3-04/015.00 - Requests for Additional Court Security / Backup

It is Division policy to provide backup for any custody defendant trial or hearing, if necessary. Supervisors shall be informed immediately of a situation involving multiple defendant cases where a backup will be needed. If the case is one which will be continued or set for a future date, the bailiff shall document the future case with a memorandum directed to their supervisor. A Temporary Special Service Request (TSSR) Form may be needed on cases requiring backup for an extended period of time. Check with your branch supervisor as to the specific branch procedure for completing a TSSR.