



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 412.2

Subject: Court Security/Civil Process

Topic: Administration and Operation

Accreditation: OPR.11.02

Revised:

Reaffirmed:

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I. PURPOSE

The purpose of this General Order is to outline both the administrative and operational procedures of the Loudoun County Courthouse.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to commit sufficient manpower, equipment and other resources necessary to maintain a safe, secure and orderly environment for the operation of all courts of law in Loudoun County. This goal shall be accomplished by the utilization of professionally trained personnel, technologically advanced security systems/hardware and the preparation/maintenance of operational plans to handle both routine and emergency situations.

III. DUTIES AND RESPONSIBILITIES

A. Administration

1. The primary responsibility for maintaining a safe, secure and orderly environment both inside the courthouses of Loudoun County and on the courthouse grounds rests with the Court Services Section of the Corrections and Court Services Division.
2. The Court Services Section supervisor is responsible for the immediate administrative and operational functions of the section and its personnel. The Court Services Section supervisor is responsible for the following duties:
 - a. Maintaining liaison with judges, clerks, prosecutors, defense attorneys, court employees, and other law enforcement officers/agencies.
 - b. Monitoring all on-going and/or upcoming court proceedings to detect, evaluate and prepare for situations that may pose a threat to the safe and orderly operation of the courts.
 - c. Monitoring and evaluating manpower and budgetary needs of the Court Services Section to ensure that goals and objectives are met.
 - d. Conducting an annual security survey of all court facilities, property, alarm/security systems, etc.

1. Based on the results of the annual security survey, the Court Services Section supervisor shall formulate a security plan to address, at a minimum, the following:
 - a. Perimeter lighting
 - b. Doors/locking devices (interior/exterior)
 - c. Windows
 - d. Interior lighting (hallways, courtrooms, chambers, etc.)
 - e. Alarm systems/hardware (duress, intrusion, etc.)
 - f. Communications (routine/emergency)
 - g. Fire detection/prevention (alarms, sprinklers, extinguishers, evacuation plans, etc.)
 - h. Parking facilities
 - i. Power systems (normal/auxiliary)
- e. Preparing and maintaining a Special Operations Plan that covers, at a minimum, the following areas:
 1. Hostage/barricade situations
 2. Bomb threats/incidents
 3. High risk trials
 4. Sequestered juries
 5. Witness/dignitary (judicial) protection
 6. High risk prisoners (escapes/threats)
 7. Medical emergencies
- f. The Court Services Section supervisor shall ensure that the security survey and Special Operations Plan are maintained in the Court Services Section office and available to all deputies assigned to the section for reference and guidance.

4. A Court Services Unit supervisor is responsible for the first line administrative and operational functions of the unit and its personnel. The duties of a Court Services Unit supervisor include, but are not limited to the following:
 - a. Providing first line supervision to ensure that deputies assigned as Court Services Section deputies carry out their duties in a professional and proficient manner
 - b. Assessing the manpower and security needs of each unit and assigning personnel accordingly
 - c. Conducting daily roll call and assigning deputies to duty stations
 - d. Evaluating the training needs of Court Services Section deputies and maintaining liaison with the agency's Training Section supervisor to ensure that appropriate training is facilitated
 - e. Maintaining liaison with courthouse and law enforcement personnel as appropriate to ensure cooperation and protection of all interests
 - f. Inspecting and inventorying all specialized equipment assigned to the Court Services Section to ensure availability, accountability and operational readiness. All damaged and/or missing items shall be immediately reported to the Court Services Section supervisor for appropriate action

B. Selection and Training

1. All Sheriff's Office deputies are eligible for and subject to service as Court Services deputies. Position openings within Court Services shall be advertised through the Corrections and Court Services Division. Interested persons will be required to notify the Corrections and Court Services Division Commander of their desire to be considered for any vacancy. The Division Commander, or his/her designee, shall select persons to serve as Court Services deputies based on qualifications, suitability for the job and the best interests of the agency. (Note: In the event that insufficient or under-qualified persons apply for advertised Court Services positions, the Sheriff may, at his discretion, open up the selection process to other divisions or through external advertisements.)
2. All deputies assigned to court services duties shall be thoroughly trained by the Court Services Training Officer (CTO) in their specific duties.
 - a. New personnel shall receive training in all aspects of the job, the security plan, special operations plan, and other pertinent areas in accordance with state law and agency policy.

- b. The unit supervisor shall assign newly appointed deputies to an experienced Court Services Training Officer to successfully complete a standardized in-house training program.
 - c. Within one year of assignment, all deputies assigned to courtroom security will attend and successfully complete a formal court security training program at a recognized training facility.
3. All training shall be documented, filed and maintained with the Corrections and Court Services Division and/or Training Section.

C. Reporting for Duty

- 1. All deputies regularly assigned as Court Services Section deputies shall report to the Court Security Office for duty as assigned. Unless otherwise directed, deputies shall report for duty in a Class A uniform.
- 2. Each Court Services Unit will begin each day by conducting roll call in the Court Services Section office, or other location as directed by a unit supervisor as time permits.
 - a. Roll call will be no more than fifteen (15) minutes in duration and will be conducted by a Court Services Unit supervisor. Roll call is considered a vital function that is designed to accomplish, but not be limited to, the following:
 - 1. Briefing deputies with updated information regarding daily security activities such as special considerations, high-risk defendants/witnesses, sensitive cases, etc.
 - 2. Notifying deputies of daily assignments and possible schedule changes
 - 3. Notifying deputies of new directives and/or changes in agency policy
 - 4. Evaluating individual deputies' readiness to assume duty
 - 5. Providing deputies with roll call training on selected topics
 - b. Roll call may be waived by the unit supervisor if an emergency/exigent situation exists that dictates the immediate deployment of on-coming personnel. Additionally, roll call time may be adjusted if more time is needed to prepare for a particular situation or compensate for an early court case.

- c. Upon completion of roll call and/or receipt of court assignment, deputies shall proceed immediately to their assigned courtroom or duty post to ensure that all is in order and conduct necessary security inspections as outlined in this order and in accordance with agency policy.
- d. Deputies shall remain at their designated assignment until court is adjourned, dismissed by the presiding judge or relieved by competent authority. Immediately upon completion of an assignment, the deputy shall notify the Court Services Section supervisor, or ranking supervisor, of his/her status and request further instructions.
- e. The unit supervisor is encouraged to make permanent assignments of deputies to judges and courtrooms. This is desirable so that deputies may become familiar with the specific courtroom decorum of the assigned judge and more importantly, recognize unusual or threatening situations.

3. Specific Duties

The duties performed by deputies assigned to court security duty are varied and often very demanding, both physically and mentally. The functions performed may vary, not only from court to court, but also from judge to judge; these variations require a great deal of flexibility and understanding by Court Services Section deputies.