

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

DATE	DISSEMINATION	CATEGORY	NUMBER
May 5, 2016	BUREAU-WIDE	COURT HOLDING	E.13
SUBJECT: ADMITTANCE TO COURT HOLDING AREAS			PAGE 1 of 2

Purpose:

To establish Court Services Bureau (CSB) guidelines for admittance to court holding areas.

Policy:

It shall be the responsibility of the court holding deputies to ensure that only authorized personnel gain admittance to holding areas. All visitors to Court Holding areas will be dressed in uniform or contemporary business attire.

All court holding areas in the bureau will comply with the visitor's procedures set forth in CSB Policy and Procedure A.6, section VI regarding Visitor's Logs.

Procedure:

- I. All court holding areas will comply with the procedures for issuing of visitor badges as described in CSB Policy and Procedure A.6, section VI. A California Bar Association card alone will not constitute sufficient identification for attorneys to be granted admittance into the court holding.

- II. Authorized personnel normally allowed admittance to the holding area (with proper identification) are:
 - A. Counsel or attorneys of record
 - B. Court Clerks and certified interpreters
 - C. Law clerks
 - D. Drug Court counselors
 - E. Representatives of Pre-Trial Services
 - F. General Services (Building Maintenance personnel)
 - G. Custodians
 - H. Peace Officers
 - I. Public Defender's Office Investigators (with county identification card)
 - J. Alternate Public Defender's Office Investigators (with county identification card)
 - K. Private Conflicts Counsel (with county identification card)

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- III. Anyone gaining entrance to a holding area will visibly display his or her identification card at all times. Those persons issued visitor passes must display them while in the holding area.
- IV. News media are not permitted in the holding area without specific authorization from Command staff.
- V. All visitors to the Court Holding areas will be dressed in their agency uniform or contemporary business attire. T-shirts, sandals, shorts or other informal attire will be grounds for refusing admittance.
- VI. All authorized visitors to the Court Holding areas will read the Prison Rape Elimination Act (PREA) admonishment located on the top front portion of the San Diego County Sheriff's Department Facility Sign-In Sheet (DIS-1 03/2014). This will be acknowledged by them signing the roster and obtaining a badge allowing access to the Court Holding Area.