

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

DATE	DISSEMINATION	CATEGORY	NUMBER
SEPTEMBER 1, 2013	CHULA VISTA	NORMAL OPERATIONS	F.39.C
SUBJECT: FACILITY SECURITY SWEEPS			PAGE 1 of 2

Purpose:

To establish guidelines for facility security sweeps at the South Bay Courthouse.

Policy:

It is policy of the CSB South Bay for sworn personnel to perform a security sweep of the courthouse for unauthorized persons, contraband, and to secure doors at the end of each business day.

Procedure:

CSB South Bay Deputies assigned to the 0830-1730 shift will conduct a facility security sweep of the South Bay Courthouse at the end of each business day.

The assigned deputies are responsible for ensuring all courtroom doors are secure, clearing all court holding cells, public restrooms, and public areas of the South Bay Courthouse. The deputies will ensure the x-ray machine is turned off, all cabinets are secured at weapons screening, and lobby keys are placed back in their assigned area.



South Bay Courthouse Closing Checklist



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FIRST FLOOR:

DATE:

		
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SECOND FLOOR:

		
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THIRD FLOOR:

		
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NOTES: _____

Closing Deputies:

Deputy _____	Replacement: _____
Deputy _____	Replacement: _____
Deputy _____	Replacement: _____