

## **3-05/050.00 - Closing Court**

At the close of the court's business for the day, the bailiff shall inspect all spectator areas for lost or forgotten items. The public entrance to the courtroom shall be secured and locked. If the court handled any custody matters, ensure that all custody papers have been delivered to the lockup. Call the lockup prior to leaving to check on all custodies handled. It is the bailiff's responsibility to transport papers to the lockup, not the lockups responsibility to go to courtrooms looking for papers. It is also the bailiff's responsibility to ensure that all inmates are returned to lockup upon closing of the courtroom.

Refer to CSDM, 3-14/015.00 - Safety and Security.

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