

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

DATE	DISSEMINATION	CATEGORY	NUMBER
March 11, 2013	VISTA	NORMAL OPERATIONS	F.6.V
SUBJECT: WEAPONS SCREENING			PAGE 1 of 2

Purpose:

To refine the policy of the CSB-Vista in relation to weapons screening procedures.

Policy:

Deputies and CSOs working in the weapons screening positions must be consistent in the way they operate the weapons screening station. Safety of the public and staff are our paramount concern and we must take all reasonable steps to investigate alarms or other indicators of possible contraband or weapons entering the courthouse.

Procedure:

- I. Deputies working in the weapons screening areas will take all necessary steps to determine the source of metal detector activations.
  - A. Deputies and CSOs will ensure there are chairs available for use by the public for the purpose of removing and replacing shoes that cause activation of the metal detectors.
  - B. Other Clothing causing activation will not normally be removed, with the exception of jackets and belts that can be readily removed.
  - C. Deputies can deny persons admittance to the courthouse if they are unable to discover the source or origin of a metal detector alarm and they have a reasonable belief that the cause of the alarm is a weapon or other contraband. A supervisor shall be notified if a person is refused entry for this reason. If the person denied admittance is appearing in court, the bailiff of the affected court shall be notified.
  - D. Those persons who refuse to go through the weapons screening equipment will be allowed to leave the courthouse without delay unless there is reasonable cause to detain them for a law violation.
- II. Deputies and CSO's will follow these *steps* for the handling of property left behind at the weapons screening areas.

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- A. Every attempt shall be made to identify the owner of the property and return it as soon as possible.
- B. Valuable property (cash, wallets, jewelry, cell phones) will be held at the screening areas until the end of the finding employees shift. Prior to securing from their shift they shall:
  - 1. The valuables shall be sealed in an envelope(s).
  - 2. The envelope(s) shall be labeled and initialed by the finder and a witnessing employee.
  - 3. The envelope(s) shall be placed in the drop safe in the CSB-Vista armory.
  - 4. The employee placing the property into the safe shall complete the Found Valuables Log which is in the armory by the safe.
- C. A CSO/Deputy shall collect the valuable property from the drop safe on a regular basis. Then, following Departmental procedures, complete the NetRMS property reports and log it all into the property room at the Vista Patrol Station.
- D. Non-valuable property (ie: belts, notebooks, glasses) shall be retained in the property drawer at the screening area until claimed or collected for logging into the property room at the Vista Patrol Station.