

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject OFFICE DUTIES AND RESPONSIBILITIES FOR SUPERIOR COURT BUILDING SECURITY	Policy Number GJ-21 <hr/> Effective Date 08-07-24
Related Information GC-5, <i>Court Appearances</i> GE-3, <i>Property Management and Evidence Control</i> GJ-9, <i>Restraint and Transportation of Prisoners and Inmates</i> GJ-35, <i>Body-Worn Cameras</i>	Supersedes GJ-21(04-08-21)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for Office personnel assigned to the Maricopa County Superior Court buildings who are responsible to provide protection and assistance in the operations of the judicial court processes.

POLICY

It is the policy of the Office to provide safety and security to Office personnel, judicial officers, jurors, attorneys, court personnel, inmates, and members of the public for each Maricopa County Superior Court building, and to provide any necessary emergency assistance within those court buildings.

DEFINITIONS

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Inmate: An individual who has been accepted for confinement into an Office jail facility.

Judicial Branch Security (JBS): Civilian security personnel employed by the Maricopa County Superior Court to provide court building entrance and exit security, screening, and alarm monitoring for Maricopa County Superior Court buildings.

Judicial Officer: A Maricopa County Superior Court Judge or a commissioner appointed by the Presiding Judge of Maricopa County.

PROCEDURES

1. **Liaison Responsibilities:** The commanders of both the Court Security Division and Court Operations Division or their designees, shall be the Maricopa County Superior Court liaisons for the Office. Liaison duties include, but are not limited to, the following:
 - A. Coordinate court security activities with the Maricopa County Superior Court Administrator's Office, Maricopa County Risk Management, and Maricopa County Facilities Management.
 - B. Coordinate security for high profile or high-risk court hearings and trials with the individual courtrooms and court buildings.

2. **Court Security Division Responsibilities:** Deputies shall provide an armed law enforcement security presence at designated Maricopa County Superior Court centers. Other responsibilities include, but are not limited to, the following:
 - A. Deputies shall inspect courtrooms and judicial offices at the request of a judicial officer or Judicial Branch Security (JBS) personnel. Other situations requiring the inspection of a courtroom or court building include, but are not limited to, the following:
 1. Bomb threats;
 2. High risk or high-profile cases;
 3. Threats towards a judicial officer; or
 4. Requests by other judicial personnel.
 - B. Deputies may remove individuals from a courtroom or court building, if required, to ensure safety or the order of the court.
 - C. Deputies shall respond to investigate reported situations occurring within a Maricopa County Superior Court building including, but not limited to:
 1. Persons who appear to be under the influence of alcohol and/or drugs or are behaving in a disruptive manner;
 2. Persons possessing criminal contraband or weapons identified by JBS screening personnel;
 3. Threats to Maricopa County Superior Court judicial officers and judicial personnel;
 4. Activations of silent panic alarms in courtrooms, judicial officers' chambers, and judicial offices;
 5. Respond to, and take reports on crimes occurring within a Maricopa County Superior Court building;
 6. When necessary, notify members of the public that certain hand-carried articles including, but not limited to, cameras, computer tablets, laptop computers, mobile cellular telephones, or recording devices, are prohibited from the courtroom; and
 7. When requested by a judicial officer or designee, to respond when members of the public bring prohibited items in a courtroom.
 - D. Deputies shall attend Maricopa County Superior Court hearings and trials, when requested or when a security concern is identified.
 - E. Deputies shall take subjects into custody who are remanded to the Office and if necessary, impound their property, as specified in Office Policy GE-3, *Property Management and Evidence Control*, and complete an *Incident Report (IR)*. In the event of a remand where there are additional charges, warrants, evidence, or property to be impounded, an IR shall be completed.
 - F. Deputies shall respond to alarms within a Maricopa County Superior Court building.

- G. Deputies shall provide protection for judicial officers, as directed by the Sheriff or designee, or when a presiding judge has requested additional security.
 - H. When the safety and security of members of the public, Office employees, judicial officers, and court personnel are of high concern, deputies may provide escorts to their vehicles or another mode of transportation to a safe area in the vicinity of a court building, or to another safe location.
 - 1. When an escort request is initiated by a Maricopa County Superior Court employee overseeing court operations, the request shall be forwarded to the Court Security Division Commander or designee for consideration.
 - 2. Deputies are **PROHIBITED** from conducting an escort for a member of the public involved in court proceeding through **non-public** access areas without express approval from the Court Security Division Commander or designee.
 - 3. If approved, the escort requires notifying the JBS and a Maricopa County Superior Court employee overseeing court operations.
3. **Court Operations Division Responsibilities:** Court Operations Division responsibilities include, but are not limited to, the following:
- A. Escorting inmates to their scheduled court appearances in a timely manner;
 - B. Providing courtroom security while inmates are present;
 - C. Conducting inspections of holding areas, courtrooms, and other areas accessible to inmates, prior to bringing inmates into a secured area within the court building;
 - D. Ensuring inmates appearing in court are dressed in standard Office jail clothing, except when a jury is present, or it is ordered by a judicial officer or with the approval of the Court Operations Division commander or designee;
 - E. Maintaining accountability of court building keys issued to the Office by the Court Administrator. The Court Security Division Commander or designee will be responsible for the key control of the assigned court building keys; and
 - F. Ensuring proper restraint of inmates in court buildings.
 - 1. Inmates taken into a court building shall be appropriately restrained, as specified in Office Policy GJ-9, *Restraint and Transportation of Prisoners and Inmates*.
 - 2. When requests for deviation of Office Policy regarding inmate restraints are received by Court Operations Division personnel, they shall notify the on-duty supervisor. If necessary, the request shall be forwarded to the Court Operations Division Commander or designee, who shall evaluate the request and make recommendations to the court.
4. **Court Building Access and Security:** Each Maricopa County Superior Court building has an established pattern to govern the entrance, exit, and movement of people within each court building by maintaining public, and/or private entrances and exits. Measures taken to maintain secure court buildings include, but are not limited to, the following:
- A. Court building access is strictly controlled by JBS personnel and is granted only to those authorized by the Maricopa County Superior Court Administrator or designee;

- B. Access to court buildings by members of the public is restricted to authorized entrances and areas. JBS is responsible for screening members of the public prior to entering court buildings;
 - C. Where possible, judicial officers and court personnel may use separate entrances from public entrances;
 - D. Where possible, authorized personnel shall escort inmates into and out of court buildings through entrances separate from the public and separate from judicial officers and court personnel; and
 - E. Office employees conducting Office-related or personal business in court buildings shall follow the guidelines, as specified in Office Policy GC-5, *Court Appearances*.
5. **Responding to Alarm Activations:** The JBS is responsible for monitoring all panic and fire alarms located within Maricopa County Superior Court buildings, including courtrooms, judge’s chambers, and Maricopa County Clerk of the Superior Court’s offices.
- A. Upon notification of an alarm activation, Court Security Division deputies shall respond.
 - B. Court Security Division deputies may also respond to panic or fire alarms in Maricopa County departments or buildings within or in proximity to Maricopa County Superior Court buildings as needed and if requested to support Maricopa County Security Services personnel.
6. **Medical Emergencies:** When a medical emergency occurs in a Maricopa County Superior Court building and the Office is notified, deputies will respond when requested by either the court administration or JBS. Detention personnel shall respond to medical emergencies when inmates are the reasons for the medical emergency. Office personnel responding to a medical emergency are responsible for securing the area and rendering first aid within the scope of their individual training, pending the arrival of medical personnel.
- A. Upon discovery of a medical emergency within a Maricopa County Superior Court building, Office personnel shall contact the Court Operations dispatch and provide the following information:
 - 1. The location of the medical emergency;
 - 2. The general nature of the emergency;
 - 3. The type of victim;
 - 4. The victim’s sex and approximate age; and
 - 5. The need for additional assistance, such as additional deputies or medical personnel.
 - B. Upon receiving a medical emergency call, the Court Security Division or the Court Operations Division shall ensure the following steps are completed:
 - 1. Dispatching the appropriate number of deputies or detention officers to the emergency location;
 - a. Detention officers will respond to medical emergencies for out of custody persons only if requested by a Court Security deputy or in the course of daily activities when an emergency occurs within their presence.
 - b. Detention officers should immediately notify Court Operations dispatch and request response by Court Security deputies and their on-duty supervisor.

2. Requesting the appropriate fire department and/or medical personnel be contacted; and
 3. If the victim is an inmate, the inmate's housing facility shall be notified by Court Operations Division personnel as soon as practical. The Office jail facility will be advised of the inmate's status, transport information, medical destination, and IR number.
- C. If the incident involves a member of the public, a responding deputy may be assigned to complete any reports or IRs needed concerning the medical emergency incident. If the medical incident involves an inmate, a responding detention officer may be assigned to complete any needed reports or IRs.
7. **Body-Worn Camera (BWC) Activations:** Employees assigned a body-worn camera are prohibited from activating their BWC in a court building unless otherwise specified in Office Policy GJ-35, *Body-Worn Cameras*.