

Chapter 6 - Security Operations Unit (SOU)

(Title page only, No content)

• 1-06/010.00 Security Operations Unit Duties

The primary objective of the Security Operations Unit (SOU) is to provide service in all areas relevant to the security interest of the Court Services Division and the Board of Supervisors. The Unit provides the Sergeant-at-Arms for all scheduled Board of Supervisors meetings and special security requests from the Chief Administrative Office.

This Unit is responsible for the investigation of crimes, identification and apprehension of criminals, and maintaining liaison with other law enforcement agencies regarding judicial threats. The Security Operations Unit acts as the primary Investigative Unit for the Court Services Division. The Security Operations Unit falls under the direct supervision for the Chief of Court Services Division.

• 1-06/020.00 Situations When Security Operations Unit is Needed

Judicial threats - any member of this Department, who receives information relating to a threat against a bench officer, shall immediately notify their Branch Supervisor. That supervisor shall notify the Security Operations Unit. Once preliminary information has been obtained, the case will be assigned to a Unit member who will become the investigating officer.

- High profile trials or hearings
 - Bailiffs shall immediately notify their supervisor of any pending trial or hearing where there may be a need for additional security
 - High security prisoner escort - when known in advance, arrangements can be made to provide for chase cars for the security of special prisoners
 - In any special circumstances decided by the Branch Supervisor
-

• 1-06/030.00 Threat Assessment

Threat assessment may be as simple as the Branch Supervisor reviewing a police report or as complex as the SOU doing a full investigation surrounding the situation.

Bailiffs shall assist in this process by obtaining initial police reports, information from prosecutors, investigating officers and reviewing the Court file. All information received shall be given to the Branch Supervisor. Contact with SOU shall be made through the Branch Supervisor.

Complex cases or situations shall be referred immediately to SOU by the Branch Supervisor.

- **1-06/040.00 Planning / Operations**

The Security Operations Unit shall plan and prepare tactical operations plans as requested. Any coordination or liaison with local, state or federal investigative agencies shall be handled by SOU.

If a Department wide tactical alert is deemed necessary, pursuant to MPP, it shall be done and coordinated by the Security Operations Unit.

- **1-06/040.05 Coordination**

The Security Operations Unit shall coordinate their efforts with the Branch Supervisor and the Area Lieutenant. Initial Deputies should first be obtained from local sources, if available. At the conclusion of the operation the Team Leader and the Area Lieutenant shall conduct a debriefing.

- **1-06/050.00 Security Surveys**

Thorough inspections and surveys are conducted at each court facility by the Security Operations Unit to evaluate current security measures and for detecting security hazards, discrepancies and needs, along with recommendations for corrective action. Maximum cooperation is solicited from tenant departments to ensure recognition of problem areas and setting up of procedures affecting areas of mutual concern. These inspections are ongoing to maintain a high level of security awareness at each facility.
