

**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.39
SUBJECT: FACILITY SECURITY SWEEPS			PAGE 1 of 1

Purpose:

To establish guidelines for each Court Services Bureau (CSB) facility to be checked at the end of each business day.

Policy:

It is the policy of the CSB for sworn personnel to perform a security sweep for unauthorized persons and/or un-secured doors at the end of each business day.

Procedure:

Each CSB area that is responsible for security of a county building or courthouse will create a facility specific policy and procedures for conducting a facility security sweep for their building at the end of each business day.