



COURT SECURITY PROCEDURES

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Corrections Division to provide court security in the courtrooms within Deschutes County. The Corrections Captain is responsible for the security at the court facility on behalf of the Sheriff, in compliance with ORS 206.180.

PURPOSE.

The Court Security/Transport Unit's main goal is to provide a reasonably safe and secure environment within the Justice Building and Circuit Courtrooms in Deschutes County. This policy is to provide guidelines for the safety and control of defendants and spectators, and in the acceptance of court remanded persons into custody.

OREGON JAIL STANDARDS:

- E-201 Staffing

REFERENCES:

- ORS 161.015 Dangerous Weapon Defined
- Oregon Uniform Trial Court Rule 6.180, Weapons and Hazardous Substances in the Court Facilities
- ORS 206.180 Location of Sheriff's Office

DEFINITIONS:

Contraband. Any item (such as controlled substances or unauthorized recording devices) that is prohibited by law or administrative rule.

Court Security Personnel. Corrections Deputies with the Deschutes County Sheriff's Office. This assignment may be combined with the Court Security/Transport Unit, based in the Adult Jail. Any exceptions will be approved by the Sheriff or his designee.

Security Checkpoint. The single point of entry for public access into the Justice Building or other court facility.

Security Equipment. This may include the following:

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- a. Video cameras and monitors
- b. A walk-through metal detector
- c. Hand-held or wand metal detectors
- d. An x-ray machine
- e. Panic alarms (audio and/or video)
- f. Radios and telephone

Weapon. Any of the following items:

- a. Firearm, whether loaded or not
- b. Live ammunition or other explosive device
- c. Knife, dirk, dagger, ice pick or other sharp object with an edge or point capable of inflicting serious injury
- d. Mace, tear gas, pepper spray or similar deleterious agent
- e. Electrical stun gun or similar instrument
- f. Slingshot, metal knuckles, "cat's eye" or similar device
- g. Club, bat, baton, nunchaku or similar instrument that could inflict injury
- h. Any other hazardous substance (poison, gas, etc.)
- i. Any other dangerous weapon as defined in Oregon Revised Statute (*ORS*) 161.015 or Uniform Trial Court Rules (UTCRC) 6.180.

PROCEDURES.

SECTION A: STAFFING

- A-1.** The Corrections Captain will designate staff assignments. A corrections division sergeant will directly supervise the Court Security/Transport unit.
- A-2.** Court Security will usually consist of two sworn staff members in the Justice Building. One should remain at the security checkpoint at all times, and the other is normally available to assist as needed.
- A-3.** Staff will usually be assigned to Court Security for a period of two years (as scheduled in *DCSO Policy 3.11, Personnel Transfer and Rotation*). This assignment may be combined with transport duties, as directed by the Corrections Captain.

SECTION B: AREA OF RESPONSIBILITY

- B-1.** The Deschutes County Justice Building (Circuit Courts in the Eleventh Judicial District, State of Oregon) is the primary area of responsibility. Court Security staff will be present in the facility and operate the security checkpoint and screen all visitors to the Justice Building during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday (except on holidays). Hours may be extended, in special circumstances, at the request of a judge or Corrections Captain.

B-2. The Deschutes County Juvenile Court is located at the Deschutes County Juvenile Community Justice Center, 63360 Britta St, Building #1, Bend, OR 97703. Arrangements for Court Security at that location may require staff on an “as needed” basis determined by the juvenile referee and the Corrections Captain or designee. The following resources may be utilized for this purpose:

- a. On-duty corrections deputies, patrol deputies, reserve deputies or on-call deputies as approved by the Corrections Captain.
- b. General guidelines for security may be the same for juvenile court security as for the Justice Building. Juvenile Court Guidelines *Form No.395* will be provided at the Juvenile court station for staff’s clarification.

SECTION C: ALARMS AND CALLS FOR SERVICE

C-1. Alarms. There are numerous court alarms located on a console behind the counter at the security checkpoint. Deputies assigned to court security will be familiar with the detection and operation of these alarms.

C-2. Panic alarms. There is a panic alarm for each of the seven circuit courtrooms. Court security staff or other sworn Sheriff’s Office personnel will promptly respond to these alarms in person, as follows:

- a. Staff will treat all alarms as true alarms and all calls as valid calls.
- b. Monitor audio/video equipment (or make a phone call) to the courtroom that activated the alarm to determine what situation exists.
- c. As soon as practical, call dispatch via portable radio (main sheriff’s office radio channel) and request a response from the Sheriff’s Office patrol division.
- d. A personal response by court security deputy should be initiated.
 - 1) On-duty deputies will respond to the scene immediately.
 - 2) Deputies who are not escorting inmates will respond. If the deputy is escorting an inmate, the inmate must be secured prior to the deputy’s response to the location of the alarm.

C-3. Calls for service. For routine calls for service, the normal channel of communication is the telephone, radio or personal communication.

- a. Court staff normally calls the court security desk when they are ready for a defendant to appear in court. They may notify staff in person, who normally communicates this via radio or telephone.
- b. The court security desk is normally called, via telephone, when a judge has remanded someone into custody. The same procedure applies when there is a request for court security to stand by a specific proceeding or other situation that causes security concerns.
- c. Calls for service at juvenile court will typically be made in person when a deputy is at that location, or requested by phone or email for other circumstances.

SECTION D: SEARCHES

- D-1.** All persons will be required to pass through a walk-through metal detector or be scanned by a hand-held metal detector and/or be pat-down searched upon entrance to the Justice Building or Juvenile Court. People have the right to refuse the search/scanning process, but will be denied access into the building.
- D-2.** Searches are required to prevent contraband or weapons from entering the buildings. This includes anything that could be ‘reasonably’ used as a weapon, unauthorized recording devices (audio or visual) or anything that may be disruptive to court proceedings.
- D-3.** Special accommodations may be necessary for those who are handicapped, especially if they are confined to a wheelchair or have a prosthetic device. In this or similar situations, a search will be conducted by a hand-held metal detector and/or pat-down search.
- D-4.** All metal items, bags, backpacks, hand bags and packages will be scanned by the x-ray machine and searched for contraband or weapons. Bags or other items will not be held, on the premises, by court security staff.
- D-5.** Weapons (knives, clubs, bats, firearms, tear gas etc.) will not be secured or stored on site. Staff will inform the individual to remove the weapon from the facility immediately. Securing the weapon is the responsibility of the individual. Other contraband or items that may be used as a weapon such as knitting needles, small scissors, tweezers or hand tools, will also removed from the facility. See section J-4 regarding amnesty box.
- D-6.** If court security staff determines an individual is attempting to conceal or is attempting to introduce a deadly/dangerous weapon into the courthouse, the weapon may be seized and the person detained in accordance with the enforcement action (Section F) of this policy. Appropriate enforcement will be taken by the appropriate agency and the weapon will be surrendered as evidence.
- D-7.** Judges and law enforcement officials in uniform or otherwise properly identified may be excused from the search process.
- D-8.** Court security deputies will conduct a security check of the courtrooms Monday - Friday, at the start and end of each day. Once complete, security checks will be logged in the jail computer system. A courtroom having a high-security appearance will be searched prior to appearance. This may include, but not be limited to, cases involving serious felony charges. Any weapon found will be seized. The DCSO Patrol Division will be notified immediately and the evidence will be surrendered to them.

SECTION E: ENFORCEMENT ACTION

- E-1.** Court security deputies will take certain enforcement action inside the Justice Building. Enforcement action outside the courthouse should be limited to pursuit or apprehension of any inmate who is escaping or attempting to escape from custody.
- E-2.** Court security deputies may make arrests on valid outstanding warrant that are confirmed by dispatch, Sheriff's Office records (warrants) staff, and court personnel or through LEDS/NCIC.
- a. A deputy will complete the *Custody Intake Form No. 307* and *Warrant Arrest Report Form*. If the warrant is a DCSO case, the original case number is to be used. All other warrant arrests require a new case number. Attach a copy of the warrant or teletype confirmation to the *Warrant Arrest Report Form* and send to DCSO records.
 - b. Staff will conduct a pat-down search of any individual either remanded to custody or arrested on a warrant. Remove any non-essential items (non-clothing, such as wallets, keys, belts, combs. etc.) and secure the individual in appropriate restraints.
 - c. The in-custody inmate will be transported to the jail by either a corrections or patrol deputy.
- E-3.** Individuals who are remanded by Deschutes County Circuit Court Judges, including Pro-Tem Judges, may be taken into custody by court security deputies, transport deputies, or by requested assistance from patrol.
- E-4.** Unless otherwise instructed by the Corrections Captain, court security deputies should not make probable cause arrests. Violations of the law should be dealt with as follows:
- a. As described in *Deschutes County Adult Jail [Criminal Acts Policy No. CD-8-17](#)*, "Staff will coordinate immediate response to incidents of a possible criminal nature at court facilities" as follows: The court security sergeant, or shift supervisor in the sergeant's absence, will determine the need to contact Deschutes County Sheriff's Office Patrol Division.
 - b. In the incidence of Class A or B felony or violent charges, court security deputies will detain any suspect(s) and call the appropriate agency to make any appropriate arrest(s).
 - 1) Any area inside the Justice Building or any courtroom is the jurisdiction of the Deschutes County Sheriff's Office.
 - 2) Any area outside of the buildings listed above is normally the jurisdiction of the City of Bend Police Department.
 - c. If the offense is classified as a violation, court security/transport staff may cite an individual to appear in court. The following procedures will apply:
 - 1) A Citation to Appear will be issued.
 - 2) Any evidence will be described on a Deschutes County Sheriff's Office Property/Evidence Report. The defendant will be issued the appropriate copy.
 - 3) Any evidence will be packaged and then logged into the Sheriff's Office evidence as soon as reasonably possible.

- 4) A crime report will be submitted, normally by the end of the assigned shift. A copy will be provided to the Corrections Captain, through the appropriate chain of command.

SECTION F: OTHER ASSIGNED TASKS

- F-1.** A court security deputy may assist a transport deputy with court escorts or other transport duties.
- F-2.** Persons subpoenaed to testify before the Grand Jury will enter the Courthouse through the main security checkpoint for screening and access to the District Attorney's Office to testify.
- F-3.** A Court security deputy will be responsible for updating and preparing documents relating to court security/transport and inmate files. This may include:
 - a. Updating inmate (computerized) files, including bail, status, additional charges or case numbers and court dates.
 - b. Daily and monthly transportation statistics.
 - c. Daily Court lists. This includes the daily transport list compiled from the court docket (received from court staff the afternoon prior) and the video arraignment (Sheriff's Hold List) compiled as soon as possible after receiving the video court dockets.
 - d. Tracking "Motion and Orders to Transport" and requesting the transport from appropriate outside agencies.
 - e. Tracking extraditions and requesting the transport of inmates according to *DCAJ Policy CD-5-14, Extraditions*.
 - f. Any other documentation as assigned or required by the Court Security/Transport Sergeant, Corrections Lieutenant or Corrections Captain.

SECTION G: TRAINING

- G-1.** In addition to mandatory annual training required of all corrections deputies, court security/transport deputies may be required to pass field training specific to the job assignment.

SECTION H: CHANNELS OF COMMUNICATION

- H-1.** Corrections Captain, Lieutenant and/or the Court Security/Transport Sergeant will communicate regularly with the presiding judge and trial court administrator regarding court security matters.
- H-2.** The Corrections Captain, Lieutenant and or Court Security/Transport Sergeant will participate in court security meetings held quarterly by the courts.

SECTION I: PROPERTY FOUND, RECEIVED OR PLACED IN AMNESTY BOX

- I-1.** A reasonable attempt should be made to locate the owner(s) of found or received property in custody of the Sheriff's Office Court Security Station. Property should be returned to the owner as soon as practical.
- I-2.** If the owner of the property is unknown or cannot be located or contacted, the property will be placed in the secured property storage at the Court Security Station. The property will be logged on the DCSO Property/Evidence Report Form.
- I-3.** On a bi-weekly basis, unclaimed property will be transported and secured in the evidence area at the Sheriff's Office. The Property/Evidence Report Form will be completed and a case number will be drawn, indicating location of the property. The form will be submitted to the Evidence Unit. If the property is unclaimed after 6 months the property will be disposed of according to the *Sheriff's Office [Policy No. 4.10, Evidence Control](#)*.
- I-4.** An amnesty box is located at the Sheriff's Office Security Station. The amnesty box is locked with two distinct keys and can only be opened when a deputy and supervisor are present. A courthouse visitor may choose not to return a prohibited sharp object to their personal vehicle. The visitor may optionally place the prohibited sharp object in the amnesty box. Once a forfeited object is placed in the amnesty box, it will not be retrieved or returned.
- I-5.** On a bi-weekly basis, the Court Security/Transport supervisor and an assigned deputy will call dispatch, draw a case number and prepare a Property/Evidence Report Form. The deputy and supervisor will open the amnesty box and inventory the forfeited items. Special care will be taken as every item is sharp. Any exposed sharp edges will be taped or otherwise secured so subsequent staff handling the sharps will be protected. Each individual item will be listed on the Property/Evidence Report Form and placed in an evidence bag. The Form and evidence bag will be clearly marked, "TO BE DESTROYED" and delivered to the Evidence Room.
- I-6.** Needles, syringes and other potentially contaminated sharps will not be placed in the amnesty box. These items will be properly disposed of in a provided OSHA approved bio-hazard sharps container.

FORMS USED:

- DCSO Criminal Report Form
- DCSO Property/Evidence Report Form
- DCSO Warrant Arrest Report Form
- DCAJ Custody Intake, Form No. 307
- Citation to Appear
- Juvenile Court Guidelines, Form No. 395