

3-14/015.00 - Safety and Security

Each branch shall develop and maintain local policies and procedures for the movement of custodies within the courts. A part of that procedure shall be a means of tracking the location of all custodies at all times. The lead lockup deputy shall maintain control of all custodies in the facility.

- At no time shall any deputy enter any lockup or holding tank while armed. All weapons shall be secured in an approved weapons locker prior to entering any lockup or holding tank. Weapons are defined as any firearm, baton (except the handler 12, if the deputy is qualified), knife or instrument that can be used as a cutting or stabbing device. This requirement applies to all law enforcement personnel. Attorneys shall not take O.C. spray into any court or lockup facility.
 - Generally, lockup personnel, or if not available, the bailiffs shall be responsible for the movement of inmates from the main lockup to court lockups or holding areas. While en route they shall be responsible for securing any entry or stairwell door in the lockup area and along the route custodies will be transported. If it is necessary to move custodies through public halls, increased security is essential. The public shall not be allowed to interfere with the movement of custodies.
 - The bailiff shall be responsible for the safety and security of custodies in the courtroom until they are returned to the holding area or turned over to lockup personnel. In a situation where several custodies are present in a courtroom, such as, arraignments or multi defendant cases, additional deputies should be present.
 - When custodies are no longer needed in the courtroom, they shall be returned to the lockup as quickly as possible. The appropriate remanding order shall be taken to the lockup by the bailiff as soon as it is completed.
 - When returning custodies to the main lockup, lockup personnel or bailiff shall insure that the lead lockup deputy is aware of who has been returned.
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