

# **Courtroom Security Deputy Field Training – Department Policies, Procedures, and Operations (General Courtroom Security Deputy)**

## **Courtroom Security Deputy**

In conjunction with completing basic training, the courtroom security deputy must identify requirements related to their employing agency, and community resources and agencies. Expected performance outcomes are to be identified and discussed in accordance with agency policy, and demonstrated when required below:

### **Courtroom Bailiff**

- 2.1. Identify and discuss procedures for handling violations of professional, ethical, or legal standards of conduct by fellow deputies/court security officers.
- 2.2. Identify and discuss special security needs related to the security of prisoners in court.
- 2.3. Identify and discuss the procedure for obtaining assistance for communicating with various cultural backgrounds or with various disabilities.
- 2.4. Identify and discuss communicating information about a prisoner to internal and external authorities.
- 2.5. Identify, discuss, and demonstrate the procedure for searching a courtroom prior to opening court.
- 2.6. Identify and discuss the procedure for preparing the Judge's bench and opening a courtroom prior to the Judge taking the bench.
- 2.7. Identify, discuss, and observe the initial announcement prior to the Judge taking the bench (Circuit, GDC and JDRC).
- 2.8. Identify, discuss, and demonstrate the proper security procedure for an in-custody defendant.
- 2.9. Identify, discuss, and demonstrate the proper security procedure for multiple in-custody defendants.

- 2.10. Identify and discuss procedures for persons remanded into custody.
- 2.12. Identify and discuss procedures for handling various court related paperwork (warrants, jail cards).
- 2.12. Identify and discuss the proper procedure to follow in a court room when the media is present.
- 2.13. Identify, discuss, and demonstrate securing the courtroom at the end of the day.
- 2.14. Identify, discuss, and demonstrate proper holding cell and floor checks of the Judicial Center.
- 2.15. Identify and discuss the procedure for conducting video hearings.
- 2.16. Identify and discuss the procedures to follow for a jury trial.
- 2.17. Identify and discuss the layout of a jury trial courtroom.
- 2.18. Identify and discuss the procedure for escorting the jury to the courtroom.
- 2.19. Identify and discuss the jury selection procedure.
- 2.20. Identify and discuss jury protection and jury sequestering.
- 2.22. Identify and discuss the meaning of Alternate Jurors and the proper procedure for their selection.
- 2.22. Identify and discuss the proper procedures for jury deliberation and verdicts.
- 2.23. Identify and discuss the differences between different types of General District dockets (Traffic, Criminal and Civil Courts).
- 2.24. Identify and discuss procedures for juveniles remanded into custody.
- 2.25. Identify and discuss responding to an active shooter situation.
- 2.26. Identify, discuss, and demonstrate a perimeter check of the courthouse.
- 2.27. Identify, discuss, and demonstrate executing paperwork on someone in court.

### **Pat Down Procedures**

- 2.28. Identify, discuss, and demonstrate patting down of inmates.

## **Radio Procedures**

- 2.29. Identify and discuss the importance of proper radio etiquette.
- 2.30. Identify, discuss, and demonstrate the use of “plain English” used in verbal transmission.
- 2.32. Identify, discuss, and demonstrate radio protocol in the courtroom when the judge is on the bench.

## **Response to Medical Emergency**

- 2.32. Identify and discuss proper procedures for responding to an inmate medical emergency.
- 2.33. Identify and discuss proper procedures for responding to a non-inmate medical emergency
- 2.34. Identify and discuss the location of AED and first aid equipment.

## **Emergency Call Button (ECB)**

- 2.35. Identify and discuss the activation and reset of an Emergency Call Button (ECB).
- 2.36. Identify and discuss the proper procedure for responding to an ECB alarm.
- 2.37. Identify and discuss the various departments that need to be notified during an ECB alarm.

## **Emergency Evacuation**

- 2.38. Identify and discuss the proper procedure for evacuating the court building.
- 2.39. Identify and discuss the proper procedure to evacuate all Judges and civilian employees.
- 2.40. Identify and discuss the proper procedure for evacuating inmates from the holding cells.
- 2.42. Identify and discuss the various personnel/departments that must be notified in the event of an evacuation.

## **Screening**

- 2.42. Identify, discuss, and demonstrate screening of persons and items.
- 2.43. Identify and discuss the procedure when prohibited items are located.

## **Key Control**

- 2.44. Identify, discuss, and demonstrate the proper procedures for Key Control.
- 2.45. Identify and discuss the various types of keys and their use.

2.46. Identify, discuss, and demonstrate the proper logbook entries for Key Control.

2.47. Identify, discuss, and demonstrate the proper procedure for the Key count.

2.48. Identify, discuss, and demonstrate the proper procedure to follow for missing / damaged keys.

### **Escape**

2.49. Identify and discuss the course of action taken in the event of an escape.

2.50. Identify and discuss the information needed when providing a description of the escapee.

2.52. Identify and discuss the various departments that must be notified in the event of an escape.

2.52. Identify and discuss the proper paperwork that must be completed in the event of an escape.

### **Bomb Threat**

2.53. Identify and discuss the proper procedures to follow in the event of a bomb threat.

2.54. Identify and discuss the proper procedure for handling a suspicious package.

2.55. Identify and discuss the various personnel/departments that must be notified in the event of a bomb threat.

### **Transportation of Inmates**

2.56. Identify and discuss the proper procedures for transporting inmates to various locations.