2-01/010.15 - Safety and Security

Each Branch Supervisor shall develop and maintain Branch specific custody procedures for the custody and control of inmates within their court facility. These procedures are to supplement and not replace any other Department policies or Court Services Directives. Branch Supervisors shall ensure that these procedures are in place and are updated annually. The procedures shall address inmate handling specific to that Branch, which includes inmate tracking.

At no time shall any Deputy routinely enter any lockup or holding tank while armed. This requirement applies to all law enforcement personnel. Taking weapons into a lockup may only be ordered by a supervisor when armed intervention is necessary. All weapons shall be secured in an appropriate weapon's locker prior to entering any lockup or holding tank. Weapons are defined as any firearm, batons (except the Handler-12, if the Deputy is qualified), knife or instrument that can be used as a cutting or stabbing device, with the exception of a folding pocket knife with a blade of 2" or less which shall be carried out of sight. Deputies shall be qualified in the use of O.C. spray (pepper spray) and shall carry it into a lockup facility. Attorneys shall not take O.C. spray into any court or lockup facility.

Deputies shall be responsible for the movement of inmates from the main lockup to courtroom holding areas. While en route, they shall be responsible for securing any entry or stairwell door in the lockup area and along the route inmates will be transported. If it is necessary to move inmates through public halls, increased security is essential. The public shall not be allowed to interfere with the movement of inmates.

A Deputy charged with the movement of inmates shall maintain control of the inmates until they are placed in a court holding tank and the bailiff, lockup personnel or other Deputy has taken charge of the inmate.

The bailiff shall be responsible for the safety and security of inmates in the courtroom until they are transferred to the custody of another Deputy. When returning inmates to the main lockup, lockup personnel or bailiff shall ensure that lockup personnel is aware of the inmates who have been returned to the lockup.