

# Court Security

## 903.1 PURPOSE AND SCOPE

This policy provides guidance to those office members who are responsible for the security of the courthouse.

### 903.1.1 AUTHORITY

Courthouse premises are subject to the control of the court (Sheppard v. Maxwell, 384 U.S. 333, 358 (1966)). A judge has the power to maintain order in the court. Thus, as a general matter, the issuance of orders relating to courthouse security is an aspect of the court's inherent powers.

In Maryland, the duties of the Sheriff are the common law duties that existed at the time of the adoption of the Maryland Constitution and such greater or lesser duties subsequently prescribed by the General Assembly; the common law duties include attendance upon the court (Green v. State, 122 Md. 288, 89 A.608 (1914)). The Court of Appeals has observed "that ordinary sheriffs retain the powers they possessed at common law including ... providing security for the courts ..." (Soper v. Montgomery County, 294 Md. 331, 336-37, 449 A.2d 1158 (1982)). In Soper, the court further noted that while "the Legislature has codified some of the common law duties, but rather has left them essentially intact" (294 Md. At337).

## 903.2 POLICY

The St. Mary's County Sheriff's Office is committed to the safety of the courthouse.

## 903.3 COURTROOM SECURITY

### 903.3.1 DUTIES AND RESPONSIBILITIES

- (a) The court security officer/deputy sheriff assigned to the courtroom security detail will report to their assignment at least fifteen minutes prior to the commencement of court. The court security officer/deputy sheriff will inspect the courtroom for any contraband or unsafe condition. The court security officer/deputy sheriff will observe spectators, witnesses, and defendants on sight which may signal the possibility of a later disturbance. All court security officers/deputy sheriffs assigned to courtroom security will maintain communications with the Central Security Room by police radio.
- (b) The court security officer/deputy sheriff will maintain a position in front of the courtroom making themselves readily accessible to provide safety and security and to quell any disturbances that may occur.
- (c) The court security officer/deputy sheriff will maintain custody of any prisoner in his/her charge and any person remanded to the custody of the Sheriff by the judge. Persons remanded by the judge will remain in custody of the court security officer/deputy sheriff until the arrival of a correctional officer.

## *Court Security*

---

### 903.3.2 COURT RECESS

- (a) The court security officer/deputy sheriff assigned to the courtroom will remain in view or in proximity of the courtroom during a court recess. If the court security officer/deputy sheriff leaves the courtroom, the courtroom will be cleared and locked.
- (b) If a court security officer/deputy sheriff has prisoner(s) in custody when in recess, the prisoner(s) will be returned to the holding cell under supervision of a correctional officer and arrangements will be made with the courtroom clerk to be notified at the commencement of court.
- (c) During a lunch recess, the assigned court security officer/deputy sheriff will leave the courtroom area only after assuring the courtroom is cleared and locked. The court security officer/deputy sheriff will return fifteen minutes prior to the commencement of court.
- (d) Upon adjournment of court, the court security officer/deputy sheriff will remain in the courtroom until it is cleared and secured.

### 903.4 HOLDING CELLS

- (a) All prisoners will be secured in the holding cells adjacent to each courtroom until their case is called by the court. Correctional officers have the responsibility for maintaining custody of all prisoners while they are in the holding cells.
- (b) Correctional officers receive training on the operations of the holding facility in the Corrections Entrance Level Training Program mandated by the Maryland Correctional Training Commission. This training includes use of physical restraints, escorting prisoners, fire suppression, cell extractions, and transportation of incarcerated individual.
- (c) Each correctional officer will be in radio contact with the Central Security Room (CSR) and will be subject to camera monitoring any time they are in the holding cell areas. The security cameras monitor the area outside the holding cells only to ensure the privacy of the detainees. For this reason, the correctional officers should not enter an occupied cell when retrieving a prisoner unless in an emergency. An intercom system is present in the holding cell area at each end by the exits. The cameras and intercoms are monitored by the court security officer/deputy sheriff in the CSR. Telephones are also located in the holding cell areas next to the prisoner elevator. First aid kits are located next to the prisoner elevator.
- (d) Every effort will be made to have a same sex officer supervise prisoners. If an officer of the same sex is not available, all contact by an officer of the opposite sex will be monitored by continuous video surveillance from the Central Security Room.
- (e) The two (2) metal holding cell entry doors will be locked any time there is not a correctional officer in the holding cell areas.
- (f) The correctional officer is responsible for conducting a security check, including a search for weapons and contraband, of each unoccupied cell prior to use. The check will be noted in the holding cell logbook. In addition, a cell will be checked when it becomes unoccupied and noted in the holding cell logbook. After a security check of the holding cells is made, any weapons, damage, or unsafe condition observed will be

# St. Mary's County Sheriff's Office

## LE Policy Manual

### *Court Security*

---

reported immediately to supervisory employees in writing via detail report and noted in the security logbook.

- (g) A security check will be made of the holding cells and adjacent areas by a Court Security Officer anytime maintenance/repair persons have completed work in the holding cell areas.
- (h) No metal eating utensils are permitted in the holding cells. Bag lunches will be provided to prisoners held over during the normal lunch time.
- (i) No firearms are permitted in the holding cell area. Correctional officers are to secure their firearms in the lock boxes provided at the holding cell entry doors before entry.
- (j) Access to holding cells is limited to essential personnel. If other persons are granted access to holding facilities, such as an attorney, deputy sheriff, or other law enforcement/correctional officers, their presence will not violate a detainee's privacy, impede facility operations, or obstruct or frustrate acquisition and development of information for presentation in court by either the prosecution or the defense.
- (k) The holding cell area is searched daily by an assigned court security officer/deputy sheriff for sanitation/cleanliness and the operation of all facilities to include lighting, toilets, sinks, fire alarms, heat and smoke detection systems, fire sprinklers and extinguishers and locks. Any tampering or operational wear will be noted and reported to the court security officer/deputy sheriff in charge. Trash will be removed at the end of each day to ensure the area remains free of insects and vermin. If a problem is observed, the court security officer/deputy sheriff will notify the Department of Public Works and Transportation - Building Services Division, to take corrective action. The inspection, any problems, and corrective actions taken will be documented in the logbook in the CSR. The Building Services Division is responsible for the testing of the fire alarm, heat and smoke detection system, the fire extinguishers and sprinklers. These systems and equipment will be inspected and tested at least semi-annually.
- (l) All holding cells provide adequate lighting, circulation of fresh air, a toilet, a wash basin, and drinking water. Detainees are not held for more than eight hours; therefore showers, beds and bedding are not provided. Automatic fire alarms and sprinklers are present in the holding cell areas. Fire extinguishers are located outside the two (2) metal holding cell entry doors.

### **903.5 COURTROOM PROCEDURES FOR PRISONERS**

- (a) Prisoners are brought to the courthouse by correctional officers and placed in a holding cell area adjacent to the courtroom they are scheduled to be in. The prisoners are brought to the courthouse secured in leg irons, handcuffs, and a waist chain. The waist chain (or belt) is removed, and the prisoner is placed in a cell secured with the leg irons and handcuffs. The waist chains are kept in the secured holding area. Additional sets of handcuffs, leg irons and waist chains are kept in the CSR and are available if an arrest is made in the courtroom and transport to the St. Mary's County Detention Center is necessary. Every officer that works courtroom security is in possession of handcuffs should there be a need to make an arrest in the courtroom.

# St. Mary's County Sheriff's Office

## LE Policy Manual

### *Court Security*

---

- (b) When a prisoner is placed in a cell, that cell door is locked and remains locked while occupied by a prisoner. The holding cell doors located at each end of the holding cell area always remain locked and are unlocked only when a prisoner is being escorted into the courtroom.
- (c) When a prisoner's case is called before the court, the prisoner will be retrieved by the court security officer/deputy sheriff from the correctional officer and will be brought into the courtroom in handcuffs and leg irons. The removal of the handcuffs and leg irons will be done only at the request of the judge.
  - 1. Exception: A defendant or prisoner will not wear handcuffs or leg irons while in the presence of a jury during a trial unless ordered by the judge (*Knott v. State of Maryland* 349 Md., 277; 708 A.2d 288; Md. Lexis 238).
- (d) Once a defendant has been remanded to the custody of the court security officer/deputy sheriff, they will be handcuffed pending placement in a holding cell by a correctional officer for transport to the appropriate detention facility. The correctional officer will search the prisoner and remove any property prior to placing them in a holding cell. The property will be placed in a plastic bag and a St. Mary's County Sheriff's Office Property Receipt (SMCSO #617) will be completed. The property will remain in the custody of the correctional officer and be transported to the detention center or other facility with the prisoner.
- (e) If a defendant that is remanded to the custody of the court security officer/deputy sheriff is under the influence of alcohol, other drugs, or is violent or self-destructive, they will immediately be transported to the St. Mary's County Detention Center. If transportation is not immediately available, the prisoner will be kept in a separate holding cell and under close observation by a correctional officer.
- (f) Male and female prisoners will be kept in separate holding cells while in the holding area awaiting trial or transport. The second floor holding cells of the Circuit Court are designated as a Juvenile Holding Facility by the State of Maryland while one or more Juvenile Detainees are in the Courthouse. No adult detainees will be housed within the Juvenile Holding area in the Courthouse. This includes adult detainees that are still under the jurisdiction of the Juvenile Court. Adult detainee(s) still under jurisdiction of the Juvenile Court, (i.e., a juvenile detainee who has turned 18), will be housed in the first floor holding area. The Circuit Court Juvenile Holding Facility shall not at any time be used to circumvent the 6-hour holding requirement of an in-custody juvenile for processing or interrogation. The designated court security officer/deputy sheriff shall complete all required documentation of the Juvenile Justice Compliance Monitor by the 15th of every month for the preceding month.
- (g) There will be no contact in the courtroom between the prisoner and anyone other than their attorney or court-related employees. If the judge orders a courtroom visit between the prisoner and any other persons, the court security officer/deputy sheriff will watch both parties to assure there is no touching or exchange of any kind between the parties. Visitation will be done in the Attorney Visitation Room, when possible.
- (h) No person will be allowed to give money, clothing, or packages of any kind to a prisoner while in court.

## *Court Security*

---

### **903.6 COURTROOM CONDUCT**

- (a) Head coverings will be removed upon entering the courtroom. Exceptions would include religions that require head coverings as permitted by the Administrative Judge.
- (b) Photographing, recording, broadcasting, and television equipment are not permitted in the courtroom unless authorized by the judge.
- (c) Loud or disruptive behavior, noise, or blocking of passageways of the courthouse or within the courtroom by anyone will not be tolerated.
- (d) No food, beverages, or chewing gum are permitted in the courtroom. No sleeping or reading of newspaper, etc. will be allowed in the courtroom.
- (e) If the court security officer/deputy sheriff assigned to courtroom security senses a disruptive situation, they will notify the CSR court security officer/deputy sheriff and request assistance by police radio or telephone.
- (f) If the court security officer/deputy sheriff assigned to courtroom security becomes ill or for any other reason must leave the courtroom, they will notify the CSR court security officer/deputy sheriff to be relieved by another court security officer/deputy sheriff.
- (g) If a disturbance occurs within the courtroom, the court security officer/deputy sheriff is responsible for the safety of the judge first. If necessary, the court security officer/deputy sheriff will ensure that the judge exits the courtroom safely, request assistance, and then handle the incident.

### **903.7 EVACUATIONS**

- (a) In the event of an emergency at the courthouse which necessitates the evacuation of persons located in and/or around the courthouse building, the court security officer/deputy sheriff discovering the emergency will notify the court security officer/deputy sheriff assigned to Post 3 (CSR) of the situation. The court security officer/deputy sheriff in the CSR will notify the court security officer/deputy sheriff in charge and call the Emergency Communications Center to report the emergency and request further assistance if necessary. The court security officer/deputy sheriff in charge will notify the duty officer of the emergency and the action that is being taken. The court security officer/deputy sheriff assigned to the CSR will maintain that position until the evacuation is complete and will log all information pertaining to the incident in the security log unless it is unsafe for them to do so.
- (b) Court security officers/deputy sheriffs are to refer to the St. Mary's County Circuit Courthouse Emergency Evacuation Procedures Manual. Copies are in the Central Security Room (Post 3) and at the front door security posts (Post 1 and 2). All employees assigned to work circuit court security will read and be familiar with the evacuation plan manual.
- (c) The affected area should be taped off and a court security officer/deputy sheriff posted at that location to prevent people from approaching the area and to direct them to another exit in the event the affected area blocks an emergency exit.

## *Court Security*

---

- (d) If there is a jury trial in session, the court security officer/deputy sheriff assigned to that courtroom will ensure that the bailiff accompanies the jury to a safe location away from other evacuees and always remains with them.
- (e) If prisoners are being held in the holding cells or are in the courtroom, the correctional officer will handcuff and shackle all prisoners as usual and will exit the building. The prisoner elevator will be used, and the prisoners taken out of the sally port and loaded into the transport vehicle as usual unless there is a fire. In the event of a fire, the elevator will not be used, the prisoners will be escorted through the courtroom, down the stairs, through the doorway to the CSR and out the sally port to their vehicle. The prisoners will be transported back to the detention center and detained until it is safe for them to return. Juvenile prisoners will be handled the same way; however, will remain in the transport vehicle with the correctional officer at a safe location specified until it is safe for them to return.
- (f) **Shelter-In Area for Weather Related Events**
  - 1. In the event of a serious weather event or other critical incident requiring sheltering personnel in place, the following areas within the Circuit Courthouse have been designated:
    - (a) All Judges, the Master and all Court House employees will shelter-in within the Grand Jury Deliberation Room.
    - (b) The public will shelter-in within the Jury Assembly Room.
    - (c) All incarcerated persons shall be escorted by security to shelter-in within the holding cell area on the first floor.

### **903.8 CENTRAL SECURITY ROOM (POST 3)**

- (a) The Central Security Room (CSR) is the location of the security camera monitors and the intercom system. This post (Post 3) will be staffed by a court security officer/deputy sheriff when the courthouse building is open to the public.
- (b) The court security officer/deputy sheriff assigned to this post will be aware of the location of all employees assigned to court security.
- (c) The CSR court security officer/deputy sheriff will keep a security log indicating when court is in session and when it is adjourned, when correctional officers bring in prisoners and when they leave with prisoners, and any incidents that occur.
- (d) The CSR court security officer/deputy sheriff will keep a cell key log indicating the date and time any authorized person checks out holding cell keys and the time the keys are returned to the CSR. The CSR court security officer/deputy will ensure all keys are returned to CSR and logged in by the close of business each day. An inventory of these keys will be kept in the CSR.
- (e) All incidents and activities throughout the day will be communicated to the CSR court security officer/deputy sheriff. The CSR court security officer/deputy sheriff will note on the security log and handle any communications made with the Emergency Communications Center (ECC) and the Sheriff's Office.

# St. Mary's County Sheriff's Office

## LE Policy Manual

### *Court Security*

---

- (f) There is a 24-hour computer monitoring system connected to the security cameras located throughout the Courthouse. The digital images captured by this system are kept on the St. Mary's County's IT Department mainframe. If an incident occurred that needs review, the CSR court security officer/deputy sheriff and SMC IT have the capability to review, save and transmit via email images of the event to the appropriate investigator.
- (g) Each courtroom is equipped with three (3) duress alarm switches. One switch is located at the judge's bench and the other two are located at the clerk's desk. These switches activate an alarm in the CSR. The CSR court security officer/deputy sheriff will immediately request available Court Security Officers/deputies in the courthouse to respond to the courtroom and, if necessary, will contact the ECC for additional assistance. The CSR court security officer/deputy sheriff will attempt to contact the court security officer/deputy sheriff assigned to the courtroom to obtain any further information.
- (h) In the event of an emergency in the courthouse requiring control of the entrances and exits, all the doors with an electronic door lock except the main front entrance can be locked or unlocked utilizing the Crest Lock Alarm Manager Software. This operation can be accomplished by accessing the Crest Lock Software within the CSR or at the Sheriff's Office Duty Officer Station. Posts 1 and 2 assigned officers maintain control over the lock/unlock functions of the main front doors via a designated switch located within the front entrance security room. This switch has the ability to immediately lock the main front doors if a lock down is necessitated; as well as unlock the main front door for normal operations.
  - 1. It is the responsibility of the Circuit Court Security Supervisor to ensure all personnel assigned to Circuit Court Security, as well as the supervisors assigned to the Patrol Division, are trained on the use of the Crest Lock Software to include the manual control functions to lock and unlock doors equipped with electronic locking mechanisms.
- (i) Lock Down
  - 1. Locking down a door disables the selected relays (outputs) associated with that door. This is particularly useful for those facilities where absolutely no one is allowed within an area for a specified time.
  - 2. The Lock functions – Lock Down, Lock Down Release, Lock Open, Lock Open Release – have the highest priority and will override the lower-priority Trigger and Force control codes as well as the lowest-priority Momentary, Unlock, and Relock access codes.
  - 3. The door continues to be disabled until released by the Lock Down Release function.
- (j) Lock Down Release
  - 1. Lock Down Release reverses the Lock Down command and returns the relays/ outputs associated with this door to the next highest condition currently in effect.
- (k) Lock Open

# St. Mary's County Sheriff's Office

## LE Policy Manual

### Court Security

---

1. Locking open a relay (output) actuates the selected relay/output. This is particularly useful for facilities where everyone is allowed to enter or exit an area for a specified time, such as during an emergency.
2. The Lock functions – Lock Down, Lock Down Release, Lock Open, Lock Open Release – have the highest priority and will override the lower-priority Trigger and Force control codes as well as the lowest-priority Momentary, Unlock, and Relock access codes.
3. The relay continues to be actuated until released by the Lock Open Release function.

(I) Lock Open Release

1. Lock Open Release reverses the Lock Open command and returns the selected relays/outputs associated with this door to the next highest condition currently in effect.

<b>M8 Controller 1 Doors</b>	<ul style="list-style-type: none"><li>• Employee Entrance</li><li>• Employee Exit</li><li>• Judges' 1st Elevator</li><li>• Judges' 2nd Elevator</li><li>• Judges Elevator</li><li>• Judges Entrance</li><li>• Mech Room Door</li><li>• Penthouse Elevator</li></ul>
<b>M8 Controller 2 Doors</b>	<ul style="list-style-type: none"><li>• Ground Floor Center Atrium Door</li><li>• Ground Floor East Atrium Door</li><li>• Ground Floor West Atrium Door</li><li>• Jury Selection Room East Exit</li><li>• Jury Selection Room West Exit</li><li>• Law Library Door</li><li>• Records Door</li><li>• Security Office Door</li></ul>



# St. Mary's County Sheriff's Office

## LE Policy Manual

### Court Security

---

<b>M8 Controller 3 Doors</b>	<ul style="list-style-type: none"><li>• 1st Floor East Atrium Door</li><li>• 1st Floor West Atrium Door</li><li>• Atrium Records Door</li><li>• Cashiers Counter Door</li><li>• Jury Clerk Door</li><li>• Land Records Counter</li><li>• North Stair Door</li><li>• State's Attorney's Office Door</li></ul>
<b>M8 Controller 4 Doors</b>	<ul style="list-style-type: none"><li>• Courtroom 1 Entrance</li><li>• Courtroom 1 Exit</li><li>• Courtroom 2 Entrance</li><li>• Courtroom 2 Exit</li><li>• Courtroom 3 Entrance</li><li>• Courtroom 3 Exit</li><li>• Courtroom 4 Entrance</li><li>• Courtroom 4 Exit</li></ul>
<b>M8 Controller 5 Doors</b>	<ul style="list-style-type: none"><li>• 2nd Floor East Atrium Door</li><li>• 2nd Floor West Atrium Door</li><li>• Courtroom 1 Side Door</li><li>• Courtroom 2 Side Door</li><li>• Courtroom 3 Side Door</li><li>• Courtroom 4 Side Door</li><li>• West Street Door</li></ul>

#### 903.9 FRONT DOOR SECURITY (POSTS 1 AND 2)

- (a) There will be no less than two (2) court security officers/deputy sheriffs at the front door posts (Posts 1 and 2). Only employees that have been issued a dosimetry badge (a badge that measures your exposure to radiation, issued under the authorization of Radiation Service Organization, Inc.) are authorized to operate the X-ray machine.
- (b) During peak hours when there is a high volume of visitors or a high-profile criminal trial, the number of employees will increase as authorized by supervision. Employees will not congregate at the front door.
- (c) Employees assigned to Posts 1 and 2 will screen visitors as they enter the courthouse. An authorized court security officer/deputy sheriff will operate the X-ray machine and examine all items brought into the courthouse to include purses, briefcases, toolboxes, cardboard boxes, mail, Federal Express or similar packages, handbags, etc.

# St. Mary's County Sheriff's Office

## LE Policy Manual

### *Court Security*

---

- (d) Weapons of any type, tape recorders, pagers, cameras, radios, televisions, electronic games, handcuff keys or chemical sprays will not be allowed in the courthouse building.
- (e) Cell phones, pagers and laptop computers are allowed in the common areas of the courthouse building but not allowed to be utilized in the courtroom.
- (f) Weapon Exception: Law enforcement officers on official business with proper identification.
- (g) Other Exceptions: Items other than weapons that have been authorized by a judge.
  - 1. Note: Officers involved personally in a domestic relations case will leave their weapon secured in the gun lock box located in the front door security room.
- (h) If an unauthorized weapon is found in the possession of anyone entering the courthouse, it will be seized, and the case will be handled according to appropriate law and agency policy.
- (i) If any person is in possession of any unauthorized electronic equipment or other items that are not illegal to possess, the court security officer/deputy sheriff will have them return the item to their vehicle. No items will be left in the possession of the court security officer/deputy sheriff at the front door.
- (j) The court security officer/deputy sheriff will maintain a key log indicating the date and time a court security officer/deputy sheriff or other person checks out any keys or access cards and the time it is returned to front door security employees. An inventory of these keys will be kept in the Security Office at the front door and will be updated when needed.

#### **903.10 SECURITY PATROL**

- (a) There will be one (1) court security officer/deputy sheriff assigned to the position of security patrol from 0830 hours to 1630 hours when staffing permits.
- (b) The court security officer/deputy sheriff assigned to this position will conduct an internal and external building security check upon arrival in the morning and every hour throughout the day when staffing permits with the time noted in the CSR security logbook. The building security check will consist of looking for suspicious packages or objects, contraband, weapons, open doors, unsafe conditions, or anything that could be considered a safety or security issue.
- (c) The court security officer/deputy sheriff assigned to this position will help every post as needed, to include the deputies assigned to each courtroom, the transport employees, CSR court security officer/deputy sheriff, and the front door.
- (d) The court security officer/deputy sheriff will monitor the hallways and public areas of the building and will assist the public.
- (e) The court security officer/deputy sheriff will maintain radio contact with the CSR court security officer/deputy sheriff. If court security officers/deputy sheriffs assigned to the courtrooms or the front door require assistance, the court security officer/deputy sheriff assigned to this position will respond to their location. No other court security officers/

## *Court Security*

---

deputy sheriffs will leave their assigned post unless directed by a supervisor or the CSR court security officer/deputy sheriff.

### **903.11 OPENING THE COURTHOUSE BUILDING**

One (1) employee will begin their shift at 0800 hours. This employee will pre-inspect the exterior and interior of the courthouse building before the general public is admitted into the building.

All listed areas will be checked at 0800 hours for suspicious packages, bombs, weapons, and/or tampering.

#### **903.11.1 EXTERIOR CHECKS**

- Exterior windows and window wells
- Exterior doors
- Outdoor common areas
- Trash cans
- Storm drains
- Perimeter walks

#### **903.11.2 INTERIOR CHECKS**

- Trash cans
- Hallway benches
- Fire extinguisher boxes
- Vending machines
- Interior windows
- Attorney conference rooms
- Plant boxes
- Snack area
- Law library
- Grand jury room
- All restrooms

### **903.12 ATTORNEY CONFERENCE ROOMS**

- (a) The attorney conference rooms are located on the first and second floors across from the public elevators. They are available for attorneys to meet with clients that are in the prisoner holding area.

## *Court Security*

---

- (b) When an attorney needs to meet with a client, they have been directed to press the intercom button next to the Attorney Conference Room door and advise the CSR court security officer/deputy sheriff which prisoner they need to see.
- (c) The CSR court security officer/deputy sheriff will notify the correctional officer to put that prisoner in the secured area of the room and allow the attorney to meet the client.
- (d) The correctional officer will notify the CSR court security officer/deputy sheriff when the attorney is finished with their client.

### **903.13 EQUIPMENT**

The following equipment is used for court security by the court security officers/deputy sheriffs and are kept at the courthouse in designated areas. When these items need to be replenished, the court security officer/deputy sheriff in charge will contact the Police Services Specialist or the Circuit Court Security Supervisor to obtain replacements or have equipment serviced.

- (a) Security cameras throughout the building. These are used daily, and any problems should be reported immediately to the St. Mary's County Sheriff's Office Systems Administrator, IT Department and Circuit Court Security Supervisor.
- (b) Security access key cards are issued to all courthouse employees and court security officers/deputy sheriffs who are assigned to work at the courthouse. All other deputy sheriffs, law enforcement and correctional officers who enter the courthouse will check out a security key card from Post 1/2 (Lobby-Main entrance). After completion of their visit, the security key card will be returned to Post 1/2 (Lobby-Main entrance) to be checked back in. These are used daily, and any problems should be reported immediately to the Circuit Court Security Supervisor.
  - (a) A court security officer will be assigned to create and inventory security access cards issued to courthouse employees. Any courthouse employee needing access to the courthouse after normal business hours will notify the Circuit Court Security Supervisor. The Circuit Court Security Supervisor will send a written request for the after-hours access to the Court Administrative Judge for approval.
  - (b) Digital photographs/information on new courthouse employees and current courthouse employees will be maintained within the computer located within the Post 1 Security Office, dedicated to the issuance, inventory, and maintenance of security access cards.
  - (c) If a courthouse employee loses or has a damaged security access card, they will notify their Department Head, who will contact the Circuit Court Security Supervisor for a replacement and notification of the lost/damaged access card.
  - (d) The Court Administrator will be contacted when security access card accessories (blank access cards, protective card holders, lanyards, etc.) need to be replenished. The access card printer, software, dedicated computer and accessories will be maintained by a designated court security officer.

## Court Security

---

- (c) The computer used to monitor use of key cards and cameras is "Scramble Net, Access Manager". This is used daily, and any problems should be reported immediately to the Circuit Court Security Supervisor.
- (d) The images provided by the cameras monitoring the courthouse are captured and saved on the county network. The cameras are used daily when the courthouse is open for normal business, during hours when the courthouse is closed, and when a special event occurs. Any problems experienced with the camera system will be reported immediately to the Circuit Court Security Supervisor.
- (e) All images gathered by the Circuit Court camera system are stored on a server connected to the county network. When the action captured from the cameras needs to be reviewed or copied, a request is made to the Circuit Court Security Supervisor.
  - (a) Note: There is a designated/limited amount of storage capability for the camera footage from the Circuit Court. Those cameras activate on motion, so the amount of video obtained on the designated storage during a given week can vary. Once the limit is reached, it begins to overwrite the stored footage. The expectation is that seven days of footage at a minimum are available.
- (f) First Aid Kits. These are located on each floor of the courthouse in the holding cells. They are inspected daily during cell inspections and items are replaced when needed.
- (g) Duress Alarms. Duress alarms are in each courtroom at the Judge's bench and the clerk's desk. The alarms sound in the CSR and are tested quarterly. The test is documented by the CSR court security officer/deputy sheriff and filed in the CSR. Any problems should be reported immediately to the Circuit Court Security Supervisor.
- (h) Waist chains, handcuffs, and leg irons are kept in the CSR and are signed out and in when used by a court security officer/deputy sheriff. If any problems are noted, they should be reported immediately to the Circuit Court Security Supervisor and replacements will be ordered through the Police Services.
- (i) X-ray Machine at the front door of the courthouse is used daily and inspected yearly. Any problems with the machine are reported immediately to the Circuit Court Security Supervisor, and the company responsible for maintenance will be immediately contacted for repairs.
- (j) Fire Extinguishers are located throughout the courthouse for use as needed. They are maintained and inspected by building services personnel.

### 903.14 REPORTING PROCEDURES

- (a) Any time the security of the courthouse or the people within is threatened, the court security officer/deputy sheriff or correctional officer that is made aware or witnesses the incident will immediately notify the court security officer/deputy sheriff in charge. Assistance will be summonsed as needed through the Emergency Communications Center (ECC), with a case number generated for the incident. The deputy sheriff or correctional officer will write an incident or offense report according to policy. All deputy sheriffs or correctional officers that were involved or witnessed the incident will write supplement reports to the original. Reports will be submitted to the Circuit Court Security Supervisor in charge of the courthouse.

## *Court Security*

---

1. The Circuit Court Security Supervisor will notify the Sheriff or his designee regarding all incidents that threaten the facility or any person therein, and make notification to outside agencies as needed.
- (b) The Circuit Court Security Supervisor in charge will keep the Special Operations Division supervisor advised of incidents occurring outside of normal operations. The Special Operations Division Commander or designee will be responsible for completing a written courthouse needs assessment every three (3) years through the chain of command. The assessment will evaluate the following:
  1. Facilities;
  2. Equipment;
  3. Plans/Procedures; and
  4. Recommendations for improvements or changes.

### **903.15 WANTED PERSONS**

Deputies responding to or identifying wanted persons in the circuit courthouse will take them into custody after confirming the warrant. Deputies will coordinate detention of wanted persons with courthouse security to ensure the wanted person is not on a scheduled docket the date of occurrence. Those scheduled on a docket will be temporarily detained within a holding cell at the circuit courthouse until conclusion of their scheduled appearance before the judge, prior to transport to SMCDRC for booking.

### **903.16 PRISONER ESCAPE**

If a prisoner being held in the holding cells for court or one that is remanded to the custody of the court security officer/deputy sheriff by order of the judge escapes the custody of the court security officer/deputy sheriff or correctional officer, the following procedures will be followed:

- (a) **Discovery:** The court security officer/deputy sheriff or correctional officer discovering the escape will immediately notify all officers working at the courthouse by police radio. All identifying information known should be included in the notification. All exits will be locked and monitored by camera if possible, by the court security officer/deputy sheriff assigned to Post 3 (CSR).
- (b) **Notifications:** The court security officer/deputy sheriff in charge of security will immediately notify the ECC to advise all details of the incident, identifying information of the escapee and request additional officer response. The court security officer/deputy sheriff in charge of security will then notify the duty officer. The Duty Officer will notify the On-Call Commander. The correctional officer responsible for the holding cells will immediately notify the Corrections Division supervisor.
- (c) **Initial Actions:** Court security officers/deputy sheriffs assigned to the courthouse will conduct a complete search of the courthouse. The court security officer/deputy sheriff assigned to the CSR will monitor all cameras to attempt to see the escapee exit the building or attempt to exit the building. Any actions of the escapee discovered will

# St. Mary's County Sheriff's Office

## LE Policy Manual

### *Court Security*

---

be immediately reported to the court security officer/deputy sheriff in charge of the courthouse by radio.

- (d) **Responding Units:** Deputy Sheriffs responding to the courthouse for the escape will attempt to establish a sufficient containment area until supervision arrives to assume command. The court security officer/deputy sheriff in charge of the courthouse will relay all information to the first responding unit regarding the escape, description of the escapee, possible exit locations and method and/or direction of travel. Units responding will be advised of this information. The use of K-9 officers, helicopter, or additional officers or resources will be determined by the supervisor in command.
- (e) **Reports:** The court security officer/deputy sheriff in charge of the courthouse will write the original offense report. All court security officers/deputy sheriffs and correctional officers involved in the incident and search will write a supplement report regarding their actions and any information known to them.
- (f) **Continued Investigation/Closure:** In the event the escapee is located, he/she will be immediately transported to the St. Mary's County Detention Center and charged accordingly. In the event the escapee is not located the case is forwarded to the Criminal Investigations Division for further investigation.