

	Winchester City Sheriff's Office Manual of General Orders Operations 316	Effective Date: May 1, 2014 Accreditation Standards: OPR .01.07
		Original Policy: May 1, 2014 Last Review Date: December 15, 2020 Next Review Date: December 15, 2023
		By Authority of: <hr/> Les R Taylor, Sheriff
Subject: Joint Judicial Center Security		

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
05-28-16	V E	Added section V E dealing with scheduling of personnel.	EAS	LRT
09-07-17	V B 2	Changed, "holding" to "temporary detention"	EAS	LRT
12-15-20	V E 3	Changed, "3. Deputies are to report to the briefing room at 0730hrs. to go receive assignments, address issues from previous day, be advised of information needed for current day, and receive training." To "Deputies will receive daily needed information via email by 0800hrs. every morning in lieu of an in-person briefing. The email will contain, daily assignments, issues, (if any) from the previous day, information needed for the current day or other pertinent facts. In-person briefings can be held at the discretion of any supervisor should they see fit."	EAS	LRT

I. PURPOSE

To provide security for the Winchester/Frederick JJC by those means necessary to protect, preserve, and allow for the conduct of activities within the courthouse to continue without disruption.

II. POLICY

It is the policy of the Winchester City Sheriff's Office to provide security Monday through Friday from 0745-1900 hours for the Winchester/Frederick JJC in accordance with 53.1-120, Code of Virginia, as amended.

III. LEGAL REFERENCE

Section 53.1-120, 1950 Code of Virginia as amended: "It shall be the duty of every Sheriff to provide for security from disruption and violence for every courthouse and courtroom within his jurisdiction."

IV. DEFINITION

The term "facility security" includes the procedures, technology, and architectural features needed to ensure the safety of the people and property within the Winchester/Frederick JJC, as well as the integrity of the judicial process.

V. PROCEDURE

- A. Deputies will work an 8-hour shift.
- B. Deputies will follow these security procedures.
 - 1. Monitor court duress (panic) buttons.
 - 2. Monitor cameras in the public and non-public areas, security corridor and prisoner court temporary detention cells.
 - 3. Patrol the outside of the building.
 - 4. Monitor all entrances and exits.
 - 5. Patrol inside the courthouse, especially public areas near courtrooms.
 - 6. Frequently check basement and roof, mechanical rooms, heating and air-conditioning equipment, electrical and other utility rooms.
 - 7. Ensure doors and windows are properly secured.
 - 8. Respond to all critical incidents and provide assistance, if necessary.
- C. Deputies will conduct roving security checks with special attention to critical areas. The primary duties are to ensure the overall security of the courthouse and the Public Safety Complex. Patrols include but are not limited to the following areas.
 - 1. Non-Public.
 - a. Judges' chambers.
 - b. Jury deliberation rooms.
 - c. Attorney-client conference rooms.
 - d. Witness waiting rooms.
 - e. Temporary prisoner holding area.
 - 2. Public.
 - a. Joint Judicial Center grounds.
 - b. Parking areas.
 - c. Hallways.
 - d. Restrooms.
 - e. Offices normally accessible to the public.

Note: The best security procedure is to maintain high visibility and to reduce response time.

- D. Deputies will be thoroughly familiar with:
 - 1. Emergency procedures.
 - 2. Alarm systems.
 - 3. Key and lock control.
 - 4. Communications and response procedures.
 - 5. Equipment usage.
 - 6. Visitor control.
 - 7. Procedures for adult and juvenile arrest.
 - 8. Fingerprinting procedures.
 - 9. Any other operational procedure relating to deputy sheriffs and court security.

E. Scheduling:

1. A deputy's shift will start at 0730hrs and end at 1700hrs with an hour lunch break during the day.
2. The Winchester City Sheriff's Office only has one shift.
3. Deputies will receive daily needed information via email by 0800hrs. every morning in lieu of an in-person briefing. The email will contain, daily assignments, issues, (if any) from the previous day, information needed for the current day or other pertinent facts. In-person briefings can be held at the discretion of any supervisor should they see fit.
4. The Sheriff's Office attempts to rotate appointees on a monthly schedule by duty posting, i.e., Bailiff, paper service, screening stations, but due to levels of certification and courts that conduct business sporadically, this is not always possible.

