etc. (not evidence), telephone the following units after 30 days.

CENTRAL PROPERTY AND EVIDENCE

STARS Center

(562) 946-7299

TEAR GAS, OC SPRAY

Narcotics Headquarters

(562) 946-7129

• • 4-04/045.00 Suspicious Items or Packages

If the found item is questionable in nature, such as a brief case or backpack left in a suspicious manner, it shall be handled as a possible bomb and a supervisor notified immediately by the use of a land line telephone. Do not allow anyone to transmit on a hand held radio or cellular telephone in the vicinity of the suspicious package.

• • 4-04/050.00 Contraband and Prohibited Items

Contraband includes unauthorized possession of weapons as listed in 171(b) PC, which includes Switch Blade Knife 653(k) PC and Weapons listed in 12020 PC. Also prohibited are knives or similar type weapons, Tear Gas (O.C. Pepper Spray) 12401 PC or any item deemed an offensive weapon by Sheriff's personnel, will not be allowed in the building. In addition, knives or similar type instruments capable of being used as weapons or to deface court property, shall be excluded from the courthouse regardless of size or blade length.

A private citizen shall not be allowed to bring into a County Court Facility, or possess a dangerous weapon. This includes all items mentioned in 171(b) PC, 653(k) PC, 12020 PC, 12401 PC, 12402 PC and 12403.7 PC. Any weapon attempting to be brought into the court will be immediately confiscated and a supervisor called to the scene. If warranted the subject should be placed under arrest and the weapon placed into evidence.

Note: Items deemed and seized as evidence, shall be booked into evidence.

Any person seeking courthouse or County facility entry, while lawfully possessing a weapon, is not subject to arrest, but will not be allowed to enter the facility while still in possession of the weapon. Persons possessing a concealed weapons permit (CCW) will be allowed entry only if the court facility's Presiding Judge has issued an order allowing these persons to enter. Duly-appointed peace officers showing appropriate identification (i.e., pictured identification and badge) will be allowed to enter the facility armed.

Note: Peace officers shall not be armed if they are a party in a court proceeding not related to their official capacity as a peace office. Refer to CSDM, 4-04/025.00 - Suspicious Items or Packages; and 4-04/025.05 - Securing Peace Officer’s Weapons Appearing on Personal Business; for further details.

All other items on the "Restricted Items List" shall be denied entry into the courthouse. The owner may dispose of the item, return the item to their vehicle, or have the item held by court security staff and issued a personal property receipt.

Refer to CSDM, 4-04/040.05 - Retention and Disposition of Restricted Items

Any person transporting weapons to be used as evidence in court will be escorted to the court. The bailiff shall be notified and the evidence, if a weapon, shall be rendered safe by the bailiff and then given to the court clerk.

A private citizen authorized to carry tear gas (Mace), pepper spray; stun guns or other similar self-defense weapons shall not be permitted to enter the courthouse with the weapon.

These weapons and all others not specifically mentioned shall be confiscated or surrendered to Sheriff's personnel for safe keeping unless the person decides to leave. Any weapons left for safe keeping shall be handled in accordance with current Division policy (CSDM, 04/040.05 - Retention and Disposition of Restricted Items). Arrests for violation of weapons or other applicable laws are at the discretion of the Sheriff's Department.

Note: A standardized list of contraband items can be found on CSDNet "Forms" under the title: "Restricted Items List".

• • 4-04/055.00 Detentions and Arrests / Use of Force

Security Officers and Security Assistants are not peace officers. Authority to arrest is that of a private person, under Section 837 of the Penal Code.

A Security Assistant's sole responsibility is to deter criminal acts by their uniformed presence and to observe

and report suspicious acts on County property.

Security Officers are responsible for observing, deterring, pursuing, and detaining persons who have committed a crime on County property. Security personnel may make an arrest, if an offense is committed in their presence, but may also detain the person for further investigation by peace officer personnel. Only peace officer personnel are authorized to make an arrest of a person, based upon reasonable cause that the person has committed a crime.

If the suspect is arrested, the Security Officer may assist peace officers during the arrest of the suspect and preparation of required reports.

Security Officers are authorized to physically detain a person who has committed a crime in their presence, using that force which is reasonable and necessary to prevent escape or to overcome resistance.

Security Officers will not perform checks for wants or warrants.

• • 4-04/060.00 Medical Emergency

Security personnel shall render first aid and summon paramedics, if needed. They shall continue to render first aid until relieved by paramedics or other competent authority. Security personnel will maintain a current list of emergency phone numbers.

Security personnel shall receive Basic First Aid and CPR training and will be required to attend in-service training to maintain proficiency.

• • 4-04/065.00 Reporting Fires

Security personnel shall be familiar with each facilities system for reporting fires and shall utilize the critical task list as a guide.

FIRE CRITICAL

TASK LIST

1. **IDENTIFY ALARM**
   - Identify individual reporting fire
   - Verify authenticity that there is a fire
   - Advise supervisor
2. **NOTE LOCATION OF FIRE AND DEGREE OF STRUCTURAL INVOLVEMENT**
3. **MINOR FIRE SUPPRESSION**
   - Suppress fire with extinguisher - remove source of fire to safe area
   - Advise supervisor
   - Complete appropriate reports

4. **MAJOR FIRE RESPONSE**
    - Assess severity of fire
    - Initiate 911 / fire alarm
    - Isolate fire (as best possible)
    - Evacuate building at direction of supervisor
    - Check building for complete evacuation - report results to supervisor
    - Render critical first aid
    - Assist responding fire units
    - Crowd control
    - Complete appropriate reports

EMERGENCY EVACUATION

CRITICAL TASK LIST

1. ASSESS EMERGENCY AND NEED FOR EVACUATION
2. NOTIFY SUPERVISOR
3. IF EVACUATION IS ORDERED BY SHERIFF'S SUPERVISOR, NOTIFY ALL SECURITY PERSONNEL AND FACILITY MANAGER
4. ASSIST EOC PERSONNEL, AS NECESSARY
5. RENDER CRITICAL FIRST AID
6. IDENTIFY HAZARDS
7. IDENTIFY AND ASSIST TRAPPED OR INCAPACITATED PERSONNEL
8. ASSIST IN ELIMINATION OF HAZARDS
9. ASSIST IN THE CONTROL OF TRAFFIC AND EXPEDITE MOVEMENT OF EMERGENCY VEHICLES UNTIL RELIEVED
10. ASSIST EMERGENCY PERSONNEL IN ENTERING AND LEAVING FACILITY

• • 4-04/070.00 Bomb Threat

When information is received regarding a bomb threat, security personnel shall immediately notify their supervisor and begin implementation of the bomb threat notification procedure.

BOMB THREAT

CRITICAL TASK LIST

1. **RECEIPT OF A BOMB THREAT**
    - Get as much information as possible about the bomb and the person making the threat
    - Advise supervisor
2. **EVACUATION OF THE BUILDING** - The decision to evacuate an area prior to a search for an explosive is the responsibility of the Branch Supervisor following notification to the Presiding Judge.

- Secure access into the building
- Do not use radios or cellular telephones

3. **BUILDING SEARCH**
   - Organize type of search and search teams
     - Search without evacuation
     - Partial evacuation with search
     - Total evacuation and search
   - Assign search areas
   - Conduct search
4. **DISCOVERY OF SUSPECTED BOMB**
   - Advise search coordinator immediately
   - Do not use radio to report any suspected object
   - Secure immediate area
   - Notify responding police agency
5. **CLEAR AREA**
   - If no bomb is found, advise supervisor
   - If cleared to reoccupy, advise all security personnel so public and staff can be admitted
6. **COMPLETE AND SUBMIT ALL APPROPRIATE REPORTS**

• • 4-04/075.00 Emergency Alarm System

If a security emergency exists and immediate assistance is needed, the alarm system should be activated. There is an alarm button located in most buildings and courtrooms. Security personnel should be familiar with the procedures established in their specific facility. Supervisors should be briefed as soon as practical whenever alarm activation is required.

Security personnel responding to an alarm should approach the trouble area with caution. They should quickly access the situation before entering the alarmed location. This might prevent an easily handled situation from becoming one which is out of control. All security personnel should review and rehearse the alarm procedures with key management personnel at their facility in case of emergency.

Supervisors shall ensure that security personnel have a working knowledge of their required responses to specific emergencies.

• • 4-04/080.00 Spectator Control

It is very difficult to determine the relationship of spectators to an incident. They may be victims, relatives, defendants, or witnesses. They may become extremely emotional, vocal, or violent during the course of an event. They may be part of an attempt for social upheaval (riot) or an escape plan.

Spectators should be controlled or directed away from an incident or situation to prevent further problems from arising.

• • 4-04/085.00 Reporting Situations

When an offense or disturbance has occurred, it is the responsibility of security personnel to observe and report. You are required to:

- Report unusual occurrences to a supervisor
- Write incident reports or citations for infractions as required by Department Policy and Procedures.
- Testify in court as to what you have seen or heard, and what actions were taken on your part.

• Chapter 5 - Administrative Policies and Procedures

(Title page only, No content)

• • 4-05/010.00 Duties and Resposibilities of Supervisors

The Branch Supervisor shall be responsible for monitoring and supervising screening checkpoint activities, supervision of security personnel, and the coordination of all related security activities.

Specifically, the supervisor shall:

- Ensure that rules, regulations, practices, and procedures of the Department related to security personnel are observed.
- Counsel, train, supervise, and prepare performance evaluations for all security personnel.
- Provide leadership, guidance, and training for security personnel assigned to the Unit.
- Assign and coordinate security personnel in the searching or containment of the building in the event of escapes or bomb threats.
- Conduct frequent visual inspections of the security personnel and their activities.
- Ensure that hand held radios are checked routinely.
- Ensure effective and courteous screening by security personnel.
- Ensure screening equipment is operating properly.
- Ensure prompt reporting of equipment deficiencies to the appropriate entity.
- Ensure that required logs and report forms are accurately completed by security personnel.
- Receive screening-related complaints.
- Post in a conspicuous place a current copy of California State of Department of Health Services Form RH2364 (Notice to Employees) in a sufficient number of places to permit security personnel employees working in or frequenting any portion of a controlled area to observe a copy on the way to or from such areas.
- Ensure that the required warning/informational signs are posted at the screening checkpoints

- Respond to requests for assistance.
- To have an effective security program, the Branch Supervisor should develop the following procedures for security personnel assigned to their Branches.
- Patrol patterns for Security Officers which include frequency, areas of patrol, and special needs during certain hours.
- Facility diagram.
- List of local emergency telephone numbers.
- List of building tenant departments and employees.
- Branch procedures covering escapes, evacuation, and other emergency conditions.
- Identification of a secure area for special searches.

• • 4-05/015.00 Daily Weapons Screening Report

The report shall be completed daily by security personnel. The report shall be reviewed and then initialed by the Branch Supervisor. Information shall then be entered into Courthouse Activity Log (CAL) MAPAS.

• • 4-05/025.00 Communications

All security personnel will be issued, or have access to a Departmental handheld radio. The Branch Supervisor shall assign radio call signs for use by security personnel. The following radio operating procedures shall be observed by all security personnel when using or in possession of a radio.

- At the start of shift, report in service with a unit supervisor.
- Speak in a normal tone, making the voice as emotionless as possible, regardless of the situation.
- Pronounce words distinctly and slowly.
- Refer to the Department's Official Code Book for message codes to be used when transmitting.

Security personnel who are assigned portable radios with remote speaker-microphones shall carry the radio in the issued holster. The radio shall not be removed from the holster for routine use, nor shall the remote speaker-microphone be removed or disconnected from the radio.

Branch Supervisors are responsible for the enforcement of radio procedures, proper care of equipment, and maintaining an inventory of assigned radios. All portable radio equipment and accessories shall be stored in a locked location.

Requests for assistance or backup personnel should include the purpose for which it is needed (a search, for transportation, fire, ambulance, rescue equipment requests, etc.). Security personnel should remember that a routine request may change to an emergency situation at any time.

• • 4-05/030.00 Operation of County Vehicle

When security personnel are required to drive a County vehicle, they shall utilize the Bureau designation of

their duty assignment, plus an additional number and the phonetic designator “X-Ray” (administrative) to identify individual units.

Security personnel are required to utilize the proper radio codes (10-8, 10-7) when reporting on or off duty in a County vehicle and to adhere to all radio communication rules set forth in the Manual of Policy and Procedures.

Security personnel are authorized to drive Department vehicles when required by their assignment and approved by the proper Divisional authority. Security personnel may drive emergency equipped vehicles only when the vehicle is displaying a sign indicating that the vehicle is "OUT OF SERVICE." At no time are security personnel to activate or utilize any emergency equipment on a Department vehicle. Security personnel shall prepare a field log when using a County vehicle as required of other Division personne

If when driving a Department vehicle and an emergency situation arises that requires you to use the radio to request assistance, your request for assistance should be in plain English terms, i.e.... This is Officer (Your Name), From (Your courts Name) Court, I need....

While operating a Department vehicle security personnel shall monitor the SCC Access Channel.

• • 4-05/035.00 Found Property

Any property (including money) that is found in the weapons screening area will be handled differently than confiscated or contraband items.

If there is found property, a SHR-49 shall be written under the classification “Found Property.” A SHR-49 will be written each day that there is found property. Only one SHR-49 is required to document all accumulated found monies detailing the location, time and amount recovered for each incident of the day.

If the property is claimed by the end of the shift, a Court Services Division Receipt for Property Form will be completed with written memo attached to document the circumstances to include identifying information from the person claiming the property.

The Branch Supervisor shall ensure all found property is secured in a locked location (the Branch Safe preferably). The Branch Supervisor shall call the Central Property Supervisor at (562) 946-7291 to make an appointment (minimally once a month) to deliver the found property.

All personnel should exercise due diligence in returning all found property (including money) to the owner.

• Chapter 6 - Training

All security personnel shall successfully complete the Security Officer / Security Assistant Training Program as a condition of employment. This program is designed to acquaint security personnel with the tasks and responsibilities required to assist in the safe, peaceful, and effective operation of the courts. The course provides information and instruction which will enable security personnel to perform as members of the Court Security Team.

The goal of the Security Officer/Security Assistant Training Program is to provide consistent, safe, and effective training which will prepare security personnel to cope with a wide range of situations with both confidence and insight. To reinforce the initial training given to security personnel, and to ensure an effective security program, the following guidelines shall be utilized.

- Following their assignment to a branch court, security personnel shall be informed of their specific tasks and duties by the Branch Supervisor.
- The guidelines, procedures, and policies set forth in this manual shall be adhered to as closely as possible.
- Continuous in-service training for security personnel shall be provided and coordinated by the Court Services Training section.
- Information or problems related to training for security personnel should be communicated to the training section in order to help identify future training needs.