

## **3-05/010.00 - Courtroom Preparation**

Branch supervisors shall ensure that bailiffs are permitted ample time to search the courtroom, see that chairs and seats are arranged properly, test the microphones, court paging systems, and the Court Security Alarm System.

Mechanical failure within adjacent lockups such as inoperative electric fixtures, plumbing, etc., shall be immediately reported to the bailiff's supervisor, who will contact the appropriate agency to have the necessary repairs made.

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