

COURT SECURITY

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CALEA 6th Edition Standard: 73.1.1; 73.3.1; 73.4.2

468 COURT SECURITY

468.1 PURPOSE AND SCOPE

To establish guidelines for providing security for the City of Columbia Municipal Court and its occupants. This written directive will:

- a. Provide a clear description of the Columbia Police Department's role and authority for court security;
- b. Define policy and procedure on court security for agency personnel assigned to this function;
- c. Identify a position within the Columbia Police Department responsible for the court security function;
- d. Require a documented report to the Chief of Police of all incidents that threaten the facility or any person therein as well as notification to appropriate outside agencies as needed.

468.2 POLICY

It is the policy of the Columbia Police Department to provide security for the City of Columbia Municipal Court during court proceedings.

468.3 DEFINITIONS

Court Security Officer: A sworn officer authorized to execute writs, processes, make arrests, maintain order in the court, and other duties within the law required to ensure the security of the court.

468.4 CITY OF COLUMBIA MUNICIPAL COURT PROCEEDURES

468.4.1 COURT SECURITY FUNCTION – CPD'S AUTHORITY FOR COURT SECURITY

- a. Section 21-21 of the Columbia, Missouri-Code of Ordinances titled Chief, officers as Marshals of Municipal court states "The chief of police and his subordinates shall serve as marshal and deputy marshals of the municipal court and enforce its orders, judgments and decrees." (Code 1964, § 7.250)
- b. Section 21-22 of the Columbia, Missouri-Code of Ordinances titled-Supervision over city property states "The Chief of Police shall have general supervision over all city property, and he and his subordinates shall have authority to arrest any trespasser on city property or portions thereof not open to the public or trespassers on property open to the public during certain specified times but who are thereon during times when such property is closed to the public, and to remove or abate nuisances or encumbrances put thereon without the authority of the city." (Code 1964, § 7.255)
- c. Section 21-23 of the Columbia, Missouri –Code of Ordinances titled-Power to serve processes states "The chief of police and officers of police shall have authority and power to serve and execute all warrants, subpoenas, writs, notices or other process issued by the municipal judge, city council or other officers having authority to issue the same, at any place within the limits of the county, and

COURT SECURITY

make return thereof according to law or ordinance. Their authority beyond the limits of the county shall be such as is provided by state law." (Code 1964, § 7.210)

468.4.2 COURT SECURITY FUNCTION-CPD'S ROLE IN COURT SECURITY

- a. The Columbia Police Department is to provide court security for the City of Columbia municipal court. Court Security Officers for the City of Columbia municipal court will be comprised of sworn Columbia police officers.
- b. Any incidents which threatens the City of Columbia municipal court facility, or any person therein, will be documented by the officer receiving the information. The officer will immediately upon being made aware of any threat notify the chief of police through the chain of command. Notification(s) will also be made to any appropriate outside agency(s) and documented.

468.5 PERSONNEL ASSIGNED TO THE COURT SECURITY FUNCTION

- a. The patrol commander, or designee, will be responsible for the administration and coordination of all court security efforts.
- b. During municipal court sessions, at least one (1) police officer will be assigned the duties of court security officer. The patrol commander or chief of police may assign additional personnel as needed.
- c. Generally, an officer of the Downtown Unit will be assigned as Court Security Officer while court is in session. The Patrol Commander will make alternate assignments when the regular Court Security Officer is absent.
- d. All personnel providing court security officer duties are required to be in Class B patrol uniform, including weapons and equipment (BWC, vest, portable radio etc.) normally worn with the uniform.
- e. The Court Security Officer is expected to be on post at a time designated by the Court Security Officer's supervisor. The time on post should be prior to the beginning of court proceedings and allow for adequate screening of all persons entering the courtroom.

468.5.1 COURT SECURITY OFFICER RESPONSIBILITIES

Court Security Officer(s) will have the following responsibilities:

- a. Prior to court convening, the court security officer(s) will:
 1. Ensure that all lighting at the entrance and within the courtroom is turned on.
 2. Ensure all doors associated with the municipal court (except the main doors to the court room) are secure.
 3. Test portable police radios to make sure two-way communication is operational.
 4. Court security officers will be responsible for security in the courtroom, hallways and the waiting area outside of the courtroom.
 5. Conduct a physical and visual check of the courtroom for unauthorized personnel, weapons and/or other contraband.
 6. Conduct searches of persons entering the courtroom, as well as their belongings.

COLUMBIA POLICE DEPARTMENT

Policy and Procedure Manual

COURT SECURITY

7. Escort courtroom personnel with court files to the courtroom (when requested).
8. Ensure that proper attire is worn by those entering the courtroom (see dress code/prohibited items).
9. Advise all persons prior to entering the courtroom to turn off or place on silent all cell phones, pagers, and any other devices which will disrupt proceedings.
- b. After court convenes, the court security officer(s) will:
 1. Provide general courtroom security to assure effective and safe operation of the municipal court.
 2. The officer will assume a position in the court security screening area just outside the courtroom to screen defendants and persons arriving late for court.
 3. The court security officer will make periodic checks inside the courtroom during the court session.
 4. The court security officer will respond into the court room when notified by the judge or court personnel using the alert button.
 5. Escort persons from the courtroom at the direction of the judge.
 6. Carry out any orders or requests from the judge.
 7. Notify officers by telephone or portable radio when they are needed in court if not already present.
 8. During emergency situations:
 - i. When appropriate and necessary, assist in the evacuation of the courtroom, directing persons to the emergency exits or other designated location(s);
 - ii. Determine that everyone has evacuated;
 - iii. Notify Boone County Joint Communications and advise of the evacuation.
 - iv. Emergency exits are posted throughout the building.
 9. Summon fire, medical, or additional police assistance whenever needed by contacting Boone County Joint Communications via telephone or portable radio.
 10. Unless present in court as a defendant in a traffic case, persons under the age of seventeen (17) shall be accompanied by an adult. When a child becomes noisy or will not remain seated, the parents of that child will be asked to remove said child or children. The court security officer shall record the name of the defendant associated with the child, and ask that the defendant and children remain in the hallway or outside the courtroom until their name is called on the docket. At such time as the defendant's name is called, the court security officer shall summon the family, including children, who may then enter the courtroom for purposes of arraignment or other business with the court.
- c. Dismissal of the court security officer(s):
 1. The court security officer(s) will remain until dismissed by the judge. Officers will remain until all criminal defendants have left the court services area.

COURT SECURITY

468.6 COURT SECURITY EQUIPMENT

- a. Each sworn member of the police department is issued standard equipment and uniforms. The Class B uniform described in Policy 1046 Police Uniform Regulations will be worn by those performing Court Security Officer duties as well as all issued equipment normally required and carried on the officer's duty belt and load carrying vest for general patrol work.
- b. The court security officer(s) reporting for duty will have in their possession a portable police radio that provides two-way communications with the police dispatcher. The portable police radio is equipped with an emergency button should emergency assistance be needed in the court.
- c. Personnel in the court room (Judge and the Clerk) will have access to a portable police radio capable of two way communication with the court security officer and Bonne County Joint Communications. The portable police radio is equipped with an emergency button should emergency assistance be needed in the court.
- d. An alert button will be located in the court room attached to the Judges bench and is in easy access to both the Judge and court clerk. When activated an alert will go directly to the speaker which is located in the court security screening area. This will be an audible signal to the court security officer that the Judge needs them present in the court room. This can be used for emergency and non-emergency situations.
- e. Municipal court provides a Magnetometer (metal detector) which is located at the entrance doors into the courtroom.
- f. Municipal court provides a hand held metal detecting wand.
- g. Municipal court provides a set of lock boxes for securing small weapons such as pocket knives, key chain mace canisters, and other items the court security officer deems a security or safety risk. Only licensed peace officers are allowed to be in possession of firearms inside the municipal building or court room see section 468.7.1.
- h. Municipal Court has a rolling storage cart containing the hand held wand, search tubs, and other items needed by the court security officer.

468.7 SECURITY OPERATIONS (General)

- a. All persons attending court, except law enforcement personnel and judicial personnel performing official duties, are subject to a weapons search of their person and/or belongings.
- b. Interior/exterior lighting: Lighting for the courtroom shall be turned on by the court staff or the court security officer prior to court. The lighting allows very good visibility for all persons entering and exiting the courtroom so that security measures can be monitored and potential threats can be identified.
- c. Fire/smoke detection and fire suppression: A smoke detection, fire alarm, and fire extinguishing systems are located throughout the building. Emergency lighting systems and exit signs are illuminated above exit doors.

COURT SECURITY

468.7.1 WEAPONS IN THE COURTROOM

- a. Unless in the possession of a commissioned officer and in a secure holster, firearms and other weapons such as pepper spray, batons, knives, etc. are not allowed in the courtroom or in any other part of the municipal court building. Security warning signs are posted at all entrances to the facility.
- b. Commissioned police officers (including those from other jurisdictions) whose presence in the courtroom is required as part of their official duty, shall be permitted to retain their weapons within the courtroom. Weapons carried by plain clothes officers and detectives shall be in proper, secure holsters.
- c. Police Officers appearing and/or attending court on personal/private or unofficial matters shall not carry firearms or any type of weapon beyond the main screening check point. They are subject to the same entry procedure as the public.
- d. Any person not meeting the above criteria, and found in possession of a firearm, will not be allowed in the court room or municipal building.
- e. The court will have lock boxes for use by court security officers to secure small weapons such as pocket knives, key chain mace canisters, or other items deemed a security of safety risk by the court security officer.

468.7.2 COURT SECURITY SCREENING PROCEDURES

- a. Court security officer will retrieve the rolling cart containing search tubs and hand wand from the court services area and take it to the security screening area.
- b. Turn on the Magnetometer by depressing the "Operate" button on the control panel. The Magnetometer will go through a start-up cycle and a green light will appear when it is in operational status.
- c. Place search tubs and hand wand on the table.
- d. When screening people for entrance into the courtroom the following should occur:
 1. The person is instructed to empty the contents of all pockets into a search tub and will hand any purses or other bags or containers to the court security officer.
 2. The court security officer will inspect items in the search tub and purse, bag or other container for weapons or items that pose a safety/security risk as the person walks through the magnetometer. If prohibited items are located the person will be asked to remove them from the building or allowed to secure the items in a lock box. Firearms are prohibited except when possessed by a licensed police officer.
 3. The person will walk through the magnetometer.
 - i. If no alarm sounds the person may retrieve their items from the search tub and enter into the courtroom.
 - ii. If an alarm sounds the person will be asked to walk through the magnetometer a second time.
 - iii. If a second alarm sounds, the court security officer will use the search wand in an attempt to locate weapons or contraband. If an audible alert is received from the

COURT SECURITY

wand, the officer should perform a pat down search in an attempt to locate the source and proceed appropriately.

4. In the event a person has an item to assist them with walking and they must have it to walk more than a few steps safely, they will be allowed to retain the item through the magnetometer. They will be screened with a hand held metal detector, and a physical and visual inspection will be made of the device by the Court Security Officer.
5. Persons with medical mobility devices: Examples – wheel chairs, motorized devices, etc. A visual inspection will be conducted on the device and person. If a satisfactory search can be completed visually, the person may proceed through the check point. If the inspection is not satisfactory, a further search is required.
6. Persons with medical devices: Examples – medical pumps, pacemakers, etc. Persons with medical devices, who wish not to be exposed to the magnetometer or handheld device, must submit to a pat-down search. This search will be conducted by the Court Security Officer. Cross gender pat searches will be captured on body worn camera video when available.

468.8 PRISONERS APPEARING IN COURT

Actual appearances by prisoners being held in custody at the Boone County Jail will be rare as video technology allows for court appearances without leaving the jail facility. If in-person appearance of a person in custody is required the following shall apply:

- a. The officer transporting the prisoner will be responsible for the constant supervision of the prisoner and at no time will prisoners be left unattended in the municipal court building.
- b. Prior to entering the municipal court building and appearing before the judge, a complete search of the person shall be conducted.
- c. Prisoners will be escorted to the courtroom by the transporting officer at the direction of the judge.
- d. The transporting officer will remain in the courtroom until the prisoner is seen by the judge.
- e. The prisoner will remain in handcuffs and other restraints during the court proceedings.
- f. Upon the decision of the judge, should any paperwork require a signature from the prisoner, the transporting officer will escort the prisoner along with the paperwork to the secure area designated for this purpose. The transporting officer will ensure that the paperwork is returned to the court clerk.
- g. Prior to any release, the transporting officer will ensure that the prisoner has no outstanding wants or warrants.
- h. If the prisoner is to be released and has no other outstanding warrants, the prisoner will be transported back to Boone County Jail for out-processing to be released and have their property returned to them.
- i. If the prisoner is to remain in custody per the judge, or if the prisoner has outstanding warrants or state charges, the transporting officer will return the prisoner to the Boone County Jail or other facility from which they were transported from.

COURT SECURITY

- j. The transporting officer will be responsible for completing any applicable supplemental report regarding the court appearance, including release information.

468.9 ARRESTS IN COURT

- a. If an arrest is made in court during court proceedings, the prisoner will be handcuffed by the court security officer and escorted to the waiting area outside of the courtroom doors. An on-duty patrol officer will be notified. The patrol officer will be responsible for the arrest, booking, and associated report. The court security officer will return to the courtroom to resume their court duties.
- b. Prisoners, defendants, or other persons in attendance who are unruly, violent, combative, causing a disturbance, etc., will not remain in the courtroom. They will be removed by the court security officer pending direction from the judge. A patrol officer will be notified via radio to provide assistance and complete any necessary report(s) required.

468.10 COURT ADJOURNED PROCEDURES

- a. The Judge will notify the court security officer when court is adjourned and they are dismissed.
- b. Upon dismissal, the court security officer will return all items to the rolling storage cart and return the cart to the designated storage area.
- c. Power down the magnetometer.
- d. Complete a walkthrough of the court room and seating areas to ensure no personal items or contraband was left in the court room.

468.11 COURTROOM SECURITY POLICY TRAINING/DISTRIBUTION

- a. Any officer assigned to court security duties will review all of the information and procedures contained in this written directive.
- b. The patrol commander will ensure that court personnel (court clerk, prosecutor and judge) are provided a copy of this policy and have a clear understanding of the responsibilities and expectations of the court security officer. This policy is also available to every member of the public via the police department website.