	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: O2801
			Page: 1 of 6
			Distribution: All
Title: Municipal Court Security		Section: Inter-Agency Coordination	
Issued: 04/18/2019	Effective: 04/25/2019	Revised: 11/23/2023	
Rescinds: All Previous		Amends:	
CALEA References: LE 73.1.1, 73.2.1, 73.3.2, 73.4.1 - 73.4.3; COM 6.2.10			
Review: Annual	Authority: Chief Buck Buchanan		

I. Purpose


It is the purpose of this General Order to provide guidance to members of the Andover Police Department regarding its role, authority, and procedures related to the operation and security of the Andover Municipal Court.

II. Policy

It is the policy of the Andover Police Department to provide a sworn officer each court night to protect the integrity and sustain the decorum of the hearing process. The Andover Police Department shall be responsible for ensuring security at each court night. (LE 73.1.1a).

III. Definitions

- A. Court Security Officer:** An on-duty sworn officer whose duties include providing security and protection to employees and citizens in the courtroom, common areas, and offices of the Municipal Court. The Court Security Officer will maintain order and decorum during Court proceedings. The Court Security Officer is responsible to arrest and detain persons, as ordered by the Judge, and photograph and/or fingerprint those persons as ordered (LE 73.1.1c).
- B. Jail Transport Officer:** An on-duty sworn officer whose duties include transportation of inmates from the detention facility to Andover Municipal Court, maintaining visual contact of the inmate, and return transportation to the detention facility.
- C. Video Conference Officer:** An on-duty sworn officer whose duties include setup and closing procedures in the Video Conference Room at the Butler County Detention Facility. The Video Conference Officer provides safety and security of the inmates while waiting to speak with the Judge. The Video Conference Officer will report to the Butler County Detention Facility booking personnel of the verdict of the court hearing for each inmate.

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: Municipal Court Security</p>	Number: O2801
		Page: 2 of 6
		Section: Inter-Agency Coordination

IV. Regulations

- A. Officer(s) assigned to Municipal Court security will arrive timely on the assigned court night. If a conflict arises, the Court Security Officer is responsible for finding a duly qualified officer replacement [B].

V. Procedures (LE 37.1.1b)

A. Municipal Courtroom Setup


1. The Operations Commander shall be responsible for ensuring a signup list is regularly posted and a Court Security Officer is scheduled for courtroom security each scheduled court night.
2. The Court Security Officer is required to arrive 30 minutes prior to court in the uniform of the day with full duty gear to include vest, duty weapon, radio (LE 73.4.2), handcuffs, two (2) less lethal weapons, and two (2) spare magazines. In the event that a Court Security Officer is unable to arrive on time, they must notify the on-duty Watch Commander immediately.
3. The Court Security Officer will be responsible for ensuring the fingerprinting equipment is operational and connected to the proper applications/programs needed to fingerprint defendants effectively. Court Security Officers experiencing technical difficulties with fingerprinting equipment should immediately contact the Communications Director.

B. Public Entering and Exiting the Courtroom:

1. Public entering and exiting of the courtroom is made only through the main entrance of City Hall.

C. Security During Docket

1. The Court Security Officer will monitor the proceedings and take action in handling any issues that may arise during the proceedings.
2. The Court Security Officer should make random security checks of the exterior of the building to include the parking lot.
3. The Court Security Officer will fingerprint and photograph the defendants that are requested to be processed by the Court Clerks.
4. The Court Security Officer will detain a defendant upon the request of the Judge and transfer custody of the defendant to an on-duty Andover Police Officer for arresting procedures and transportation to the detention facility according to

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: Municipal Court Security</p>	Number: O2801
		Page: 3 of 6
		Section: Inter-Agency Coordination

General Order O2302 Arrest/Notice to Appear and General Order O2301 Prisoner Transport (LE 73.3.2).


5. The Court Security Officer will be required to stay on duty until the docket has concluded and all visitors of the Court have left the building and Court is finished for the night.

D. Use of Restraints (LE 73.3.2)

1. The on-duty Jail Transport Officer shall place all prisoners in restraints prior to transporting them to court. All officers will only use Andover Police Department-approved restraints.
 - a. Prisoners transported from a detention facility to court may be handcuffed with their hands in front if the cuffed hands are attached to a security belt or waist chain and the prisoner is placed in leg irons.
 - b. An exception to this is for a pregnant woman, if known, who would be handcuffed with her hands in the front with no additional restraints.
2. The prisoner will remain handcuffed during the proceedings, unless otherwise directed by the Judge, and based on the verdict given by the court, the prisoner will be transferred back to the detention facility or released from custody. The above provision shall apply to all persons, regardless of age or gender.
3. If a person is ordered by the court to be detained, the Court Security Officer will apply restraint devices. Restraint devices shall be applied to the person(s) consistent and in accordance with Andover Police Department policy.
4. The Court Security Officer will transfer custody over to a Jail Transport Officer for transport to the detention facility.
 - a. Depending on circumstances, the prisoner(s) may be processed and immediately transported to the Butler County Jail.
 - b. If not immediately transported, the prisoner(s) shall be turned over to a Jail Transport Officer who will transport the prisoner to the Andover Police Department and place them in a temporary detention room, following General Order O2304 – Processing & Temporary Detention Rooms until a Jail Transport Officer is available for transport.
5. Additional leg shackles, belly chains, and handcuffs shall be accessible to the Court Security Officer through another on-duty officer or supervisor.

E. Video Conference Hearing (Butler County Detention Center, El Dorado, KS)


1. The Video Conference Officer assigned to the hearing will pick up a list of inmates needed for hearing from the Communications Director prior to leaving for the Butler County Detention Facility.

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: Municipal Court Security</p>	Number: O2801
		Page: 4 of 6
		Section: Inter-Agency Coordination

2. The Video Conference Officer will arrive at the Butler County Detention Facility no later than 1715 hrs. on nights Video Conference Hearings are scheduled.
3. The Video Conference Officer will park his or her patrol vehicle in the Detention Facility Sally Port and proceed to the booking desk to obtain a portable radio.
4. The Video Conference Officer will ensure that the needed inmates have been sent to the Video Conference Room from the housing units.
5. The Video Conference Officer will ensure the computer equipment is operational and online prior to 1730 hours when the hearings are scheduled to begin.
6. All inmates are permitted to be seated in the Video Conference Room while they wait to see the Judge on the video equipment.
7. When it is the inmate's turn to speak with the Judge, the inmate will be seated in the chair directly in front of the webcam and the Video Conference Officer will ensure the inmate and the Judge can see and hear each other.
8. Once an inmate is finished with his or her hearing, the Video Conference Officer will notify the Detention Center's Control via the provided portable radio that the inmate is being released from the Video Conference Room and is returning to the housing unit.
9. In the event the Judge orders an inmate released, the Video Conference Officer will send the inmate back to the respective housing unit and ensure that the Detention Center Command is aware that release paperwork will be faxed to the booking desk for them to process after the court has adjourned.
10. Upon completion of the video hearings, the Video Conference Officer will close out the program and log off the computer equipment.
11. The Video Conference Officer will advise the Detention Center's Control over the portable radio that the hearings are complete and all inmates were released to housing.
12. The Video Conference Officer will turn in the portable radio to booking personnel and depart the Detention Facility Sally Port.

F. Municipal Courtroom Closing Procedures

1. The Court Security Officer will be responsible for ensuring the main entrance and exit doors are locked.
2. The Court Security Officer will be responsible for shutting down fingerprinting equipment and ensuring it is secured.
3. The Court Security Officer will be responsible for conducting a thorough sweep of City Hall's main floor prior to leaving the building to include: courtroom, conference room, Emergency Operations Center, lobby, bathrooms, hallways, and stairwells to ensure no property or person(s) were left behind.

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: Municipal Court Security</p>	Number: O2801
		Page: 5 of 6
		Section: Inter-Agency Coordination

4. The Court Security Officer will send an email to the Operations Commander describing any events or issues of the night's docket on return to normal duty (LE 73.1.1d).
5. In the event of an incident that presents a serious risk to the facility or any persons within, the Court Security Officer shall contact the Operations Commander and/or Chief of Police by phone and advise of what occurred and what outside agencies were notified (LE 73.1.1d).


G. External Communications (LE 73.4.2)

Rev. 11232023

1. The courtroom and Municipal Court offices are equipped with duress alarms to summon assistance. All alarms are routed directly to the E911 Communication Center located in the Andover Police Department (LE 73.4.3; COM 6.2.10a).
 - a. Upon receipt, the Communications Officer will immediately dispatch a Court Security Officer, if on duty, and two other Andover Police Officers to the location of the alarm (COM 6.2.10b).
2. The Municipal Court offices are equipped with telephones.
3. Court Security Officers are equipped with two-way, portable radios.

H. Facilities, Equipment, and Security Survey

1. Municipal Court is held in the City Council's Chamber located in City Hall. Public access to the courtroom is only through the main entrance of City Hall on court night. In case of emergency evacuation, the Court Security Officer will direct those within the courtroom toward City Hall's main entrance (LE 73.2.1a).
2. In the event of a fire in the courtroom, the fire alarm pull station should be activated, evacuate all person(s) from the courtroom, and if possible, the fire should be extinguished with a fire extinguisher located in the hallway outside the courtroom (LE 73.2.1b).
3. In the event of a medical emergency, Fire and EMS personnel will be requested to provide medical care; and, if trained, the Court Security Officer will administer first aid, including the use of the available Automated External Defibrillator (AED) located in the courtroom (LE 73.2.1b).
4. In the event of severe weather, the Court Security Officer will direct all person(s) into the FEMA shelter/Emergency Operations Center.
5. Once every 2 years the Operations Commander will conduct a security survey that includes (LE 73.2.1c):
 - a. On-site examination and analysis of security needs that determines the nature and degree of the threat;
 - b. The exact kind and degree of protective measures used;
 - c. The precise kinds of security measures that are required; and

	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p> <p style="text-align: center;">Title: Municipal Court Security</p>	Number: O2801
		Page: 6 of 6
		Section: Inter-Agency Coordination

- d. Recommend the appropriate policies, procedures, and equipment needed for the security function.

I. Maintaining for Operational Readiness (LE 73.4.1)

1. The Communications Director will coordinate and document monthly testing of all duress alarms located in the courtroom and the Municipal Court offices (LE 73.4.3).
2. The Municipal Court AEDs and fire extinguishers will be inspected by the City Fire Inspector annually and the City Fire Inspector's recommendations will be followed to maintain operational readiness.
3. The responsibility to ensure operational readiness of all assigned personal equipment or property that is carried by the Court Security Officer shall be accomplished during regularly scheduled line inspections in compliance with General Order M1202 – Personal Equipment and Apparel (LE 73.2.1b).