

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

DATE	DISSEMINATION	CATEGORY	NUMBER
August 3, 2011	BUREAU-WIDE	NORMAL OPERATIONS	F.12
SUBJECT: JUDICIAL THREATS AND THREAT ASSESSMENT			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for a response to judicial threats and threat assessments.

Policy:

All CSB personnel shall be alert for threats to judicial officers and will notify their chain of command immediately when the threats are received. The CSB Investigations Sergeant will be the bureau point-of-contact for judicial threats. The Investigations Sergeant may contact the Special Enforcement Detail as needed to ensure a judicial officer's safety.

Procedure:

- I. Any department member with knowledge of a judicial threat shall notify their supervisor immediately.
- II. A sworn staff member will be assigned by a supervisor to complete a Judicial Threat/Incident Assessment form (CT-3) detailing the incident.
 - A. If the threat was partially or completely communicated by writing, a copy of the written threat will be attached to the Judicial Threat/Incident Assessment form;
 - B. If a Crime Report is completed for a violation of Penal Code sections 76 PC, 422 PC, or any other relevant section, a copy of the approved crime report shall be forwarded with the Judicial Threat/Incident Assessment form to the Court Service Bureau Investigations Sergeant.
- III. The affected command will immediately supply a copy of the Threat Assessment form and any related documentation to the Investigations Sergeant. The affected command is responsible for contacting the targeted Judicial and Executive Officers. The Investigations Sergeant will assign a detective to liaison with the targeted Judicial Officer until the threat is resolved.
- IV. The Investigations Sergeant will make all chain of command notifications