Chapter 5 - Administrative Policies and Procedures

(Title page only, No content)

• 4-05/010.00 Duties and Resposibilities of Supervisors

The Branch Supervisor shall be responsible for monitoring and supervising screening checkpoint activities, supervision of security personnel, and the coordination of all related security activities.

Specifically, the supervisor shall:

- Ensure that rules, regulations, practices, and procedures of the Department related to security personnel are observed.
- Counsel, train, supervise, and prepare performance evaluations for all security personnel.
- Provide leadership, guidance, and training for security personnel assigned to the Unit.
- Assign and coordinate security personnel in the searching or containment of the building in the event of escapes or bomb threats.
- Conduct frequent visual inspections of the security personnel and their activities.
- Ensure that hand held radios are checked routinely.
- Ensure effective and courteous screening by security personnel.
- Ensure screening equipment is operating properly.
- Ensure prompt reporting of equipment deficiencies to the appropriate entity.
- Ensure that required logs and report forms are accurately completed by security personnel.
- Receive screening-related complaints.
- Post in a conspicuous place a current copy of California State of Department of Health Services Form RH2364 (Notice to Employees) in a sufficient number of places to permit security personnel employees working in or frequenting any portion of a controlled area to observe a copy on the way to or from such areas.
- Ensure that the required warning/informational signs are posted at the screening checkpoints
- Respond to requests for assistance.
- To have an effective security program, the Branch Supervisor should develop the following procedures for security personnel assigned to their Branches.
- Patrol patterns for Security Officers which include frequency, areas of patrol, and special needs during certain hours.
- Facility diagram.
- List of local emergency telephone numbers.
- List of building tenant departments and employees.
- Branch procedures covering escapes, evacuation, and other emergency conditions.
- Identification of a secure area for special searches.

• 4-05/015.00 Daily Weapons Screening Report

The report shall be completed daily by security personnel. The report shall be reviewed and then initialed by the Branch Supervisor. Information shall then be entered into Courthouse Activity Log (CAL) MAPAS.

• 4-05/025.00 Communications

All security personnel will be issued, or have access to a Departmental handheld radio. The Branch Supervisor shall assign radio call signs for use by security personnel. The following radio operating procedures shall be observed by all security personnel when using or in possession of a radio.

- At the start of shift, report in service with a unit supervisor.
- Speak in a normal tone, making the voice as emotionless as possible, regardless of the situation.
- Pronounce words distinctly and slowly.
- Refer to the Department's Official Code Book for message codes to be used when transmitting.

Security personnel who are assigned portable radios with remote speaker-microphones shall carry the radio in the issued holster. The radio shall not be removed from the holster for routine use, nor shall the remote speaker-microphone be removed or disconnected from the radio.

Branch Supervisors are responsible for the enforcement of radio procedures, proper care of equipment, and maintaining an inventory of assigned radios. All portable radio equipment and accessories shall be stored in a locked location.

Requests for assistance or backup personnel should include the purpose for which it is needed (a search, for transportation, fire, ambulance, rescue equipment requests, etc.). Security personnel should remember that a routine request may change to an emergency situation at any time.

• 4-05/030.00 Operation of County Vehicle

When security personnel are required to drive a County vehicle, they shall utilize the Bureau designation of their duty assignment, plus an additional number and the phonetic designator “X-Ray” (administrative) to identify individual units.

Security personnel are required to utilize the proper radio codes (10-8, 10-7) when reporting on or off duty in a County vehicle and to adhere to all radio communication rules set forth in the Manual of Policy and Procedures.

Security personnel are authorized to drive Department vehicles when required by their assignment and approved by the proper Divisional authority. Security personnel may drive emergency equipped vehicles only when the vehicle is displaying a sign indicating that the vehicle is "OUT OF SERVICE." At no time are security personnel to activate or utilize any emergency equipment on a Department vehicle. Security personnel shall prepare a field log when using a County vehicle as required of other Division personne

If when driving a Department vehicle and an emergency situation arises that requires you to use the radio to request assistance, your request for assistance should be in plain English terms, i.e.... This is Officer (Your Name), From (Your courts Name) Court, I need....

While operating a Department vehicle security personnel shall monitor the SCC Access Channel.

• 4-05/035.00 Found Property

Any property (including money) that is found in the weapons screening area will be handled differently than confiscated or contraband items.

If there is found property, a SHR-49 shall be written under the classification “Found Property.” A SHR-49 will be written each day that there is found property. Only one SHR-49 is required to document all accumulated found monies detailing the location, time and amount recovered for each incident of the day.

If the property is claimed by the end of the shift, a Court Services Division Receipt for Property Form will be completed with written memo attached to document the circumstances to include identifying information from the person claiming the property.

The Branch Supervisor shall ensure all found property is secured in a locked location (the Branch Safe preferably). The Branch Supervisor shall call the Central Property Supervisor at (562) 946-7291 to make an appointment (minimally once a month) to deliver the found property.

All personnel should exercise due diligence in returning all found property (including money) to the owner.