

**Stevensville Police Department
General Orders**

Chapter 31

Court Security

Date Effective 5/10/21	By The Order of:	M. Sosa, Jr., Chief of Police
----------------------------------	-------------------------	--------------------------------------

Date Revised 5/10/21	Date Reissued 5/10/21	Page 2
--------------------------------	---------------------------------	------------------

31.1.1 Court Security

CALEA Standard: 72.4.1; 73.1.1; 73.2.1; 73.2.2; 73.4.3

POLICY

The Stevensville Police Department is responsible for the security and safety of the Town Court and the holding facilities associated with the court.

The agency will ensure that appropriate levels of security are maintained in the court to protect the integrity of court procedures and to sustain the decorum of courtroom proceedings. The agency will also ensure the security and safety of the holding facilities of the court. Officers assigned to court security and the holding facility will:

- Work closely with the court staff to ensure safety of the facilities;
- Ensure that all safety equipment is functioning properly;
- Ensure that proper procedures are followed regarding handling of prisoners to ensure safety of the staff and the public.

OPERATION

The Chief of Police is responsible for court security and the court holding facility. The Chief of Police, or designee, will prepare and maintain a procedure manual on court security and the court holding facility. This manual will be made available to all Officers assigned to duties in and around the Court and will be updated as necessary.

The Court Security and Holding Facility Procedures Manual will contain at a minimum the following elements:

- Court Security Procedures;
- Normal Jury Procedures;
- Physical Security Plan;
- Holding Facility;
- High Risk Trials;
- Emergency Procedures;

- Sequestered Juries;
- Responsibilities of Court Security Officers;

Formal liaison with appropriate Court authorities will be established to ensure clear lines of communication concerning adequate court security.

The procedures manual will also include a description of training required by those persons carrying out Court Security and Holding Facility duties.

Unless specifically prohibited by court order or assignment, Officers assigned to Court duties will be armed at all times. Anytime weapons are removed, at the Court Building, they will be stored in a secure lockbox.

PHYSICAL FACILITIES

A circulation pattern will be developed governing movement of people in the Court Building and courtrooms. This circulation pattern will be continually refined until the ideal of three patterns is achieved and maintained. These three patterns separate prisoners from judges, juries and the public.

A security survey of the Court Building will be conducted every three years or whenever there is structural change in the facility.

PERSONNEL

The Chief of Police is responsible for planning and implementing policy regarding Court security and the holding facility.

Only sworn Officers will be assigned court security and holding facility duties.

EQUIPMENT

Equipment used for courtroom security and the holding facility will be recorded in a log-book and specifically identified. This log will be maintained by the supervisor responsible for court security and updated any time there is a change in the equipment inventory.

Coordination will be made with Court officials to ensure duress alarms are placed in sensitive areas of the court building and tested prior to the time court convenes.

Restraining devices will be available for use when ordered by the court in addition to those normally used when transporting prisoners.