JOPLIN POLICE DEPARTMENT	4-02 STANDARD OPERATING GUIDELINE
SUBJECT: Court Security	**REVIEW DATE: Annually - April**
EFFECTIVE DATE: March 22, 2011	**ACTION DATE:**
AMENDS/SUPERSEDES: April 1, 2007	**AMEND DATE: March 3, 2011**
ACCREDITATION INDEX: 73.1.1 a, b, c, d 73.2.1 a, b, c, 73.3.1, 73.3.2, 73.4.1, 73.4.2, 73.4.3	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

It is the policy of the Joplin Police Department to provide security for the Joplin Municipal Court and its occupants, with planning and operations that fall within the authority and scope of Department responsibility.

II. PURPOSE

To establish guidelines for the security of the Joplin Municipal Court.

III. PROCEDURES

A. Court Security Function and Authority (73.1.1 A)

1. The Department's authority comes from Article IX Sec. 9.04 of the Municipal Code of Joplin that states: "The Chief of Police and his subordinate police officers shall have power to execute the writ of search warrant and shall serve as marshal and deputy marshals of the municipal court and enforce its orders, judgments, and decrees." (73.1.1 C)

2. The Department will provide security for the Municipal Court during the General Dockets, and any other requests from the Municipal Judge.

B. Personnel Assigned to Court Security Function

1. Commissioned Joplin police officers assigned to the Uniformed Operations Bureau will hold the position of court bailiff. (73.1.1 C)

2. All bailiffs are required to be in full uniform, including weapons and radio normally worn with the uniform.

3. There will always be at least one officer assigned to the courtroom.

C. Security Operations (73.1.1 B)

1. Prior to opening the courtroom to the public for any court docket, the bailiff will conduct a physical and visual check of the courtroom for weapons or other contraband.

2. Exterior doors: Entrance to the courtroom is made only through the door located on the southwest corner of the courtroom. The court security officer will ensure that each person walks through the metal detector to assist in the detection of a weapon or contraband. Entrance to the building for persons with physical disabilities will be made through the

west building entrance, which is ADA accessible. They will be subject to a weapons search including the use of a handheld metal detector by the court security officer. Emergency exit signs are in the hallways outside the courtroom. (73.2.1 A)

3. Interior/exterior lighting: Lighting for the building shall be turned on by the building custodian. The lighting allows very good visibility for all persons entering and exiting the courtroom so that security measures can be monitored, and potential threats can be identified. (73.2.1 A)

4. Auxiliary lighting and power: In the event of a power outage, there is an auxiliary generator in the building that is activated when power fails. This auxiliary generator will be used for providing lighting to assist people in exiting the courtroom and building. In power failures, emergency lighting will illuminate the exit.

5. Fire suppression: There are fire extinguishers located inside of the courtroom and throughout the building. (73.2.1A, B) (73.4.1)

6. Fire/smoke detection: Smoke detection units are located throughout the building. (73.2.1 A, B)

7. Emergency Telephone: There are telephones in offices adjacent to the courtroom as well as a telephone in the courtroom that can be utilized for emergencies. (73.2.1 A, B) (73.4.2) (73.4.3)

8. Communications: There are telephones installed throughout the building from which the dispatchers can be contacted by dialing “911" (emergency line). The court bailiff reporting for duty hours will have in his/her possession a portable police radio that provides two-way communications with the police dispatcher. The portable police radio is equipped with an emergency button, should emergency assistance be needed in the courtroom. (73.4.3) The bailiff will use his/her call letter designation if the need arises to communicate on the radio. (73.2.1 A, B) (73.4.2)

9. Metal detectors: There is a walk through and portable wand metal detector available to assist court bailiffs in detecting and identifying person(s) suspected of carrying weapons in either building. (73.2.1 B) (73.4.1)

10. Restraining devices: In addition to the handcuffs carried on the duty belts of the court bailiffs, Flexi-Cuffs are available in the courtroom. (73.2.1 B, 73.3.2, 73.4.1)

11. Key Control: Maintenance workers have access to the keys for the building and will have the responsibility of opening and securing the building. (73.2.1 A)

12. Parking for court: Parking for court is available on the parking lots immediately adjacent to the building.

13. Medical Supplies: In the case of a medical emergency, police officers who have had first aid training can provide basic first aid if needed until paramedics arrive on the scene. A first aid kit is kept in the building and will be checked by the bailiff before court and any shortages reported and replaced as discovered. The fire department will be notified by telephone or radio to respond to the courtroom for all medical emergencies. A beat patrol officer may also respond for assistance. (73.2.1 B) (73.4.1)

14. Video monitoring: Cameras are in the hallways outside the courtroom and are monitored in dispatch.

D. Other Emergencies (73.2.1 C)

The procedures for bomb threats, disasters, hostage situations and other unusual occurrences can be found in the Departmental Emergency Operations Plan for unusual occurrences.

E. High Risk Trials (73.1.1 B)

If trials are expected to produce extreme reactions and require special attention, measures will be taken to provide additional security measures as the circumstances dictate. Additional officers will be assigned to cover entrances and exits to the courtroom as well as maintain a physical presence in the courtroom. The on-duty patrol supervisor(s) and all court personnel (judge, prosecutor, and court clerks) will be alerted and briefed on the situation.

F. Weapons in the Courtroom (73.2.1 B) (73.3.1) (73.1.1 B)

1. Commissioned police officers (also those from other jurisdictions) whose presence in the courtroom is required as part of their official duty, shall be permitted by the Chief of Police to retain their weapons within the courtroom. Weapons carried by plain clothes officers and detectives shall be in proper holsters.

2. Police officers who are from another jurisdiction will be permitted to carry their firearms into the courtroom; however, the police officer must advise the court bailiffs that they are a police officer who is armed/unarmed. The bailiffs will request that all person(s) identifying themselves as police officers present sufficient identification.

G. Prisoners in the Courtroom (73.3.2)

1. Prisoners will normally be escorted to the courtroom from the City Jail by jail personnel. Prisoners shall remain in restraints always while in the Municipal Courtroom.

2. In a case where an arrest in the courtroom takes place, the prisoner will be handcuffed by a bailiff, if required, and escorted to the jail. An on-duty police officer may be requested to respond to the court for assistance.

3. Prisoners who are unruly, violent, combative, causing a disturbance, etc., will not remain in the courtroom. By order and policy of the City Judge, all such prisoners will be removed from the courtroom and booked for Obstruction. At such time an individual is arrested and handcuffed, he/she will be immediately removed from the courtroom.

H. Bailiff Functions and Duties (73.1.1 B)

1. Prior to court convening the bailiff will:

a. Check the list of officers scheduled for court appearance against the riding schedule and indicate which officers are on duty.

b. Check all doors of the courtroom to make sure they are secure.

c. Check portable police radios to make sure he/she has two-way communications.

d. Check metal detector(s).

e. Check first aid kit.

f. Conduct a physical and visual check of the courtroom for weapons and/or other contraband.

2. After court convenes and upon court ending the bailiff shall have the following responsibilities:

   a. Officially open and close court, and announce recesses and adjournments in a formal, defined manner.

   b. Calling the court to order when the session begins.

   c. Assumes a position in front of the court near the Judge.

   d. Assist Judge with court files when needed.

   e. Make sure that all persons are seated, quiet, and not allowing persons to linger in the courtroom.

   f. Maintaining the officer court docket and notifying the officers by telephone or portable radio they are needed in court.

   g. Making sure that everyone complies with the Judge's order to remove all hats upon entering and while in the courtroom.

3. In addition, the court bailiff will have responsibility of:

   a. General courtroom security to assure effective and safe running of the City Court.

   b. Carry out any orders or requests of the Judge.

   c. Keeping the courtroom quiet and orderly during the court session by advising persons acting disorderly of their disruption and escorting them from the courtroom if necessary.

   d. In emergencies, assisting in the evacuation of the courtroom by directing persons to the emergency exits, determining that everyone has evacuated, and notifying the communications section of the Police Department of the evacuation. Evacuation exits are posted throughout the buildings.

   e. Remaining in the courtroom during the court session, including recesses, to assure the peace is maintained.

   f. Summoning fire or medical assistance whenever needed by telephoning or calling by radio, the communications section of the Police Department.

   g. Conducting searches of persons for weapons or other contraband when probable cause exists.

   h. Making arrests within the courtroom.

   i. Report all incidents that threaten the court facility or persons therein to the Chief of Police and any appropriate outside agencies. (73.1.1 D)

I. Dangerous Equipment/Weapons Storage (73.4.1)

1. Chemical substances and equipment such as weapons, and ammunition are not stored in the courtroom, but are stored in the Department armory. When these items must be brought into the courtroom, the bailiffs will notify the shift supervisor and involved

police officers will make every effort to provide for their safe handling and storage to ensure the safety of the court.

2. If the above equipment is needed in the courtroom, sufficient assistance will be summoned to respond.

J. Courtroom Security Standard Operating Guideline

1. All assigned bailiffs will be informed of all information stated in this Order.

2. All court personnel (court administrator, prosecutor, judge) will have a copy of this Standard Operating Guideline.

3. In addition, a copy of this SOG will be kept in the courtroom always.

K. Courtroom Survey (73.2.1 C)

At least every three years, the Uniformed Operations Bureau Commander will consult with the Court Administrator and or Municipal Judge to survey plans and procedures dealing with courtroom security and emergencies (fire, medical, hostage, bomb, disaster, high risk trials, searches of the area and persons, weapons, use of restraining devices, detainee movement, and circulation pattern). A copy of the survey will be forwarded to the Chief of Police for review.

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules, or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in any evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only inform the basis of a complaint by this department, and then only in a non-judicial administrative setting.