

Special Circumstances

903.1 CRITICAL INCIDENT OR HOSTAGE SITUATIONS

When a critical incident or hostage situation occurs in the courthouse, bailiffs, and other appropriate sheriff's office deputies, shall secure the area, evacuate non-essential personnel and citizens, notify the communications center and take the appropriate law enforcement action to ensure the safety of all courthouse personnel and citizens.

903.2 HIGH RISK TRIAL

When an identifiable security risk is anticipated, the Bailiff Supervisor shall meet with the presiding judge and Sheriff together to discuss security concerns. The appropriate measures to ensure the security of the court shall be implemented. During a high-risk trial it may become necessary to restrict entry to the court in consultation with the presiding judge. If access is restricted, the bailiff assigned shall enforce those restrictions. The restrictions may include the number of news media personnel allowed in the courtroom, the items carried into the courtroom and certain individuals identified by the judge's order.

903.3 JURY TRANSPORTATION

When a jury is required to be transported, the Bailiff Supervisor shall make the arrangements after consulting with the presiding judge.

903.4 EMERGENCY PROCEDURES

The Bailiff Supervisor, or designee, is responsible for establishing evacuation routes and safely evacuating the judges, staffs, juries and the public from the courthouse in the event of a fire, bomb threat, or other potential life threatening event. Bailiffs and deputies assigned to guard inmates/detainees will be responsible for the evacuation of the inmates/detainees in their respective courtrooms. The Bailiff Supervisor shall be responsible for prospectively identifying staging areas for inmate/ detainee evacuation and arranging for transportation.