

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
COURT SERVICES BUREAU  
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
July 18, 2014	BUREAU-WIDE	BAILIFF AND SECURITY	C.4
SUBJECT: HANDLING OF FIREARMS /OTHER WEAPONS AS EVIDENCE			PAGE 1 of 2

Purpose:

To provide guidelines for Court Services Bureau (CSB) deputies and Court Service Officers (CSOs) in the handling of firearms and other weapons as evidence during courtroom proceedings.

Policy:

The bailiff is responsible for the inspection, unloading and rendering safe of all firearms or weapons brought into court as an exhibit. Normally, the investigating agency will have completed this task prior to bringing it to the hearing or trial.

Procedures:

- I. In every instance that applies, the bailiff shall:
  - A. Make sure the firearm is not loaded and separate any ammunition from the firearm; storing it out of plain view, preferably in a sealed container.
  - B. Secure a trigger guard lock or plastic zip tie to the trigger guard and/or through the barrel of the firearm. The trigger guard lock or zip tie will remain on the weapon for the duration of the hearing unless removed by order of the court.
  - C. At the termination of the hearing, if one was used, the trigger guard lock will be replaced with a zip tie. This tie will remain on the weapon when the court clerk takes control of the firearm and stores it in the court evidence room.
- II. The bailiff is responsible for rendering safe all other types of weapons brought into the courtroom for possible use as evidence during a hearing; edged weapons should be boxed or sealed in a container.
- III. In the rare event a firearm or weapon is going to be presented as an exhibit in the courtroom assigned with a CSO as the bailiff, they will immediately contact their sergeant and request a deputy respond to properly secure the firearm/weapon; which may include taking possession of it if presented at the Weapons Screening Station. Once the firearm/weapon is properly secured, the CSO will resume

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control of the trial and the exhibit. At the end of each day, deputy will confirm the weapon has been properly secured.