

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

DATE	DISSEMINATION	CATEGORY	NUMBER
March 30, 2015	BUREAU-WIDE	NORMAL OPERATIONS	F.38
SUBJECT: DOOR ACCESS REQUESTS			PAGE 1 of 1

Purpose:

To establish a standardized Court Services Bureau (CSB) procedure for handling requests from other agencies/court building tenants requesting access to restricted court doors/areas.

Policy:

It is the intent of the Court Services Bureau (CSB) to maintain secure court facilities. In furtherance of this, the CSB Court Security deputies will provide access to restricted court doors/areas only after the Access Request Form (CSB-40) is completed, submitted through the CSB chain of command and authorization is granted by the appropriate CSB Captain.

Procedure:

- I. When a request is received from an outside agency or court building tenant, the Access Request form will be completed and forwarded with an endorsement page through the CSB chain of command to the appropriate CSB Captain for approval.
- II. Once approved, the Access Request form will be forwarded to the CSB Court Security deputies for processing. After access has been authorized, appropriate facility staff will be notified.
- III. In the event the Access Request form is not approved, it will be returned to the appropriate court lieutenant to notify the person requesting access.