

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

DATE	DISSEMINATION	CATEGORY	NUMBER
May 30, 2014	BUREAU-WIDE	BAILIFF AND SECURITY	C.07
SUBJECT: BAILIFF AND STAFF EMERGENCY OPERATIONS BRIEFING			PAGE 1 of 2

Purpose:

To establish procedures within the Court Services Bureau (CSB) for briefings between bailiffs and staff on actions to be taken during emergency situations.

Policy:

It will be the responsibility of each bailiff to provide their courtroom staff with an overview of appropriate actions, both of the bailiff and the staff members, during an emergency event in their courtroom.

Procedure:

At least twice a year, or upon 1) an assignment to a new judge, 2) changes in court staff, or 3) as needed based on the court calendar or the assignment of a high profile trial, the bailiff shall meet with the court clerk, the court reporter, and the judge to discuss procedures and actions that will take place during emergency situations that may arise in their courtroom.

Emergency situations that should specifically be discussed are:

1. Medical emergencies;
2. Unruly, boisterous spectators;
3. Unauthorized person(s) approaching the bench;
4. Attempted "lynching" of in-custody defendant;
5. Unruly, boisterous defendant;
6. Defendant approaching the bench;
7. Defendant attack on attorney or court staff;
8. "Table flip" by defendant;
9. Bailiff being overtaken;

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10. Disturbance reported in a neighboring courtroom or hallway;
11. Report of fire in courthouse – fire alarm activation;
12. Report of shots fired in courthouse – active shooter;
13. Hostage situation;
14. Courthouse evacuation, and;
15. Judge or court staff being the target of judicial threats.

The briefing should cover the respective roles and responsibilities for each staff member for each of the above mentioned emergency situations. It should also cover the same situations with and without a jury, as well as with and without an in-custody defendant.

Any non-verbal signals, e.g., pointing at your badge to have the clerk call for cover, should be discussed and agreed upon between the bailiff and court staff.

Briefings will be documented with the date, all staff members present, and the bailiff giving the briefing. The documentation will be maintained by the supervisor and updated bi-annually.

The preceding was discussed with court staff on: _____

Department: _____

Judge/Commissioner: _____

Court Clerk: _____

Court Reporter: _____

Deputy: _____ ARJIS: _____