

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

DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.1
SUBJECT: ADULT INCARCERATED PERSON DEATHS- TITLE 15 COMPLIANCE			PAGE 1 of 1

MOVED TO COURT HOLDING SECTIONS AND RENUMBERED E.20

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.2
SUBJECT: JUVENILE INCARCERATED PERSON ATTEMPTED SUICIDES, DEATHS AND SERIOUS ILLNESSES OR INJURIES – TITLE 15 COMPLIANCE			PAGE 1 of 1

MOVED TO COURT HOLDING SECTIONS AND RENUMBERED E.21

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	COURT HOLDING	F.3
SUBJECT: INCIDENT REPORTS - TITLE 15 COMPLIANCE			PAGE 1 of 1

MOVED TO COURT HOLDING AND RENUMBERED E.22

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.4
SUBJECT: ADULT AND JUVENILE SUICIDE PREVENTION – TITLE 15 COMPLIANCE			PAGE 1 OF 1

MOVED TO COURT HOLDING AND RENUMBERED E.23

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.5
SUBJECT: JUVENILE SUICIDE PREVENTION - TITLE 15 COMPLIANCE			PAGE 1 of 1

DELETE ENTIRE SECTION AND TRANSFER CONTENTS TO F.4 DUE TO CHANGE IN TITLE 15. THE TITLE 15 SECTION THIS POLICY WAS WRITTEN FOR HAS BEEN DELETED.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.6
SUBJECT: WEAPONS SCREENING			PAGE 1 OF 6

Purpose:

To establish Court Services Bureau (CSB) policy for the screening of persons entering a court facility and for disposition of property found or seized at weapons screening stations.

Policy:

CSB is required by order of the Presiding Department of the San Diego Superior Court to establish weapons screening procedures at designated public entrances to all court facilities. The legal authority for the weapons screening is Section 171(b) of the California Penal Code and the standing general court order of the Presiding Department of the San Diego Superior Court, which states in part, "All persons entering court facilities are subject to weapons screening". The procedures for disposition of property found or seized at weapons screening stations are set forth herein, as well as in Department Procedure Section 6.29.

Procedure:

- I. By order of the Superior Court, the Sheriff's Department will provide weapons screening at all court facilities.
- II. Weapons screening stations shall be staffed minimally by two deputy sheriffs or deputy sheriffs detentions/court services or a combination of both. Supervisors have discretion to authorize a weapons screening station to momentarily or on occasion be staffed with only one deputy sheriff for a short duration. The only exception is the County Administration Center's (CAC) weapons screening areas, the CAC will be staffed minimally by one deputy. At all facilities, additional staff members can be Community Service Officers (CSO).
- III. All persons and their property are to be screened for weapons and/or contraband prior to entering a court facility unless they meet one of the criteria below. Exceptions beyond those listed must be approved by the appropriate CSB Area Captain, who may wish to confer with the Superior Court Presiding or Supervising Judge.

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IV. Exceptions to the weapons screening requirement:

- A. All federal, state, county and municipal peace officers on official business with valid department issued photographic identification;
- B. County employees with valid photographic identification on official business;
- C. Judicial Officers and Superior Court employees with valid photographic identification on official business;
- D. San Diego City and Deputy City Attorneys with valid photographic identification on official business;
- E. The following personnel in uniform on official business with valid employer issued photographic identification and authorized safety equipment:

- 1. Metropolitan Transit System (MTS) Code Compliance Inspectors;
One can of First Defense MK-4 Pepper Spray, handcuffs and handcuff key, one folding lock blade knife secured in holder or pocket.

Note: Armed MTS security officers are contracted private security and shall not be allowed to enter any court facility while armed.

- 2. San Diego County Animal Control Officers;
One can of "Dog Shield" Pepper Spray (non-flammable); one can of Citronella "Direct Stop" Spray (non-flammable), one baton and one folding lock blade knife secured in holder or pocket.

- 3. Armored vehicle guards;
An Armored vehicle guard shall present valid employer-issued photographic identification prior to being escorted by an armed Deputy Sheriff to conduct official business within a court facility.

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V. Peace officers at the courthouse on personal matters will not be allowed to possess or carry firearms while in the court facility.

VI. Property will not be held at weapons screening stations.

A. Persons found to be in possession of items that are not allowed in court facilities (per 171 (b) PC and/or the standing court order of the San Diego Superior Court Presiding Department), but are not otherwise illegal to possess, shall be directed to remove the items from the building or voluntarily dispose of the items in secure receptacles if available.

B. In cases where a felony has been committed an arrest should be made. When the crime involves a misdemeanor, the individual may be released on a written promise to appear. If an arrest is not appropriate, i.e., court security unduly impacted, a supervisor should be notified and required reports completed documenting the incident.

C. Deputies and CSO's shall follow these procedures for the disposition of unclaimed or found property abandoned at, or turned into, weapons screening stations.

1. Every attempt shall be made to identify the owner of the property and return it as soon as possible.
2. All found property shall be documented on the CSB Found / Returned Property Log CT-11 and labeled with a tag or sticker, stating the finding or receiving Deputy or CSO's name, date and time found.
3. Valuable property (including, but not limited to, money, wallets, jewelry, wireless or electronic devices) shall be secured in an appropriate container until the finding or receiving Deputy or CSO's end of shift. If the property cannot be secured in the designated container, the property will be logged into evidence as soon as possible.
4. By the onset of the next business day's shift, but no later than 1000 hours, a Deputy or CSO shall complete the appropriate NetRMS

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found property reports and log the valuable property into evidence in accordance with Department policy.

5. Non-valuable property (including, but not limited to, belts, notebooks or glasses) shall be secured in an appropriate container until claimed or until a found property report is completed and the property is logged into evidence. Non-valuable property should be retained in an appropriate container no longer than thirty days.
- VII. All persons who do not meet the exceptions listed above in Section IV shall be searched. The search shall consist of a screening process of each individual and all hand-carried items. The primary purpose of the security screening is to detect potential weapons, not the detection of criminal offenses. Each person will pass through a magnetometer, unless medically unsafe or unable to do so. In those instances, a hand-held metal detector or pat-down will be utilized. If a magnetometer or hand-held metal detector is activated on a person attempting to enter a court facility and the cause of the activation cannot be determined visibly, a pat-down search shall be conducted. Personal items shall be screened by the x-ray machine.
- VIII. The following items shall not be allowed in any court facility other than when being worn or transported as evidence by a peace officer in the line of duty or by authorized personnel:
- A. Firearms or replica firearms **and ammunition**, of any type (regardless of the individual possessing a valid license or permit for the weapon, except a sitting judicial officer who possesses a valid license to carry a concealed weapon;
 - B. Deadly weapons or generally prohibited weapons as defined in Penal Code Sections 21510, 16430 and 16590;
 - C. All knives and other stabbing instruments of any length (per standing general court order of the San Diego Superior Court Presiding Department.)
 - D. Tear gas weapons as defined in Penal Code Sections 17240 and 17250;
 - E. Taser or stun guns as defined in Penal Code Section 244.5;

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- F. Controlled substances as defined in Health & Safety Code Division 10;
 - G. Drug paraphernalia as defined in Health & Safety Code Section 11364; or
 - H. Alcoholic beverages of any type.
- IX. Listed below are items most likely to be brought through weapons screening that should be removed from the court facility or confiscated. All such items shall be documented on the Detected Weapons Log. This is a guide and does not cover all potential weapons or contraband which might be discovered in the screening process. Items that are otherwise lawful to possess but are determined to pose a danger to the security of the courthouse would not be allowed in.

BOX CUTTER / RAZOR BLADE
 KNIVES FIXED BLADE – *Dirk, Dagger*
 KNIVES FOLDING – *Leatherman / Multi-tool*
 BELT BUCKLE KNIFE
 HAIR PICK – *Metal, Plastic, Wood*
 KNITTING NEEDLES – *Metal, Plastic, Wood*
 LETTER OPENER
 SAFETY PINS – *Large*
 SCISSORS – *including small manicure (blunt ends OK)*
 SCREWDRIVERS
 SWORD CANE
 CORKSCREW
 OTHER FIXED OBJECTS – *Nail, Screw, Bolt, Ice pick*
 CHAIN – *Excessive Length or Size*
 TOOLS – *Hammers, Wrenches, Hatchet*
 HANDCUFFS / HANDUFF KEY
 METAL KNUCKLES – *Plastic, Wood*
 PEPPER SPRAY / MACE
 AMMUNITION / SIMULATED AMMUNITION
 GUNS & FIREARMS / SIMULATED GUNS & FIREARMS
 BUTANE / TORCH LIGHTER – *Needle-like flame*
 FLAMMABLE LIQUIDS – *Fuels/Gas, Aerosol spray*
 CHEMICALS / FERTILIZERS – *Corrosive, Flammable*
 EXPLOSIVES – *Fireworks, Blasting Caps, Dynamite*

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EXPLOSIVE PRECURSORS / (I.E.D.'s) – *Black Powder, Metal Powder, Hydrogen Peroxide, Ammonium / Urea Nitrate*

GLASS BOTTLES OR OTHER GLASS ITEMS

LIQUOR / ALCOHOL

DRUGS (Illegal) / DRUG PARAPHERNALIA

SYRINGE

GRAFFITI TOOLS – *Markers, Paint, Etching tools*

LASER POINTERS

SPORTING GOODS – *Skateboard, Golf Clubs, Bats*

OTHER: Discretion of Deputies / Supervisors



**San Diego County
SHERIFF'S DEPARTMENT
Found / Returned Property Log**

MONTH: YEAR: FACILITY:		
Property/Description	Found by Name/ARJIS	Date & Time Found
Claimant Name/ID #	Release by Name/ARJIS	Date & Time Returned
Property/Description	Found by Name/ARJIS	Date & Time Found
Claimant Name/ID #	Release by Name/ARJIS	Date & Time Returned
Property/Description	Found by Name/ARJIS	Date & Time Found
Claimant Name/ID #	Release by Name/ARJIS	Date & Time Returned

Attach sticker or tag to property item with name /ARJIS number of finder and date found



San Diego County SHERIFF'S DEPARTMENT

FORM WORKSHEET

TYPE OF REQUEST:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Reprint <input type="checkbox"/> Deletion		
SUBMITTED BY:	S. Ravellette #2021	DATE:	04/05/2013
PHONE NUMBER:	619 557-2031	MAIL STOP:	D-276
SUGGESTED FORM TITLE:	Found / Returned Property Log	PREVIOUS FORM # (IF ANY)	N/A
INITIAL PRINTING QUANTITY:	<input type="checkbox"/> 500 <input type="checkbox"/> 1000 <input type="checkbox"/> 2500 <input type="checkbox"/> 5000	ESTIMATED ANNUAL USAGE:	100-200
<p>WHAT IS THE NEED OR PURPOSE FOR THE FORM: Required as stated in CSB policies and procedures F.6 for disposition of property found or seized at weapons screening stations. All found property shall be documented in the Found / Returned Property Log CT-11 and labeled with a tag or sticker, stating the finding or receiving Deputy or Community Services Officer's name, date and time found.</p> <p>Request CT-11 be placed on the SDDS Intranet CSB forms page. No printing of document is necessary. The CT-11 and revised F.6 policy has received written approval from CSB chain of command.</p>			
SPECIAL NEEDS:	<input type="checkbox"/> 2 Hole punch <input type="checkbox"/> 3 Hole punch <input type="checkbox"/> Pad <input type="checkbox"/> Bind <input type="checkbox"/> Laminate <input type="checkbox"/> Pamphlet		
PAPER TYPE:	<input type="checkbox"/> Normal <input type="checkbox"/> Card stock <input type="checkbox"/> Glossy <input type="checkbox"/> NCR Paper - # of sheets		
PAPER COLOR:	<input type="checkbox"/> White <input type="checkbox"/> Canary <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> Salmon <input type="checkbox"/> Yellow <input type="checkbox"/> Red		
MAIL COMPLETED FORM AND SAMPLE OF LAYOUT TO MS O-41 FORMS COMMITTEE OR E-MAIL TO SUPPLY			
FORM COMMITTEE USE ONLY			
DATE RECEIVED BY FORMS COMMITTEE:		DATE REVIEWED BY FORMS COMMITTEE:	
DATE SENT TO SHERIFF'S LEGAL	LEGAL: <input type="checkbox"/> Approve <input type="checkbox"/> Denied See Comments Below		
Legal Signature _____	Date _____		
FORM COMMITTEE ACTION:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Returned for more information		
FORM NUMBER ASSIGNED:	FORMAT APPROVED: <input type="checkbox"/> Printed <input type="checkbox"/> Electronic Format		
COMMENTS:			

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.7
SUBJECT: ADDITIONAL COURTROOM SECURITY			PAGE 1 of 3

Purpose:

To establish procedures for requesting additional deputies in courtrooms and to ensure tracking of the costs associated with additional courtroom security.

Policy:

The Sheriff's Court Services Bureau (CSB) is committed to providing a safe and secure environment within the courtrooms of San Diego County. In order to accomplish this goal, at times it is necessary to increase the number of deputies in direct correlation to the potential security or safety risks. This increase in the number of deputies is divided into three categories:

Category One: Security requests for verdict announcements or other short appearances;

Category Two: Security requests for an extended trial due to the classification level of the defendants, seriousness of the crime, media interest, or other circumstances. An extended trial is typically one week or more in duration;

Category Three: Permanent staffing increases due to additional courtrooms or judges being added; a change in courtroom responsibilities; or a request from the Superior Court.

Procedure:

- I. Category I: Security requests for verdict announcements or other short appearances.
 - A. The courtroom bailiff requests assistance from other deputies as needed for the particular case;
 - B. If the additional security was in place for two hours of more and a change in option code (BLF, SEC) is needed, the involved deputies will submit a PR-1 form (PIM Slip) denoting the time, case number and any other pertinent information. The form will be submitted in the normal manner and archived with other payroll documents.

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SUBJECT: ADDITIONAL COURTROOM SECURITY			PAGE 2 of 3

- C. If the added security resulted in overtime for any Sheriff staff, the bailiff shall complete a TRIAL COURT FUNDED POSITION REQUEST CSB form CT-1, even if the overtime was less than two hours in duration. The form *must* be completed on a computer (not handwritten), printed, and routed for signatures from the:
 - 1. Judge who requested the additional security, and;
 - 2. The CSB Lieutenant responsible for the court.

- D. Forward completed form to the CSB Analyst who will compile position costing information and retain the form for future reference.

- II. Category II: Security request for an extended trial due to the classification level of the defendants; seriousness of the crime; media interest; or, other circumstances. An extended trial is typically one week or more in duration;
 - A. The bailiff and judicial officer may agree verbally on the amount of security needed for the case, or;
 - B. The affected judicial officer, bailiff, or CSB supervisor may initiate a long-term security plan. If necessary, the courtroom bailiff may request the assistance of a bureau Court Security Specialist Deputy in formulating an Operational Plan (See CSB Policy and Procedure section F.10 for example).
 - C. The plan will be routed to the affected judicial officer. If they disagree with the recommendation, a CSB supervisor will meet with them to arrive at a compromise plan.
 - D. After the judge's endorsement, the form will be kept on file at the local command.
 - E. If the added security resulted in overtime for any Sheriff staff, the bailiff shall complete a TRIAL COURT FUNDED POSITION REQUEST CSB form CT-1. The form *must* be completed on a computer (not handwritten), printed, and routed for signatures from the:
 - 1. Judge who requested the additional security, and;
 - 2. The CSB Lieutenant responsible for the court.

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SUBJECT: ADDITIONAL COURTROOM SECURITY			PAGE 3 of 3

- III. Category III: Permanent staffing changes due to additional judges, courtrooms, or changes in the responsibilities of existing courtrooms must be requested on a TRIAL COURT FUNDED POSITION REQUEST CSB form CT-1. All staffing increase requests of this type must be routed to the CSB Captain for inclusion in the Budget Change Request. NOTE: The budget change request process begins in December of each year.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	FIELD SERVICES	F.8
SUBJECT: USE OF CHILD SAFETY RESTRAINT SEAT			PAGE 1 of 1

Purpose:

To establish a Court Services Bureau (CSB) policy regarding the use of child safety restraint seats.

Policy:

It is imperative that the CSB be in strict compliance with California Vehicle Code § 27360. Each CSB facility will have at least one approved child safety seat available for use by all staff. Deputies will comply with the requirements of California Vehicle Code § 27360 when transporting juveniles. Ensuring compliance with this policy will be the responsibility of the CSB Sergeant from each facility.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.9
SUBJECT: VEHICLE ASSIGNMENT AND USE			PAGE 1 of 1

Purpose

To establish Court Services Bureau (CSB) guidelines for the use of department vehicles.

Policy

All CSB personnel will, when possible, perform a vehicle check prior to operating a department vehicle.

Procedure

I. Operation Checks

A. Safety equipment: All of a vehicle's safety equipment shall be checked for proper operating conditions.

1. Brakes
2. Lights, turn signals and emergency lights
3. Spare tire, jack and lug wrench
4. Emergency road flares, fire extinguisher, shovel, axe, 100' rope and 2 emergency blankets.
5. First Aid kit

II. Vehicle Damage: Prior to the start of any shift, personnel will inspect their vehicle for damage. Deficiencies or damage will be immediately reported to the CSB supervisor. This will prevent the current driver from being accountable for any damage incurred.

III. A security check will be conducted of the interior of the vehicle, including under the driver's seat, under the rear prisoner seat and trunk for any items of contraband, trash, or weapons. Found property and/or contraband will be handled according to Department Policy and Procedure section 6.29.

IV. A person who utilizes a vehicle will see that it is properly serviced and contains the appropriate amount of gas (minimum ½ tank) at the end of the shift. The oil and coolant will also be checked and filled to appropriate levels if needed.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 24, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.10
SUBJECT: OPERATIONAL PLAN FORMAT			PAGE 1 of 1

Purpose:

To establish a standardized format for operational planning within the Sheriff's Court Services Bureau (CSB)

Policy:

When conducting an operation within the CSB, deputies will utilize the Sheriff's SO-125 Operational Plan form.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
July 8, 2011	BUREAU-WIDE	NORMAL OPERATIONS	F.11
SUBJECT: ACCESS CARD CONTROL			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for control of department-issued court access cards.

Policy:

All CSB personnel will be held accountable for their issued access cards. Loss of a card must be reported to a supervisor immediately to limit any breach in the security of our facilities.

Procedure:

When an access card(s) is reported lost to a supervisor, the supervisor shall ensure the CSB Security Unit and Department of General Services County Security Division is notified immediately and asked to deactivate the missing card(s). All reasonable steps should be taken to recover the access card(s).

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 3, 2011	BUREAU-WIDE	NORMAL OPERATIONS	F.12
SUBJECT: JUDICIAL THREATS AND THREAT ASSESSMENT			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for a response to judicial threats and threat assessments.

Policy:

All CSB personnel shall be alert for threats to judicial officers and will notify their chain of command immediately when the threats are received. The CSB Investigations Sergeant will be the bureau point-of-contact for judicial threats. The Investigations Sergeant may contact the Special Enforcement Detail as needed to ensure a judicial officer's safety.

Procedure:

- I. Any department member with knowledge of a judicial threat shall notify their supervisor immediately.
- II. A sworn staff member will be assigned by a supervisor to complete a Judicial Threat/Incident Assessment form (CT-3) detailing the incident.
 - A. If the threat was partially or completely communicated by writing, a copy of the written threat will be attached to the Judicial Threat/Incident Assessment form;
 - B. If a Crime Report is completed for a violation of Penal Code sections 76 PC, 422 PC, or any other relevant section, a copy of the approved crime report shall be forwarded with the Judicial Threat/Incident Assessment form to the Court Service Bureau Investigations Sergeant.
- III. The affected command will immediately supply a copy of the Threat Assessment form and any related documentation to the Investigations Sergeant. The affected command is responsible for contacting the targeted Judicial and Executive Officers. The Investigations Sergeant will assign a detective to liaison with the targeted Judicial Officer until the threat is resolved.
- IV. The Investigations Sergeant will make all chain of command notifications

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.13
SUBJECT: HAZARDOUS MATERIALS			PAGE 1 of 2

Purpose:

To establish a Court Services Bureau (CSB) procedure for the handling of hazardous materials.

Policy:

CSB personnel are not trained or equipped to handle hazardous materials. As such, they shall seek the assistance of local fire departments and other hazardous materials specialists when they discover actual or suspected hazardous materials. CSB personnel shall not sign any receipts for the clean up of hazardous materials.

“Hazardous Waste” is a material which is not to be re-used and is intended to be discarded, or is recyclable, and which due to its chemical, physical or infectious characteristics may pose a substantial present or potential hazard to human health or environment when improperly managed, transported or disposed.

Procedure:

- I. If it can be done safely, the deputy who encounters suspected hazardous materials may examine the exterior of the container(s) to determine if it contains or has contained hazardous materials. Any of the following may indicate the presence of such substances:
 - A. Labels that indicate the items are poisonous or corrosive;
 - B. Warning notices on the containers;
 - C. The presence of leakage from the container;
 - D. The presence of fumes or noxious odors;
 - E. The existence of corrosion on the container.

- III. If the presence of hazardous materials is in doubt, it is recommended that personnel stay upwind and call for the fire department to assist in further identifying the items. Deputies should set up a safe perimeter to keep the public and other law enforcement officers from being exposed to potentially hazardous material.

- IV. Once the deputy has confirmed that they have a hazardous materials incident, they should request the Hazardous Materials Management Unit (“Hazmat”) through the Sheriff’s Communications Center.

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SUBJECT: HAZARDOUS MATERIALS			PAGE 2 of 2

V. Drug Labs

- A. Upon discovery of a suspected drug lab, the deputy will request the fire department to assist.
- B. The deputy will also request assistance from the Narcotics Task Force (NTF/DEA) through the Sheriff's Communications Center. While awaiting their arrival, restrict personnel from going into the drug lab. A suspected drug lab should be considered a potential crime scene.
- C. Once NTF has arrived they will take over command of the incident.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 9, 2005	BUREAU-WIDE	NORMAL OPERATIONS	F.14
SUBJECT: CELL EXTRACTIONS			PAGE 1 of 1

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DATE	DISSEMINATION	CATEGORY	NUMBER
November 18, 2020	BUREAU-WIDE	NORMAL OPERATIONS	F.15
SUBJECT: TRANSPORTATION OF INMATES			PAGE 1 of 2

Purpose:

To establish guidelines for Court Services Bureau (CSB) deputies when transporting prisoners outside the courthouse.

Policy:

All personnel responsible for transporting prisoners shall obtain pertinent security information in order to determine appropriate security measures necessary to complete the transport safely.

Procedure

- I. If transportation of a prisoner to a medical facility is necessary, it shall be the transporting deputies' responsibility to ensure the security of the prisoner.
 - A. This includes, but is not limited to, adequate restraining devices on the prisoner, separation of the prisoner from others, and constant visual observation of the prisoner. The deputy will remain in close proximity to, and maintain a constant visual observation of the prisoner at all times. Restraining devices may be removed from the prisoner at the discretion of the deputy.
 - B. If it becomes necessary to transport a prisoner by ambulance, a deputy will ride in the ambulance, and a "chase car" will be utilized to follow the ambulance to the care facility. Emergency medical aid or transport will not be unnecessarily delayed solely because a chase car is not available.
 - C. If the prisoner is admitted to the hospital, the deputy will immediately notify their supervisor. The supervisor will notify the detention facility watch commander to make arrangements for relief. The transporting deputy will remain with the prisoner until relieved.
- II. If a prisoner becomes sick or injured during transportation, the transporting deputy shall ensure they are given prompt medical attention. The deputy may find it necessary to have paramedics respond to their location to render assistance. The communications center and the deputy's supervisor will be notified as soon as possible.

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- III. The use of restraining devices on a disabled prisoner will be at the discretion of the transporting deputy.
- IV. Transportation of pregnant prisoners (Per Penal Code 4023.8):
- A. A pregnant person in labor or presumed to be in labor shall be treated as an emergency and transported to the hospital for care.
 - B. Pregnant or recovering inmates shall not be restrained with leg chains, waist chains, or handcuffed behind the body. Additionally, a pregnant person shall not be shackled to anyone else during transport. Inmates in labor, during delivery, or recovering after delivery shall not be restrained unless deemed necessary for the safety and security of the inmate, staff, or the public. Restraints shall be removed if a medical care professional determines it is medically necessary.
 - C. A pregnant prisoner shall not be tased, pepper sprayed, or exposed to other chemical weapons.
 - D. A pregnant prisoner may elect to have a support person present during labor, childbirth, and postpartum recovery while hospitalized. The support person shall be approved by the Jail's Watch Commander, where the prisoner is assigned.
 - E. A pregnant prisoner in labor and delivery shall be given the maximum level of privacy possible during the labor and delivery process. If a deputy is present, they shall be stationed outside the room rather than in the room absent extraordinary circumstances. If a deputy must be present in the room, the deputy shall stand in a place that grants as much privacy as possible during labor and delivery.
 - F. A deputy shall be removed from the room if a professional who is currently responsible for the medical care of a pregnant prisoner during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of the deputy is medically necessary.

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DATE	DISSEMINATION	CATEGORY	NUMBER
July 18, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.16
SUBJECT: INMATE SEARCHES			PAGE 1 of 2

Purpose:

To establish guidelines and procedures within the Court Services Bureau (CSB) for inmate searches.

Policy:

All inmate searches will be conducted for the purpose of providing a safe and secure environment for inmates and staff in compliance with the applicable legal standards.

Procedure:

I. Pat Down Searches

- A. All inmates are subject to pat down searches, metal detector searches, and thorough searches of their clothing and belongings.
- B. No pat down search of an inmate of the opposite gender shall be conducted, except in the company of an employee of the same gender as the inmate. 4021 PC defines an employee as "a deputy sheriff, correctional officer, custodial officer, medical staff person or designated civilian employee whose duties may include, but are not limited to, maintaining custody and control of persons who have been arrested or sentenced, or both."

II. Reasonable Suspicion Searches

- A. Reasonable Suspicion- the belief, based on specific and articulable facts, that an inmate is carrying or concealing contraband. Reasonable suspicion may be based on factors including the inmate's charges, demeanor and conduct, and the inmate's criminal history if the prior arrests are proximate in time to indicate a current propensity for carrying or concealing weapons or contraband.
- B. Strip searches may be conducted based on reasonable suspicion.
- C. No strip search based on reasonable suspicion may be conducted without the prior written authorization of the supervising officer on duty. The authorization shall include the specific and articulable facts and

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circumstances upon which the reasonable suspicion determination was made by the supervisor. Department Form J-52 may be used to satisfy this written authorization requirement.

- D. All persons conducting or otherwise present during a strip search shall be of the same gender as the inmate being searched, except for physicians or licensed medical personnel.
- E. In the event deputies are summoned to assist with a combative inmate of the opposite gender during the strip search process, the gender of responding personnel shall not be taken into consideration until the inmate is under control.
- F. Strip searches may involve a visual body cavity search. No physical body cavity search will be conducted without a search warrant. Upon receipt of a search warrant, proper medical personnel will conduct the search. Under no circumstances can security staff conduct such a search.

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.17
SUBJECT: LAW ENFORCEMENT DEPUTIES AND FIELD DUTIES			PAGE 1 of 1

******NOTE – This section has been deleted due to the policy being obsolete and is no longer valid. Per CSB P&P Committee 7/20/11**

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 23, 2010	BUREAU-WIDE	NORMAL OPERATIONS	F.18
SUBJECT: MARIJUANA CITATION PROGRAM			PAGE 1 of 1

****Note: This Policy and Procedure section was written prior to Prop 64 which was put into law in November 2016. Due to Prop 64, this section no longer applies and would be addressed in Department Policy 6.6.
A. Ladd 01-09-2017**

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DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.19
SUBJECT: OPERATIONAL PLAN FORMAT			PAGE 1 of 3

****Note: When comparing the V: against the Z: I found that this policy is actually F.10 and that F.19 Trial Court Funding was deleted from the manual. C. King 1096 08-15-08**

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	NORMAL OPERATIONS	F.20
SUBJECT: USE OF RESTRAINT DEVICES – TITLE 15 COMPLIANCE			PAGE 1 of 4

Purpose:

To establish Court Services Bureau (CSB) criteria and procedure for the use of restraint equipment. This section is intended to comply with California Code of Regulations (CCR), Title 15, Division 1, Chapter 1, Subchapter 4, Article 5 section 1058, use of restraint devices, and 1058.5, restraint of pregnant incarcerated persons.

Policy:

- A. A restraint is any device used to limit the motion of an incarcerated person's extremities and/or prevent the incarcerated person from being ambulatory. Physical restraints should be utilized only when it appears less restrictive alternatives would be ineffective in controlling the incarcerated person's behavior. In no case shall restraints be used for discipline, or as a substitute for medical treatment.
- B. Adult incarcerated persons being transported to and from court shall be restrained minimally in handcuffs or waist chains. Deputies should consider the criminal sophistication of the incarcerated person, classification, escape risk, potential of physical harm to the incarcerated person or others, or destruction of property, and any other applicable factors on a case-by-case basis. If there are significant or abnormal safety concerns, deputies should contact their supervisor.
- C. Restraint devices used in courtrooms are subject to approval by the judge. Bailiffs are expected to establish standard operating procedures with their judges regarding the use and visibility of restraint devices.
- D. Juvenile custodies shall be transported without mechanical restraints when outside their detention facility unless probation, in consultation with the transporting deputy, determines the juvenile poses a physical threat to themselves, others, or is a substantial risk of flight. If mechanical restraints are determined to be necessary, the least restrictive form (waistchain) should be used, unless other factors specific to each juvenile exist that justify increased restraints. (W&I 210.6)
- E. Pregnant or recovering incarcerated persons shall not be restrained with leg chains, waist chains, or handcuffed behind the body. Additionally, a pregnant person shall not be shackled to anyone else during transport. Incarcerated persons in labor, during delivery, or recovering after delivery shall not be restrained unless deemed necessary for the safety and security of the incarcerated person, staff, or

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the public. Restraints shall be removed if a medical care professional determines it is medically necessary.

Procedure:

- I. CSB personnel are generally prohibited from using any restraint device not described in CSB Policy and Procedure section F.21.
- II. If physical force is used when an incarcerated person is placed in restraints, a supervisor shall be notified, and the incident documented in accordance with Department Policy and Procedure 6.48.
- III. Uses of restraint devices generally do not have to be documented unless force is used; however, a supervisor must be notified of the placement if it is done for other than routine security. The placement may be made because the incarcerated person is:
 - A. An escape risk;
 - B. Displaying behavior that can result in destruction of property;
 - C. A danger to self or others.
- IV. All incarcerated persons placed in restraints, including handcuffs, waist chains or leg chains, shall be segregated from incarcerated persons that are not restrained.
- V. Incarcerated persons placed in restraints must be monitored more closely than incarcerated persons not restrained.
 - A. If restraints are used for reasons other than routine security, direct visual observation of the incarcerated person shall be conducted at least twice every thirty minutes. These checks shall be documented on an observation log or a JIMS log and retained at the command for at least two years.
 - B. If restraints are used for reasons other than routine security, a medical opinion on the placement and retention must be secured within one hour from the time of placement. Furthermore, a medical assessment shall be completed within four hours of placement.

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- C. If the incarcerated person needs medical care, medical assistance will be provided immediately. Potentially serious complaints shall be addressed by detention facility medical staff, response by paramedics, or transporting the incarcerated person to a hospital.
 - D. If an incarcerated person in restraints exhibits a desire, through physical actions or credible verbal statements, to harm themselves, personnel should consult CSB Policy and Procedure Section F.04 (Adult and Juvenile Suicide Prevention).
 - E. Sworn staff will consider the hydration and sanitation needs of the restrained incarcerated person. If the incarcerated person makes a request for water or to use the restroom, the request shall be granted if sworn staff determines it can be done without jeopardizing the safety of the incarcerated person, staff and the security of the courthouse.
- VI. Incarcerated persons in restraints will not be kept in a court holding facility for a period longer than what is necessary to complete the incarcerated person's business with the court.
- A. If the incarcerated person still has a pending court hearing, the Court Holding deputy will notify the court of the situation. If the court still insists that the incarcerated person be produced for the hearing, every effort shall be made to get the incarcerated person into court as soon as possible.
 - 1. Absent exigent circumstances or other immediate safety concerns, restraint devices will not be placed upon a defendant during courtroom proceedings without the bailiff first discussing the need for such restraints directly with the judicial officer.
 - 2. If the level of restraint approved by the judicial officer is not sufficient, in the estimation of the deputies involved, he/she should utilize the chain of command to have his/her concerns addressed.
 - B. If it appears the incarcerated person cannot be taken to the courtroom without the use of force, the deputy attempting to move the incarcerated person will notify the court of the reason for the delay, and inquire as to whether the court, in light of the incarcerated person's resistance, still requires the incarcerated person to be brought to court.

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1. If the court still requires the presence of the incarcerated person, force may be used to overcome the incarcerated person's resistance.
 2. Deputies shall document, as part of their Use of Force report, all such conversations in which the court requires the incarcerated person's presence despite the incarcerated person's resistance and shall notify a supervisor.
- C. Once the hearing is completed, or the incarcerated person's presence is no longer needed in court, the incarcerated person shall be returned to a detention facility as soon as possible. When the incarcerated person is returned to a detention facility, an Incident or Rules Violation report will be completed in JIMS for possible disciplinary action and documentation for the detention facility and CSB.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 10, 2023	BUREAU-WIDE	COURT SERVICES	F.21
SUBJECT: AUTHORIZED RESTRAINT DEVICES – TITLE 15 COMPLIANCE			PAGE 1 of 3

Purpose:

To establish a list of authorized restraint devices available for use by sworn staff of the Court Services Bureau (CSB) and document the training required to use the devices. This section is intended to comply with Title 15, Division 1, Chapter 1, Subchapter 4, Article 5 section 1058.

Policy:

There are a variety of restraint devices available for CSB staff to employ. No staff member should use a piece of restraint equipment unless they have been specifically trained in its proper application. Use of restraint equipment must fall within the guidelines set forth in CSB Policy and Procedure F.20 and Department Policy and Procedure 6.48 (use of force).

Procedure:

- I. R.E.A.C.T Belt System "Bandit"
 - A. Description: Remote Electronic Activated Control Technology
 - B. The R.E.A.C.T. Belt System is a multi-level security system utilizing non-lethal electronic immobilization technology
 - C. Required Training: The training consists of an eight-hour certification class. The department has trained instructors.

- II. Waist Chains
 - A. Description: A waist chain with handcuffs attached and secured with a padlock.
 - B. Required Training: Deputies receive proper application techniques during phase training.

- III. Leg Restraints
 - A. Description: A chain placed around the ankles of the incarcerated person secured with two 503 padlocks.

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- B. Required Training: Deputies must demonstrate proper application techniques in phase training.

IV. Handcuffs

- A. Description: Handcuffs are a restraint device that limits the activity of an incarcerated person and provides a means of control over them.
- B. Required Training: Deputies receive proper handcuffing techniques in the academy and phase training.

V. Floor Anchor Restraint

- A. Description: An eyebolt is secured to the floor of the courtroom. Leg chains are applied to the legs of the custody. An additional leg restraint chain is secured through the bolt and around the leg chain.
- B. Required Training: Deputies receive proper training in the application techniques during phase training.

VI. Flex Cuff

- A. Description: A disposable nylon plastic cuff secured on one end by a friction hasp.
- B. Required Training: Deputies receive proper application technique in phase training.

VII. Body Cuff Prisoner Restraint System

- A. Description: The Body Cuff is a waist belt with an adjustable nylon pad lined with abrasion-resistant, non-slip, material and DOT type seatbelt webbing. The belt has attached wrist and ankle restraints. An attached leash enables the escorting deputy to immobilize an incarcerated person's leg from a distance.
- B. Required Training: Training consists of an approximately 10 minute video as well as hands on training.

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VIII. The WRAP

- A. Description: The WRAP is a 4-piece restraint system which includes the following items: locking shoulder harness, leg restraint, ankle strap and tactical bag. The shoulder harness positions the person in an upright seated position and provides a locking carabiner for securing handcuffs. The leg restraint is high grade mesh with 3-inch straps and stainless-steel locking buckles used to secure legs in an extended position in order to eliminate the ability to kick. The ankle strap is 3 inches wide and used to secure the ankles in a crossed position. The tactical bag carries the above listed items in separate compartments in a ready to use configuration.

- B. Required Training: Training consists of an approximately 11 minute video as well as hands on training.

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DATE	DISSEMINATION	CATEGORY	NUMBER
December 30, 2019	BUREAU-WIDE	NORMAL OPERATIONS	F.22
SUBJECT: AUTHORIZED LESS LETHAL WEAPONS			PAGE 1 of 2

Purpose:

To establish a list of authorized less lethal weapons available for use by sworn staff of the Court Services Bureau (CSB).

Policy:

No sworn staff member should use an authorized less lethal device unless they have received department approved training in its proper application. Use of less lethal weapons must fall within the guidelines set forth in Department Policy and Procedure Section 6.48 and Addendum Section F (Use of Force Guidelines).

Procedure:

- I. Nova Shield
 - A. Description: Riot shield equipped with conductive metallic strips that deliver 50,000 volts of electricity through the use of a push button on the shield.
 - B. Required Training: Certification class provided by the department.
- II. SA200 Pepperball Launcher
 - A. Description: The system/launcher is a .68 caliber semi-automatic less lethal launcher, which is dedicated to firing OC Pepperballs. The launcher comes equipped with either a 50 or 200 round hopper, which holds the OC Pepperballs.
 - B. Required Training: Certification class provided by the department.
- III. 12 gauge Super-Sock Flexible Baton
 - A. Description: The 12 gauge pump action shotgun is a Remington 870 specifically used to deploy less lethal munitions. The Super-Sock projectile is constructed of a 2 inch long by ½ inch in diameter cloth material containing lead shot and weighs 40 grams. This is a flexible projectile intended to conform to the target shape.

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B. Required Training: Certification class provided by the department.

IV. TASER / Conducted Energy Device (CED)

A. Description: Less lethal electronic control device that produces 50,000 volts of electricity. The device has two small metal barbs deployed from a cartridge. The CED may be used in "drive stun" mode by placing the unit in direct contact with the subject.

B. Required Training: Certification class provided by the department.

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DATE	DISSEMINATION	CATEGORY	NUMBER
December 5, 2022	Bureau-Wide	Normal Operations	F.23
SUBJECT: IMMEDIATE RELEASE FOLLOWING ACQUITTAL			PAGE 1 of 2

Purpose:

To establish standard Court Services Bureau (CSB) procedures for the immediate release of an incarcerated person upon a complete acquittal/not guilty verdict from court, when the inmate has no other wants, holds, other bookings, etc.

Policy:

The Sheriff's Department recognizes the decision of the 9th Circuit case, Brass v. County of Los Angeles (382. F. 3d 1192) and the requirements of California Penal Code §1165. The Sheriff's Department will release defendants who receive a judgment of acquittal in accordance with the established procedure. It is the Department's intent to release the incarcerated person in the most expeditious manner, whether immediately from the courthouse or from the incarcerated person's housing facility.

Procedure:

Upon the jury being sent out to reach a verdict, the bailiff will immediately notify the CSB supervisor.

The CSB supervisor will contact the Detentions Processing Division supervisor by telephone at the facility where the incarcerated person is housed to conduct a thorough check for additional arrests, holds, or warrants not associated with the current jury trial.

If the incarcerated person is acquitted and has no additional arrests, holds, or warrants, they will be given two options for release: immediately from the courthouse or volunteer to be transported to their housing facility to be released.

Immediate Release from the Courthouse:

- Upon notification of acquittal, the bailiff will immediately notify the CSB supervisor of the judgment of acquittal.
- The bailiff will cut off the incarcerated person's wristband and verify they are not wearing or in possession of any Sheriff's jail issued clothing. If the incarcerated person is not in dress out attire, clothing will be provided to them by the courts.

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- The bailiff will explain to the incarcerated person they shall not leave the courthouse until they receive court paperwork stating they have been acquitted.
- The CSB supervisor, shall obtain a copy of the minute order and send via email to the Detentions Processing Division supervisor and the Watch Commander at the facility where the incarcerated person is housed. The incarcerated person will be removed from the Jail Information Management System (JIMS) in an expeditious manner.
- The bailiff will explain to the incarcerated person to return to their housing facility to obtain personal property collected from their module by sworn staff and any monetary balances left on their commissary accounts.
- The bailiff will explain to the incarcerated person they have thirty (30) calendar days to pick up personal property from their housing facility or it will be disposed of according to state law.

Voluntary Return to the Housing Facility for Release:

- If the incarcerated person voluntarily chooses to be released from their housing facility, the bailiff will notify the CSB supervisor.
- The bailiff will escort the incarcerated person back to the court holding area without restraints and ensure the Court Holding Deputy is briefed on the acquittal.
- The Court Holding Deputy will ensure the incarcerated person is kept separated from other incarcerated persons.
- The CSB supervisor will notify the housing facility's Watch Commander of the voluntary transport back to the facility.
- The Court Holding Deputy will ensure either the Court Rover Deputy or Sheriff's Transportation Unit is aware of the acquittal and voluntary return to the incarcerated person's housing facility for release.

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DATE	DISSEMINATION	CATEGORY	NUMBER
December 22, 2008	BUREAU-WIDE	NORMAL OPERATIONS	F.24
SUBJECT: FIRST AID KITS - TITLE 15 COMPLIANCE			PAGE 1 of 2

Purpose:

In compliance with Title 15, Division 1, Chapter 1, Subchapter 4, Article 6, section 1220 of the California Code of Regulations, to ensure sufficient first-aid equipment is available for inmate medical care in all Court Services Bureau (CSB) court holding facilities.

Policy:

Assigned CSB deputies from each command are responsible for maintaining first-aid equipment and supplies. An equipment and supply inspection shall be conducted monthly and documented in a permanent record at each command.

Procedure:

I. Inventory and restocking

- A. An inventory of all first-aid kits will be conducted monthly to ensure the minimum contents are available;
- B. The inventories will be documented and kept in each command;
- C. The minimum requirements of each first-aid kit are listed below.

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ITEM	QUANTITY
Antibacterial Cleansing Wipes	10
Bandage (Regular 1" x 3")	16
Bandage (Fingertip)	10
Bandage (4" x 4" Gauze Pad)	8
Bandage (7 ½" x 8" Gauze Pad)	8
Bandage (Triangle Sling)	2
Bandage (Cling Gauze – Rolled)	4
Bio Hazard Bags	5
Cold Packs	2
CPR Mask	1
Disposable Blanket	1
Disposable Gloves	4 pr.
Eye Wash/Dressing Kit	1
Protective Eyeglasses	1
Medical Tape	1 roll
Sanitary Napkins	2
Medical Scissors	1

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 6, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.25
SUBJECT: BUREAU RESPONSE TO NATIONAL TERRORISM ADVISORY SYSTEM			PAGE 1 of 3

Purpose:

To establish staffing levels and security postures for all courthouses commensurate with the National Terrorism Advisory System (NTAS) threat alert levels.

Policy:

The Court Services Bureau (CSB) lieutenant/sergeant for each command will consult with the appropriate presiding/supervising judge for each courthouse as soon as practical after changes in the National Terrorism Advisory System have been announced. Additional security steps like those listed below will be implemented at the discretion of the court. These steps are not meant to be all encompassing; instead each command may request additional security precautions after approval of the appropriate presiding/supervising judge.

Procedure:

- I. Imminent Threat Alert – Warns of a credible, specific, and impending terrorist threat against the United States, but details may not be known.
 - A. Weapons screening procedures will be handled in accordance with CSB Policy and Procedure F.6.
 - B. The division lieutenant can authorize additional staff or security procedures as necessary. These steps will be subject to approval by the presiding/supervising judge in the affected courthouse.
- II. Elevated Threat Alert – Warns of a credible terrorist threat against the United States.

Once the National Terrorism Advisory System threat level has been raised to elevated, the courthouse lieutenant/sergeant shall speak to the supervising/presiding judge of the affected courthouse and recommend additional security steps or procedures. These may include, but are not limited to:

- A. Each Sheriff's command may notify the other tenant department heads in their courthouse of the change in security level and provide them with information to assist in the security posture of the courthouse. This may include asking staff to report all suspicious circumstances and/or packages

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to sheriff's personnel, abstain from leaving items unattended in public places and a review of the courthouse evacuation procedures.

- B. Staffing levels at the weapons screening stations may be increased;
 - C. Sheriff's personnel may conduct full weapons screening. All persons entering the courthouse, with the exception of judges, shall pass through weapons screening. All non-public entrances to the courthouse shall be secured.
 - D. A marked patrol car may be parked as near to the public entrance of the courthouse as possible while the public doors are open.
 - E. All courthouses may have 24-hour on-site security. This can be provided by private security contracted by the court or Sheriff's personnel if necessary.
 - F. All deliveries through the public doors may be required to pass through the x-ray machines in weapons screening. If the package or object is too large to pass through the x-ray machine, a manual inspection of the items may be conducted or weapons screening personnel can refuse the delivery.
 - G. Sheriff's staff members may be assigned to rooftop observation posts, parking lot or perimeter rovers, loading dock security, visitor escort or any other duty that will increase the security level of the courthouse.
 - H. Some non-essential court functions may be cancelled.
 - I. Public parking shall be prohibited within 500 feet of the courthouse building where possible.
 - J. Other measures as agreed upon between the Sheriff's command and the supervising/presiding judge.
- III. The security measures agreed upon shall be documented by the lieutenant/sergeant in the form of an Interoffice Memorandum and routed through the affected supervising/presiding judge for endorsement. The completed correspondence shall be forwarded to the Area Captain, then to the Area 3 Captain for archiving.

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- IV. Alert Sunset Provision – An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

Once the threat level reduces or expires, the command lieutenant/sergeant shall ensure that extra security measures are reduced to those listed above under section I in a timely manner.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 6, 2014	BUREAU-WIDE	NORMAL OPERATIONS	F.26
SUBJECT: USE OF FORCE REPORTS			PAGE 1 OF 1

Purpose:

To establish guidelines and reporting procedures for use of force incidents within the Court Services Bureau (CSB).

Policy:

CSB deputies and other personnel shall comply with all reporting requirements explained in Addendum F, Department Policy and Procedures Section 6.48, and CSB Policies and Procedures specific requirements listed herein.

Procedure:

- I. Subsequent to any use of force incident involving an inmate in a CSB holding area, CSB deputies shall adhere to the following:
 - A. Notify their CSB sergeant and prepare the appropriate use of force report using the approved forms, including the latest revision to the Supplemental Use of Force Report (SO-120), per Department Policy and Procedure section 6.48, Addendum F. The CSB holding tank deputy will ensure a log entry of the incident is made in the Jail Information Management System (JIMS) in accordance with Detentions Policy and Procedure section F.5 and CSB Policies and Procedure section E.16.
 - B. Once the CSB sergeant has approved the use of force report the original report is to be sent to the detention facility where the inmate is assigned.
 - C. The involved CSB deputy may elect to prepare forms for disciplinary action to be handled within the detention facility. The disciplinary forms should accompany the use of force report. Coordinated efforts between CSB sergeants and detentions sergeants are encouraged.
- II. Subsequent to any use of force on a non-inmate, the CSB deputy shall:
 - A. Immediately notify their CSB sergeant and prepare the appropriate use of force report using the approved forms, the Supplemental Use of Force Report (SO 120), per Addendum F, and any other applicable reports.

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DATE	DISSEMINATION	CATEGORY	NUMBER
May 30, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.27
SUBJECT: COURTROOM CRIME SCENES			PAGE 1 of 2

Purpose:

To establish standardized procedures for handling crime scenes in courtrooms staffed by the Court Services Bureau (CSB).

Policy:

CSB personnel will take all necessary steps to preserve evidence from crimes occurring in a courtroom. They will weigh the needs of a criminal investigation against the desires of the Court to continue with their proceedings and request assistance from a supervisor if they believe the criminal investigation may be compromised.

Procedure:

- I. If a crime is committed in a courtroom and physical evidence is present that cannot be readily collected and preserved:
 - A. The primary bailiff for that courtroom will be considered the investigating deputy unless relieved of his or her responsibilities by another deputy or a supervisor;
 - B. The investigating deputy will recommend to the Court that the case be continued in an available courtroom to avoid contamination of the evidence and ensure proper collection;
 - C. If no other courtroom is available, the investigating deputy shall recommend to the Court that a recess be taken to allow for evidence collection;
 - D. Prior to any such recess, or movement to another courtroom, the investigating deputy will request that the Court instruct witnesses, if they are members of the jury, not to discuss what they saw when the crime was committed. This is meant to ensure clear recollection of the events and unaffected witness statements;
 - E. Other witnesses, including the judge, court staff, other parties involved in the case and members of the public shall be interviewed in as timely a manner as possible and consistent with other criminal investigations;

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- F. Recognizing the desire of the Court to continue its proceedings, the case will continue at the discretion of the Court. This will delay the taking of witness statements from members of the jury or other courtroom participants. In any event, witness statements shall be taken by Sheriff's personnel prior to the witnesses leaving the courthouse for the day;
 - G. A courtroom with evidence is a crime scene and should be treated in the same manner as any other high-profile crime scene.
 - H. If the Court is not willing to grant any of the requests above, the investigating deputy shall notify a supervisor.
- II. If a criminal act occurs in a courtroom and no physical evidence is present:
- A. The primary bailiff for that courtroom will be considered the investigating deputy unless relieved of his or her responsibilities by another deputy or a supervisor;
 - B. Prior to any recess or movement to another courtroom, the investigating deputy will request that the Court instruct witnesses, if they are members of the jury, not to discuss what they saw when the crime was committed. This is meant to ensure clear recollection of the events and unaffected witness statements;
 - C. Recognizing the desire of the Court to continue its proceedings, the case will continue at the discretion of the Court. This will delay the taking of witness statements from members of the jury or other courtroom participants. In any event, witness statements shall be taken by Sheriff's personnel prior to the witnesses leaving the courthouse for the day;
 - D. Other witnesses, including the judge, court staff, other parties involved in the case and members of the public shall be interviewed in as timely a manner as possible and in a manner consistent with other criminal investigations;
 - E. If the Court is not willing to grant any of the requests above, the investigating deputy shall notify a supervisor.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 10, 2017	BUREAU-WIDE	NORMAL OPERATIONS	F.28
SUBJECT: SECURITY ALARM TESTING AND LOGGING			PAGE 1 of 1

Purpose:

To establish Court Services Bureau (CSB) guidelines for the testing of security alarms in all courthouses.

Policy:

Each courthouse shall have a facility specific directive to establish a policy and procedure for testing their security alarms. The test results will be maintained in a written or computerized log for inspection for at least two years.

Procedure:

Policy section only.

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DATE	DISSEMINATION	CATEGORY	NUMBER
August 20, 2003	BUREAU-WIDE	NORMAL OPERATIONS	F.29
SUBJECT: REPORTING REQUIREMENTS FOR WARRANT ARRESTS			PAGE 1 of 1

Purpose:

To establish reporting requirements for warrant arrests within the Court Services Bureau (CSB).

Policy:

Any time a deputy's contact or detention of a person who has an outstanding warrant(s) could be construed, according to prevailing case law, as an arrest, the arresting deputy will complete an Arrest Report (ARJIS 8) in compliance with Sheriff's Policy and Procedures sections 2.41 and 6.71.

Procedure:

- I. No Arrest Report is required for persons remanded to custody by a judge, if the person was not detained or escorted to court by a deputy;
- II. CSB personnel making arrests outside the courthouse for outstanding warrants will complete an Arrest Report whether the arrestee was taken to jail or a courtroom to be remanded;
- III. Persons voluntarily surrendering on a misdemeanor warrant in a courthouse should generally be directed to the appropriate courtroom with no arrest report being necessary. If the person is detained by a deputy in a manner that can be construed as an arrest, according to prevailing case law, an Arrest Report must be completed;
- IV. Generally, persons with active felony warrants will be arrested or arrangements will be made with the court to remand them into custody. In cases of court remands, if the arrestee was detained by a deputy in a manner that can be construed as an arrest, according to prevailing case law, an Arrest Report must be completed. Exceptions may be considered in extenuating/unusual circumstances (i.e. pregnant female, elderly or person with severe medical issues.) In those cases an alternate course of action may be taken at the direction of a sergeant or supervisor after evaluation;
- V. If physical force is required to detain someone that has a warrant for their arrest, an Arrest Report detailing the force used shall be completed in compliance with Sheriff's Policy and Procedure 3.12 and CSB Policy and Procedure F.26.

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DATE	DISSEMINATION	CATEGORY	NUMBER
May 15, 2020	BUREAU-WIDE	NORMAL OPERATIONS	F.30
SUBJECT: SERVICE ANIMALS IN COURT FACILITIES			PAGE 1 of 3

Purpose:

To establish a procedure for admitting service animals into court facilities pursuant to the Americans with Disabilities Act (ADA) of 1990, revised update Sept. 15th, 2010.

Policy:

Sheriff deputies who encounter an individual at a weapon screening station who is accompanied by a dog, and the individual claims that the dog is a service animal, shall allow the individual to enter the facility.

Procedure:

- I. Identification of a service animal:
 - A. Pursuant to U.S. Department of Justice guidelines, published in accordance to the ADA, service animals are not pets.
 - B. A service animal is defined as a dog, or miniature horse, that is individually trained to do work or perform tasks for people with disabilities.
 - C. The individual claiming the need for the service animal shall not be asked about their disability under current medical privacy laws and does not need to provide proof of their disability.
- II. When approached by an individual with a dog who is attempting to enter a court facility, and you are not sure if the dog is a service animal:
 - A. Ask the individual if the dog is a pet.
 - B. If they say it is a service animal, then you may/should ask, what work, or task has the dog been trained to perform.
 - C. If the individual states the dog is a pet, the dog should be denied entrance into the court facility.

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- D. If the individual states the dog is a service animal required because of a disability, the deputy should briefly observe the dog's demeanor and if the dog appears to be under control by the handler, you shall allow the animal to enter the facility.

- E. An individual with a service animal cannot be asked to remove his/her service animal from the premises unless:
 - 1. The dog is out of control and the handler does not take effective action to control it; (or)

 - 2. The dog is not housebroken.

- F. The service dog needs to be under control of the handler by a harness, leash or tethered, unless the individual can control the dog through voice, signal or other effective controls.

- III. Every time a deputy prevents an individual from bringing an animal into a court facility, or if they order an animal to be removed from a court facility, and the individual has asserted a claim that the animal is a service animal, the deputy shall prepare and submit a deputy's report to their immediate supervisor. The deputy's report shall include the following information:
 - A. The name, address, telephone number, and any other identifying information of the individual. If the individual refuses to provide their name and identifying information, a physical description of the individual shall be included in the report.

 - B. A description of the animal.

 - C. A description of the specific behavior on which the deputy based his/her decision to exclude, or order the removal of, an animal from a court facility.

 - D. Deputy's reports will be archived at the affected command for at least two years.

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- IV. If a service animal is denied entry because of the animal's behavior, the deputy denying admittance shall:
- A. Make a reasonable attempt to accommodate the individual with their court business.
 - B. Advise the individual that they may petition the court for accommodation under California Rules of Court, Rule 989.3. If the individual claiming disability requests an immediate hearing for accommodation, the deputy shall request Court Administration to make the appropriate Judicial Counsel Form available for petition to the court.
 - C. If the individual's business is in response to a court order or subpoena, the deputy denying admittance shall notify the affected court so the request for accommodation may be considered at that time.

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DATE	DISSEMINATION	CATEGORY	NUMBER
July 8, 2011	BUREAU-WIDE	NORMAL OPERATIONS	F.31
SUBJECT: CSB INVESTIGATIONS INVOLVING INMATES			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for handling investigations involving inmates.

Policy:

CSB detectives will have primary responsibility for handling investigations (including follow-up investigations), involving inmates while they are in the custody of CSB personnel. Exceptions to this policy are enumerated below.

Procedure:

- I. The CSB Investigations Unit will handle the following investigations:
 - A. Escapes when the inmates are in the care and custody of CSB personnel, to include:
 1. All courthouses
 2. CSB Transportation vehicles
 3. Hospitals when the inmate is under the supervision of CSB personnel
 - B. All crimes against persons (including court employees) except those listed below.
 - C. All crimes committed against property belonging to the CSB or Superior Court, or in any case where the victim is the County of San Diego or State of California.
 - D. Judicial threats per CSB Policy and Procedure section F.12.
- II. The Detentions Investigations Unit will conduct follow up investigations of those crimes in which the victim/suspect is another inmate.

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DATE	DISSEMINATION	CATEGORY	NUMBER
March 25, 2020	BUREAU-WIDE	NORMAL OPERATIONS	F.32
SUBJECT: FORM/PHOTOGRAPHS OF DRESS-OUT INMATES			PAGE 1 of 2

Purpose:

To provide pertinent information regarding inmates who make courtroom appearances in civilian clothes (dressed-out). In the event of an escape, Dispatch/Control will have a description and current photo available for immediate dissemination.

Policy:

When an inmate has a court appearance that requires them to be dressed out, a completed dress-out form is provided to Dispatch/Control.

Procedure:

- I. The bailiff or designee shall ensure there is a completed a dress-out form with the required photographs of the inmate in dress-out clothing. The form should be saved to the CSB dress-out folder in the shared drive prior to transporting the inmate to the courtroom.
 - A. Good quality photographs of the inmate shall be taken and properly depict the following:
 - 1) full body
 - 2) close-up head
 - 3) close-up profile
 - B. Bailiffs or designee shall update the photograph of the inmate if/when different clothing is worn and/or changes in hair length, facial hair, body weight or other factors that affect the inmate's appearance.
- II. The bailiff or designee shall ensure a copy of the dress out form is provided to Dispatch/Control. Dispatch/Control will print out a hard copy and file it in their designated file.
 - A. Dispatch/Control or a designated person will disseminate the dress out form to the appropriate locations.
 - B. Bailiffs shall print and keep a hard copy of the information at their workstation to assist in emergency responses.

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- C. Once the hearings have concluded, the bailiff will notify Control/Dispatch the inmate's dress-out form is no longer needed. Control/Dispatch will remove the form from the recurring file.

- III. The information above is to be used for BOL broadcasts in case of escape. Hard copies may be disseminated to affected personnel to assist in any search for the escaped inmate(s).

- IV. No other use of digital photographs of inmates is authorized. Photographs of inmates shall only be disseminated to staff for legitimate purposes relating to courthouse or jail safety and security.

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DATE	DISSEMINATION	CATEGORY	NUMBER
February 10, 2016	BUREAU-WIDE	NORMAL OPERATIONS	F.33
SUBJECT: COURT DRESS OUT FOR INMATES			PAGE 1 of 3

Purpose:

Establish Court Services Bureau (CSB) guidelines for checking the Jail Information Management System (JIMS) to determine existence of a Dress Out Order and location of trial clothing, and provide guidelines for dressing out inmates who do not arrive for jury trial dressed out in civilian court attire.

Policy:

CSB Court Holding and other appropriate CSB staff shall query the JIMS computer information to determine the status of dress out clothing for an inmate prior to a trial commencing.

All CSB staff shall adhere to the following dress out procedures when an inmate is brought to court without being dressed out, and a valid court order exists.

Mainline inmates as well as inmates classified as Green, Orange, Yellow, or Black bands involved in jury trials, will be transported in their jail clothing. All court clothing will be accepted/exchanged/released only at the San Diego County Sheriff's Detention Facility in the court jurisdiction where the defendant is scheduled to appear. Court clothing for defendants appearing in the Eastern Division will continue to be processed at the Eastern Division Courthouse.

Procedure:

- I. JIMS procedure prior to trial:
 - A. Instructions for accessing JIMS program prior to trial are as follows: Log onto JIMS. On the task bar, go to IMS>Reports>JIMS Web. Scroll down to Detentions Processing section and find the report titled "Dress Out Court Inmates." To access this report click on the "On Demand" box located to the right. The report parameters screen will populate. Choose a city location (San Diego, Chula Vista etc...). Choose the appropriate trial date. Future trial dates may also be checked with this procedure. The Dress Out query of the JIMS system shall be run on a daily basis by all holding area personnel to determine the dress out status of all inmates set for trial or trial call. In those cases where deputies are aware of upcoming trial dates in their departments, a Dress Out query shall be conducted no later than 24 hours prior to the scheduled trial date

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to ensure the Dress Out order is on file and clothing has been delivered to the appropriate detention facility.

- B. In the event the status of dress out clothing or the Dress Out Order does not appear on the Dress Out Detentions Processing JIMS screen, the bailiff or holding area personnel will contact jail staff immediately.

SDCJ	Processing Sergeant	619 615-2471
GBDF	Processing Sergeant	619 661-2752
SBDF	Watch Commander	619 691-4956
LCWDF	Processing Sergeant	619 258-3215
VDF	Processing Sergeant	760 940-4479

The purpose of this procedure is to reduce any trial delay with regard to the dress out status of inmates set for trial. See sections below for procedures related to inmates not dressed out for court.

- II. When an inmate comes from jail and there are no clothes for the inmate to wear, due to the attorney's failure to obtain a dress-out order or the attorney's failure to get the clothing and Dress Out Order to the appropriate jail, the following procedures shall apply:

- A. The bailiff, or deputy discovering the error, shall advise the court and defer instruction to either:

1. Delay the trial to provide the attorney time to get the inmate's clothing and Dress Out Order to the jail in the court jurisdiction where the defendant is scheduled to appear. This will require the inmate to be taken to the jail to be properly dressed out and returned to the court, or;

2. Allow the attorney to present the clothing in court. The bailiff will take the clothing to the appropriate holding tank and dress out the inmate. When this occurs the following procedures will be implemented:

- a) The bailiff will search all clothing items for contraband. If necessary, the search should include the use of the weapon screening x-ray machine.

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- b) The inmate shall be dressed out in the appropriate holding tank. Inmates will **not** be allowed to dress out in a jury deliberation room.
 - c) Jail issued clothing (except T-shirts or bra, underwear and socks) will be placed in a receptacle to be marked with the inmate's name, booking number and kept in the holding tank.
 - d) At the end of each court day the inmate will be returned to the holding tank to change back into his/her jail clothing.
 - e) The clothing will be returned to the attorney by the bailiff. The court will be requested to instruct the attorney to deliver the clothes and court order to the appropriate jail.
- III. If an inmate comes from a jail and is not properly dressed for any reason other than attorney error, follow the JIMS procedure check, listed above, then;
- A. Check court file for valid dress out order.
 - B. Check attorney's clothing receipt from the jail facility.
 - C. Verify the jail has the clothing. If the court clothes are at the jail, determine the reason for the inmate not being dressed out (jail error, inmate refused to dress out, etc.).
 - D. If the inmate is not dressed out due to jail error the inmate will be returned to the jail for dress out or under certain circumstances, the clothing will be brought to the holding tank. The inmate will dress out in the holding tank.
 - E. If the inmate refused to dress out at the jail, the court will be notified for further consideration. The bailiff and/or the inmate's attorney should talk to the inmate in an attempt to convince him/her to dress out.

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July 9, 2019	BUREAU-WIDE	NORMAL OPERATIONS	F.34
SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATORS (AED)			PAGE 1 of 1

Purpose:

To establish Court Services Bureau (CSB) guidelines for the maintenance and use of Automated External Defibrillators (AEDs).

Policy:

Local commands are responsible for monthly checks of the AEDs within their area to ensure batteries are sufficiently charged and necessary supplies are present.

Procedure:

- I. All bureau AEDs shall be checked monthly to ensure that:
 - A. The battery has power.
 - B. There are defibrillation pads for use with the device, and the pads have not been damaged or exceeded their expiration date;
 - C. Each command should have one set of defibrillation pads per unit and one spare set that have not exceeded their expiration date.
- II. The monthly inspections shall be documented on line using San Diego Project Heartbeat.
- III. All incidents wherein defibrillator pads are placed on a person must be documented on a RMU-5 form. Copies of the forms shall be distributed as required (directions are given on the form) and the local command shall keep the original form for a minimum of two years. The Risk Management Unit shall be notified of the incident as soon as possible (During regular business hours).
- IV. Additional documents needed for the medical emergencies involving AEDs will be documented per CSB Policy and Procedure Section G.1 – Medical Emergencies.
- V. Any questions regarding the AEDs should be addressed to the Risk Management Unit.

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November 1, 2011	Bureau Wide	NORMAL OPERATIONS	F.35
SUBJECT: HIGH RISK/HIGH PROFILE COURT SECURITY DEPUTIES			PAGE 1 of 3

Purpose:

To provide guidelines in developing bureau-wide High Risk/High Profile Court Security deputies.

Policy:

Bureau-wide High Risk/High Profile Court Security deputies are essential in developing and maintaining enhanced courtroom security.

A. Security

Security is a key component for High Risk/High Profile court cases. Proper courtroom security for such trials covers many aspects. Coordination between High Risk/High Profile Court Security deputies and those within and outside their command affected by these cases is essential. Supervisors are encouraged to allow High Risk/High Profile Court Security deputies adequate time to establish security procedures for High Risk/High Profile cases.

B. Tracking

A Case Tracking System to identify and track High Risk/High Profile court cases going through the judicial process has been established and should be utilized at all courthouses.

C. Communication

Avenues of communication must be established between all components affected by High Risk/High Profile court cases. These components include, but are not limited to, the Sheriff's Court Services Bureau, the Sheriff's Detention Services Bureau, the District Attorney's Office and Superior Court.

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Procedure:

- I. A minimum of one deputy, each from CSB – Chula Vista, CSB – El Cajon, and CSB – Vista shall be designated as the High Risk/High Profile Court Security deputy for their command. Due to its size, CSB – San Diego Courts shall have a minimum of two deputies for this purpose. Deputies serving in this position do so as a collateral duty within their command.
- II. The respective CSB commands shall select their High Risk/High Profile Court Security deputies, and the deputies shall be supervised by a sergeant as a collateral duty. The deputies shall be awarded ½ CAP point once they have served in the position for a year.
- III. When a High Risk/High Profile court case has been identified, the security teams will enter the tracking data into the **High Profile Tracking Master**. High Risk/High Profile Security deputies will make a determination whether a court case falls within the High Risk/High Profile parameters.
- IV. Communication among and between agencies is an essential aspect of Court High Risk/High Profile security. These cases make it vital that the Sheriff's Court Services Bureau, Detention Services Bureau, the District Attorney's Office and Superior Court work together in the planning for and providing of a safe environment for all involved in the criminal process.
 - A. When a Court High Risk/High Profile Security deputy is made aware a High Risk/High Profile Court case is pending, he/she will ensure the completion of the necessary paperwork which can include, but is not limited to, a High Risk Assessment Report or a Trial Court Funding Report.
- V. High Risk/High Profile Operational Orders will be completed when a High Risk/High Profile Court Security deputy determines there is a possibility of a significant security risk during proceedings or a high level of coordination is necessary. The High Risk/High Profile Operational Order will articulate operational procedures to govern and contain the security risk or provide the high level of coordination.

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- A. High Risk/High Profile Operational Orders for courtroom security will be prepared by the Court High Risk/High Profile Court Security deputy in conjunction with the bailiff and the judge of the affected court.
- B. Coordination for security outside the courtroom will be the sole responsibility of the Court High Risk/High Profile Court Security deputy.
- C. The SMEAC plan is the prescribed written format for High Risk/High Profile Operational Orders. The SMEAC plan consists of five distinct topics of information:
 - 1. Situation: The information describing the problem.
 - 2. Mission: What the team is tasked to accomplish.
 - 3. Execution: How the team plans to perform its mission.
 - 4. Administration/Logistics: Support organization for the operational plan.
 - 5. Command/Signal: Who is in charge/radio frequencies.

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March 16, 2016	BUREAU-WIDE	NORMAL OPERATIONS	F. 36
SUBJECT: MOTHERS AGAINST DRUNK DRIVING VICTIM IMPACT PANEL			PAGE 1 of 2

Purpose:

To provide guidelines for providing security while the Mothers Against Drunk Driving (MADD) Victim Impact Panel is being conducted in a court facility.

Policy:

It is the policy of the Sheriff's Department to provide a safe and secure environment for MADD volunteers while they present their Victim Impact Panel to drinking and driving offenders at the local courthouses.

Procedure:

The Sheriff's Department will provide security while MADD presents their Victim Impact Panel. The total number of deputies required will be determined by each facility. Presentations are given at the local courthouses on varying days of each month, depending on arrangements between the Sheriff's Department, Superior Court and MADD. The meetings generally are conducted between 1700 and 1900 hours.

- I. Sufficient staffing should be assigned for each scheduled meeting.
- II. Everyone attending the Victim Impact Panel shall be screened at the weapon screening station.
- III. During the presentation, Sheriff's staff have the following duties:
 - A. Late arrivals should not be admitted into the meeting.
 - B. Deputies should monitor for disruptions during the presentation. If disruptions occur, the person causing the disruption should be escorted from the facility.
 - C. If a crime is committed, deputies shall take the appropriate enforcement action and complete the necessary reports. Assistance from the field division or the local law enforcement agency may be requested to assist with any arrest or major disruption.

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- D. At the conclusion of the presentation at least one deputy will be responsible for escorting the MADD representative in charge of the bank deposit to his/her car.

- E. Assigned Sheriff's staff will conduct a security check in the area and insure the facility doors are secure.

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DATE	DISSEMINATION	CATEGORY	NUMBER
May 1, 2008	BUREAU-WIDE	NORMAL OPERATIONS	F.37
SUBJECT: WATCH COMMANDER'S LOG			PAGE 1 of 3

Purpose:

To establish a Court Services Bureau (CSB) procedure for maintaining courthouse/Prisoner Transportation watch commander's logs.

Policy:

All CSB court facilities and Prisoner Transportation will maintain a daily watch commander's log of significant events.

Procedure:

- I. The purpose of the watch commander's log is to provide a document of significant events that have occurred daily at each CSB courthouse and Prisoner Transportation. Entries that shall be included are as follows:
 - A. Serious illness or injury to any of our personnel that requires immediate medical attention.
 - B. Any loss of life or medical incidents.
 - C. System failure or potential failure, i.e., telephone system, power outage, etc. that significantly reduces our ability to accomplish our mission.
 - D. Citizen or employee complaints against CSB personnel that are regarded as serious. Do not list the employees name in the log.
 - E. Incidents that result in, or could result in, significant media coverage.
 - F. Deputy involved traffic collisions resulting in injury or significant property damage, regardless of fault.
 - G. Any incident involving CSB personnel where their actions or inactions have exposed the Sheriff's Department, Court Services Bureau or County of San Diego to significant liability or criticism.
 - H. Any mobile field force or S.E.D. callout.

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- I. Arrests involving any Sheriff's employees.
 - J. Bomb threats.
 - K. Any unlisted event that is likely to bring significant criticism to the Sheriff's Department, Court Services Bureau or County of San Diego.
- II. The list above is not all encompassing. Lieutenants should notify the chain of command of any incident that concerns them or that they feel should be brought to the attention of the chain of command.
- III. The Watch Commander's Log will be maintained on the V drive, under CSB. The CSB Command Administrative Secretary will be the administrator. Each facility will have their own file. Sergeants and above will have edit access to the Watch Commander's Log. All sworn and professional staff will have read only access.
- IV. The Watch Commander's Log will be maintained by the facility court/administrative sergeant. At the conclusion of each month, the log entries will be converted to "read only" and transferred to a subfolder for the appropriate year for purposes of archiving.
- V. See Page 3 for Watch Commander Log format.

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COURT SERVICES BUREAU

Facility Name
Watch Commander's Log

May 2008

Monday

May 12, 2008

0800 Briefing. Training by Deputy Smith re:

0830 Briefing. Training by Deputy Smith re:

0915 Inmate Smith, Bkg # complaining of chest pains. Transported to UCSD.
Deputy Jones in ambulance. Detention facility notified.

1240 CAD #S0000000 Smith v Jones, 245 PC in Department 2. Walker
with report.

 Busy day.

Tuesday

May 13, 2008

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

DATE	DISSEMINATION	CATEGORY	NUMBER
March 30, 2015	BUREAU-WIDE	NORMAL OPERATIONS	F.38
SUBJECT: DOOR ACCESS REQUESTS			PAGE 1 of 1

Purpose:

To establish a standardized Court Services Bureau (CSB) procedure for handling requests from other agencies/court building tenants requesting access to restricted court doors/areas.

Policy:

It is the intent of the Court Services Bureau (CSB) to maintain secure court facilities. In furtherance of this, the CSB Court Security deputies will provide access to restricted court doors/areas only after the Access Request Form (CSB-40) is completed, submitted through the CSB chain of command and authorization is granted by the appropriate CSB Captain.

Procedure:

- I. When a request is received from an outside agency or court building tenant, the Access Request form will be completed and forwarded with an endorsement page through the CSB chain of command to the appropriate CSB Captain for approval.
- II. Once approved, the Access Request form will be forwarded to the CSB Court Security deputies for processing. After access has been authorized, appropriate facility staff will be notified.
- III. In the event the Access Request form is not approved, it will be returned to the appropriate court lieutenant to notify the person requesting access.

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

DATE	DISSEMINATION	CATEGORY	NUMBER
March 30, 2015	BUREAU WIDE	NORMAL OPERATIONS	F.39
SUBJECT: FACILITY SECURITY SWEEPS			PAGE 1 of 1

Purpose:

To establish guidelines for each Court Services Bureau (CSB) facility to be checked at the end of each business day.

Policy:

It is the policy of the CSB for sworn personnel to perform a security sweep for unauthorized persons and/or un-secured doors at the end of each business day.

Procedure:

Each CSB area that is responsible for security of a county building or courthouse will create a facility specific policy and procedures for conducting a facility security sweep for their building at the end of each business day.

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

DATE	DISSEMINATION	CATEGORY	NUMBER
October 10, 2016	BUREAU-WIDE	NORMAL OPERATIONS	F. 40
SUBJECT: USE OF NALOXONE			PAGE 1 of 1

Purpose:

To establish Court Services Bureau (CSB) guidelines for the Naloxone procedures in all courthouses.

Policy:

Each courthouse should, by means of a facility specific directive, establish a policy and procedure for the quantity, storage, check in and out procedures, and inspection procedures of the Naloxone kits.

Procedure:

Policy section only.

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

DATE	DISSEMINATION	CATEGORY	NUMBER
August 30, 2018	BUREAU-WIDE	NORMAL OPERATIONS	F. 41
SUBJECT: HOLDING CELL INTERCOM TESTING			PAGE 1 of 1

Purpose:

To establish Court Services Bureau (CSB) guidelines for conducting a weekly test of the intercom system when located in inmate holding cells at courthouse facilities.

Policy:

Each courthouse shall have a facility specific policy and procedure for testing the intercoms in each inmate holding cell. The weekly tests and any required maintenance shall be entered into the Jail Information Management System (JIMS).

Procedure:

Policy section only.