
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 North Little Rock District Court (NLRDC) and court proceedings.

Policy Statement: This department's policy is to provide physical security for the NLRDC facility and court proceedings. By maintaining the standard of protection set out in this policy, this department's Warrant Officers and Court Bailiffs help ensure the safety of the Judge, participants in court proceedings, and the public. The department is committed to utilizing security measures to deter those who would take violent action against the NLRDC and its participants during court proceedings. [CALEA 73.1.1b]

Summary of Changes: A definition of Warrant Officer was added and requirements for the Court Bailiff position.

Definitions:

Warrant Officer: A sworn law enforcement officer of the department assigned to the Support Services Division to perform warrant service, court security, prisoner control, and transportation duties.

Bailiff: A Court Bailiff is a sworn specialized officer assigned to the Support Services Division and has charge of a court session in keeping order and custody of prisoners while in court.

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

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, restraining devices, detainee movement, and the 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 Sworn specialized officers will be assigned the duties of the Court Bailiff. Additionally, sworn members of the NLR Police Department will be assigned as Warrant Officers. The Court Bailiffs and Warrant Officers will be under the command of the Support Service Division Commander.

1.3.1 Court Bailiffs are full-time specialized officers required to meet all training requirements set forth by the Commission on Law Enforcement Standards and Training (CLEST). Court Bailiffs will also adhere to all North Little Rock Police Department policies.

1.4 The responsibilities of the Court Bailiff and Warrant Officer 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 NLRDC, participants in court proceedings, or the public,

1.4.2.1 The Court Bailiff or Warrant Officer will be posted at the front entrance maintaining security during regular business hours of the facility.

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 necessary duties to ensure the smooth operation of the 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 supervisor.
- 1.6 The Support Services Division Commander or designee will document all incidents that threaten the facility or any person therein and provide a report to the Chief of Police. The report will include the notification of any outside agencies for assistance. [CALEA 73.1.1d]
- 1.7 Court Bailiffs and Warrant Officers will assist with the duties at the front desk or any other assignment regarding the security of the building or courts.

2. Operations

- 2.1 The NLRDC facility includes the courtroom and those areas within the Justice Center relating to the courtroom's direct operation. The following areas include: [CALEA 73.2.1a]
 - 2.1.1 Courtroom,
 - 2.1.2 Judge's 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 Justice Center.
 - 2.2.2 The following equipment will be identifiable, available for immediate use, and maintained in a state of readiness: [CALEA 73.4.1]
 - 2.2.2.1 Duress alarm, [CALEA 73.4.3]
 - 2.2.2.2 Intercom system that provides communication between the judge and court employees outside the courtroom, [CALEA 73.4.2]
 - 2.2.2.3 Portable radio,
 - 2.2.2.4 Restraining devices,
 - 2.2.2.5 OC pepper spray,
 - 2.2.2.6 Taser,
 - 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 two years that will be used to carefully review 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:
 - 3.2.1 Key control access,
 - 3.2.2 Adequate lighting,
 - 3.2.3 Duress alarm,
 - 3.2.4 Communications equipment,
 - 3.2.5 Evacuation plan,
 - 3.2.6 Fire/smoke detection equipment,
 - 3.2.7 Fire/ smoke suppression equipment,
 - 3.2.8 Emergency power,
 - 3.2.9 Threat assessment for high-risk trials,
 - 3.2.10 Security of controlled entrances,
 - 3.2.11 First aid supplies,
 - 3.2.12 Restraining devices,
 - 3.2.13 State of readiness and accessibility of all equipment.

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 Warrant Officer will be in full uniform, including all issued duty equipment (Policy Directive 15-02).
- 4.3 The Court Bailiffs will be in the approved Bailiff Uniform, including all issued duty equipment (Policy Directive 15-02).
- 4.4 The Court Bailiff, or a member assigned in the Bailiff's absence, will enforce obedience to all orders, rules, and judgments made by the presiding Judge.
- 4.5 The Warrant Officer or Court 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 restrained during court appearances.
 - 4.6.1 A prisoner considered at high risk for escape or has a history of violence will be kept in restraints during their court appearance. [CALEA 73.3.2]
- 4.7 Before all court sessions, the Court Bailiff will inspect the court facilities to ensure the following: [CALEA 73.5.16]
 - 4.7.1 All emergency exits are clear 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 suspicious items, contraband, or weapons.
 - 4.7.6 Report any conditions that do not meet this standard to their supervisor, and
- 4.8 Immediately after all court sessions, the Court 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 used.

5. High-Risk Security Plan

- 5.1 The Court Bailiff and Warrant Officers will prepare high-risk trials in advance with the advice and consent of the presiding Judge.
- 5.2 The Support Service Division Commander will assign an adequate amount of additional security personnel to ensure the safety of those involved in the trial process if requested by the District Court Judge.

6. Medical Emergency Plan [CALEA 73.5.5]

- 6.1 The department's policy is to provide emergency first-aid and access to emergency health care if an in-custody prisoner becomes ill.
- 6.2 If a prisoner becomes sick during court proceedings, the Court Bailiff or Warrant Officer will:
 - 6.2.1 Advise the Communications Center of the emergency and 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
- 6.3 If a prisoner becomes ill while in the court holding cell, the Court Bailiff or Warrant Officer will:
 - 6.3.1 Advise the Communications Center of the emergency and 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

7. Emergency Situations and Special Operations [CALEA 73.5.10]

- 7.1 Examples of emergencies are fire, an explosion, bomb threat, hostage, natural disaster, or any other unusual occurrences that could seriously alter the regular activity of the NLRDC.
- 7.2 In an emergency, the Court Bailiff, Warrant Officer, or officer on scene will assume control and notify the Communication Center, requesting additional police, fire, or medical assistance, as the circumstances require.
- 7.3 Depending on the type and severity of the emergency, PD 40-1 Special Operations may take precedence over this policy.

8. Court Holding Cells

- 8.1 The court cells provide temporary holding for prisoners awaiting trial in the NLRDC Facility.
- 8.2 The Court Bailiff, Warrant Officer, and other members assigned to the duties of the court holding facility will receive initial training and retraining every two 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.
 - 8.3.4 Use of fire suppression equipment, and
 - 8.3.5 Basic first aid and CPR training. [CALEA 73.5.5]
- 8.4 The training unit will provide the response to resistance, basic first aid, and CPR training.
- 8.5 When prisoners are transported from the PCRDF van to the court holding cells, they will be in restraints (handcuffs, leg shackles).
- 8.6 If three or more prisoners are transported to the court holding cells, at least two officers will be present.
 - 8.6.1 A Pulaski County Regional Detention Facility (PCRDF) deputy may be one of the officers.
- 8.7 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]
- 8.8 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]
- 8.9 Once the prisoner's court appearance is complete and the prisoner is ready for transport, their property will be turned over to the transporting officer.
- 8.10 The court holding cells are not equipped to house prisoners who are violent, self-destructive, or under the influence of drugs or alcohol.
 - 8.10.1 If a prisoner is violent, self-destructive, or under the influence of drugs or alcohol, they will be taken to PCRDF. [CALEA 73.5.4a, b]
 - 8.10.2 Prisoners can be held that are exhibiting signs of mental health issues or mental illness as long as they are not violent, self-destructive, or under the influence of drugs or alcohol. [CALEA 73.5.4c]
 - 8.10.3 Prisoners brought into the NLRDC facility will not have contact with family or friends.
 - 8.10.4 The holding cells hallway will be designated by a sign stating, **Authorized Personnel Only**.
 - 8.10.5 Only authorized personnel are permitted in the facility and include: [CALEA 73.5.7]
 - 8.10.5.1 Bailiffs,
 - 8.10.5.2 Attorneys,
 - 8.10.5.3 Officers, and
 - 8.10.5.4 Transport personnel.
- 8.11 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]
 - 8.11.1 The holding cell doors will be closed and checked each time they are used to ensure security.
 - 8.11.2 The holding cells will be closed and secure even when not used. [CALEA 73.5.15]
 - 8.11.3 Officers who have to enter court-holding cells should consider officer safety procedures carefully.
- 8.12 When entering holding cells, officers will ensure that they have a portable, two-way radio that is operational and ready to use in an emergency. [CALEA 73.5.19]
- 8.13 Officers should only enter a holding cell under the following conditions: [CALEA 73.5.13]
 - 8.13.1 Disturbance, or
 - 8.13.2 Medical emergency.
- 8.14 Officers will not enter an occupied holding cell without another officer present to provide backup.
- 8.15 Officers will not enter an occupied holding cell with a firearm unless deadly force is justified. [CALEA 73.5.12]
- 8.16 The officer will secure their firearm in the lock box in the holding cell's hallway before entering the cell.

8.17 This department will provide the following essential and basic needs for prisoners housed within the court holding cells:

8.17.1 Adequate lighting, [CALEA 73.5.8a]

8.17.2 Circulation of fresh air, [CALEA 73.5.8b]

8.17.3 Access to adequate toilet facilities and drinking water, and [CALEA 73.5.8d]

8.17.4 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]

8.17.5 A documented daily cleanliness inspection will be conducted of the court holding cells. [CALEA 73.5.8c]

9. Inspections:

9.1 To maintain a safe, secure, sanitary, and orderly environment within the court facilities, inspections will be conducted by the Court Bailiff or Warrant Officer.

9.2 The inspections will be recorded on the *NLRDC Holding Cell – 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 an NLRFD official has approved. [CALEA 73.5.9 a]

9.3.2.1 A weekly documented visual inspection and annual documented testing of fire equipment. [CALEA 73.5.9a, b]

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. [CALEA 73.5.9c, d]

9.3.4 A monthly 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 Weekly security inspection that includes a check for the following: [CALEA 73.5.17]

9.3.5.1 Weapons,

9.3.5.2 Contraband,

9.3.5.3 Doors,

9.3.5.4 Duress alarm,

9.3.5.5 Operational wear, and

9.3.5.6 Prisoner tampering.

10. Audio/Visual Surveillance Equipment:

10.1 The court holding facility has cameras that provide video surveillance to monitor prisoners.

10.2 The monitors are located at the desk and the courtroom, monitored by Customer Services Assistances (CSA), Warrant Officers, and Bailiffs.

10.3 The cameras are positioned so 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, Warrant Officer, 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, preferably of the same sex as the prisoner.

11.2.1 If any officer must supervise or have contact with a prisoner of the opposite sex, and other personnel is not available to assist, they will utilize the hallway and holding cell camera to monitor the contact.

12. Escape of Prisoners [CALEA 73.5.20]

12.1 In the event of an escape, the Court Bailiff or Warrant Officer will:

12.1.1 Broadcast an attempt to locate, including all available information such as; the subjects name, description, 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.

13. Jurisdiction and Authority

- 13.1 Court Bailiffs of the North Little Rock Police Department will have, within the Justice Center limits of the City of North Little Rock, all the powers invested in law enforcement officers as described under Arkansas Code Annotated (ACA) 16-81-106.
- 13.2 The Federal Law Enforcement Officers Safety Act does not give North Little Rock Bailiffs law enforcement authority outside the jurisdictional boundaries outlined in Arkansas law.
- 13.3 Although the act gives officers the right to carry a firearm, Court Bailiffs will not carry department-issued firearms outside the State of Arkansas.
- 13.4 The City of North Little Rock will not defend an officer for any acts committed outside of the State of Arkansas violating this policy.
- 13.5 Officers outside the State of Arkansas have only the authority of any other private citizen. Therefore, no acts outside the State of Arkansas under the color authority of employment with the North Little Rock Police Department are authorized.

14. Response to Resistance or Assaultive Behavior

- 14.1 Any Court Bailiff responding to resistance or assaultive behavior (on or off duty) will notify a supervisor as soon as possible.
- 14.2 Court Bailiffs will follow all response to resistance or assaultive behavior reporting requirements outlined in Policy Directive 11-01 to 11-09.

15. Training

- 15.1 Court Bailiffs will meet all training requirements for specialized officers set forth by CLEST.
- 15.1.1 The Support Services Division Commander or designee can permit bailiffs to attend and participate in any training offered by the Training Unit.

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