

DEKALB POLICE DEPARTMENT

Subject: **Court Security Procedures**

Policy #: **406.9**

Effective Since: New Policy, effective 1-1-19

Revision Effective: NA

FTO Training Task: # 1

Reference Material: NA

ILEAP Standards Covered: OPR.10.01-10.05

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PURPOSE: The purpose of this policy is to define the responsibilities and assignments of all officers and Community Service Officers (CSO's) involved in the security in and around the courtroom at City Hall; to preserve the security of City Hall; to ensure the safety of the public; to ensure the safety of Hearing Officers and other personnel, and to maintain the decorum of the courtroom.

POLICY: It is the policy of DeKalb Police Department to provide security procedures at City Hall for the safe facilitation of administrative hearings and other court procedures that may occur.

DEFINITIONS:

Court Security Officer: For purposes of this policy, the term court security officer is intended to include both sworn officers and Community Service Officers (CSO's) assigned to the security function.

PROCEDURES:

I. Responsibilities

- A. Court security details may be regularly assigned to designated sworn and civilian personnel and/or offered as an extra assignment on a sign-up sheet maintained by the Patrol Commander.
- B. The court security officers assigned to the courtroom shall be responsible for courtroom security and shall maintain liaison with the City Manager and City Hall personnel as needed and shall be familiar with these procedures to ensure that adequate security of the courtroom is maintained.
- C. For ordinary administrative hearings, a bailiff will be used in the court room, but enhanced security measures will not be enacted.
- D. For sessions of County Circuit Court, high-profile cases or an instance where security may be threatened, enhanced security measures described in the policy will be enacted.
- E. The Police Department maintains this policy governing courtroom security, which shall be made immediately available to all court security officers. [ILEAP OPR.10.02]

II. Facility Security Plan : Court security officers are responsible for the following facility security plans at the DeKalb City Hall:

A. Entry and Exit Points at City Hall

- 1. There are two public entrances/exits at City Hall, located off the main lobby on the east and west sides of the building.
- 2. When enhanced security measures are activated, the security checkpoint is located in the main lobby. Court security officers should position themselves in such a manner to physically observe both entrances.
- 3. The public entrances and exits are not restricted, though any person attending court other than employees and court personnel are subject to security procedures.

B. Lobby Security : Court security officers are responsible for maintaining order and security in the City Hall lobby while enhanced court security measures are being facilitated. A minimum of two court security officers will be used for lobby security and the security procedure.

C. First Floor Stairway and Elevator Access

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1. During enhanced security measures, all persons attending court other than employees and court personnel must pass through security and then be allowed access onto the elevator for transport to the second floor where hearings take place in Council Chambers.
2. Elevator access will be restricted; every person successfully passing through security will have their hand stamped to indicate authorization to enter the elevator and the second floor.

[ILEAP OPR.10.01(a)]

III. Enhanced Security Operations ; these procedures will apply when enhanced security operations are directed.

A. Operation of Magnetometer and Handheld Wand

1. Every person passing through the security station will walk through a magnetometer.
2. Persons not capable of passing through a magnetometer will be checked by a handheld wand.
3. Persons passing through the magnetometer should be instructed to remove their jackets and all items from their pockets prior to passing through.
4. When the magnetometer sounds an alarm as a person passes through, that person shall be asked if they have anything else in their pockets.
 - a. Once pockets are double-checked, they shall pass through again.
 - b. If the alarm continues to sound, a handheld wand will be used to further search for metal items.
 - c. Open hand frisks will be used to physically check an area that the handheld wand continues to indicate the presence of a metal object.

[ILEAP OPR.10.05]

B. Inspection of Bags and Containers

1. All bags and containers brought to the security station will be opened and inspected.
2. Any potential weapons such as pocketknives, hand tools, scissors, or blunt objects will either be:
 - a. Taken back by the person to secure in their vehicle.
 - b. Retained while the person attends court and given back upon their exit.
3. Anyone refusing to have their bags or containers inspected will be denied entry and asked to leave.
4. Any illegal contraband located will result in the arrest of the person.

C. Security of the Second Floor Hallway

1. A minimum of one court security officer will be stationed in the second floor hallway.
2. This officer is required to search the courtroom at the beginning and end of the court day, performing a security sweep for any contraband or unauthorized items. [ILEAP OPR.10.04]
3. This officer will direct persons to the courtroom and ensure persons do not enter other areas intended for employees only.
4. This officer can re-check any jackets, bags or containers as deemed necessary or at the request of the bailiff or court employee.
5. This officer will direct persons to remain quiet, silence their phones for court, and sit in designated waiting areas when necessary.
6. This officer will monitor the entry/exit point of the courtroom.

IV. Maintaining Courtroom Order

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- A. Typically, an assigned bailiff will facilitate order inside the courtroom for all administrative hearings or other court proceedings.
 - B. The bailiff will conduct a documented search of the courtroom at the beginning and end of any administrative hearing or court proceeding. [ILEAP OPR.10.04]
 - C. If the courtroom is equipped with a duress or panic alarm capable of summoning emergency assistance, the bailiff will test the equipment prior to the commencement of each court day. [ILEAP OPR.10.03]
 - D. Any court security officer can assist with the courtroom function as needed.
 - E. Loud, unruly, or noncompliant persons shall be removed from the courtroom upon the direction of the City Attorney or the Hearing Officer.
 - F. Unruly subjects who resist the efforts of a court security officer to remove them from the courtroom are subject to arrest for Disorderly Conduct, Trespass, Resisting a Peace Officer, or other applicable offense when probable cause exists.
 - G. The bailiff and court security officers will ensure the security of Hearing Officers, court employees, witnesses, defendants, and others in attendance.
- [ILEAP OPR.10.01(b)]

V. High-Profile and High-Risk Administrative Hearing Procedures : The likelihood of a high-profile or high-risk administrative hearing taking place at City Hall is very low. However, should the need arise, the following steps will be taken by court security officers in addition to the ordinary security procedures already established in this policy:

- A. Prior to any high-profile or high-risk administrative hearing, additional court security officers, restraint devices and first aid supplies shall be kept readily available in the courtroom.
- B. Hand-carried items shall be given extra scrutiny and searched at the discretion of court security officers, bailiffs, or other court employees.
- C. The bailiff will ensure the courtroom telephone for outside communications is operational prior to the start of the hearing.
- D. The bailiff, court security officers, and other officers in attendance shall carry a handheld radio for direct communication with telecommunicators at the Police Department.
- E. The hearing officer will not enter the courtroom until the defendant, general public, media, and court staff have all been seated.
- F. At the conclusion of the hearing, the hearing officer will be the first to exit with police escort if necessary or requested. The defendant, general public, media, and others will then be dismissed.

[ILEAP OPR.10.01(c) and (d)]

VI. Emergency Procedures : In the event of a fire, bomb threat, medical emergency, active shooter, hostage situation and other breaches of security, the following guidelines are established to assist in reducing stress, confusion, and potential injury or loss of life:

- A. Utilize the panic alarm system if available and necessary. The panic alarm system is connected to the DeKalb Police Department's Communications Center.
 - 1. Upon receiving an alarm, Communications shall radio or telephone the courtroom personnel to verify the emergency.
 - 2. Telecommunicators will then notify and dispatch on-duty police personnel, EMS, Fire Department, or any other agency needed to assist in regaining control of the situation.
- B. The emergency will be handled following the applicable procedures established in this and other policies.

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- C. Fire alarms, smoke detectors, emergency exit signs, and fire extinguishers are located throughout the building and are maintained by the Public Works Department.
 - D. The bailiff or court security officer shall notify the on-duty shift supervisor of any emergency or alarm and its location.
 - E. All breaches of security detected by court security officers shall be communicated to Communications immediately. Telecommunicators will alert the shift supervisor and send additional officers to the reported location. All such reports and actions taken will be documented in a report and submitted to the Patrol Commander for review.
 - F. A written incident report will be made on all emergency or unusual occurrences within the courtroom and/or City Hall and submitted to the shift supervisor for review. The shift supervisor shall provide notification to the Division Commander.
- [ILEAP OPR.10.01(e)]

VII. Evacuation Procedures : In the event of evacuation of City Hall, the following procedures will be followed:

- A. Notice of evacuation shall be given to the City Manager's Office, the Fire Department, and the Police Department.
- B. Evacuation routes via the stairways will be well marked, maintained, and serviced by the Public Works Department.
- C. Court security officers will assist in opening all stairwells and elevators for emergency exit and will assist in evacuating floors as necessary.
- D. Caution shall be exercised in determining the use of elevator. If a fire is indicated, the computer should automatically disable the elevator; the elevator will automatically return to the first floor, and doors will open, allowing passengers to exit.
- E. Court security officers shall assist in getting all affected persons at least 300 feet from the City Hall building and assist in establishing and maintaining a perimeter.
- F. If conditions permit, courtroom security personnel will assist the Fire Department or other emergency response agencies in determining the cause of alarm.

VIII. Bomb Threats or Explosive Devices: In the event of a bomb threat or suspected explosive device in the courtroom and/or City Hall, the following procedure will be followed:

- A. Bomb threats received will be forwarded immediately or reported to Communications, who will immediately notify the shift supervisor, Patrol Commander, Deputy Chief, and/or the Chief of Police. A command staff officer shall be responsible for informing the City Manager without delay.
- B. Any unexplained packages, boxes or unusual objects shall not be touched. If a suspicious package or box is found, the reporting officer shall immediately notify Communications by telephone, as the use of a radio may trigger an explosive device.
- C. In the case of a suspicious package, a supervisor may authorize the evacuation of the courtroom and the surrounding areas or may require further investigation prior to an evacuation.
- D. In the case of a suspected explosive device, Communications will notify a designated bomb squad and/or the Fire Department to stand by.
- E. Emergency response to a suspected explosive device or bomb threat will be as stated in Policy 407.2, Bomb Threats and Searches.

IX. Medical Emergencies : In the event of a medical emergency in the courtroom and/or City Hall, the following procedure will be followed:

- A. If a medical emergency occurs, court security officers will notify Communications, advising them of the location and type of emergency.

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- B. Telecommunicators will dispatch EMS and notify all patrol units of the emergency and its location.
 - C. An AED is located inside the court room.
 - D. Responding officers will administer medical assistance within the limits of their training and await and assist the EMS team upon arrival. See Policy 405.1, Assisting in Emergency Medical Calls.
 - E. Officers not participating directly in emergency medical aid will assist in courtroom security and control.
 - F. Should it be determined that the victim needs transport for medical treatment, EMS will transport the victim to Kishwaukee Hospital. See Policy 405.2, Emergency Transportation of the Injured.
 - G. Court security personnel shall remain alert and take all precautions to maintain order and control in the courtroom during a medical emergency and shall request assistance as needed.
 - H. If the Hearing Officer is not the subject of the emergency, the Hearing Officer should be escorted from the courtroom to a secure location until the emergency is under control it has been determined that hearings can resume.
- X. Active Shooter and Hostage Situations :** In the event of any hostage situation in or around the secure area of the courtroom, Court Security personnel shall:
- A. Secure the area from entry by unsuspecting employees or the public.
 - B. Evacuate all individuals in the general area, keeping in mind the location and circumstances involved.
 - C. Notify Communications and request assistance from the shift supervisor and command staff, who will make the appropriate agency notifications.
 - D. Emergency response to active shooters will follow the procedures in Policy 407.10, Active Shooter Response.
 - E. Emergency response to hostage situations will follow the procedures in Policy 407.5, Hostage & Barricaded Subjects Situations.

This policy becomes effective on 1-1-19 by authority of the Chief of Police .

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.