



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 412.16	
Subject: Court Security/Civil Process	Topic: Specialized Events	
Accreditation:	Revised:	Reaffirmed:
Enacted: 07/30/2015	Last Review: 07/24/2015	Review: 07/30/2016

I. PURPOSE:

The purpose of this General Order is to provide an outline for any high risk trial or special operation which would have the ability to threaten the safety and security of the Loudoun County Courthouse.

II. POLICY:

It shall be the policy of the Corrections/Court Services Division to provide special planning and needs for trials which would require additional resources due to their volatile case matter or inmate risk. This shall promote the continued safe and orderly operation of the Courthouse; to include the protection of all persons inside and out. In the event of a legitimate threat, notification shall be made to the Division Commander for further action.

III. DEFINITIONS:

High Risk Trial – A trial that has the potential of jeopardizing the safety and orderly operation of the court house either through valance, spontaneous outburst, or risk of an inmate escape.

Judicial Threat – A credible threat made against a sitting Judge or visiting Judge.

Court Security Look-out- Special attention given to individuals or parcels that may cause safety concerns or disorder in the court house.

Special Operation- An event that is held in the courthouse or on courthouse grounds that is outside of the normal scope of operations.

IV. PROCEDURES:

A. High Risk Trial

1. Once the courtroom supervisor is advised of a high risk or high profile trial is going to take place. They shall inform the respective section Supervisor.
2. The Section Supervisor will inform the Assistant Division Commander of Courts, or designee, who will determine if a High Risk Trial Plan, should be implemented.
3. A plan will be formulated using attachment 1, with the following information. Case information, case criteria, staffing needs, additional security and equipment needs.

4. Once it has been determined that the High Risk Trail Plan will be enacted, the Division Commander shall be notified, and the necessary resources obtained.
5. Once the High Risk Trail has concluded, the Assistant Division Commander of Courts, or designee, shall conduct a debriefing on the trail with all involved staff.

B. Judicial Threat

1. In the event that a staff members receives any information of a possible judicial threat, they will obtain as much information as possible and immediately notify their supervisor.
2. Once the threat has been confirmed as a credible threat, any additional information collected will be documented on the Judicial Threat Active Case Information Sheet. See attachment 2. The following information shall be obtained, if possible:
 - a. Name and address of person (s) if known making the threat
 - b. A detailed physical description of the individual (s) and known vehicles
 - c. Type of threat
 - d. Any additional information collected
3. The supervisor will then contact the CID Supervisor
4. The Assistant Division Commander of Courts, or designee, will arrange to meet with the judicial official to brief them on the threat
5. The Assistant Division Commander of Courts, or designee, will then make notification to the Division Commander to obtain twenty-four hour protection for the targeted official
6. Should the threat mention an explosive device, refer to Sheriff's Office General Order 406.7, Bomb Threats

C. Court Security Look-Out

1. A court security look-out can be initiated by any court security deputy when he or she believes that an individual may pose a risk to the safety and security of the facility or persons.
2. The deputy observing the unusual behavior will immediately notify a supervisor for a possible course of action. While waiting for the supervisor, a security staff member should make all efforts to continue to observe the individual.

3. Once an individual has been identified as a potential security risk the supervisor will complete the Look-Out Form and verify that all staff are made aware of the situation. See Attachment 3.
4. The supervisor will then determine the appropriate course of action. This may include, but not limited to; maintain visual observation, removal from the facility, or taken into custody.

D. Special Operation

1. When Court Security receives a request pertaining to the use of the Courthouse for an out of the ordinary daily operation, the Assistant Division Commander of Courts, or designee will make the final determination. They will then verify that any additional personnel are required.
2. The Assistant Division Commander of Courts will be notified as to the event and scheduling conflicts. For additional information refer to General Order 412.15, Use of Ceremonial Courthouse.