

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

DATE	DISSEMINATION	CATEGORY	NUMBER
April 19, 2005	BUREAU-WIDE	NORMAL OPERATIONS	F.7
SUBJECT: ADDITIONAL COURTROOM SECURITY			PAGE 1 of 3

Purpose:

To establish procedures for requesting additional deputies in courtrooms and to ensure tracking of the costs associated with additional courtroom security.

Policy:

The Sheriff's Court Services Bureau (CSB) is committed to providing a safe and secure environment within the courtrooms of San Diego County. In order to accomplish this goal, at times it is necessary to increase the number of deputies in direct correlation to the potential security or safety risks. This increase in the number of deputies is divided into three categories:

Category One: Security requests for verdict announcements or other short appearances;

Category Two: Security requests for an extended trial due to the classification level of the defendants, seriousness of the crime, media interest, or other circumstances. An extended trial is typically one week or more in duration;

Category Three: Permanent staffing increases due to additional courtrooms or judges being added; a change in courtroom responsibilities; or, a request from the Superior Court.

Procedure:

- I. Category I: Security requests for verdict announcements or other short appearances.
 - A. The courtroom bailiff requests assistance from other deputies as needed for the particular case;
 - B. If the additional security was in place for two hours of more and a change in option code (BLF, SEC) is needed, the involved deputies will submit a PR-1 form (PIM Slip) denoting the time, case number and any other pertinent information. The form will be submitted in the normal manner and archived with other payroll documents.

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- C. If the added security resulted in overtime for any Sheriff staff, the bailiff shall complete a TRIAL COURT BUDGET FUNDED POSITION REQUEST: Increase in Security Services for a Particular Case form, even if the overtime was less than two hours in duration. The form *must* be completed on a computer (not hand written), printed, and routed for signatures from the:
 - 1. Judge who requested the additional security, and;
 - 2. The lieutenant responsible for the court.

- D. Forward completed form to the CSB Analyst who will compile position costing information and retain the form for future reference.

- II. Category II: Security request for an extended trial due to the classification level of the defendants; seriousness of the crime; media interest; or, other circumstances. An extended trial is typically one week or more in duration;
 - A. The bailiff and judicial officer may agree verbally on the amount of security needed for the case, or;

 - B. The affected judicial officer, bailiff, or supervisor may initiate a long-term security plan. If necessary, the courtroom bailiff may request the assistance of a bureau Court Security Specialist Deputy in formulating an Operational Plan (See CSB Policy and Procedure section F.10 for example).

 - C. The plan will be routed to the affected judicial officer. If they disagree with the recommendation, a supervisor will meet with them to arrive at a compromise plan.

 - D. After the judge's endorsement, the form will be kept on file at the local command.

 - E. If the added security resulted in overtime for any Sheriff staff, the bailiff shall complete a TRIAL COURT BUDGET FUNDED POSITION REQUEST: Increase in Security Services for a Particular Case form. The form *must* be completed on a computer (not hand written), printed, and routed for signatures from the:

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1. Judge who requested the additional security, and;
 2. The lieutenant responsible for the court.
- III. Category III: Permanent staffing changes due to additional judges, courtrooms, or changes in the responsibilities of existing courtrooms must be requested on a TRIAL COURT BUDGET FUNDED POSITION REQUEST: Increase in Security Services form. All staffing increase requests of this type must be routed to the Area 3 Captain for inclusion in the Budget Change Request. NOTE: The budget change request process begins in December of each year.