3-04/040.05 - Daily Security Routine for Bailiffs

- When en route to a courtroom, bailiffs should be alert and observant for anything that is not routine or may be out of place. Report anything that may be unusual, i.e. an unlocked door that should be secured, a suspicious package.
- Be on time, allowing sufficient time to conduct a complete courtroom search.
- Test all alarms, radios, telephones, paging systems.
- Check adjacent lockups, test doors, plumbing, lights etc.
- Communicate with the courtroom staff about any situations that may be different or unusual.
- Communicate with the judge regarding anything special that may be happening, i.e., dignitaries expected, special handling cases, or attorney problems.