

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

DATE	DISSEMINATION	CATEGORY	NUMBER
September 26, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.6
SUBJECT: WEAPONS SCREENING			PAGE 1 OF 6

Purpose:

To establish Court Services Bureau (CSB) policy for the screening of persons entering a court facility and for disposition of property found or seized at weapons screening stations.

Policy:

CSB is required by order of the Superior Court to provide weapons screening at the designated public entrances to all court facilities. The legal authority for the screening is Section 171(b) of the California Penal Code and the standing general court order of the San Diego Superior Court Presiding Department, which states in part, "All persons entering court facilities are subject to screening." The procedures for disposition of property found or seized at weapons screening stations are set forth herein, as well as in Department Procedure Section 6.29.

Procedure:

- I. By order of the Superior Court, the Sheriff's Department will provide weapons screening at select court facilities.
- II. Weapons screening stations shall be staffed minimally by two deputy sheriffs or deputy sheriffs detentions/court services or a combination of both. Supervisors have discretion to authorize a weapons screening station to momentarily or on occasion be staffed with only one deputy sheriff for a short duration. The only exception is the County Administration Center's (CAC) weapons screening areas, the CAC will be staffed minimally by one deputy. At all facilities, additional staff members can be community service officers.
- III. All persons and their property are to be screened for weapons and/or contraband prior to entering a court facility, unless they meet one of the criteria below. Exceptions beyond those listed must be approved by the appropriate CSB Area Captain, who may wish to confer with the Superior Court Presiding or Supervising Judge.

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

DATE	DISSEMINATION	CATEGORY	NUMBER
September 26, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.6
SUBJECT: WEAPONS SCREENING			PAGE 2 OF 6

IV. Exceptions to the weapons screening requirement:

- A. All federal, state, county and municipal peace officers on official business with valid department issued photographic identification;
- B. County employees with valid photographic identification on official business;
- C. Superior Court employees with valid photographic identification on official business;
- D. The following personnel in uniform on official business with valid employer issued photographic identification and authorized safety equipment:
 - 1. Metropolitan Transit System (MTS) Code Compliance Inspectors;
One can of First Defense MK-4 Pepper Spray, Handcuffs and handcuff key, one folding lock blade knife secured in holder or pocket.
Note: Armed MTS security officers are contracted private security and shall not be allowed to enter any court facility while armed.
 - 2. San Diego County Animal Control Officers;
One can of "Dog Shield" Pepper Spray (non-flammable); One can of Citronella "Direct Stop" Spray (non-flammable), One Baton and One folding lock blade knife secured in holder or pocket.
 - 3. Armored vehicle guards;
An Armored vehicle guard shall present valid employer-issued photographic identification to be matched to an Identification Signature List located at all Weapons screening stations prior to being escorted by an armed Deputy Sheriff to conduct official business within a court facility.

V. Peace officers at the courthouse on personal matters will not be allowed to possess or carry firearms while in the court facility.

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

DATE	DISSEMINATION	CATEGORY	NUMBER
September 26, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.6
SUBJECT: WEAPONS SCREENING			PAGE 3 OF 6

- VI. Property will generally not be held at weapons screening stations.
- A. Persons found to be in possession of items that are not allowed in court facilities (per 171 (b) PC and/or the standing court order of the San Diego Superior Court Presiding Department), but are not otherwise illegal to possess, shall be directed to remove the items from the building or voluntarily dispose of the items in secure receptacles if available.
 - B. Items found during screening that constitute a violation of law by their mere possession will be seized and a crime report or arrest report detailing the appropriate statute violated will be completed by the deputy finding and seizing the contraband.
 - C. In cases where a felony has been committed an arrest should be made. When the crime involves a misdemeanor, the individual may be released on a written promise to appear. If an arrest is not appropriate, i.e., court security unduly impacted, a supervisor should be notified and required reports completed documenting the incident.
 - D. Deputies and Community Service Officers shall follow these procedures for the disposition of unclaimed or found property abandoned at, or turned into, weapons screening stations.
 - 1. Every attempt shall be made to identify the owner of the property and return it as soon as possible.
 - 2. All found property shall be documented on the Found / Returned Property Log CT-11 and labeled with a tag or sticker, stating the finding or receiving Deputy or Community Services Officer's name, date and time found.
 - 3. Valuable property (including, but not limited to, money, wallets, jewelry, wireless or electronic devices) shall be locked up and secured in an appropriate container at the weapons screening station until the finding or receiving Deputy or Community Service Officer's end of shift. Any questions regarding whether property should be handled as valuable should be directed to a supervisor. Property determined by a supervisor to be valuable shall be handled

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

DATE	DISSEMINATION	CATEGORY	NUMBER
September 26, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.6
SUBJECT: WEAPONS SCREENING			PAGE 4 OF 6

accordingly. If the property cannot be secured in the designated container, the property will be logged into evidence as soon as possible.

4. By the onset of the next business day's shift, but no later than 1000 hours, a Deputy or Community Service Officer shall complete the appropriate NetRMS found property reports and log the valuable property into evidence in accordance with Department policy.
 5. Non-valuable property (including, but not limited to, belts, notebooks or glasses) shall be locked up and secured in an appropriate container at the weapons screening station until claimed or until a found property report is completed and the property is logged into evidence. Non-valuable property should be retained at weapon screening stations no longer than thirty days.
- VII. All persons who do not meet the exceptions listed above in Section IV shall be searched. The search shall consist of a screening process for each individual and all hand-carried items. The primary purpose of the security screening is to detect potential weapons, not the detection of criminal offenses. Each person will pass through a magnetometer, unless medically unsafe or unable to do so. In those instances, a hand-held device or pat-down will be utilized. If a magnetometer or hand-held device alarm is activated on a person attempting to enter a court facility and the cause of the activation cannot be determined visibly, a pat-down search shall be conducted. Personal items shall be screened by the x-ray machine.
- VIII. The following items shall not be allowed in any court facility other than when being worn or transported as evidence by a peace officer in the line of duty or by authorized personnel:
- A. Firearms or replica firearms **and ammunition**, of any type;
 - B. Deadly weapons or generally prohibited weapons as defined in Penal Code Sections 21510, 16430 and 16590;
 - C. All knives and other stabbing instruments of any length (per standing general court order of the San Diego Superior Court Presiding Department.)

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

DATE	DISSEMINATION	CATEGORY	NUMBER
September 26, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.6
SUBJECT: WEAPONS SCREENING			PAGE 5 OF 6

- D. Tear gas weapons as defined in Penal Code Sections 17240 and 17250;
 - E. Taser or stun guns as defined in Penal Code Section 244.5;
 - F. Controlled substances as defined in Health & Safety Code Division 10;
 - G. Drug paraphernalia as defined in Health & Safety Code Section 11364; or
 - H. Alcoholic beverages of any type.
- IX. Listed below are items most likely to be brought through weapons screening that should be confiscated or be removed from the court facility. All such items shall be documented on the Detected Weapons Log. This is a guide and does not cover all potential weapons or contraband which might be discovered in the screening process.

BOX CUTTER/RAZOR BLADE
 KNIVES FIXED BLADE – *Dirk, Dagger*
 KNIVES FOLDING – *Leatherman/Multi-tool*
 BELT BUCKLE KNIFE
 HAIR PICK – *Metal, Plastic, Wood*
 KNITTING NEEDLES – *Metal, Plastic, Wood*
 LETTER OPENER
 SAFETY PINS – *Large*
 SCISSORS – *Small manicure or blunt ends OK*
 SCREWDRIVERS
 SWORD CANE
 CORKSCREW
 OTHER: FIXED OBJECTS – *Nail, Screw, Bolt, Ice pick*
 CHAIN – *Excessive Length or Size*
 TOOLS – *Hammers, Wrenches, Hatchet*
 HANDCUFFS/HANDUFF KEY
 METAL KNUCKLES – *Plastic, Wood*
 PEPPER SPRAY/MACE
 AMMUNITION/SIMULATED AMMUNITION
 GUNS & FIREARMS/SIMULATED GUNS & FIREARMS
 BUTANE/TORCH LIGHTER – *Needle-like flame*
 FLAMMABLE LIQUIDS – *Fuels/Gas, Aerosol spray*

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

DATE	DISSEMINATION	CATEGORY	NUMBER
September 26, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.6
SUBJECT: WEAPONS SCREENING			PAGE 6 OF 6

CHEMICALS/FERTILIZERS – *Corrosive, Flammable*
 EXPLOSIVES – *Fireworks, Blasting Caps, Dynamite*
 EXPLOSIVE (I.E.D.) PRECURSORS – *Black Powder, Metal Powder, Hydrogen Peroxide, Ammonium/Urea Nitrate*
 GLASS BOTTLES OR OTHER GLASS ITEMS
 LIQUOR/ALCOHOL
 DRUGS (Illegal)/DRUG PARAPHERNALIA
 SYRINGE
 GRAFFITI TOOLS – *Markers, Paint, Etching tools*
 LASER POINTERS
 SPORTING GOODS – *Skateboard, Golf Clubs, Bats*
 OTHER: Discretion of Deputies/Supervisors