3-04/010.05 - Communication of Court Security Issues on Future Cases

Bailiffs assigned to courts, even temporarily assigned bailiffs, that handle criminal cases, should be aware of any case which could require additional security. Sources of information regarding a case may include the investigating officer, prosecutor or defense counsel. Bailiffs should be aware that due to human emotion, the nature and types of cases heard in court the potential for a case to escalate to violence can happen on a moment's notice. Communication is essential for the safety of the court and personnel. Cases that show signs of potential problems should be noted as a case that may need additional security when it returns to court.

All bailiffs, even temporarily assigned bailiffs, shall advise their supervisor, by written memo, of possible future high security cases. This shall be done, to the extent possible, as soon as the bailiff has knowledge of the situation. Include in the memo, the defendant's name(s), charges, prosecutor's name, investigating agency, investigating officer's name, return date and a brief description of the potential situation, such as; witness problems, intimidation, gang related, murder case, rape case etc.