3-08/020.10 - Hotel Reservations

When a jury is to be sequestered overnight, the bailiff shall immediately notify his/her branch supervisor, who will advise the branch office to start preparing for an overnight jury. It is the branch supervisor's responsibility to coordinate all necessary arrangements for lodging, additional deputies, adequate transportation and security. Sequestered juries are normally only done in high profile criminal cases; however there may be an exception in a civil case that will require the same procedures.

Each branch or judge having an overnight jury will have different requirements and procedures. It is advisable that if there is a possibility of an overnight jury in a case, the bailiff shall, immediately on having knowledge of this fact, contact the branch supervisor. The following are general guidelines which branch supervisors should follow:

- When the judge orders a jury sequestered for the night, the judge or the bailiff shall inform the jury and ask them to make written notes of telephone numbers and messages they wish to be relayed to their families. Calls should be made by the bailiff or clerk of the court before leaving the court area for the hotel. The bailiff shall not allow calls to be made by the jurors without the explicit written permission from the judge.
- When a judge designates a particular hotel, the bailiff shall advise the supervisor, but the final decision will be made based on the adequacy of the facility and security considerations. Branch supervisors shall contact the Security Operations Unit to conduct a security sweep of the facility.
- Notify Sheriff's Headquarters Bureau, (323) 267-4800 of an overnight jury, the court facility, the deputy’s names, the name and location of the hotel. Sheriff’s Headquarters Bureau shall make a log item and maintain contact with the bailiff in charge.
- Before leaving the courthouse, the bailiff shall obtain the home telephone numbers of the judge, the court clerk, the Court Services Duty Officer, the bailiff’s supervisor and any other emergency numbers that may be necessary i.e. local police agency desk, local fire station.
- Ensure all deputy personnel have a hand-held radio with SRC access for emergency communications in the event of a disaster.
- Prepare a security contingency plan with the cooperation of the hotel.
- Contact the hotel security office and request they maintain control to the area where the jurors are housed.
- Do not allow the media access to the area where jurors are housed.