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

DATE	DISSEMINATION	CATEGORY	NUMBER
February 4, 2019	JUVENILE COURT	NORMAL OPERATIONS	F.39 J
SUBJECT:			PAGE
FACILITY SECURITY SWEEPS			1 of 1

Purpose:

To establish procedures for conducting a security sweep at Juvenile Court.

Policy:

Deputies are responsible for conducting a systematic and thorough sweep of the court building when necessary. The records shall be retained for two years.

Procedure:

- 1. The assigned deputy(s) is responsible for the following duties:
 - a. Verify the building is clear of all public
 - b. Verify the front courtroom doors are secured for all courtrooms
 - c. Verify the children's waiting room radio and keyset are collected
 - d. Verify 2nd floor offices (Business and Adoptions Offices) are secured
 - e. Verify the tunnel door/juvenile holding area is secured
 - f. Verify the glass courtyard doors are secured
 - g. Verify the front lobby doors are secured
 - h. Collect all J-315 PREA logs and turn them into control



2. Ensure the closing log checklist at the weapons screening station is completed