

SUPPORT SERVICES

COURT SECURITY

Purpose: This directive aims to establish a policy and procedure for the use of security measures designed to provide a safe and secure environment for the court facility and court proceedings.

Policy Statement: This department's policy is to provide physical security for the North Little Rock District Court (NLRDC) facility and court proceedings. The integrity of all court proceedings must be protected by adhering to a strict level of security. By maintaining the standard of protection set out in this policy, officers of this department help ensure the safety of the judge, participants in court proceedings, and the public. This department recognizes the potential for violence or threat of violence against the court and its participants. The department is committed to utilizing security measures to deter those who would take violent action against the court and its participants during court proceedings.

Summary of Changes: Removed log at the front desk for officers to check out keys to the holding cells.

Definitions:

The Bailiff: Is a sworn member of the department who has charge of a court session in the matter of keeping order and custody of prisoners while in the court.

Court Facilities: The facilities include all areas encompassing the courtroom, including judge's chambers, prosecuting attorney's offices, court holding cells, hallways, and the key-controlled rooms.

Equipment: Fire suppression equipment, fire/heat/smoke detection equipment, medical supplies, restraining devices, communications, weapons, and duress alarms.

Plans and Procedures: The established procedures are plans to manage courtroom proceedings, security, unusual occurrences, and emergencies such as fire, medical, hostage, bomb threats, disasters, high-risk trials, the use of restraining devices, detainee movement, circulation patterns, and movement of people.

Procedure

1. Administration [CALEA 73.1.1a]

- 1.1 The North Little Rock Police Department is committed to providing and maintaining security for the NLRDC facilities. The department will use available security measures to ensure the safety and security of the court, its participants, and the public.
- 1.2 The Chief of Police or designee is responsible for providing physical security for the NLRDC facilities and all court proceedings. [CALEA 73.1.1c]
- 1.3 A sworn member of the department will be assigned the duties of Court Bailiff, and the bailiff will be under the command of the Support Service Division Commander.
- 1.4 The responsibilities of the bailiff include, but are not limited to:
 - 1.4.1 Provide courtroom security,
 - 1.4.2 Maintain a vigilant watch for any suspicious persons, packages, or situations that could indicate a threat to the court, participants in court proceedings, or the public,
 - 1.4.2.1 The bailiff or an officer may search persons entering the courtroom with probable cause or if at the request of the judge or court personnel.
 - 1.4.3 Maintain order in the courtroom,
 - 1.4.4 Maintain order in the hallway outside the courtroom, so court proceedings are not interrupted,
 - 1.4.5 Escort prisoners to and from holding cells and court proceedings,
 - 1.4.6 Conduct pre and post court session inspections,
 - 1.4.7 Prohibit prisoners and visitors from talking, and,
 - 1.4.8 Provide security and other duties as deemed necessary to ensure the smooth operation of NLRDC. [CALEA 73.1.1c]
- 1.5 Officers present, whether on-duty or off-duty, will immediately respond to all requests for assistance as directed by the Court Bailiff, judge, or a supervisor.

2. Operations

2.1 The NLRDC facility includes the courtroom and those areas within the Police Department and Courts Building, which surround the courtroom, relating to the courtroom's direct operation. The following areas include: [CALEA 73.2.1a]

2.1.1 Courtroom,

2.1.2 Judges chambers,

2.1.3 Prosecuting attorney's offices,

2.1.4 Court employee areas,

2.1.5 Court holding cells,

2.1.6 Hallways surrounding the courtroom,

2.1.7 Windows and doors that provide entrance and exit into the courtroom and hallways, and

2.1.8 Key controlled areas.

2.2 Equipment [CALEA 73.2.1b]

2.2.1 To ensure the security, safety, and effective operation of all court functions, the officers responsible for keeping order within the NLRDC facility must know the types, quantity, condition, and location of all equipment available for use within the court facility.

2.2.2.7 Fire/heat/smoke detection equipment,

2.2.2.8 Fire suppression equipment, and

2.2.2.9 First aid kit. [CALEA 73.5.6]

3. Plans and Procedures

3.1 The Support Service Division Commander or designee will conduct a security survey once every three years that will be used for the careful review of the NLRDC facility, equipment, and all plans and procedures. [CALEA 73.2.1c]

3.2 The survey will be recorded on the *NLRDC Facility Security Survey Form* and will include the following:

3.2.2 Adequate lighting,

3.2.6 Fire/smoke detection equipment,

3.2.7 Fire/ smoke suppression equipment,

3.2.12 First aid supplies,

3.2.13 Restraining devices,

4. Courtroom Proceedings

4.1 On-duty and off-duty officers are permitted to carry department-approved firearms into the courtroom. [CALEA 73.3.1]

4.2 The bailiff will be in full uniform, including all issued duty equipment.

4.3 If the bailiff needs to use OC foam, he/she will do so following PD 11-7 Use of Chemical Deterrents.

4.4 The bailiff, or a member assigned in the bailiff's absence, will enforce obedience to all orders, rules, and judgments made by the presiding District Court Judge while court is in session.

4.5 The bailiff will ensure all warrants are served on persons taken into custody as ordered by the presiding judge.

4.6 As a general rule, prisoners will not be in restraints during their court appearances.

4.6.1 A prisoner who is considered high risk for escape or violence will be kept in restraints during their court appearance. [CALEA 73.3.2]

4.7 Before all court sessions, the bailiff will inspect the court facilities to ensure the following: [CALEA 73.5.16]

4.7.1 All emergency exits are open of any obstructions,

4.7.2 Visual inspection of all automatic fire/heat/smoke detection devices and fire suppression equipment, [CALEA 73.5.9b]

4.7.3 ADA accessible areas are clear and operational,

4.7.4 Courtroom and holding cells are clean,

4.7.5 Courtroom and holding cells are free of any suspicious items, contraband, or weapons,

4.7.6 Report any conditions that do not meet this standard to their supervisor, and

4.7.7 Test the duress alarm for proper function.

4.8 Immediately after all court sessions, the bailiff will inspect court facilities to ensure the following: [CALEA 73.5.16]

4.8.1 Courtroom and holding cells are clean,

4.8.2 Courtroom and holding cells are free of any suspicious items, contraband, or weapons, and

4.8.3 Ensure the courtroom and the holding cells are locked when not in use.

5. High-Risk Security Plan

6. Medical Emergency Plan [CALEA 73.5.5]

6.1 It is the department's policy to provide emergency first-aid and access to quality emergency health care in the event, and in-custody prisoner becomes ill.

6.2 If a prisoner becomes sick during court proceedings, the bailiff will:

6.2.1 Advise the Communications Center of the emergency, the need for backup, and have them contact NLRFD Rescue and MEMS,

6.2.2 Designate another officer to provide security for the other prisoners,

6.2.3 Administer basic life-saving first aid if necessary,

6.2.4 Provide a safe and practical route out of the NLRDC when NLRFD Rescue or MEMS arrives, and

6.2.5 Return to regular duties.

6.3 If a prisoner becomes ill while in the court holding cell, the bailiff will:

6.3.1 Advise the Communications Center of the emergency, the need for backup, and have them contact NLRFD Rescue and MEMS,

6.3.2 Once backup arrives, enter the cell and provide emergency first-aid,

6.3.3 When NLRFD Rescue or MEMS arrives, help to provide a safe and suitable route out of the NLRDC, and

6.3.4 Return to regular duties.

7. Emergency Situations and Special Operations [CALEA 73.5.10]



8. Court Holding Cells

- 8.1 The court cells are used to provide temporary holding for prisoners awaiting trial in the NLRDC Facility.
- 8.2 The bailiff and other members assigned to the duties of the court holding facility will receive initial training and retraining every three years after that on the operations of the court's holding cells. [CALEA 73.5.1]
- 8.3 This training includes but is not limited to:
- 8.3.1 Review of applicable policy and procedures,
 - 8.3.2 Use of monitoring equipment,
 - 8.3.3 Use of physical force training, which includes, but is not limited to:
 - 8.3.3.1 Use of physical restraints,
 - 8.3.3.2 Defensive tactics,
 - 8.3.3.3 Weapon retention, and
 - 8.3.3.4 Searching prisoners.
 - 8.3.5 Use of fire suppression equipment, and
 - 8.3.6 Basic first aid and CPR training. [CALEA 73.5.5]
- 8.4 The Support Service Division Commander or designee will be responsible for the training of all newly appointed bailiffs and court holding cell personnel and the triennial retraining of these personnel.
- 8.5 The training unit will provide the use of force, basic first aid, and CPR training.
- 8.6 When prisoners are transported from the PCRDF van to the court holding cells, they will be in restraints (handcuffs, leg shackles).
- 8.7 If three or more prisoners are being transported to the court holding cells, at least two officers will be present.
- 8.7.1 A Pulaski County Regional Detention Facility (PCRDF) deputy may be one of the officers.
- 8.8 Before any prisoner is placed in the court holding cell; an itemized inventory search will be conducted to determine if the prisoner has any personal property. [CALEA 73.5.2a]
- 8.9 Any property taken from a prisoner will be recorded on a *PCRDF Correctional Facility Inmate Property Receipt* and stored in a secure area. [CALEA 73.5.2b and 73.5.3]
- 8.10 Once the prisoner's court appearance is complete and the prisoner is ready for transport, the bailiff will turn the property over to the transporting officer.
- 8.11 The court holding cells are not equipped to house prisoners who are violent, self-destructive, or under the influence of drugs or alcohol. [CALEA 73.5.4]
- 8.11.1 If a prisoner is violent, self-destructive, or under the influence of drugs or alcohol, they will be taken to PCRDF until they are no longer considered under the influence or a violent risk.
 - 8.11.2 Prisoners brought into the NLRDC facility will not have contact with family or friends.
 - 8.11.3 The holding cells hallway will be designated by a sign stating, **Authorized Personnel Only**.
 - 8.11.4 Only authorized personnel are permitted in the facility and include: [CALEA 73.5.7]
 - 8.11.4.1 Bailiffs,
 - 8.11.4.2 Attorneys,
 - 8.11.4.3 Officers, and
 - 8.11.4.4 Transport personnel.
- 8.12 The court holding cell access is controlled utilizing manual keys, and copies of all keys to the court facility are located at the front desk and available in emergencies. Officers will notify a supervisor in the event the holding cells are needed. [CALEA 73.5.14 and 73.5.15]
- 8.12.1 The court bailiff, warrant officers, and Support Services Sergeant will have court holding cell keys assigned to them.
 - 8.12.2 The holding cell doors will be closed and checked each time they are used to ensure security.
 - 8.12.3 The holding cells will be closed and secure even when not in use.
 - 8.12.4 Officers that have to enter court-holding cells should give careful consideration to officer safety procedures.
- 8.13 When entering holding cells, officers will make sure that they have a portable, two-way radio that is operational and ready-to-use in case of an emergency. [CALEA 73.5.19]

- 8.14 Officers should only enter a holding cell under the following conditions: [CALEA 73.5.13]
 - 8.14.1 Disturbance, or
 - 8.14.2 Medical emergency.
- 8.15 Officers will not enter an occupied holding cell without another officer present to provide backup.
- 8.16 Officers will not enter an occupied holding cell with a firearm unless deadly force is justified. [CALEA 73.5.12]
- 8.17 The officer will secure his/her firearm in the lockbox located in the hallway of the holding cells before entering the cell.
- 8.18 This department will provide the following essential and basic needs for prisoners housed within the court holding cells:
 - 8.18.1 Adequate lighting, [CALEA 73.5.8a]
 - 8.18.2 Circulation of fresh air, [CALEA 73.5.8b]
 - 8.18.3 Access to adequate toilet facilities and drinking water, and [CALEA 73.5.8c]
 - 8.18.4 Procedures for gaining access to medical services in case of emergency will be mounted, legible, and written in English and Spanish. [CALEA 73.5.22]

9. Weekly Inspections:

- 9.1 To maintain a safe, secure, sanitary, and orderly environment within the court facilities, weekly inspections will be conducted by the bailiff.
- 9.2 The inspection will be recorded on the *NLRDC Holding Cell – Weekly Inspection Form*.
- 9.3 The inspection will be performed on the following areas and equipment located within the court facility:
 - 9.3.1 First-aid kit, [CALEA 73.5.6]
 - 9.3.1.1 The kit will include basic first-aid items to provide a broad range of anticipated emergencies.
 - 9.3.2 Fire/smoke suppression equipment that has been approved by an NLRFD official. [CALEA 73.5.9 a]
 - 9.3.2.1 A weekly visual inspection and a semi-annual documented testing of fire equipment.
 - 9.3.3 Fire/heat/smoke detection, [CALEA 73.5.9 b]
 - 9.3.3.1 A **daily** (excluding non-court days) visual inspection and documented testing of the automatic fire/heat/smoke detection devices and alarm systems as required by NLRFD.
 - 9.3.4 Sanitation inspection of the facility to ensure that the facility is clean and not conducive to harboring or breeding insects or rodents, and [CALEA 73.5.11]
 - 9.3.5 [REDACTED]

10. Audio/Visual Surveillance Equipment:

- 10.1 The court holding facility has three cameras that provide audio and video surveillance to monitor prisoners.
- 10.2 The monitors are located at the desk and the courtroom, which is monitored by a Customer Services Assistance (CSA) and bailiff, respectively.
- 10.3 The cameras are positioned so that prisoners can be kept under surveillance without invading the prisoner's privacy. [CALEA 73.5.23]
- 10.4 The cameras are arranged in case of an emergency; a prisoner can alert a bailiff or CSA for help. [CALEA 73.5.18]

11. Supervision of Prisoners of the Opposite Sex: [CALEA 73.5.24]

- 11.1 Prisoners will be placed in holding cells designated by gender.
- 11.2 As much as practical, employees handling prisoners of the opposite sex will take the necessary precautions to ensure their privacy and dignity. If possible, they will have all physical contact monitored by another employee, preferable of the same sex as the prisoner.
 - 11.2.1 In the event a bailiff, officer, or court transport personnel must supervise or have contact with a prisoner of the opposite sex, and other personnel is not available to assist, he/she will utilize the cameras located in the holding cell area to monitor the contact.

12. Escape of Prisoners [CALEA 73.5.20]

12.1 In the event of an escape, the bailiff will:

12.1.1 Broadcast an attempt to locate, including all available information such as; subjects name, description, the direction of travel, and any other applicable information,

12.1.2 Request backup,

12.1.3 Notify a supervisor,

12.1.4 Ensure the security of any additional prisoners,

12.1.5 Search the premises, and

12.1.6 Document the escape on an incident report.

12.2 The responsible supervisor will complete a file that includes:

12.2.1 Incident report,

12.2.2 Intra-departmental communications from all involved personnel,

12.2.3 Statements from witnesses, and

12.2.4 Other relevant documents, such as the subject's ADR, etc.

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