

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

DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	EMERGENCY OPERATIONS	G.1
SUBJECT: MEDICAL EMERGENCIES			PAGE 1 of 3

Purpose:

To provide guidelines to Court Services Bureau (CSB) deputies for handling medical emergencies in a Superior Court Facility, the County Administration Center (CAC), and at the CAC Waterfront Park.

Policy:

Whenever medical assistance is requested from personnel assigned to CSB, deputies will be responsible for responding, evaluating, and reporting medical emergency needs.

In no case are CSB deputies to act as a replacement for paramedics or emergency medical technicians. CSB deputies will not seek a signature from the patient on any documents if treatment is refused. Deputies will instead document the events of the incident in their report as described below in Section 1.

Procedure:

Whenever anyone in a designated CSB facility requires medical assistance, available CSB deputies will respond to the scene.

- I. Deputy Responsibilities:
  - A. Evaluate the medical emergency and stabilize patients until the arrival of paramedics or private ambulances.
  - B. Provide first aid and/or basic life support according to the standards set forth by the American Red Cross and/or American Heart Association.
  - C. Administering the Automated External Defibrillator (AED) or Naloxone.
    1. In the event the AED is activated, the AED Incident Report Form (San Diego Project Heartbeat) will be completed by the primary deputy and sent through the proper chain.
    2. In the event Naloxone is administered, required paperwork will be completed by the primary deputy as per Department Policy and Procedure Section 6.128. The original copy of the report will be forwarded to the Administrative Sergeant or their designee.

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- a. In the event Naloxone is administered to someone in custody, and in addition to the required paperwork, an Incarcerated Person Status Report (ISR) will be entered into the Jail Information Management System (JIMS) under the Incident Type Code "NLX" for Naloxone.
    3. Ensure a supervisor is notified of the medical emergency incident.
  - D. When a call for medical assistance occurs at the CAC or CAC Waterfront Park, the primary deputy will prepare a County General Accident Report (CD-3).
    1. If the incident occurs at the CAC Waterfront Park, the reporting guidelines will be followed per Administrative Code Section 60. The CD-3 will be completed by the observing entity. If the accident is not witnessed by either the private security or deputies, the first option will be for the private security to complete the form. The form may be completed by the primary deputy if it seems more appropriate. If there are no security officers available, a deputy shall take the report.
    2. Any video that captured the incident will be obtained.
    3. The primary deputy will submit the CD-3 to their immediate supervisor for review and approval.
  - E. When a call for medical assistance occurs at any Superior Court Facility, the primary deputy will prepare a State Incident Form and the CD-3.
    1. Any video that captured the incident will be obtained.
    2. The primary deputy will submit the State Incident Form and the CD-3 to their immediate supervisor for review and approval.
- II. Supervisor Responsibilities:
- A. The supervisor will review and approve the State Incident Form (Superior Court Facility Only) and the CD-3.

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B. The supervisor will forward the original CD-3 and any video obtained of the incident to County Counsel, Claims Division. The State Incident Form and any video obtained of the incident will be sent to the Judicial Council of California via State of California interoffice mail or through the U.S. Postal Service.

1. The State Incident Form and a copy of the video will be sent to the following address:

Judicial Council of California – Facilities Services  
455 Golden Gate Avenue  
8<sup>th</sup> Floor  
San Francisco, CA 94102-3688

\*If the injured person is a Sheriff's employee, the supervisor will ensure the appropriate Worker's Compensation forms are completed and submitted to the Sheriff's Risk Management Unit.

C. If the medical assistance requires immediate need of maintenance, notification will be made to the appropriate contracted maintenance group (Judicial Counsel of California (JCC) and the County Department of General Services).

In the event the incident occurs after operating hours, the supervisor will telephone the 24 hours Judicial Customer Service Center at 888-225-3583 for maintenance issues.

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March 10, 2023	BUREAU-WIDE	EMERGENCY OPERATIONS	G.2
SUBJECT: INCARCERATED PERSON RIOTS OR CIVIL DISORDER			PAGE 1 of 3

Purpose:

To establish guidelines for Court Services Bureau (CSB) in the event of a riot or civil disorder.

Policy:

A riot is any use of force or violence, disturbing the public peace, or any threat to use force or violence, if accompanied by immediate power of execution, by two or more persons acting together, and without authority of law per California Penal Code § 404 (a).

In cases of a riot or civil disorder, the primary goal for CSB personnel will be the quelling of the disorder in the most expeditious manner possible.

CSB order of priorities are:

1. Protection of Life.
2. Protection of property.
3. Restore order and control.
4. Identification of suspects for legal prosecution.

Procedure:

- I. Deputies hearing/observing riotous conditions or civil disorder of incarcerated persons shall:
  - A. Notify a supervisor.
  - B. Have all non-sworn personnel leave the court holding area.
  - C. Contain the riotous condition as much as possible.
  - D. Monitor the activity and keep the supervisor informed of developments that will affect the tactical deployment of staff.
  - E. If possible, capture the actions of the suspect(s) on video or still photographs for future identification and prosecution.

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II. Deputies hearing/observing riotous conditions or civil disorder in a court facility shall:

- A. Notify a supervisor.
- B. Contain riotous behavior as much as possible.
- C. Monitor the activity and keep the supervisor informed of developments that will affect the tactical deployment of staff.
- D. If possible, capture the actions of the suspects on video or still photographs for future identification and prosecution.

III. Supervisor's Responsibilities:

- A. Appoint a scribe and make notifications.
- B. Notify the lieutenant and in the lieutenant's absence, assume the responsibilities as the Incident Commander (IC).
- C. Advise deputies to stop all operations and secure all incarcerated persons until further direction is given.
- D. Notify the Communications Center and he/she should:
  - 1. Request that a stand-by notification be made to the Special Enforcement Detail (SED) in case they are needed.
  - 2. Request that a stand-by notification is made to the local fire department/paramedics in case they are needed.
  - 3. Request that CSB detectives respond to begin a criminal investigation once the disturbance is quelled.
  - 4. Request that a stand-by notification be made to the local agency of Jurisdiction.
  - 5. Request that a stand-by notification be made to Sheriff's

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Transportation in case they are needed.

- E. Notify the CSB Captain, CSB Commander, and Assistant Sheriff (at the CSB Captain's direction only).
- F. The Superior Court Administrator and the Presiding/Supervising Judge.
- G. Have all available deputies respond to the staging location to brief, set up Mobile Field Force Response Teams and respond the affected area in an attempt to restore order.
- H. If the IC determines that the disturbance cannot be quelled:
  - 1. Sheriff's SED will be requested to respond.
  - 2. The tactical team will maintain a position of safety and containment until relieved by Sheriff's SED.
  - 3. Once the disturbance has quelled, the IC will ensure medical attention is given to staff and inmates, as needed.
- I. Verify that appropriate documentation is submitted (uses of force, incarcerated person incident reports, crime and arrest reports, etc.). Evidence photographs of damage to property shall be taken prior to any clean up or repair being done.
- J. The CSB Lieutenant, or their designee, will be responsible for press releases and media relations, ref to Department Policy and Procedures Section 7.3. The lieutenant may want to consult with Sheriff's Public Affairs prior to making any statements.

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March 10, 2023	BUREAU-WIDE	EMERGENCY OPERATIONS	G.3
SUBJECT: EMERGENCY EVACUATIONS OF COURTHOUSE			PAGE 1 of 1

Purpose:

To provide guidelines in the handling of emergency evacuations of a courthouse by Sheriff's Court Services Bureau (CSB) personnel.

Policy:

In the event of an emergency, CSB personnel may order the evacuation of all inhabitants from all or a portion of the courthouse. Each courthouse will have a site-specific emergency evacuation plan.

As soon as possible, CSB personnel should consult with the Presiding/Supervising Judge and Court Administrator regarding the evacuation of the court building.

Procedure:

- I. In the event of an emergency evacuation of the courthouse, each deputy/CSO will be responsible for directing all court personnel and the public to the evacuation route. Once everyone has evacuated the building, all deputies/CSO's will contact dispatch for additional assignments.
  - A. When an emergency evacuation has been ordered, deputies shall return incarcerated persons to the court holding area and then report for additional duties.
  - B. Evacuation of the court holding areas, when necessary, must be accomplished in a controlled and expeditious manner. A supervisor or designee will coordinate implementation of evacuation procedures unless the situation dictates immediate action.
  - C. The CSB Captain will ensure that each facility has a facility specific emergency plan.

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March 10, 2023	BUREAU-WIDE	EMERGENCY OPERATIONS	G.4
SUBJECT: ESCAPE PROCEDURES			PAGE 1 OF 3

Purpose:

To establish guidelines for the Court Services Bureau (CSB) in the event of an escape of an incarcerated person from any of the following:

1. Court Services Bureau Facility.
2. Hospital where the incarcerated person is supervised by CSB deputies.
3. CSB deputies performing transportation duties.

Policy:

If an escape takes place while a deputy is handling or transporting more than one incarcerated person, the deputy's primary concern is the security of the remaining incarcerated persons left in his/her custody.

Procedure:

- I. Escape – Courthouse:
  - A. Available deputies should immediately secure all exits from the courthouse at the street level to contain the suspect.
  - B. The exits shall remain secured until the suspect is located within the building, or it is confirmed that escape from the building was successful.
  - C. Responding deputies will make every effort to prevent escape by either joining in the pursuit or reporting to an assigned perimeter position.
  - D. The deputy responsible for the escaped incarcerated person is expected to begin pursuit immediately unless they are responsible for other incarcerated persons outside a secured environment.
  - E. The deputy shall broadcast a physical description, description of clothing, direction of travel, charges, etc.



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- F. All incarcerated persons in courtrooms or temporary holding cells should be taken immediately to the court holding area.
  - G. Court holding deputies will perform a count of all incarcerated persons, including an examination of each incarcerated persons' wristband. Deputies should pay particular attention to ensure none of the wristbands have been tampered with, or exchanged between incarcerated persons, to hide the identity of the escapee(s).
- II. Escape during transportation of incarcerated persons outside the courthouse:
- A. If an escape takes place from a deputy who is transporting incarcerated person(s):
    - 1. The deputy shall notify the Communications Center of the escape, the direction of travel, a description of the incarcerated person, charges, etc.
    - 2. The deputy shall transport the remaining incarcerated persons to the nearest Sheriff's Detention Facility as soon as possible and shall not participate in the search until the incarcerated persons are secured.
    - 3. If possible, these incarcerated persons shall be kept separated until interviewed.
  - B. When two deputies are performing the transportation detail:
    - 1. One deputy should notify the Communications Center of the escape and advise whether they or their partner, are in pursuit of the escapee(s), the direction of travel, a description of the incarcerated person(s), and charges, etc.
    - 2. Circumstances such as time of day, location, availability of cover, availability to communicate with the Communications Center, etc., shall dictate whether or not a pursuit would be advisable.
- III. Supervisor's responsibilities:

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- A. If an escape takes place from a courtroom, ensure the building exits are secured and guarded by deputies.
- B. If an escape takes place during transportation or from a hospital, the supervisor shall proceed to the scene and assume responsibility for the investigation and search effort or be a liaison for the local law enforcement agency in charge of the investigation and search effort.
- C. Ensure that notification is made to:
  - 1. The Communications Center Watch Commander. Requests for additional staff, ASTREA, or other resources should be made through the Communications Center. The Communications Center will make notifications per Department Protocol.
  - 2. The Sheriff's Detention Facility Watch Commander where the escapee(s) is housed, or Juvenile Hall if the escapee(s) is a juvenile.

IV. CSB Lieutenant - shall ensure notification is made to:

- A. The Communications Center.
- B. The CSB Captain.
- C. CSB Commander.
- D. CSB Assistant Sheriff (at the CSB Captain's discretion).
- E. The Presiding / Supervising Judge and Court Administrator.

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March 10, 2023	BUREAU-WIDE	EMERGENCY OPERATIONS	G.5
SUBJECT: BOMB THREATS / POSSIBLE EXPLOSIVE DEVICES			PAGE 1 of 1

Purpose:

To establish guidelines for the Court Services Bureau (CSB) in the event of a bomb threat and/or discovery of a possible explosive device.

Policy:

Each CSB command shall create and disseminate to its personnel, a comprehensive plan regarding the handling of bomb threats and/or explosive devices. The plan shall detail search procedures and notifications to be made in the event of a bomb threat and/or the discovery of a possible explosive device.

Reference shall be made to Department Policy and Procedure section 6.9 Bomb Threats/Investigations.

Procedure:

Policy section only.