

1-05/060.00 Agency Jurisdiction Involving Courthouse Incidents

Sheriff's personnel within each courthouse are responsible for the safety and security of all persons entering the courthouse. This responsibility requires our response to all incidents involving safety and security, and our handling of the incident until rendered safe. Once this has been accomplished, the incident will be evaluated by the Branch Supervisor as to the appropriate course of action.

To clearly delineate subsequent investigative responsibilities, the following will define assignment:

Inmate Related Incidents

Per Custody Division policy, The Jail Investigations Unit, Custody Division, will be designated as the handling unit for all custody involved matters occurring within court lockups and courtroom venues. They will also be designated as the handling unit when force has been used by Department personnel and a criminal complaint is filed.

Courtroom Related Incidents

In all criminal cases evolving from courtroom related incidents, (non-custody or force related) the Security Operations Unit, Court Services Division becomes the primary investigative unit.

Weapon Screening and Other Public Areas

In all other matters not specified here, criminal incidents shall be directed to the local law enforcement agency for disposition.

Branch Supervisors are encouraged to contact their local policing agency counterpart, and develop a dialog on areas of mutual concern to ensure policies and procedures are in place prior to any incident. The Area Lieutenant shall intervene where an agreement cannot be reached by the Branch Supervisor and the local agency.

Procedures

Sheriff's personnel who encounter, or are made aware of an incident requiring law enforcement intervention shall:

- Identify the problem and dispatch sufficient personnel to safely handle the situation
- Immediately notify the local policing agency, if their responsibility. If life threatening, make notification via 9-1-1
- Detain any possible suspects
- Provide any medical attention needed/notify paramedics
- Protect the crime scene, and any possible evidence
- Gather information for a crime broadcast to the local agencies dispatch
- Identify any potential witnesses/obtain name, address and phone number
- Prepare all appropriate reports

Immediate contact shall be made to the appropriate investigative detail:

- Jail Investigations Unit at (213) 974-4122 or (213) 974-4422. Incidents reports involving courts shall be faxed to RightFax group (Jail Investigation's Unit Fax) (323) 415-3366 (the office fax number for the Jail Investigations Unit of (213) 974-4864 is to be used only if RightFax is inoperable). Notify Twin Towers Main Control at (213)893-5100 for incidents that occur after hours or on weekends
- Security Operations Unit at (213) 893-2031
- Your local law enforcement agency

Notifications

If the incident is of a serious nature or involves a Judicial Officer, their staff, or a member of the Sheriff's Department, an immediate notification will be made to the Area Lieutenant, Bureau Headquarters, Division Headquarters, Security Operations Unit, Jail Investigations Unit, and the Supervising Judge. The Sheriff's Headquarters Bureau will be notified per existing policy for an operational log entry.

Branch Supervisor's Responsibility

It is the responsibility of the Branch Supervisor to professionally manage the incident. The Branch Supervisor has the overall responsibility to ensure that the incident is rendered safe, and that subsequent administrative responsibilities are adhered to.

Nothing in this policy precludes adjustment of this policy based on specific facts not fully delineated with the concurrence of the Area Lieutenant.
