

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

DATE	DISSEMINATION	CATEGORY	NUMBER
August 01, 2017	SAN DIEGO	BAILIFF AND SECURITY	C.01.S
SUBJECT: DARK COURT BAILIFF RESPONSIBILITIES			PAGE 1 of 1

Purpose:

To establish guidelines for the San Diego Central Courthouse (SDCC) and the Hall of Justice (HOJ) in the event a courtroom is dark, either for the entire day or a period of time.

Policy:

It is the policy of the Court Services Bureau-San Diego that Sheriff's Personnel assigned to a courtroom will notify Building Control whenever no matter is currently pending or their assigned courtroom is designated as dark.

Procedure:

- I. A "dark court" is defined as a court that is not in session due to a judicial absence, whose calendar has been completed for the day or has no pending matter(s) for a period of time (20 minutes or more).

- II. Notification.
 1. When a bailiff's judge or commissioner is going to be absent the following work day, the bailiff will notify Building Control via the Courtroom sign-out sheet located in Control. The bailiff will write "Dark" in the pre-designated space.
 2. A Deputy or Community Service Officer assigned to a courtroom (including any portion of a shift), that is dark, will report via the radio their call sign and the radio code "10-8" for the purpose of reassignment. Building Control will reassign personnel as needed.