

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

DATE	DISSEMINATION	CATEGORY	NUMBER
May 12, 2005	BUREAU-WIDE	BAILIFF AND SECURITY	C.06
SUBJECT: COVERING OF COURTROOM WINDOWS			PAGE 1 of 1

Purpose:

To provide the personnel of the Court Services Bureau (CSB) with guidelines for the covering of courtroom windows.

Policy:

Deputies responding to actual or potential emergencies in courtrooms must be able to see in the department to determine whether an emergency exists. They must be able to observe the activities taking place and gather intelligence to determine the best method of assisting those in need.

With this in mind, it is in the best interests of the public, court staff and deputies that a clear line of sight through the courtroom windows be maintained. Bailiffs shall not cover windows in any courtroom unless directed to do so by a judicial officer. If so directed, they will cover the window immediately and notify a supervisor of the order as soon as practicable.

Procedure:

Policy section only.