



**Winchester City Sheriff's Office
Manual of General Orders**

**Operations
304**

Effective Date: May 1, 2014

Accreditation Standards:
OPR .10.01 OPR .11.03
OPR .10.02 OPR .11.04
OPR .11.01 OPR .11.05
OPR .11.02

Original Policy: May 1, 2014

Last Review Date: October 31, 2023

Next Review Date: October 31, 2024

Subject: Court Security

By Authority of:

William E Sales, Sheriff

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
03-28-16	III C7j	1) Changed "When a prisoner is remanded into the custody of the Sheriff by the judge, the bailiff will immediately take the prisoner to the adjacent court holding cell and will search the prisoner. Prisoners placed in the holding cells should be transferred to jail as soon as possible" to "When a prisoner is remanded into the custody of the Sheriff by the judge, the bailiff will immediately handcuff and take the prisoner to the adjacent court holding cell and will search the prisoner. Prisoners placed in the holding cells should be transferred to jail as soon as possible. (Handcuffing prior to departing the courtroom need not be done in courtroom 3D)."	EAS	LRT
03-28-16	IV F 2	1) Changed "Obtain the holding cell keys from the file cabinet in the office outside court room 2C." to Obtain the holding cell keys from secure lockbox in fingerprint room."	EAS	LRT
03-28-16	IV F 17	1) Added "Juvenile are to be kept out of sustained sight and sound of adult inmates."	EAS	LRT
09-07-17	I	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	III C 7	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	III C 7a	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	III C 7j	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	III C 7j	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	III C 7k	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	III C 7m	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	III C 7n	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	III C 7n	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	III D 3	Removed "holding"	EAS	LRT
09-07-17	III D 4	Changed, "holding" to "temporary detention"	EAS	LRT

09-07-17	III H 3a	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV A 13	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV C 2	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV C 8	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV D 4	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV E 3	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV F 2	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV F 4	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV F 5	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV F 13	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV F 16	Changed, "holding" to "temporary detention"	EAS	LRT
09-07-17	IV H 3	Changed, "holding" to "temporary detention"	EAS	LRT
06-11-18	III E 2 b	Changed "Lieutenant" to Corporal 3X's	EAS	LRT
06-11-18	III E 3 b	Removed "Lieutenant"	EAS	LRT
06-11-18	III E 4 b	Removed "Lieutenant"	EAS	LRT
06-11-18	III G 8	Changed "Lieutenant" to "Major" 3X's	EAS	LRT
06-11-18	III H 1 a	Changed "Lieutenant" to "SRT Commander"	EAS	LRT
06-11-18	III H 2	Changed "Lieutenant" to "Major"	EAS	LRT
06-11-18	III J 2	Changed "Lieutenant" to "Corporal"	EAS	LRT
06-11-18	III J 2 b	Changed" Lieutenant/Sergeant" to "Corporal"	EAS	LRT
06-11-18	III J 2 c	Changed" Lieutenant/Sergeant" to "Corporal"	EAS	LRT
06-11-18	IV I 1	Changed, "Lt.'s" to Sergeant"	EAS	LRT
06-11-18	IV I 2	Changed, "Lt.'s or Sgt" to "Sergeant"	EAS	LRT
12-08-20	III G 2	Removed "all" from sentence	EAS	LRT
02-16-21	III E 2 b.	Changed, Corporal" to "Sergeant". 3X's	EAS	LRT
02-16-21	III J 2 b.	Changed, Corporal" to "Sergeant".	EAS	LRT
02-16-21	III J 2 c.	Changed, Corporal" to "Sergeant".	EAS	LRT
02-16-21	III J 2 e.	Changed, Corporal" to "Sergeant".	EAS	LRT

I. PURPOSE

The purpose of this policy is to provide a written directive on courthouse/courtroom security, the use of temporary detention cells, and procedures to be used in the event of an escape or an emergency.

II. POLICY

It is the policy of the Winchester City Sheriff's Office to provide the most effective and safe delivery of services in the areas of courtroom security and other related public safety services. The Winchester City Sheriff's Office and the Frederick County Sheriff's Office will simultaneously provide these services in accordance with applicable Virginia law and professional standards. The City of Winchester is the fiscal agent for the Joint Judicial Center. The Winchester City Sheriff's Office is responsible for the building and its security along with the alarms and video cameras.

III. PROCEDURE

- A. Administration-- Staff working in the courtroom/judicial center security should be limited to those who are qualified for bailiff or court security duties.

Staff assigned to the courtroom/judicial center security will be trained in every area of their responsibilities.

This written General Order contains the following elements:

- a. The physical security plan
- b. Security operations
- c. Special operations plans
- d. Hostage situation response plan
- e. High risk/high profile trial plan
- f. Emergency procedure (fire, bomb, disaster)

The Sheriff will coordinate with the Frederick County Sheriff's Office on implementing a physical security plan to protect the courthouse, its assets, and occupants by use of personnel and hardware including fire detection and protection equipment.

B. Control of weapons in courtrooms

Law enforcement personnel are the only persons allowed inside a courtroom with a weapon.

C. Personnel

Duties of the Civil Deputy (Bailiffs) include:

1. Courtroom Searches/Inspection

Upon assignment to a courtroom, the bailiff will initiate a thorough search of the courtroom before the court session and after the court session.

2. Positioning in the Courtroom

The bailiff will position himself/herself in the courtroom at a location providing the best view of the courtroom including the occupants, the door, and any windows. He or she should remain attentive and alert at all times and refrain from unnecessary movements or actions, which may detract from the proceedings. A bailiff shall be present in the Courtroom whenever the Judge is sitting and Court is in session.

3. Court Disruptions

- a. At any time during a court session if there is excessive or disruptive talking among the audience, the bailiff should take action to quiet the audience member(s). Such action may include expulsion of the individual(s) causing the disturbance from the courtroom or courthouse.
- b. Eating, drinking, or smoking is also prohibited at all times in the courtroom. The bailiff is responsible for assuring that such activities do not take place.
- c. The bailiff should limit disrupting traffic into or out of the courtroom when court is in session, particularly during opening and closing arguments. In Circuit Court, during reading of instructions in a jury trial, no one is permitted to enter or leave the courtroom.

4. Handling witnesses in Circuit Court

The attorneys in the case will call the witness involved. When a witness is waiting outside of the courtroom, the bailiffs will call the witness on instructions of the Judge, the bailiff will escort the witness to the witness box in the courtroom.

5. Assistance in the Courtroom

If at any time the bailiff believes that additional assistance is needed, he should immediately notify his/her supervisor.

6. Court Openings

Unless otherwise directed by the presiding Judge, the bailiff will open and close the court each day. The bailiff opening court will use the time honored, historical following greeting: "All stand. O'yea, o'yea, o'yea, silence is commanded while the Honorable (judges full name), Judge of the (name of court) is presiding. All having motions to make, pleas to enter, suits to file, come forward and you shall be heard. God save the Commonwealth and this Honorable Court. Be Seated." Courts are as follows: Juvenile and Domestic Relations District Court of City of Winchester; General District Court of City of Winchester; Twenty-Sixth Judicial Circuit Court.

7. Handling Prisoners in All Courts

The bailiff assigned to court will have the primary responsibility for handling the prisoner(s) for that court. The following guidelines apply to prisoners entering the courtroom. These guidelines are not intended to be all-inclusive, or to replace the judgment of the bailiff. All personnel assigned the responsibility of operating a temporary detention cell will receive training in that area.

- a. Search the prisoner when accepting custody prior to being placed in the temporary detention cell.
- b. The prisoner will be in front of the bailiff at all times.
- c. Anticipate the prisoner's actions.
- d. During court proceedings, the bailiff will not sit beside the prisoner, but rather station himself in such a manner to prevent escape or threat to the judge or other court personnel.
- e. The bailiff will accompany the prisoner to the bench during bench conferences and to the witness box.
- f. Immediately prior to sentencing, a bailiff will station himself behind the prisoner and be prepared to subdue the prisoner should the prisoner present a threat to the security in the courtroom and be prepared to handle boisterous relatives or friends.
- g. Speak to the prisoner only when necessary, and do so in a clear and direct manner.
- h. Never permit the prisoner to receive any item(s) from individuals in the courtroom, other than from court personnel.
- i. Never permit a prisoner to have physical contact with anyone other than his attorney or other court personnel unless ordered by the Judge.
- j. When a prisoner is remanded into the custody of the Sheriff by the judge, the bailiff will immediately handcuff and take the prisoner to the adjacent court temporary detention cell and will search the prisoner. Prisoners placed in the temporary detention cells should be transferred to jail as soon as possible. (Handcuffing prior to departing the courtroom need not be done in courtroom 3D).
- k. The bailiff should check on prisoners in the temporary detention cell at least every 30 minutes. When the court has adjourned, notify the regional jail for pick-up of all prisoners.

- l. No detainee records will be released.
- m. Firearms will be properly secured prior to entering the temporary detention cell.
- n. The bailiff will be responsible for the control of cell keys and other access devices for the temporary detention cell.

D. Physical Facilities - Circulation Patterns within the Courthouse

The courthouse design provides separate circulation patterns for the public, judges and staff, juries, and prisoners.

1. Public space is the area in front of the offices and courtroom on all floors. The public is, generally, excluded from interior office spaces. All deputies assigned to the courthouse should assist the public in finding the location they seek and prohibit their entry into the non-public areas.
2. Judges and court staff circulation patterns are, generally, behind the office space on all floors.
3. Movement of prisoners will take place in the hallways designed for this use. Only the secure or controlled entrances, hallways, steps, and elevator should be used to bring prisoners into the courtroom. The temporary detention cells in the courthouse shall be inspected daily before and after occupancy.
4. No unauthorized personnel will be allowed in courthouse temporary detention cell areas.

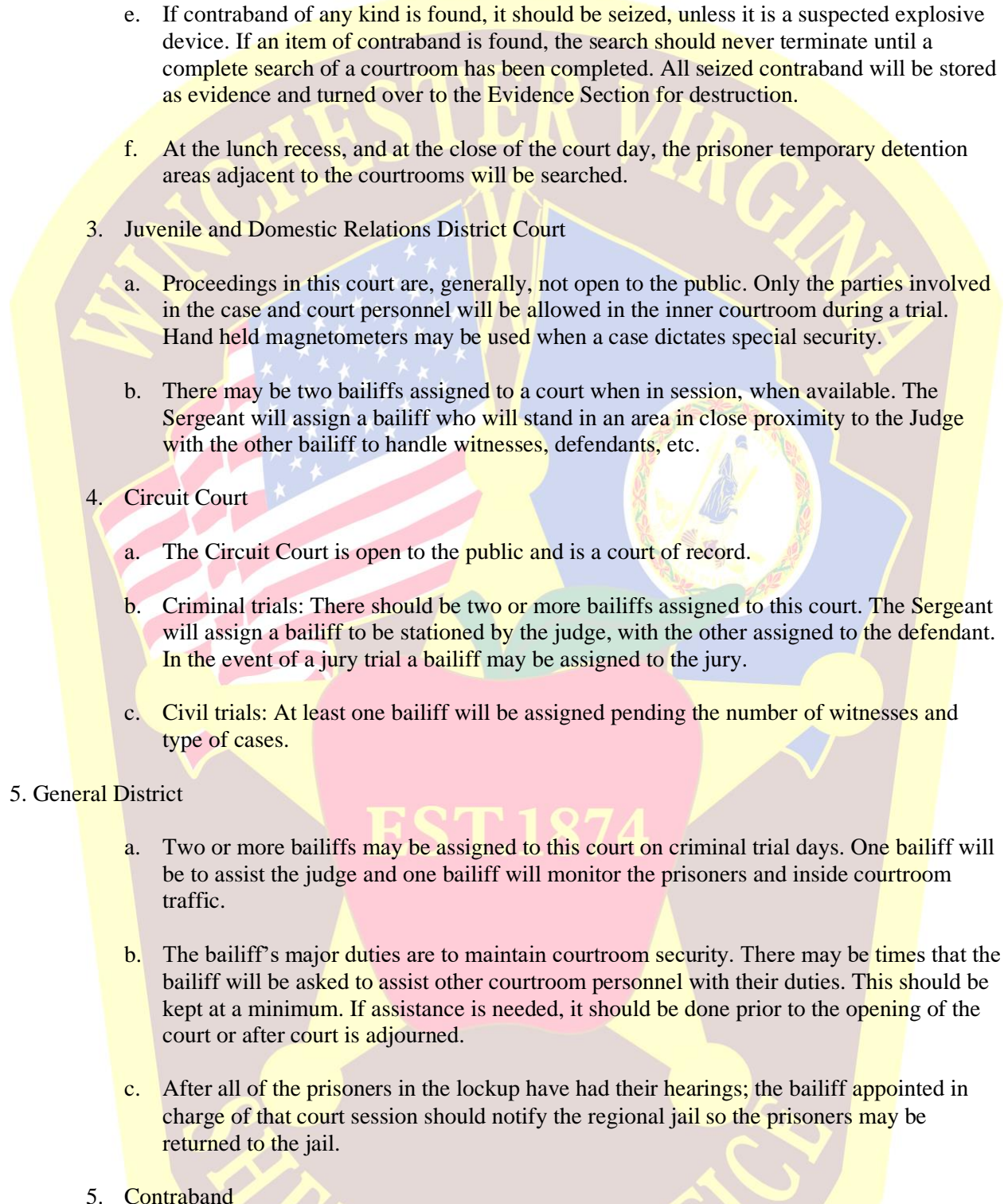
E. Security

1. Responsibility for Searching the Courtroom

The bailiff assigned to a particular court is responsible for searching the courtroom. This search is conducted at the beginning and ending of the court session and is documented on the Court Security Log. This search may include security equipment including cameras, doors, or locks. Deficiencies in any security-related equipment will be noted on the log and also reported to the Sheriff or Major.

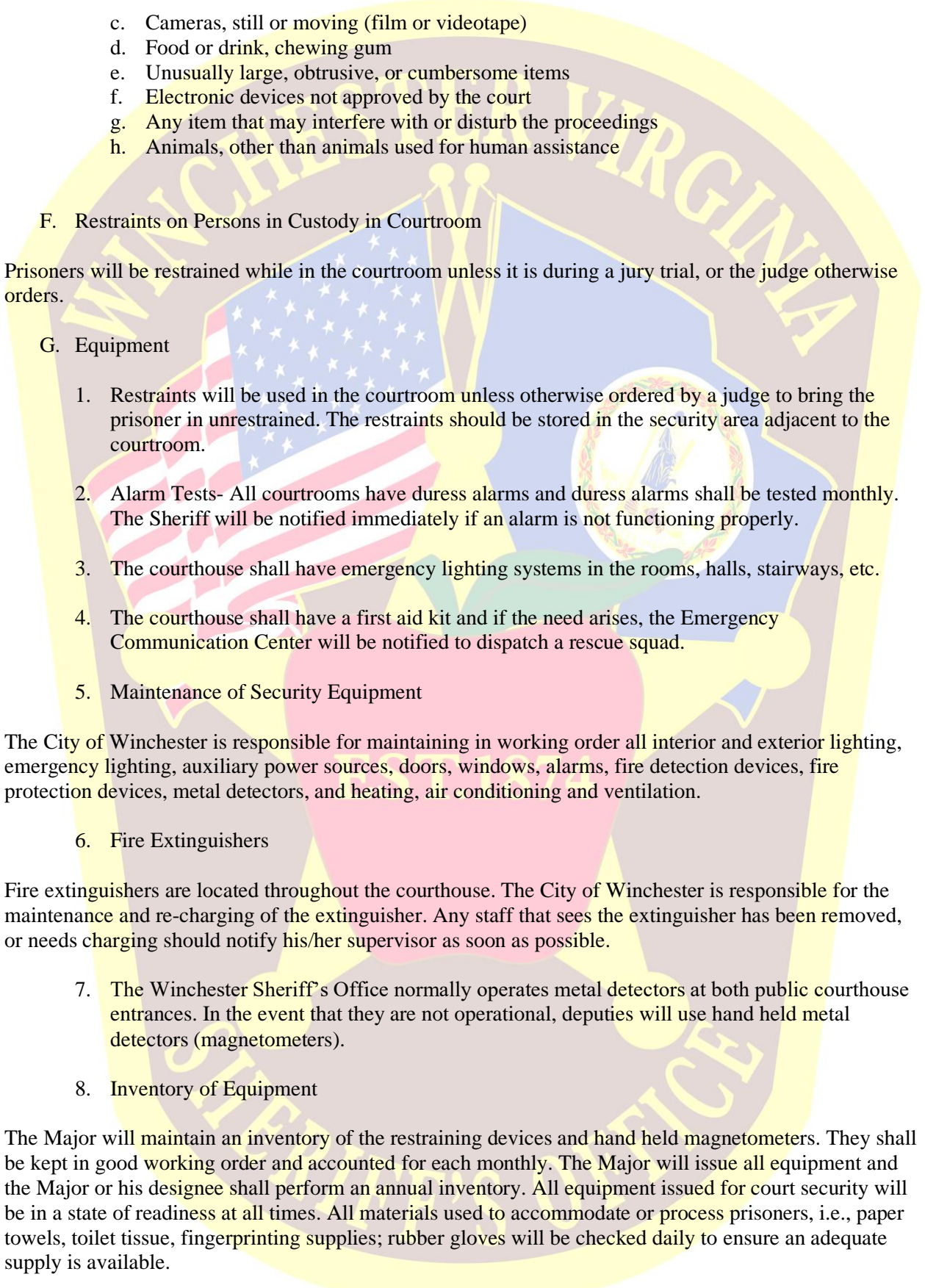
2. Responsibility for Searching Courtrooms and at Entrances to Courtrooms

- a. Each bailiff will conduct a complete search of the courtroom to which he/she is assigned.
- b. After completion of each search, he/she will complete the log sheet. The completed log is to be checked by the Sergeant on a regular basis. The Sergeant will review each log for completeness and to identify any security concerns. The Sergeant will take appropriate corrective actions.
- c. After the completion of the search, the courtroom should remain either securely locked, or kept under direct surveillance of the bailiff or other sworn personnel.
- d. Courtroom searches will be thorough and systematic. Particular attention should be given to the judge's bench, prisoner holding area, defense seating, jury box, witness rooms, hallways, prisoner corridors, and jury deliberation rooms.

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- e. If contraband of any kind is found, it should be seized, unless it is a suspected explosive device. If an item of contraband is found, the search should never terminate until a complete search of a courtroom has been completed. All seized contraband will be stored as evidence and turned over to the Evidence Section for destruction.
 - f. At the lunch recess, and at the close of the court day, the prisoner temporary detention areas adjacent to the courtrooms will be searched.
3. Juvenile and Domestic Relations District Court
- a. Proceedings in this court are, generally, not open to the public. Only the parties involved in the case and court personnel will be allowed in the inner courtroom during a trial. Hand held magnetometers may be used when a case dictates special security.
 - b. There may be two bailiffs assigned to a court when in session, when available. The Sergeant will assign a bailiff who will stand in an area in close proximity to the Judge with the other bailiff to handle witnesses, defendants, etc.
4. Circuit Court
- a. The Circuit Court is open to the public and is a court of record.
 - b. Criminal trials: There should be two or more bailiffs assigned to this court. The Sergeant will assign a bailiff to be stationed by the judge, with the other assigned to the defendant. In the event of a jury trial a bailiff may be assigned to the jury.
 - c. Civil trials: At least one bailiff will be assigned pending the number of witnesses and type of cases.
5. General District
- a. Two or more bailiffs may be assigned to this court on criminal trial days. One bailiff will be to assist the judge and one bailiff will monitor the prisoners and inside courtroom traffic.
 - b. The bailiff's major duties are to maintain courtroom security. There may be times that the bailiff will be asked to assist other courtroom personnel with their duties. This should be kept at a minimum. If assistance is needed, it should be done prior to the opening of the court or after court is adjourned.
 - c. After all of the prisoners in the lockup have had their hearings; the bailiff appointed in charge of that court session should notify the regional jail so the prisoners may be returned to the jail.
5. Contraband

The following items are not permitted inside a courtroom unless specifically cleared by the Sheriff's Office or the judge and/or are to be used as evidence:

- a. Weapons of any kind
- b. Recording devices (tape recorders)

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- c. Cameras, still or moving (film or videotape)
 - d. Food or drink, chewing gum
 - e. Unusually large, obtrusive, or cumbersome items
 - f. Electronic devices not approved by the court
 - g. Any item that may interfere with or disturb the proceedings
 - h. Animals, other than animals used for human assistance

F. Restraints on Persons in Custody in Courtroom

Prisoners will be restrained while in the courtroom unless it is during a jury trial, or the judge otherwise orders.

G. Equipment

1. Restraints will be used in the courtroom unless otherwise ordered by a judge to bring the prisoner in unrestrained. The restraints should be stored in the security area adjacent to the courtroom.
2. Alarm Tests- All courtrooms have duress alarms and duress alarms shall be tested monthly. The Sheriff will be notified immediately if an alarm is not functioning properly.
3. The courthouse shall have emergency lighting systems in the rooms, halls, stairways, etc.
4. The courthouse shall have a first aid kit and if the need arises, the Emergency Communication Center will be notified to dispatch a rescue squad.
5. Maintenance of Security Equipment

The City of Winchester is responsible for maintaining in working order all interior and exterior lighting, emergency lighting, auxiliary power sources, doors, windows, alarms, fire detection devices, fire protection devices, metal detectors, and heating, air conditioning and ventilation.

6. Fire Extinguishers

Fire extinguishers are located throughout the courthouse. The City of Winchester is responsible for the maintenance and re-charging of the extinguisher. Any staff that sees the extinguisher has been removed, or needs charging should notify his/her supervisor as soon as possible.

7. The Winchester Sheriff's Office normally operates metal detectors at both public courthouse entrances. In the event that they are not operational, deputies will use hand held metal detectors (magnetometers).

8. Inventory of Equipment

The Major will maintain an inventory of the restraining devices and hand held magnetometers. They shall be kept in good working order and accounted for each monthly. The Major will issue all equipment and the Major or his designee shall perform an annual inventory. All equipment issued for court security will be in a state of readiness at all times. All materials used to accommodate or process prisoners, i.e., paper towels, toilet tissue, fingerprinting supplies; rubber gloves will be checked daily to ensure an adequate supply is available.

H. High Risk/High Profile Trial Procedures

1. Operational Command

- a. Primary authority and responsibility for security operation for a high-risk/high profile court proceeding is the responsibility of the Major and SRT Commander. They will review and approve all operational plans to be used during the trial.
- b. The Sergeant will be second in command.

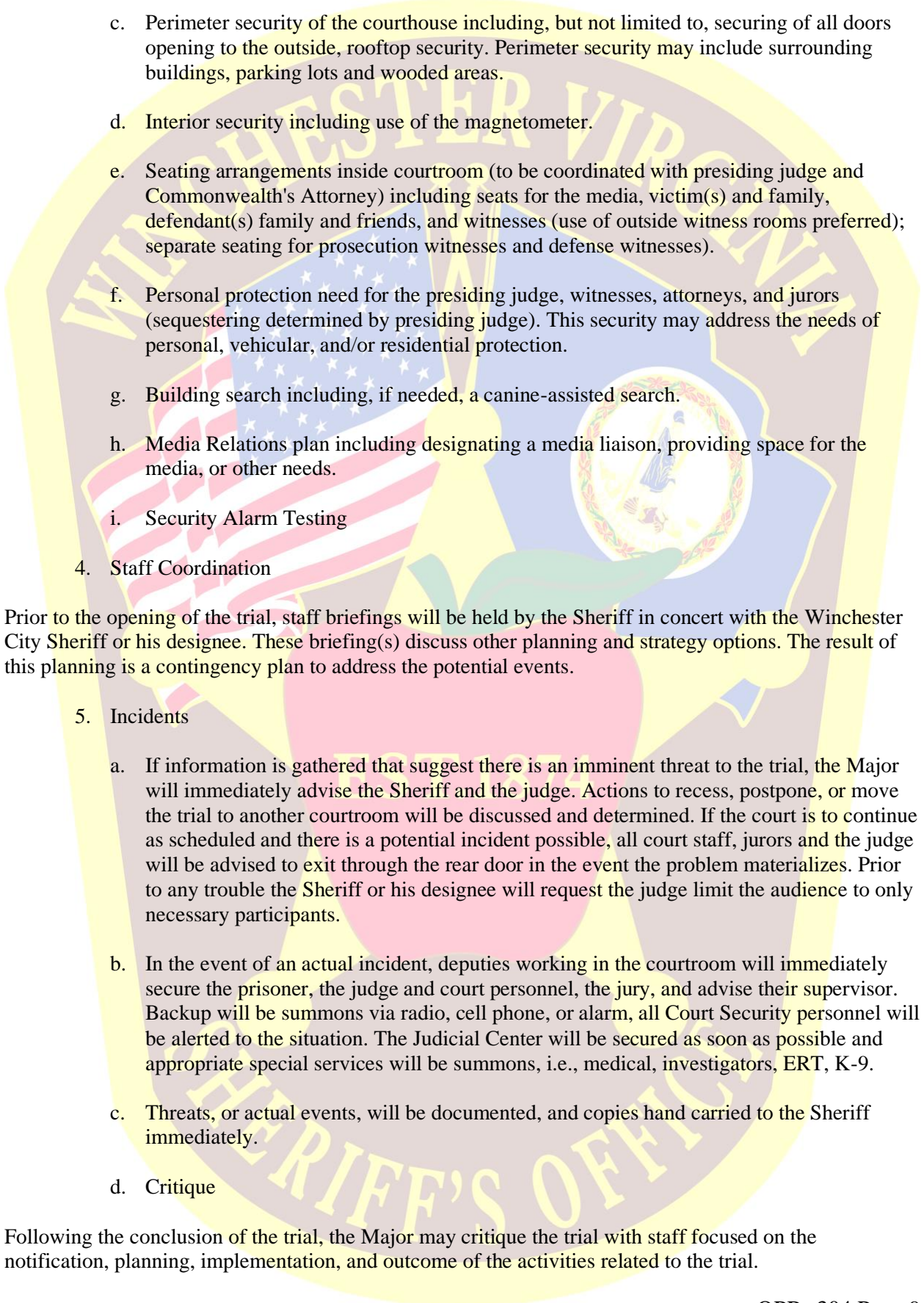
2. Notification and Planning

Upon notification of an upcoming high-risk/high profile trial, the Major, or in special cases a designee of the Sheriff, will prepare and submit an operational security plan to the Major. The Major shall furnish the Sheriff with the plan. The plan should address:

- a. All available intelligence information concerning the defendant(s), victim(s), and witness(s), etc.
- b. Criminal history of defendant; with particular attention to any previous acts of violence, narcotics use, escapes and/or escape attempts.
- c. Physical description of defendant, including a recent photograph.
- d. Personal information of defendant, including home address, names and addresses of family members and friends, organizations to which the inmate belongs which may pose a threat; names and addresses of the inmate's visitors at the jail. Include any descriptions, photos, or adverse information pertaining to the family or associates; further include the descriptions of any vehicle belonging to the defendant, family or associates.
- e. Sheriff's information - case/arrest reports
- f. Schedule of court appearances including arraignments and preliminary hearings in the General District or Juvenile and Domestic Relations Court, including the courtrooms to be used; motions, trial sentencing dates and presiding judge in the Circuit Court; Commonwealth's Attorney assigned to the case; and defense attorney(s).
- g. Coordination with the presiding judge, Commonwealth's Attorney, and defense attorneys.

3. Determination of Security Needs

- a. The security plan will address the number of deputies to be assigned for direct prisoner security, the number of deputies assigned for security for transportation arrangements to and from the courthouse and jail or other temporary detention facility, type of vehicle(s), number of vehicles, transporting personnel, use of decoy vehicle, or need for other specialized equipment or personnel.
- b. Communication including Sheriff's frequency channels and radios issued to personnel.

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- c. Perimeter security of the courthouse including, but not limited to, securing of all doors opening to the outside, rooftop security. Perimeter security may include surrounding buildings, parking lots and wooded areas.
 - d. Interior security including use of the magnetometer.
 - e. Seating arrangements inside courtroom (to be coordinated with presiding judge and Commonwealth's Attorney) including seats for the media, victim(s) and family, defendant(s) family and friends, and witnesses (use of outside witness rooms preferred); separate seating for prosecution witnesses and defense witnesses).
 - f. Personal protection need for the presiding judge, witnesses, attorneys, and jurors (sequestering determined by presiding judge). This security may address the needs of personal, vehicular, and/or residential protection.
 - g. Building search including, if needed, a canine-assisted search.
 - h. Media Relations plan including designating a media liaison, providing space for the media, or other needs.
 - i. Security Alarm Testing
4. Staff Coordination

Prior to the opening of the trial, staff briefings will be held by the Sheriff in concert with the Winchester City Sheriff or his designee. These briefing(s) discuss other planning and strategy options. The result of this planning is a contingency plan to address the potential events.

5. Incidents
- a. If information is gathered that suggest there is an imminent threat to the trial, the Major will immediately advise the Sheriff and the judge. Actions to recess, postpone, or move the trial to another courtroom will be discussed and determined. If the court is to continue as scheduled and there is a potential incident possible, all court staff, jurors and the judge will be advised to exit through the rear door in the event the problem materializes. Prior to any trouble the Sheriff or his designee will request the judge limit the audience to only necessary participants.
 - b. In the event of an actual incident, deputies working in the courtroom will immediately secure the prisoner, the judge and court personnel, the jury, and advise their supervisor. Backup will be summons via radio, cell phone, or alarm, all Court Security personnel will be alerted to the situation. The Judicial Center will be secured as soon as possible and appropriate special services will be summons, i.e., medical, investigators, ERT, K-9.
 - c. Threats, or actual events, will be documented, and copies hand carried to the Sheriff immediately.
 - d. Critique

Following the conclusion of the trial, the Major may critique the trial with staff focused on the notification, planning, implementation, and outcome of the activities related to the trial.

e. Seizing Property

Property seized in the course of a high security trial, particularly at the location of the magnetometer, will be immediately secured.

I. Medical Emergencies

1. Medical Emergencies - General Public

If a medical emergency arises involving a member of the general public or a courthouse employee, the bailiff will begin emergency first aid as dictated by the situation. The bailiff will contact, or have another person contact Emergency Communications Center (ECC) to summon the Rescue Squad. The bailiff will continue first aid until the Rescue Squad arrives on the scene.

2. Medical Emergencies - Involving Prisoners/Detainee

If a medical emergency arises with a prisoner held in a holding area adjacent to a courtroom, the bailiff will secure the scene, and immediately begin first aid. The bailiff should request that ECC be contacted and will continue first aid as needed until the arrival of the rescue squad. If a prisoner in a courtroom exhibits signs that he/she may need emergency medical care, the prisoner should be removed from the courtroom, and first aid begun in an adjacent secure area. If the prisoner cannot be removed from the courtroom the courtroom will be evacuated, and first aid will be conducted there. First aid will continue until Emergency Medical personnel arrive.

J. Fire and Fire Alarms

1. Consideration during a Fire Alarm

Staff should be alert to the possibility of an alarm being deliberately activated to divert attention from other activities, for example assaults, escape attempts, or attempts to disrupt judicial proceedings.

2. Fire Alarms

When a fire alarm is sounded, the courthouse will be evacuated except for sworn employees of the Sheriff's Office and persons remanded to the custody of the Sheriff. The bailiff will:

- a. Call the Emergency Communications Center and report the alarm and the location.
- b. Notify the Sergeant of the location of the alarm and any available information about the alarm and the possibility of an actual fire.
- c. Request that an available deputy closest to the alarm check the area of the alarm for a possible fire and report to the Sergeant.
- d. The bailiff will also request additional deputies be provided for perimeter control.

e. Reports/Emergency Notification

Following an alarm or an actual fire, the bailiff will initiate an Incident Report with all other staff involved filing supplemental reports. The Sergeant will make the appropriate notification to the Sheriff and provide a copy of this report to him.

K. Bomb Threats

1. Bomb Threats Received by Telephone

If a bomb threat is received by telephone, the individual receiving the call should gather as much information as possible about the threat. A Bomb Threat Checklist should be used to gather this information. Once the information has been evaluated, the Sheriff or his designee will decide the appropriate action.

2. Discovery of Possible Bomb Device

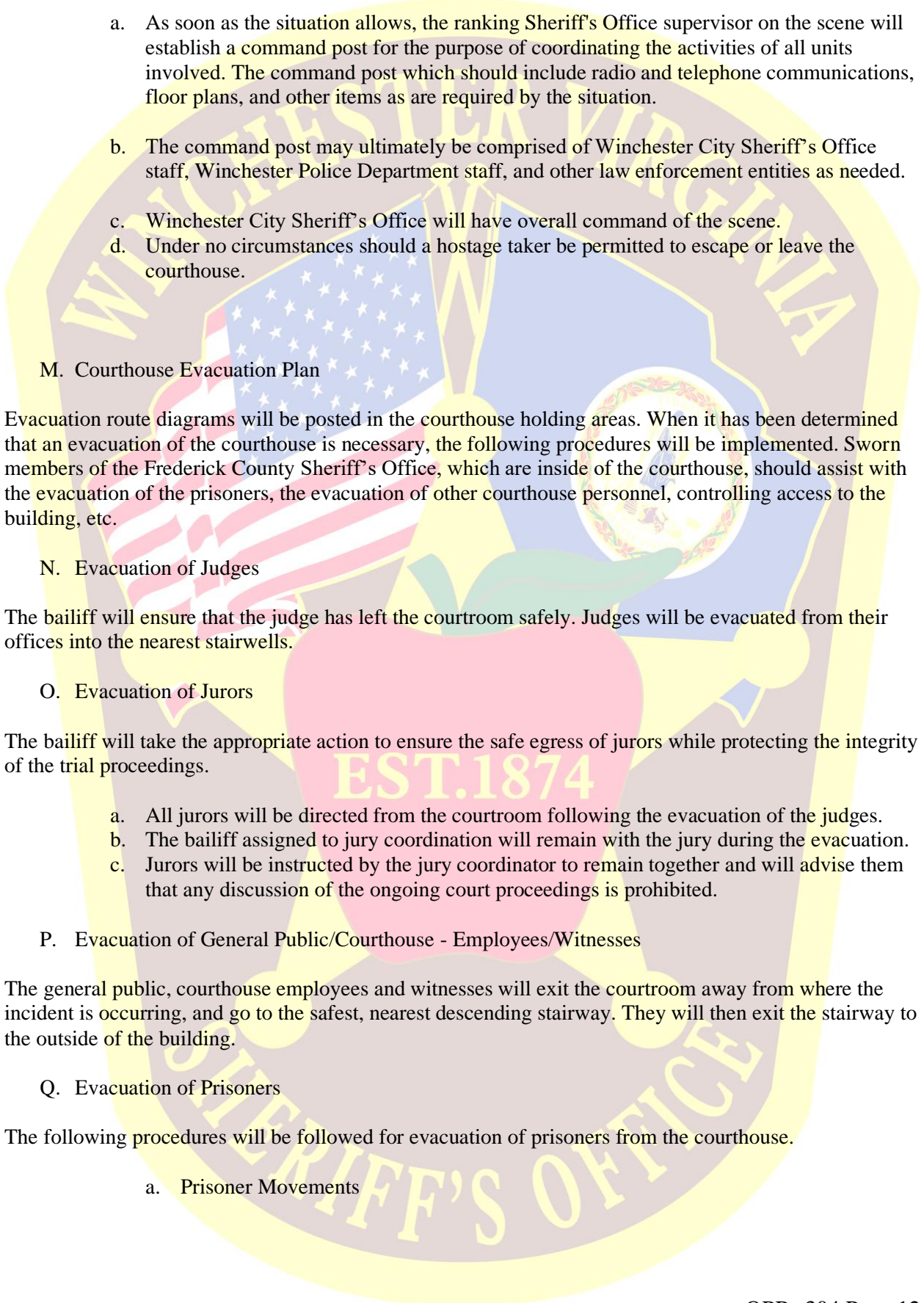
If a device is discovered, the area will be cleared and a supervisor notified. Under no circumstances will a bailiff attempt to move the suspected device. Radios will not be used as radio communication may detonate a bomb. Additionally, the supervisor should notify the Emergency Communication Center and request they dispatch fire and rescue and advise them of the situation. The courthouse will be evacuated. The supervisor will make appropriate emergency notifications.

L. Hostage/Barricade Situation in the Courthouse

1. Initial Response

- a. Unless immediate action is necessary to protect life, the first deputies on the scene will confine their activities to containment and stabilization of the situation. The courthouse should be evacuated if possible without endangering life.
- b. The deputy on the scene will notify the Sheriff and the Emergency Communications Center.
- c. When sufficient staffing is at the scene, attempts should be made to secure a perimeter, preventing escape of the suspect(s) and/or intrusion by unauthorized persons.
- d. After a perimeter is secured, all nonessential persons should be evacuated from the area by a route that is not exposed to possible hostile fire or danger.
- e. A command post should be established to serve as the scene command location for any further actions.

2. Establishing of Command Post-Scene Command

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- a. As soon as the situation allows, the ranking Sheriff's Office supervisor on the scene will establish a command post for the purpose of coordinating the activities of all units involved. The command post which should include radio and telephone communications, floor plans, and other items as are required by the situation.
 - b. The command post may ultimately be comprised of Winchester City Sheriff's Office staff, Winchester Police Department staff, and other law enforcement entities as needed.
 - c. Winchester City Sheriff's Office will have overall command of the scene.
 - d. Under no circumstances should a hostage taker be permitted to escape or leave the courthouse.

M. Courthouse Evacuation Plan

Evacuation route diagrams will be posted in the courthouse holding areas. When it has been determined that an evacuation of the courthouse is necessary, the following procedures will be implemented. Sworn members of the Frederick County Sheriff's Office, which are inside of the courthouse, should assist with the evacuation of the prisoners, the evacuation of other courthouse personnel, controlling access to the building, etc.

N. Evacuation of Judges

The bailiff will ensure that the judge has left the courtroom safely. Judges will be evacuated from their offices into the nearest stairwells.

O. Evacuation of Jurors

The bailiff will take the appropriate action to ensure the safe egress of jurors while protecting the integrity of the trial proceedings.

- a. All jurors will be directed from the courtroom following the evacuation of the judges.
- b. The bailiff assigned to jury coordination will remain with the jury during the evacuation.
- c. Jurors will be instructed by the jury coordinator to remain together and will advise them that any discussion of the ongoing court proceedings is prohibited.

P. Evacuation of General Public/Courthouse - Employees/Witnesses

The general public, courthouse employees and witnesses will exit the courtroom away from where the incident is occurring, and go to the safest, nearest descending stairway. They will then exit the stairway to the outside of the building.

Q. Evacuation of Prisoners

The following procedures will be followed for evacuation of prisoners from the courthouse.

- a. Prisoner Movements

If a fire alarm sounds during a court proceeding where a prisoner is present, the bailiff will immediately remove the prisoner from the courtroom and secure the prisoner. The regional jail will be notified so that the prisoners can be moved to the jail as soon as possible unless the emergency precludes this movement.

b. Considerations During Prisoner Evacuations

Bailiffs will ensure that courtrooms and judges' chambers are clear and secure prior to the transport of prisoners through these areas. In cases of total building evacuation the top floor should be evacuated first, with the remaining floors evacuated in descending order. Through coordination via the radio, bailiffs should be aware of any attempts by prisoners to escape through stairwell doors. Efforts should be made to keep juvenile, female, and adult male inmates separate during the evacuation, however, if an emergency dictates the prisoner's safety is the first factor to consider.

c. Second and Third Floor Courtroom Evacuations

In the event the prisoner elevator is inoperable the inmates in the second and third floor holding areas will be escorted into a stairway leading to the sally port. If time safely permits backup will be called, and if at all possible, bailiffs will wait until back up arrives to transport the prisoners to the sally port.

R. Escape or Attempted Escape

In the event of an escape or a suspected escape, the Sheriff or his designee will immediately assume the responsibility for implementing the procedures contained below.

S. Securing the Courthouse

- a. If there is reason to believe that an escape has occurred, the Courthouse will be secured and an external perimeter established, if necessary. Assistance should be requested from the City Police Department and the Frederick County Sheriff's Office if necessary. A determination will be made as quickly as possible concerning:

The name and description of the escapee
Location of the escape
The means of escape
Accomplices, if any
Hazards existing to staff (bombs, etc.)

- b. If the escape occurred from the courthouse, and if the identity of the escapee(s) is not immediately known, the civil deputy will do an accountability check on all prisoners not participating in court proceedings. The Sheriff and Judge will be notified of the escape as well as the ECC.

T. Search of the Courthouse

A systematic search will be conducted of the courthouse. The Sheriff will designate deputies to begin searching the courthouse beginning on the third floor. Deputies will be assigned to monitor all exterior doors from the courthouse. As floors of the courthouse are searched, the areas will be secured by the best

means possible. The perimeter of the courthouse should be secured before starting the search of the interior.

U. Identification of the Escapee(s)

When the identity of the escapee(s) has been determined, depending whether the escapee is an inmate or has just been sentenced, records will be secured from either the Northwestern Regional Jail records section, or the Sheriff's Information System. Records should provide information to the scene Commander including, but not limited to, a photograph, physical description, address, visitor information, criminal history information, family information, past employers, etc. A copy of the photograph along with a physical description will immediately be furnished to ECC and to any law enforcement personnel assigned to search for the escapee(s). The ECC will transmit a Teletype of a confirmed escape and descriptive information. In the event the escapee was an arrestee of the Virginia State Police, the VSP shall be contacted for descriptive information.

V. Notification

Notification of an escape, or a possible escape, will be made to the Sheriff. The Sheriff or his designee will handle notifications to the news media, community groups if necessary, or other groups. If the prisoner is not apprehended, the investigator assigned will notify the Commonwealth's Attorney, the Virginia Office of Corrections and the State Police if the escapee is a state prisoner, the court of jurisdiction, and the escapee's attorney.

W. Mobilization of Employees

If an escape has been affected, the senior supervisor on the scene shall request additional personnel as necessary. Notification to employees to report to work or notification that employees will be held over will be made as quickly as possible.

X. Securing a Warrant

As soon as possible after a determination has been made that there has been an escape from custody and the individual(s) has been identified the Sergeant will secure a warrant for escape. The existence of the warrant should be entered into VCIN/NCIC. The original warrant shall be filed in the City Police warrant file.

Y. Post-Incident Debriefing

At the conclusion of the incident, the Major will prepare a debriefing report for the Sheriff. This will include, but not limited to, a summary of all events, copies of relevant reports, and any reference to hardware, which may have contributed to the escape. The Sheriff may assign the escape incident for investigation by the Internal Affairs Officer.

Z. Power Failures

1. Power Failure

In the case of a power failure, the emergency generator located at the courthouse will supply power.

2. Power Failures During Court Proceedings

Court proceedings in progress or about to begin when a power failure occurs will continue or start at the discretion of the presiding judge. Any important security concerns should be brought to the attention of the supervisor or a presiding judge.

IV. Duty Postings

A. General District Court Room 2D

1. The judge is never to be left un-attended on the bench without at least one armed Deputy present
2. Obtain radio for inmate movement.
3. Sign out a cell key from the sheriff's office for the cells you will need today.
4. Arrive in time to do a thorough search of the court room.
5. Document your search of the court room on the appropriate page in the Court Room Search Log Book
6. Turn on all lights and sound equipment as needed.
7. Get files from clerk's office for the morning session and place them on the bench for the judge.
8. Announce the judge "All rise. General District Court is now in session, the honorable David S. Whitacre, Judge, presiding...Be seated."
9. Stand at the front of the bench near the witness stand.
10. Escort each defendant to the Fine Paying room when told.
11. Inmates do not go to the Fine Paying room.
12. At all times your weapon must be rendered safe or inoperable while you are handling inmates.
13. Search all persons who are arrested from the bench before placing them in a temporary detention cell.
14. When the judge says he is taking a recess, announce "All Rise, the court is in recess for ___ minutes."

B. Video Arraignments

1. Wait until the judge tells you he is ready to do the videos.
2. Turn the television stand so it faces toward the judge.
3. Uncoil the wire connected to the microphone and place it on the judge's bench.
4. Maintain silence during video conferencing.
5. People entering the court room for the One o'clock Docket while the judge is doing the video arraignments must be allowed in.

C. Winchester Circuit Court Room 3D

1. The judge is never to be left un-attended on the bench without at least one armed Deputy present
2. Sign out from the sheriff's office a key or keys that will open the temporary detention cells you will need for the day.
3. Arrive in time to do a thorough search of the court room.

4. Document your search of the room on the appropriate page in the Court Room Search Log Book.
5. Court normally starts at 9:00 unless otherwise indicated by the judge or clerk of the court.
6. Files for this court will be brought by the clerk or his assistant.
7. Announce the judge. "All rise. Winchester Circuit Court is now in session, the Honorable Jay E. Wetsel, Judge, presiding...Be seated."
8. Take your position at the end of the defendant's table near the entrance to the temporary detention cell area.
9. Defendants do not proceed past the defendant's table.
10. At all times, when handling inmates, your weapon must be rendered safe or inoperable according to manufacturer's suggestions.

D. Inmate security during Jury Trial

1. The judge is never to be left un-attended on the bench without at least one armed Deputy present
2. During a jury trial, inmates do not wear restraints.
3. Inmate defendants are put in place before the jury is seated.
4. Inmate defendants are not put back in temporary detention cells until the jury has retired.
5. One deputy stands near the witness stand when anyone testifies from there.

E. Juvenile Court (Judge Kellas) Court Room 2A

1. The judge is never to be left un-attended on the bench without at least one armed Deputy present
2. Obtain radio for inmate movement.
3. Sign out from the sheriff's office a key or keys that will open the temporary detention cells you will need for the day.
4. Arrive in time to do a thorough search of the court room.
5. Document your search of the room on the appropriate page of the log book.
6. The files for the first session are to be obtained from the JDR clerks and placed on the bench.
7. Only allow the public in when the judge says so.
8. Take your place at the front of the room just below the clerk's desk.
9. Escort parties and their files to the clerk's office when told.
10. Inmate defendants are placed at the table directly in front of the witness stand.

F. Inmate Control Deputy

1. Obtain radio for inmate movement.
2. Obtain the temporary detention cell keys from the file cabinet in the office outside court room 2C.
3. Be in the office before 8:00 to await the jail staff who will be delivering inmates to the court house.
4. Search the temporary detention cells before the inmates arrive.
5. Distribute the inmates in the temporary detention cells in a manner that places each individual nearest the court he/she must attend that day.
6. Note each inmate's location on your log.
7. Make copies of the jail list for the courts that will need them that day.
8. Transfer all inmate information to the permanent log book.
9. Begin a sheet for making your rounds.

10. Log the number of courts in session for that day and the other information called for on the provided form.
11. Adult inmates must be checked every 30 minutes.
12. Juvenile inmates must be checked every 15 minutes.
13. Place court documents for the jail on the file cabinet in the temporary detention cell area.
14. Complete fingerprinting on subjects that are ordered by the court.
15. Distribute bag lunches provided by the jail and document that in the log book.
16. Firearms are not to be worn in the temporary detention cell areas.
17. Juvenile are to be kept out of sustained sight and sound of adult inmates.

G. Metal Detectors

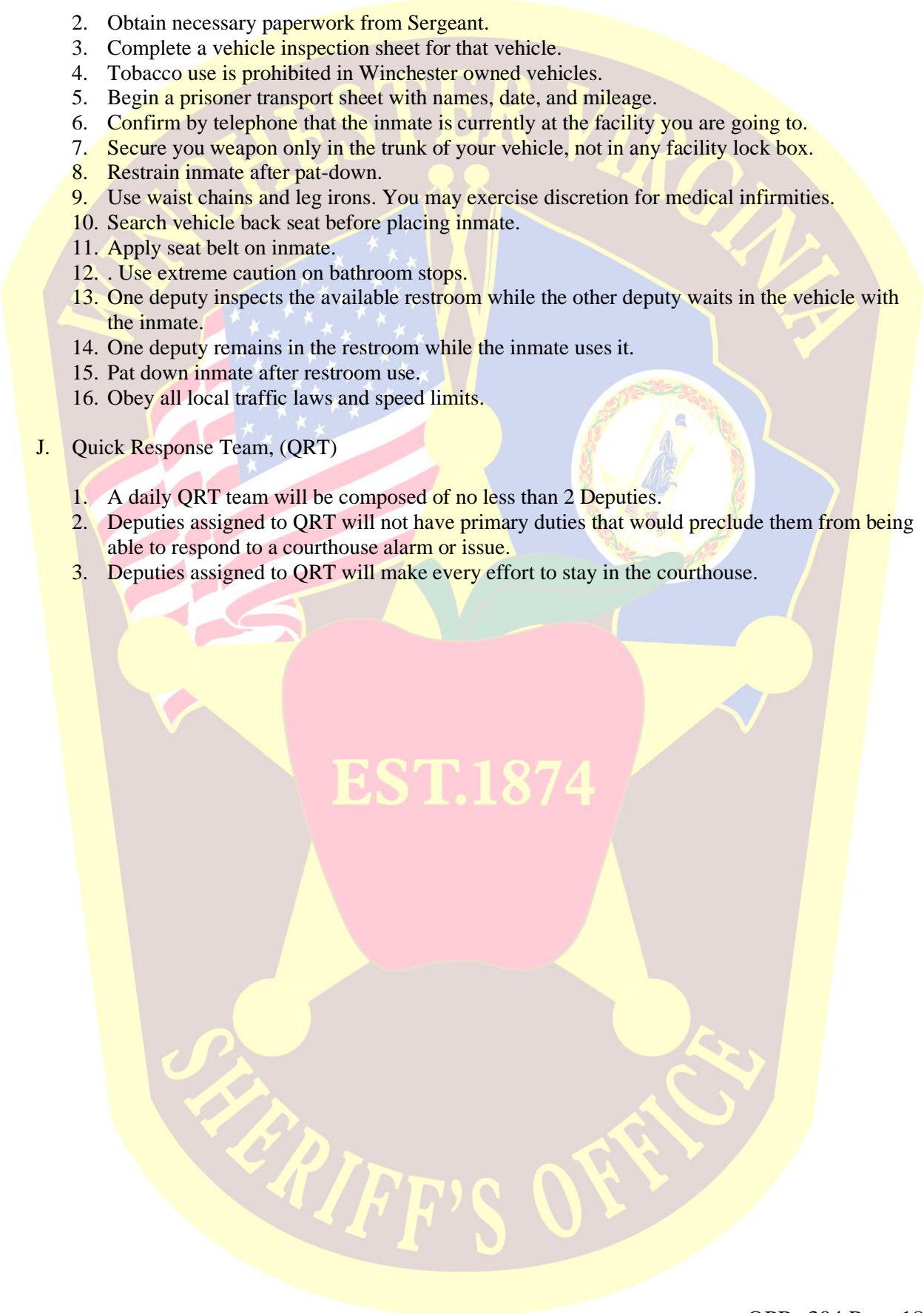
1. Obtain the key to operate x-ray machine from the sheriff's office, and hand held wand from basement office.
2. Arrive on post before the building exterior doors automatically unlock.
3. Complete stat sheet at your post showing your name, date, post position, and starting time.
4. Test all equipment functions and ensure that the counter on the metal detector is reset to zero.
5. All persons entering the Joint Judicial Center are subject to search. Only employees of the facility, lawyers, judges, and law enforcement officers are permitted to enter without submitting to search.
6. Examine all carried bags with the metal detector.
7. Unauthorized items (e.g. knives, chemical sprays, etc.) must be immediately removed from the building by the person bringing them in. Alternatively those items may be surrendered and disposed of in the receptacle provided. Surrendered items are not returned and will be destroyed according to law.
8. Duty at the metal detectors ends only after the exterior doors have locked.
9. Shut down x-ray machine at the end of the day.
10. Deliver stat sheet and x-ray keys to the sheriff's office and hand held wand to the basement office.

H. General District (Judge Tisinger) Court Room 3B

1. The judge is never to be left un-attended on the bench without at least one armed Deputy present
2. Obtain radio for inmate movement.
3. Sign out from the Sheriff's office the temporary detention cell key or keys you may need for that day.
4. Arrive in time to thoroughly search the court room. Log that search on the appropriate page in the Court Room Search Log.
5. Turn on all lights and sound equipment as needed.
6. Judge Tisinger gets her own files from the clerk's office.
7. Open the court room when she advises.
8. Take your position at the side of the judge's bench.
9. Judge Tisinger likes to have each completed case taken to the fine room as they are completed.
10. Take the file and defendant to the second-floor fine room as quickly as practical and return immediately to the court room.

I. Prisoner Transports

1. Obtain vehicle keys from Sergeants office.

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2. Obtain necessary paperwork from Sergeant.
 3. Complete a vehicle inspection sheet for that vehicle.
 4. Tobacco use is prohibited in Winchester owned vehicles.
 5. Begin a prisoner transport sheet with names, date, and mileage.
 6. Confirm by telephone that the inmate is currently at the facility you are going to.
 7. Secure you weapon only in the trunk of your vehicle, not in any facility lock box.
 8. Restrain inmate after pat-down.
 9. Use waist chains and leg irons. You may exercise discretion for medical infirmities.
 10. Search vehicle back seat before placing inmate.
 11. Apply seat belt on inmate.
 12. . Use extreme caution on bathroom stops.
 13. One deputy inspects the available restroom while the other deputy waits in the vehicle with the inmate.
 14. One deputy remains in the restroom while the inmate uses it.
 15. Pat down inmate after restroom use.
 16. Obey all local traffic laws and speed limits.

J. Quick Response Team, (QRT)

1. A daily QRT team will be composed of no less than 2 Deputies.
2. Deputies assigned to QRT will not have primary duties that would preclude them from being able to respond to a courthouse alarm or issue.
3. Deputies assigned to QRT will make every effort to stay in the courthouse.