

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

DATE	DISSEMINATION	CATEGORY	NUMBER
November 1, 2011	Bureau Wide	NORMAL OPERATIONS	F.35
SUBJECT: HIGH RISK/HIGH PROFILE COURT SECURITY DEPUTIES			PAGE 1 of 3

Purpose:

To provide guidelines in developing bureau-wide High Risk/High Profile Court Security deputies.

Policy:

Bureau-wide High Risk/High Profile Court Security deputies are essential in developing and maintaining enhanced courtroom security.

A. Security

Security is a key component for High Risk/High Profile court cases. Proper courtroom security for such trials covers many aspects. Coordination between High Risk/High Profile Court Security deputies and those within and outside their command affected by these cases is essential. Supervisors are encouraged to allow High Risk/High Profile Court Security deputies adequate time to establish security procedures for High Risk/High Profile cases.

B. Tracking

A Case Tracking System to identify and track High Risk/High Profile court cases going through the judicial process has been established and should be utilized at all courthouses.

C. Communication

Avenues of communication must be established between all components affected by High Risk/High Profile court cases. These components include, but are not limited to, the Sheriff's Court Services Bureau, the Sheriff's Detention Services Bureau, the District Attorney's Office and Superior Court.

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

DATE	DISSEMINATION	CATEGORY	NUMBER
November 1, 2011	Bureau Wide	NORMAL OPERATIONS	F.35
SUBJECT: HIGH RISK/HIGH PROFILE COURT SECURITY DEPUTIES			PAGE 2 of 3

Procedure:

- I. A minimum of one deputy, each from CSB – Chula Vista, CSB – El Cajon, and CSB – Vista shall be designated as the High Risk/High Profile Court Security deputy for their command. Due to its size, CSB – San Diego Courts shall have a minimum of two deputies for this purpose. Deputies serving in this position do so as a collateral duty within their command.

- II. The respective CSB commands shall select their High Risk/High Profile Court Security deputies, and the deputies shall be supervised by a sergeant as a collateral duty. The deputies shall be awarded ½ CAP point once they have served in the position for a year.

- III. When a High Risk/High Profile court case has been identified, the security teams will enter the tracking data into the **High Profile Tracking Master**. High Risk/High Profile Security deputies will make a determination whether a court case falls within the High Risk/High Profile parameters.

- IV. Communication among and between agencies is an essential aspect of Court High Risk/High Profile security. These cases make it vital that the Sheriff's Court Services Bureau, Detention Services Bureau, the District Attorney's Office and Superior Court work together in the planning for and providing of a safe environment for all involved in the criminal process.
 - A. When a Court High Risk/High Profile Security deputy is made aware a High Risk/High Profile Court case is pending, he/she will ensure the completion of the necessary paperwork which can include, but is not limited to, a High Risk Assessment Report or a Trial Court Funding Report.

- V. High Risk/High Profile Operational Orders will be completed when a High Risk/High Profile Court Security deputy determines there is a possibility of a significant security risk during proceedings or a high level of coordination is necessary. The High Risk/High Profile Operational Order will articulate operational procedures to govern and contain the security risk or provide the high level of coordination.

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

DATE	DISSEMINATION	CATEGORY	NUMBER
November 1, 2011	Bureau Wide	NORMAL OPERATIONS	F.35
SUBJECT: HIGH RISK/HIGH PROFILE COURT SECURITY DEPUTIES			PAGE 3 of 3

- A. High Risk/High Profile Operational Orders for courtroom security will be prepared by the Court High Risk/High Profile Court Security deputy in conjunction with the bailiff and the judge of the affected court.

- B. Coordination for security outside the courtroom will be the sole responsibility of the Court High Risk/High Profile Court Security deputy.

- C. The SMEAC plan is the prescribed written format for High Risk/High Profile Operational Orders. The SMEAC plan consists of five distinct topics of information:
 - 1. Situation: The information describing the problem.
 - 2. Mission: What the team is tasked to accomplish.
 - 3. Execution: How the team plans to perform its mission.
 - 4. Administration/Logistics: Support organization for the operational plan.
 - 5. Command/Signal: Who is in charge/radio frequencies.