Chapter 1 - Security Program

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• 4-01/010.00 Objectives

This program has been designed to increase the level of courthouse and facility security by:

- Adding armed and unarmed security personnel to posts in and around courthouses and County facilities, in addition to performing weapons screening.
- Consolidating courthouse security responsibilities under the Sheriff.
- Providing on-site Sheriff's Department management and supervision of security personnel.
- Enhancing responses to breaches of security.

Current court weapons screening standards and practices will be improved with Sheriff's Department management by on-site supervision, employee selection standards, specialized entry-level positions, and in-service training programs. Security Officers and Security Assistants will man a fixed post and/or be assigned to patrol designated areas.

• 4-01/015.00 Scope of Work

Security Officers and Security Assistants are distinguished by their knowledge of Departmental security techniques, policies and procedures, and the exercise of independent judgment in providing security.

Security Officers and Security Assistants are responsible for: Weapons screening and patrol of public areas in court facilities, grounds and parking lots, assisting sworn personnel in guarding County property against fire, theft, vandalism, and trespassing during regular court business hours.

• 4-01/020.00 Level of Service

Security Officers will perform facility security duties and operate fixed search screens.

The Security Assistants often operate fixed search screens and may perform interior foot patrol.

Deputies or contract security personnel will provide the agreed services if Sheriff Security personnel is not available.

• 4-01/025.00 General Protocol

Security Officers and Security Assistants are employees of the Los Angeles County Sheriff's Department. They are subject to all Department rules, regulations, policies, etc., as prescribed in the Department Manual of

Policy and Procedures, Unit Orders, and Facility Guidelines, the Court Services Manual, Directives and Bulletins.

Department of Human Resources policies and practices apply to security personnel (i.e., transfers, bilingual bonus pay, overtime, right to file grievances, performance evaluations, maternity leave, etc.).

• 4-01/030.00 Classification Specifications

Definitions and Comparison of Responsibilities:

RESPONSIBILITY	SECURITY ASSISTANT	SECURITY OFFICER
Works from a fixed post and/or patrols the inside of a facility to detect or prevent individuals from committing acts which are violations of the law.	X	X
Conducts searches of individuals for weapons or contraband, and detains individuals for further investigation or arrest, where circumstances and conditions warrant such action.	X	X
Pursues, apprehends, and detains persons observed committing any infraction or crime and detains suspects pending arrival of sworn personnel.		X
Investigates questionable acts or behavior observed or reported on County premises.		X
Directs visitors to personnel and services within a facility.	X	X
Locks and unlocks gates and doors at designated times. Permits ingress of employees, vendors, and authorized personnel.	X	X
Ensures that only authorized personnel are permitted access to restricted areas.	X	X
Utilizes fixed and hand held scanning devices to detect unauthorized weapons.	X	X
Monitors alarm systems and electronic surveillance equipment, and responds to the scene of locally-activated fire, burglary, or other alarms.	X	X
Relays reports of bomb threats to the Branch Supervisor and participates in organized bomb searches.	X	X

Reports safety hazards, malfunctioning equipment, liquid spills, and other such matters to appropriate maintenance personnel.	X	X
Operates miscellaneous equipment and motor vehicles as required.	X	X
Assists as directed in building evacuations.	X	X
Requires all persons to enter through the "search screen" prior to admittance into the facility.	X	X
Participates with sworn personnel in securing facilities and conducting searches.	X	X
Writes daily activity, incident and non-employee injury reports.	X	X
Issues parking citations for infractions on the court facility.		X
Patrols outside perimeter.		X

• 4-01/035.00 Security Assistants, Sheriff (UNARMED)

Definition: Assists Deputies in guarding County property against fire, theft, vandalism, and trespassing.

Classification Standards: Positions allocable to this class are uniformed non-peace officer positions assigned to provide security in and around County Court facility areas, assisting sworn personnel in guarding County property against fire, theft, vandalism, and trespassing. Assistants generally operate at a fixed post, but may be assigned to designated patrol areas.

Personnel appointed to this position are monthly recurrent employees and shall satisfactorily complete a training program prescribed by the Los Angeles County Sheriff's Department.

Note: This position is a Physical Class "4" Arduous position. Furthermore, all personnel are required to have at least a California Class "C" Driver's License in their possession.

• 4-01/040.00 Security Officer, Sheriff (ARMED)

Definition: Assists Deputies in guarding County property against fire, theft, vandalism, and trespassing.

Classification Standards: Positions allocable to this class are non-peace officer positions who are armed and assigned to provide security in and around Court and other County facilities by protecting persons and property within those facilities and areas, and by preventing individuals from committing acts which are injurious to others or to property. Officers are distinguished by their knowledge of Departmental security

techniques, policies and procedures, and the exercise of independent judgment in providing security at courts and other County facilities. Officers man a fixed post or patrol designated areas.

Personnel appointed to this position are monthly permanent employees and shall satisfactorily complete a training program prescribed by the Los Angeles County Sheriff's Department.

Note: This position is a Physical Class "4" Arduous position. Furthermore, all personnel are required to have at least a California Class "C" Driver's License in their possession.