

VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau



STANDARD OPERATING PROCEDURES

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PREFACE

In order for a society with democratic principles to survive there must be a neutral environment where conflicts can be resolved and the rules of the society can be tested and enforced. This forum must be free from violence and must maintain an impartial atmosphere to promote justice and equality.

Court security is a necessary function of government. Security personnel are facing increasing incidents of violence in courts across the country everyday. It is vital that security be in place so that employees are prepared to meet these challenges.

It is the responsibility of all personnel assigned to the Court Services Bureau to be knowledgeable of the procedures contained herein. Supervisors will be required to give periodic refresher training to accomplish this objective.

COURT SERVICES MISSION STATEMENT

The Sheriff's Court Services Bureau is charged with, and committed to, providing a safe and secure atmosphere conducive to the peaceful, efficient administration of justice.

We recognize this atmosphere to be essential to all participants in the justice process.

Our pledge is to the highest standards of law enforcement professionalism, service and protection of all those who utilize the court system of Ventura County.

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VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 1, Section 1

COURT SECURITY PLAN

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PURPOSE: To provide a definitive plan under which security shall operate within the Courts of Ventura County.

I. Court Security Officer

- A. The Sheriff is designated as Court Security Officer and is responsible to the Court for all matters related to security.
- B. In the capacity of Court Security Officer, the Sheriff may assign a member of the department to act as a designee. This designee (Court Services Bureau Captain) shall manage all personnel employed by the Sheriff who are assigned to the Court Services Bureau.
- C. The Court Services Captain shall be responsible for the training and assignment of Court Security personnel and the execution of the Security Plan.
- D. The Court Services Captain may delegate daily operations, supervision of Court Security personnel, and execution of the Security Plan to the Bureau Sergeants.

II. Personnel

A. Assignment

1. Court Services personnel shall be of suitable physical and mental condition to ensure that they are capable of providing a high level of security for the Court and to ensure the safety and welfare of individuals participating in court proceedings. They shall be capable of responding appropriately to any potential or actual breach of security.

B. Training

1. All personnel assigned to Court Security shall complete a training program. This program shall provide exposure to all duties of the Sheriff as they pertain to Court Security.
2. During the training period, the trainee shall be trained in all aspects of the Courts. It shall be the responsibility of the respective Bailiff to ensure the trainee has been instructed in the proper procedures. A Court Services supervisor shall monitor the trainee's progress.

C. Dress

1. All Court Security personnel shall report for duty in attire as directed by the Court Services Captain. Uniform assignments shall be the regular uniform worn in the manner prescribed by the Sheriff. All personnel assigned to Court Services Bureau shall have a full patrol uniform including the following equipment; Vest, Taser, firearm, baton, OC, handcuffs and spare magazines.

D. Weapons

1. The wearing and use of firearms shall at all times be governed by the established policies of the Sheriff.

III. Functional Assignments

- A. The Court Services Captain shall ensure that written job descriptions and duties of functional assignments in Court Security are prepared and that Court Security personnel shall perform such responsibilities as defined herein.

1. Bailiff

- a) Bailiffs shall be assigned to all criminal and family law courts. Based on the nature of the proceeding and a potential need for security, the Court may request that a Bailiff be assigned to a civil court.
- b) The assignment of the Bailiff shall be based on experience, demonstrated ability, and judicial concurrence. The Bailiff is responsible for the security of the Court, the judge, and the jury.

2. Security Deputy

- a) Security deputies shall be assigned to assist in the movement of inmates to and from holding areas and to provide additional courtroom security when necessary. Unless specified otherwise, the Security Deputy is directly responsible for the security of inmates while the Bailiff is responsible for the security of the Court.
- b) Security deputies may be assigned to Court buildings that receive inmates at a central holding area under the control of Court Security.

3. Security Personnel

- a) Additional Court Security personnel shall be assigned as required for building security.

IV. Court Firearms Policy

- A. The wearing of a firearm by anyone other than a duly appointed peace officer pursuant to sections 830 et seq. of the Penal Code, or a Judge with a current Concealed Carry permit, shall be prohibited within the Court building. Peace officers who are a party in a family court or civil hearing shall not be armed.
- B. The possession of weapons, including firearms, shall be governed by Penal Code Section 171b and Ventura County Superior Court Administrative Order 8-2-99.

V. Security Operations

A. Court security personnel shall be deployed in such a manner as to provide a high level of security to the Court. Court facilities located within the jurisdiction of an allied agency shall have a security plan, which defines the responsibilities of the allied agencies.

1. Operations of the Courts

- a) Each judge is responsible for the orderly conduct of judicial business in his/her courtroom and may make such decisions as he/she deems necessary in that courtroom regarding security matters.
- b) The assigned Bailiff shall promptly and properly obey all lawful orders and directions of the Court to maintain order in the courtroom and ensure the proper conduct and safety of those attending court.
- c) During regular daily operations, Court Security personnel shall remain alert for any disturbances or breaches in court security.
- d) Court Security personnel shall respond to any reported disturbance or breach of security within or adjacent to the court facility.
- e) All security systems shall be tested monthly to ensure that they are in proper working order. The failure of any such system to function properly shall immediately be reported to the appropriate agency for repair.

2. Control of Contraband in the Courtroom

- a) The goal of courtroom security is to keep all persons safe and to prevent contraband from entering the inmate holding areas, courtrooms, the Pre-Trial Detention Facility (PTDF), and the Todd Road Jail (TRJ). It is the responsibility of the courtroom Bailiff and Security Deputy to continually monitor the potential for any contraband being passed to or from an inmate.
- b) For security purposes, the courtrooms and adjacent holding areas are considered an extension of the PTDF. In-custody inmates being held in a caged holding area within a courtroom may be allowed to pass an item, such as an envelope, as needed to an attorney. However, the envelope shall first be searched for contraband (staples, paper clips etc.) prior to the commencement of court.
- c) If a deputy observes an attorney passing an item or written correspondence from a member of the courtroom audience to an in-custody inmate, the deputy shall briefly check it to ensure it is not contraband or other form of unauthorized communication. The attorney and/or citizen shall be advised of the appropriate procedure for non-court related items to be passed or signed by an inmate at the respective jail facility.
- d) When circumstances justify a more extensive search for contraband within the courthouse, use of the PTDF K-9 is available as a resource if needed.

3. Special Operations

- a) The Court Services Captain shall ensure written procedures that provide Court Security for special operations are established, such as for high-risk trials. Non-routine security operations may include, but are not limited to:
 - (1) Setting up a search operation to screen members of the public who seek admittance to a specific courtroom. This operation may include use of an x-ray machine, metal detector, or a physical search, and may require excluding people who refuse to submit to an authorized search.
 - (2) Restricting public access to the court building.
 - (3) Limiting the number of spectators and media people allowed in the courtroom.
 - (4) Enforcing Rule 980 of the California Rules of Court (Media and recordings in the courtroom). Enforcing [Rule 26 of Ventura County Rules of the Court](#).
 - (5) Use of restraints in the courtroom on in-custody defendants or witnesses during a jury trial.
 - (6) Use of cameras to record unruly behavior in the courtroom.
 - (7) Special precautions for witness security.
 - (8) Special precautions and security measures for multi-defendant or high-risk trials.
 - (9) Implementation of judicial protection.

4. Emergency operations

- a) The Court Services Captain shall ensure written procedures that provide Court Security with guidelines relative to emergency operations are established. These procedures shall include but are not limited to:
 - (1) Response to court alarms.
 - (2) Prisoner escapes.
 - (3) Bomb threats.
 - (4) Hostage events.
 - (5) Fire suppression.
 - (6) Civil disasters.
 - (7) Natural disasters.
 - (8) Building evacuations.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 1, Section 2

LEGAL REQUIREMENTS OF THE SHERIFF

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PURPOSE: To provide an overview of the responsibilities of the Sheriff to attend the courts as required by law.

- I. The Sheriff is mandated by law to perform specified duties relative to court attendance. It shall be the responsibility of all court security personnel, as delegated representatives of the Sheriff, to comply with all such requirements in a competent and professional manner.
- II. Responsibilities of Personnel
 - A. The primary duty of Court Security personnel is to discharge the duties of the Sheriff, imposed by law, relative to attending the Courts of Ventura County, and to provide security to the Courts and those who attend them in compliance with the law, general orders, and procedures of the department.
 - B. All Sheriff's personnel who are assigned to Court Services shall make every reasonable effort to work in harmony with all Court staff, clerical staff, and all other county employees so long as such efforts do not contradict the primary duties of Court Security personnel.
 - C. Unresolved problems involving security or interpersonal relations between court staff and security personnel will be reported to the Court Services Captain.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 1, Section 3

ORGANIZATIONAL STRUCTURE

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PURPOSE: To define the organizational and command structure of the Court Services Bureau.

- I. The Court Services Bureau is made up of six separate units, as follows:
 - A. Court Security Detail
 - B. Civil/Warrant Detail
 - C. East County Court Detail
 - D. Inmate Movement Detail
 - E. Juvenile Court Detail
 - F. Transportation Unit
- II. Court Services Bureau Personnel
 - A. Court Services Bureau Captain
 1. The Court Services Bureau is under the command of the Court Services Captain, who has been designated as "Court Security Officer" by the Sheriff. The Court Services Captain acts as the liaison between the Court and the Sheriff.
 2. The Court Services Captain directs the Court Services Bureau and governs its activities through written policies and procedures.
 - B. Court Services Bureau Administrative Sergeant
 1. The Court Services Bureau Administrative Sergeant, under the supervision of the Court Services Captain, shall provide administrative support to the Court Services Bureau. The Court Services Administrative Sergeant will also supervise the Own Recognizance (OR) Deputy, East County Courthouse and Juvenile Justice Center.

2. The Court Services Administrative Sergeant shall also act as the Court Services Bureau Training Sergeant and shall liaison with the Sheriff's Training Center, which includes being a member of the Department's Training Committee.

C. Court Security Sergeant

1. The Court Security Sergeant, under the supervision of the Court Services Captain, acts as a line supervisor for the Bailiffs and Court Security deputies and is responsible for the daily operational activities of the Court Security Detail.

D. Inmate Movement / Transportation Sergeant

1. The Inmate Movement / Transportation Sergeant, under the supervision of the Court Services Captain, acts as a line supervisor of both the Inmate Holding and Transportation units and is responsible for the daily operational activities of these respective units.

E. Civil / Warrant Detail Sergeant

1. The Civil / Warrant Detail Sergeant, under the supervision of the Court Services Captain, acts as a line supervisor for both the Civil Office Unit and the Civil / Warrant Field Unit and is responsible for the daily operational activities of these respective units.

F. Court Services Senior Deputy

1. The Court Services Senior Deputies are responsible for the first line supervision of the Deputies assigned to the Court Services Bureau. The Senior Deputies are responsible for the immediate response to, containment of, and resolution of most security problems. They provide the supervision over daily assignments, scheduling, etc., and are assigned to the following units:
 - a) Hall of Justice, Superior Courts
 - b) East County Courthouse
 - c) Inmate Holding
 - d) Transportation
 - e) Civil Levy / Evictions and Civil / Warrants
 - f) Juvenile Justice Center

G. Court Services Deputy

1. Court Services is staffed by Deputy Sheriffs who are assigned the specific job assignments of Bailiff, Court Security, Inmate Movement, and other miscellaneous assignments as necessary to complete the mission of the Court Services Bureau.

H. Civil / Warrant Deputy

1. The Civil / Warrant Detail is staffed by Deputy Sheriffs who are assigned to the field service of evictions, court process service, and warrants.

I. Sheriff Service Technician

1. The SST's are responsible for the operational security of the Hall of Justice first floor Court Holding Facility and Transportation Unit.

J. Management Assistant II

1. The Management Assistant acts as the secretary for the Court Services Bureau Captain. The Management Assistant is also responsible for other assorted clerical assignments necessary for the operations of the Court Services administrative offices.

K. Office Assistant III

1. Under general supervision of the Management Assistant, the Office Assistant III performs a variety of clerical duties in support of the Court Services Bureau Administration. Support activities may include public service, records maintenance, payroll, payroll timekeeping, associated tasks, and document production.

L. Clerical Supervisor II

1. The Civil Clerical Supervisor, under the supervision of the Civil Sergeant, acts as a line supervisor for the Civil Office. The Civil Clerical Supervisor is responsible for the Civil Office operations and the supervision of the clerical staff.

N. Legal Process Assistant

1. The clerical staff (L.P.A. II), including the lead clerk L.P.A. III, is responsible for the daily operational activities of the Hall of Justice and East County Civil Details. This includes the staffing of the civil offices to accept and process civil documents as mandated by law.



VENTURA COUNTY SHERIFF'S OFFICE

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Court Services Bureau

Chapter 1, Section 4

JURISDICTIONAL RESPONSIBILITIES

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PURPOSE: To define jurisdictional law enforcement responsibilities regarding court facilities.

- I. The responsibility of the Court Services Bureau's Court Security Detail is to provide contractual court security services to the Superior Court of Ventura County, including those responsibilities required by law. The Court Security Detail is tasked with maintaining a safe and secure environment for the public and employees while at the courthouse. Duties of the Court Security Detail include:
 - A. Maintain order of the Court by providing courthouse security.
 - B. Provide judicial and jury protection.
 - C. Provide first response to emergencies within the court facility.
 - D. Care, custody, and control of prisoners while staging at the Hall of Justice (HOJ) for court appearances.
 - E. Properly process remands, conduct weapon searches, and affect arrests pursuant to facility security.
- II. Jurisdictional Responsibilities
 - A. Refer to P&P 331
 - B. East County Courthouse
 1. The Simi Valley Police Department is responsible for response to crimes and disturbances occurring in areas outside of the courthouse
 - C. Juvenile Justice Courthouse
 1. The Sheriff's Office West County Patrol Services Bureau is responsible for response to crimes and disturbances occurring in all areas of the Juvenile Justice Courthouse.
 2. Although Court Services may not be responsible for crimes or disturbances outside of the court facilities, they may be required to act as first responders to a situation until the agency that has primary jurisdiction arrives and assumes responsibility from Court Services deputies.
 3. The foregoing lines of authority are not meant to infer that additional assistance from the Court Services Bureau or another agency may not be sought.

- III. The Court Services Bureau shall assist the respective law enforcement agencies by providing first response when it is apparent that immediate action is necessary to protect life and property. The Court Services Deputy may be the first responder to:
- A. Provide first aid.
 - B. Suppress crimes within the Ventura County Government Center, East County Courthouse, and the Juvenile Justice Center.
 - C. Secure major crime scenes.
 - D. Detain suspects and witnesses.
 - E. Collect needed information in the case of critical incidents to assist the responding agency, i.e.
 - 1. Suspect information.
 - 2. Direction of travel.
 - 3. Any suspect vehicle information.
 - F. Render assistance when available to allied agencies at the courthouse facilities within Ventura County.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 1, Section 5

ANNUAL LEAVE SIGN-UP POLICY

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PURPOSE: To define the Detention Services/Court Services Bureau Annual Leave Sign-up Policy.

- I. The annual leave sign-up (for vacation purposes) will begin on November 1. Vacation requests shall be considered based on classification and departmental seniority. Initially, employees will be able to sign up for a maximum of one, three (3) consecutive designated workweek period. Refer to Detention Services Divisional Policy Annual Leave / Comp Time for further information. (Section 2, Chapter 1)
- II. Once all personnel have had an opportunity to sign-up for their initial three-week block, the Annual Leave Roster will be made available to all personnel, regardless of seniority, to schedule up to two additional weeks of leave during the following calendar year. The maximum number of leave slots (listed by weeks) that an employee may sign-up for on the Annual Leave Roster is five (5) weeks.
- III. Every effort will be made to accommodate time off requests based on management's determination of the security and operational needs of the bureau. However, nothing in this section should be construed as a guarantee that such vacation shall occur in the event operational considerations and/or unforeseen emergencies preclude the granting of such request. Management shall assure that appropriate staffing levels are maintained if multiple bids are received for the same vacation period (refer to Section 1207 of the MOA).
- IV. Requests for short term leave / comp time off other than those contained on the Annual Leave Roster, must be submitted no less than 14 days prior to the date(s) requested and no more than 60 days prior to the dates selected.
- V. To insure that adequate staffing is available, the Court Services Bureau will adhere to the following maximum amount of personnel off at one time:
 - A. No more than two Bureau sergeants.
 - B. Courts: 3 deputies and 1 senior deputy.
 - C. Inmate Movement: (Holding) 1 deputy and 1 senior deputy.

D. Transportation: 1 deputy and 1 senior deputy.

E. Juvenile Justice Courthouse: 2 deputies.

F. Civil: 2 deputies (If a senior deputy is off, they will be counted as 1 of the deputies off at one time)

VI. Although these guidelines define the maximum amount of personnel that can be on vacation during any specific time, situations may exist where additional time off may be authorized. In these circumstances, the supervising sergeant must obtain authorization from the Bureau Captain.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 1, Section 6

ELECTRONIC CONTROL DEVICE (ECD) / TASER

Drafted: July 18, 2017

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PURPOSE: To establish and maintain a legal, safe, and consistent method for the deployment and use of the Electronic Control Device (ECD) / Taser for the Court Services Bureau.

- I. The use of the Electronic Control Device (ECD) / Taser falls within the guidelines of the Ventura County Sheriff's Office use of force policy (Lexipol Policy 300) and the conducted energy device policy (Lexipol Policy 303). This policy applies to all sworn staff within the Court Services Bureau.
 - A. Court personnel assigned to work as Bailiffs, Court Security, Inmate Movement, Transportation, and Civil shall carry their assigned Taser in accordance with Lexipol Policy 300 (Use of Force) and 303 (Conducted Energy Device.)
 - B. After review of an incident involving the use of the Taser, all completed reports and Use of Force Memorandum shall be provided to the Court Services Captain.
- II. Administration
 - A. The Court Services Administrative Sergeant will maintain an inventory list of the identification numbers of all Tasers issued to the deputies assigned to work in Court Services.
 - B. The Administrative Sergeant will download, on a quarterly basis, the information from each issued Taser.
 - C. When a Taser is used as a force option, the Administrative Sergeant or designee will download the data files from the Taser. If the Administrative Sergeant or designee is not immediately available, the deputy will check out a spare Taser to carry until the Administrative Sergeant is available to conduct the download.

- a. After downloading the data files from the Taser, it will be immediately returned to the staff member. The only exception to this would be after an extraordinary incident (death, serious injury) requiring the Taser to be retained as evidence. In those cases, a new Taser would be issued to the involved deputy.

CROSS REFERENCES

Lexipol Policy 300; Use of Force

Lexipol Policy 303; Conducted Energy Device

Detention Services Policy and Procedures, Section 5, Chapter 20; Use of Conducted Energy Device in Detention Services



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 2, Section 1

COURT SECURITY SERGEANT

Drafted: July 17, 2017

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PURPOSE: To define duties and provide guidelines for the Court Security Sergeant.

- I. Responsibilities and Functions of the Court Security Sergeant.
 - A. The Court Security Sergeant is responsible for the day-to-day operations of the section over which he/she has direct control. These responsibilities include but are not limited to:
 1. As a mid-line supervisor, the Court Security Sergeant's main functions are:
 - a. The supervision of the first line supervising senior deputies to assure the equitable distribution of work assignments.
 - b. Supervision of security personnel to ensure assignments are carried out in a satisfactory manner.
 - c. Utilizing the senior deputies as first line supervisors over the daily operational functions.
 2. Updating the Court Services Captain of conditions and activities affecting the Court Security Detail. Unusual occurrences, personnel issues, and security problems shall be brought to the attention of the captain as soon as possible.
 3. Ensuring all reports and memoranda involving incidents, injuries, and attendance are prepared by those involved in a timely manner and review all such reports prior to review by the captain.
 4. Conducting periodic inspections of security personnel and work locations while court is in session. When conducting these inspections, the sergeant shall be alert for any discrepancies in professional conduct or appearance of staff as well as security issues. Appropriate corrective measures are to be taken immediately.

5. Maintaining a good relationship with individual judges. Any problems involving interpersonal relations between the Court and security staff shall be addressed immediately. Reports of such problems and action taken to resolve such problems shall be brought to the attention of the Court Services Captain as soon as possible.
6. Gather intelligence, brief the Court Services Captain, and develop a security plan for all enhanced security trials.
7. Assume initial command of any event that poses a threat to the security of the court.
8. Coordinate the cross training of newly assigned Court Security personnel. This may include cross training for specific positions as needed.
9. Conduct inspections of staffed holding areas.
10. The Court Security Sergeant is responsible for performance appraisals for all sworn employee's performance appraisals assigned to the Ventura Courthouse.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 2, Section 2

COURT SECURITY SENIOR DEPUTY

Drafted: July 18, 2017

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PURPOSE: To define duties and provide guidelines for the position of Court Security Senior Deputy.

I. Staffing

A. Each morning, the Court Security Senior Deputy will advise the Court Security Sergeant of the facility staffing availability and coordinate daily staffing assignments.

1. The Court Security Senior Deputy will conduct the morning briefing [REDACTED]. Briefing will consist of:

- a) Daily assignments.
- b) Training.
- c) Special security needs.

2. Any special security needs of the court shall be brought to the Court Security Sergeant's attention as soon as they are identified.

3. The Court Security Senior Deputy, who will advise the Court Security Sergeant of such assignments, may reassign available staff to meet the needs of the facility.

II. Facility Security

A. Make daily security checks of the facility and be alert to problems that pose a threat to the facility or its occupants. Physical deficiencies of the building (i.e., defective doors, locks, windows, etc.) will be reported to the Court Security Sergeant or the facility maintenance dispatcher.

- B. In the absence of the Court Security Sergeant, the Court Security Senior Deputy will take initial command of any situation that threatens the facility or its occupants and take those steps reasonably necessary to resolve the threat. Any such situation shall be reported as soon as possible to the sergeant. If the sergeant cannot be contacted, the Court Services Captain shall be notified and such command may be relieved upon their arrival.
- C. Generate the appropriate paperwork for, and direct the movement of, prisoners within a court facility.
- D. The Court Security Senior Deputy, or designated deputies, shall ensure that all Court departments and holding cells are clear and secure, and that all in-custody defendants have been accounted for at the end of the daily shift.
- E. Identify training needs for the daily briefings.
- F. Order needed supplies and forms for their assigned facility.
- G. Provide information to the Court Security Sergeant for the completion of employee performance appraisals.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 2, Section 3

COURT SECURITY BAILIFF

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Functions

- A. The function of a Court Security Bailiff is to maintain order in the courtroom and ensure the proper conduct and safety of those attending court. The bailiff is responsible for coordinating the daily security operations within the courtroom.
 - B. The bailiff assignment shall be based on experience, demonstrated ability, and judicial concurrence. As an officer of the court, the bailiff shall comply with all lawful orders made by the court. Though assigned to a bailiff position, the deputy is governed by the Sheriff's policies and procedures.
 - C. A bailiff shall be assigned to all criminal and family law courts. Based on the nature of the proceeding and potential need for security, the court may request that a bailiff be assigned to civil or other hearings.
- II. Reporting for duty assignment
- A. Uniform assignments shall be the regular patrol uniform of a deputy and worn in the manner prescribed by the Sheriff.
 - B. Daily briefing (roll call) [REDACTED]
- III. Initial duties
- A. Search of courtroom
 - 1. Make a physical check of his/her assigned courtroom and surrounding area prior to the beginning of the morning and afternoon session, and at the end of their shift. Areas to be searched will include, but will not be limited to, the court holding cell (if so equipped), spectator seating, prisoner seating, jury box, and jury deliberating room..
 - 2. Be alert at all times for weapons or contraband within the courtroom and facility.

3. Bailiffs discovering weapons or contraband will be responsible for reporting and disposition of the item(s) in accordance with departmental procedures.
 4. Structural deficiencies, such as broken chairs, door locks, etc., will be reported to maintenance by the bailiff making the discovery.
- B. Ensure that the inmate elevator sally port doors are closed and double locked prior to calling for any in-custody defendants.
- C. Forms: The bailiff will ensure that there are a sufficient number of required forms at his/her workstation. This will include referrals, waiver forms, and remand packets etc.
- IV. Be familiar with the security system within the courtroom specifically, and the facility in general.
- A. The judges and court staff shall be made aware of alarm locations within the courtroom and how the alarm is activated. Judges and staff shall be instructed as to when and under what circumstances the alarms are to be activated, and what to do if the alarm is accidentally set off.
- V. Conduct review of court calendar and where appropriate provide security and control of prisoners attending court.
- A. The bailiff will be responsible for advising the security deputy of court orders regarding the special movement and handling of in-custody defendants or witnesses.
- B. Special security needs will be communicated to the appropriate supervisor.
- VI. Calling court to order.
- A. The bailiff will announce the opening of court and call the court to order on all matters under its direction.
1. Confer with the judge as to specific courtroom rules and operation.
 2. Consult with the judge on the opening and introduction of the court by the bailiff.
- B. Announce court protocol and security rules.
1. This will include general rules and regulations of conduct to those people attending court in order to maintain security and court rules established by the judge.

2. Court rules applying to specific proceedings may be announced at this time, such as direction of witnesses, victims, secluded hearing, etc.
3. Communication between prisoners and spectators is prohibited.

VII. Maintain security in the courtroom

- A. Persons disturbing the operation of the court will be admonished by the Bailiff in a courteous but firm manner.
- B. The Bailiff provides a security liaison between the court and defendants, spectators, and all others that come before the court.
- C. Coordinate attorney interviews involving in-custody defendants.
- D. The Bailiff, in the absence of a Security Deputy, shall take into custody and process remands.
 1. Prior to the start of proceedings, confer with the Court regarding potential remands.
 2. Identify who is to be remanded, and coordinate the processing of the remand with the Security Deputy.

VIII. Assistance to the court.

- A. Direct witnesses to be seated in the courtroom.
- B. Ensure compliance with special orders from the Court.
 1. Ensure that witnesses excluded from the proceedings remain outside the courtroom.

IX. The Bailiff is responsible for the control of the jury (Refer to Jury Trial Operations, Section 215).

X. Security and handling of court exhibits.

- A. Although the Clerk is responsible for safeguarding of evidence introduced during the proceedings, the Bailiff is responsible for security of weapons in the courtroom while court is in session.
 1. Inspect firearms that are introduced as evidence to make sure they are unloaded and secure. Weapons may be secured by use of flex ties, trigger locks, etc.

2. It is the responsibility of the judicial assistant to secure all evidence when court is not in session.
 - B. Knives, ammunition, and any other item that could be used as a weapon should be rendered as inoperative and as inaccessible as practical.
 1. All potential weapons shall be kept out of the reach of the defendant and the public.
- XI. Take control of any court papers that are the responsibility of Court Security and deliver them as needed. When applicable, the bailiff will provide the in-custody defendant with a copy of appropriate court papers.
- XII. Be familiar with emergency operations and proceed as directed by this manual or other departmental policy.
- XIII. Completion of shift
- A. The bailiff will advise a supervisor when their presence is not required in the assigned court.
 - B. When discovering that court proceedings will extend past the normal end of shift, the bailiff will notify his/her supervisor.
 - C. Inspect and secure the court and adjacent areas of responsibility.

****At no time shall the bailiff leave any courtroom unattended while court is in session or open to the public.****



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 2, Section 4

COURT SECURITY DEPUTY

Drafted: July 18, 2017

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- I. Functions of the Court Security Deputy
 - A. Coordinates the security, movement, and handling of in-custody defendants for scheduled court appearances.
 - B. A primary resource for emergency operational procedures within a court facility.
 - C. The security deputies shall keep their supervisors informed of the court's status and their availability for other assignments.
 - D. Maintains custody of prisoners to, from, and during court appearances.
- II. Reporting for duty
 - A. Uniform assignments shall be the patrol uniform of a deputy and worn in the manner prescribed by the Sheriff.
 - B. Daily briefing [REDACTED]
- III. Responsibilities
 - A. Review the custody movement list with attention directed to prisoner classifications or special problems.
 - B. Prior to accepting inmates in their holding area, security deputies will conduct a cell safety check of the holding area.
 - C. Coordinate inmate movement with the Bailiff of the assigned courtroom. The Bailiff makes the final decision on any movement impacting his/her courtroom.
 - D. Accept defendants who are remanded into the custody of the Sheriff by the court (Refer to Processing Remands, Section 217).

E. Emergency Operations

1. First, secure prisoners under his/her control before initiating a response.
2. Second, assist in facility evacuation as directed.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 2, Section 5

COURT SECURITY TRAINING PROGRAM

Drafted: July 18, 2017

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I. Training Program Policy

A. Policy Statement

1. The purpose of the training program is to provide comprehensive training for all personnel newly assigned to Court Services.
2. Newly assigned sworn court personnel will receive training in court legal procedure and court security to insure the safe, peaceful, and effective operations of the courts.

B. Policy Criteria

1. New personnel assigned to the Court Security Unit will be required to complete the training program.
2. The trainee will not be a part of minimum deployment until the completion of the training program, without the authorization of the Court Services Bureau management.
3. Personnel with previous court security experience may, at the discretion of the Court Services Captain, complete a shortened version in order to bring the deputy up to date on current policies and procedures.
4. Court Services personnel shall be responsible for knowledge of, and compliance with, this procedures manual as well as Detention Services Policy and Procedures.
5. Court Services personnel will also be responsible for knowledge of the Sheriff's Office policies and their relationship to the operations of the court functions.
6. All documentation pertaining to the training will be maintained in the trainee's bureau training file.

II. Training Program Overview

A. Bailiff

1. The trainee will be assigned to all of the courtrooms with specific calendars and must complete a Court Trainee Evaluation Form applicable to that courtroom. The Bailiff in each respective courtroom will provide the information necessary for the trainee to be able to function in that specific court.
2. The respective Bailiffs' responsibilities are not only to formally train, observe, and evaluate, but also to encourage the learning process beyond the completion of the formal training program.

B. Training Program

1. The training program will be a minimum of 10 court days in length. The training period may be extended with the authorization of the Court Security Sergeant.
2. The trainee will be assigned to the following training areas: a)
Superior Court arraignments, traffic, and master calendars.

c) Family Law/Civil

d) Jury trial
3. During this period, the trainee will be trained in areas of responsibility of bailiff and security deputy to include, but not limited to, the following:

a) Inmate Handling
 - (1) Restraint devices
 - (2) Inmate movement
 - (3) Inmate property and clothing
 - (4) Remands
 - (5) Suicidal inmates
 - (6) Trial Operations
b) Jury trials
 - (1) Enhanced security trials

- (2) Crime scene viewing
- (3) Change of venue

c) Facility Operations

- (1) Weapons screening policy
- (2) Access to/security of facility
- (3) Alarm system and testing

d) Emergency Operations

- (1) Jurisdictional responsibilities
- (2) Escapes
- (3) Evacuations
- (4) Medical emergencies
- (5) Security alarms
- (6) Fires

4. Throughout the course of the training, the bailiff that the trainee is assigned to will sign off on the "Court Training Program Checklists" applicable to each respective individual courtroom. It shall include appropriate comments regarding the trainee in each courtroom.
5. Upon completion, the document will then be placed in the deputy's division file. Copies of the courtroom checklists are available in the Court Security Senior Deputy's office.
6. At the conclusion of the training period, a Court Security Senior Deputy will discuss the training program with the trainee to insure the trainee is adequately prepared for assignment as a bailiff.
7. The Court Security Sergeant will give final approval to release the trainee from training and place a memorandum in the trainee's Personnel Training File.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 2, Section 6

ARRAIGNMENT COURTROOMS

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PURPOSE: To provide an overview of the general procedures used in the arraignment courtrooms.

- I. Courtroom Operations
 - A. The Bailiff shall ensure that the courtroom is in proper working order.
 - B. The Bailiff will ensure that the Security Deputies are present and then request that the in-custody defendants are delivered.
 - C. In-custody defendants should be advised not to communicate with members of the public audience and can be subject to arrest for such violations per PC 4570
 - D. When appropriate, the Bailiff will play the "defendants' rights" video.
 - E. At the conclusion of each case, paperwork will be generated by the judicial assistants' computer and shall be distributed to the defendant. Felony defendants may be required to have an individual thumbprint taken by the bailiff.
 1. Defendants will receive a copy of the paperwork and may have to sign paperwork.



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 2, Section 7

CHANGE OF VENUE TRIALS-REPORTING

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PURPOSE: To establish a procedure of accounting for time spent providing security during a change of venue trial.

I. When a Court orders a change of venue to another county, all reasonable cost incurred by that county for the trial shall be charged against the county in which the action originated. "Venue" does not refer to jurisdiction but rather to the particular county or city in which a court with jurisdiction may hear and determine the case (Reference Penal Code 1037).

- A. When court security personnel become aware that an assigned trial is a result of a change of venue, they shall immediately advise the Court Services Captain.
- B. The following information is often required for billing the originating county:
 - 1. Venue from which the trial was assigned.
 - 2. Court facility in which the trial will be heard.
 - 3. Court department number.
 - 4. Docket number.
 - 5. Judge's name.
 - 6. Defendant's name.
 - 7. Names, dates, and hours worked of all personnel assigned to the trial.



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 2, Section 8

COURT SECURITY ALARM TEST

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PURPOSE: To establish a uniform procedure for testing each courtroom alarm system and reporting malfunctions.

- I. It is the responsibility of the General Service Agency (GSA) to conduct a test of the courtroom alarm system monthly.
- II. GSA will coordinate with the Courthouse Private Security prior to any alarm testing. Areas outside the facility that record or respond to alarms shall also be notified by GSA prior, and at the completion of, the alarm tests (including private security).



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 2, Section 9

DEATH AND CRITICAL INCIDENTS

Drafted: July 18, 2017

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PURPOSE: To establish policy and procedure for the preservation of evidence and the full investigation of any death or critical incident which could lead to the death of a person, within the Court Services Bureau.

I. GENERAL PROVISION:

A. Death or Serious Bodily Injury:

1. A physician, nurse, fire department or ambulance personnel shall be called to the scene and verify death.
2. The Senior Deputy shall immediately notify the Sergeant.
3. The Sergeant shall initiate an immediate lockdown of the Hall of Justice Holding or Courthouse, for any death. A lockdown of the Hall of Justice Holding or Courthouse for any incident resulting in serious bodily injury will be at the discretion of the on-scene sergeant or incident commander.
4. The Sergeant shall notify the Court Services Captain who will notify the Detention Services Commander. If for any reason the Court Services Captain cannot be contacted, the Detention Services Commander shall be contacted.

II. PROCEDURES:

A. Response to a Death or Critical Incident with Potential for Death

1. The Sergeant or Court Services Captain shall make specific notifications.
 - a) The Court Services Captain, or if unavailable the Detention Services Commander. If none of the above is available, Policy Manual §358 & 360 Major Incident Notifications will be followed.
 - (1) Once the Detention Services Commander or other official is notified, it shall be his/her responsibility to notify the Sheriff, or Assistant Sheriff if deemed appropriate.

- b) Special Services Captain or designee (Major Crimes).
 - c) Forensic Services Bureau of Investigations (BI).
 - d) Special Counsel, Per Policy Manual §213, Special Counsel Notification of.
 - e) Legal Unit Sergeant.
 - f) If the incident results in death, the following must be notified:
 - (1) The District Attorney's Office, Per Penal Code Section 5021 (a)
 - (2) The Attorney General, in writing, within 10 days, per Government Code 12525.
 - (3) In the event of a serious illness or injury of a juvenile, Juvenile Hall shall also be notified and they will be responsible to notify the parent / guardian, court and others as they deem appropriate.
 - (4) If the incident involves the death of an in-custody juvenile, the Sergeant or his designee shall immediately notify Juvenile Hall. A copy of the report shall be sent to the Attorney General and to the Board of Corrections.
2. The Senior Deputy/Deputy shall secure the scene and await the arrival of Major Crimes.
- a) If death does not occur at the scene and the person is moved, the scene shall be secured until the arrival of Major Crimes Detectives and B.I.
 - b) If medical staff at the scene pronounces death, the body shall not be moved prior to the arrival of the Coroner.
 - c) Major Crimes Detectives shall be responsible for the complete investigation including the collection of evidence.
 - d) The Senior Deputy/Deputy shall provide assistance to detectives in identifying and interviewing witnesses.
 - e) If death occurs, detectives shall be responsible for notifying the Coroner. The Coroner shall notify next of kin.
 - f) Major Crimes Detectives shall be responsible for notifications to the press per Policy Manual §346, News Media Relations.

3. The first sworn officer responding to the scene of a death or critical incident shall prepare and submit a departmental General Offense (G.O.) Report, Supplemental Report, Jail Incident Report, and any other report to the Sergeant without delay.
4. If non-sworn personnel discover a death or critical incident, the individual shall complete and submit a Jail Incident Report to the Sergeant without delay.
5. A complete statement by all non-sworn personnel will be given to designated sworn personnel for documentation on a narrative report prior to the end of their shift.
6. Under all circumstances, and after receiving all reports, the Sergeant shall submit a memo along with the necessary reports to the Court Services Captain. All reports will be completed by all involved personnel prior to the end of their shift.
7. In all critical incidents, the Sergeant or Senior Deputies/Deputies should follow the procedures set forth in Policy Manual §311, Critical Incidents, Post Procedure.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

IV. Additional security measures may include, but are not limited to:

[Redacted]

V. Courtroom, Facility, and Holding Cell Security Evaluation.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

VI. Responsibilities of the bailiff

[Redacted]

VII. Responsibilities of Court Security Deputy

[Redacted]

[Redacted]

[Redacted]

[Redacted]

VIII. Weapon Security

[Redacted]

IX. Media Issues

[Redacted]



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 2, Section 11

INMATE MOVEMENT

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PURPOSE: To provide a guideline for the movement of in-custody defendants within the courtroom.

I. Courtroom Security

A. Inmate classification

1. Deputies should be cognizant of the different classification of prisoners and make every effort to segregate the classifications.

B. Facility security

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

II. Classifications

- A. Refer to Detention Services Policy, Section 11, Chapter 4 for inmate classification descriptions and movement criteria.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 2, Section 12

INMATE PROPERTY

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I. Property

- A. Inmates are not allowed to accept or release any personal property from the courtroom.
- B. The court is not to be used as a means to bypass the protective policies and procedures for the release or exchange of inmate property.
- C. The only personal property inmates may possess outside their respective Housing Facility are legal papers. All other items shall be considered contraband and seized by the deputies (Refer to Detention Services Policy and Procedures Manual for appropriate reports and procedures).

II. Court security personnel in the courtroom where the trial is being held may accept clothing for in-custody defendants going through a jury trial. The deputy receiving the clothing will conduct a thorough search of all items for contraband and weapons.

III. Security measures for inmates dressed in civilian clothing:

- A. The security deputy or bailiff will insure that the inmate dressed in civilian clothing for trial does not enter the holding area wearing a tie or belt.
- B. Shoes are difficult to search and easy to conceal contraband within. It is recommended they be exchanged for jail shoes when an inmate is placed into a holding cell.
- C. At times of recess, the security deputy or bailiff will insure that the inmate is properly secured.
- D. No item of civilian clothing will be left in an area that will be occupied by other inmates.
- E. Clothing will be accepted from a third party.

IV. When the court orders clothing brought in by a third party, i.e., family member or attorney:

A. The receiving deputy will thoroughly search the clothing for weapons or contraband.

1. The clothing will be held by the bailiff in the courtroom where the inmate's trial is being conducted for the duration of the trial.
2. At the end of the trial, the clothing will be returned to the Public Defender's Office.



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 2, Section 13

INMATE RESTRAINT DEVICES

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PURPOSE: To create a uniform policy governing the use of restraint devices within the court services bureau.

I. Use of Restraints

A. Inmates will always be restrained with ankle shackles when received by the Inmate Holding unit or remanded to the custody of the Sheriff by the court.

1. The ankle shackle restraints will remain on the inmates at all times while in the custody of the Court Services Bureau unless one of the following exceptions applies:

2. Exceptions:

a) When appearing before a jury.

(1) Court Services supervisors may have to articulate reasons for the use of special security restraints to the Court outside the presence of the jury.

(2) The use of physical restraints must be justified (Ref. People v Duran 1976 16 Cal. 3d 181).

(i) History of assaultive behavior.

(ii) History of non-conforming behavior.

(3) Deputies will not apply or remove restraint equipment in the presence of a jury, absent exigent circumstances. However, restraint devices will be left on an inmate until immediately prior to his/her appearance in the courtroom.

(4) When applying or removing restraint gear, an additional deputy should be present for the safety of the deputy applying the restraint(s).

(5) Court security deputies shall be familiar with the use and care of restraint devices which are used on a daily basis. Applying restraints improperly may not only allow an inmate to escape, but also to use the restraints (such as waist chains) as a potential weapon.

b) Medical reasons

(1) An alternate restraint device may be used if ankle shackles cannot be used for medical or physical impairment reasons.

(2) Shackles shall not be used on inmates who are pregnant. (Refer to Divisional Policy, Use of Mechanical Restraints on Pregnant Inmates Section 12 Chapter 28).

II. Types of restraints

A. Handcuffs

[Redacted text block]

B. Waist chains

[Redacted text block]

C. Leg irons/shackles

[Redacted text block]

[REDACTED]

[REDACTED]

[REDACTED]

D. It is the responsibility of the all deputies to ensure the correct operation of the restraint equipment.

1. Broken or inoperative equipment will be tagged for repair and reported to the appropriate supervisor.



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 2, Section 14

JURY CRIME SCENE VIEWING

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PURPOSE: To provide the Court Bailiff with a guideline for the transport and security of juries and in-custody defendants to and from crime scenes.

- I. During the course of the trial
 - A. The Court may order the jury to view a crime scene with an in-custody defendant present.
 - B. The Court will issue an order for the Sheriff's Office to provide transport for the jury and the in-custody defendant.

- II. Upon issuance of the court order

[Redacted text block containing multiple lines of blacked-out content]

[REDACTED]

III. Civil Jury Trial

- A. Transportation and jury accommodations will be the responsibility of court litigants and not the Sheriff's Office.
- B. The Bailiff will consult with the judge and the attorneys requesting viewing of the scene to provide information for sections B.1. and B.3.
- C. The requesting attorneys are responsible for all arrangements.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 2, Section 15

JURY TRIAL OPERATIONS

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PURPOSE: To provide a general operational guideline for the Court Bailiff for the handling of jury trials.

PROCEDURE: Not all courtrooms handle jury trials in the same way. Therefore, it is important for the Bailiff to confer with the clerk and/or judge to determine the specific procedures of the courtroom that the Bailiff is working in.

I. A fair jury trial is a fundamental guarantee of the constitution. As such, the Courts are conscientious in protecting the process of selecting and safeguarding juries. Bailiffs are expected to insure the implementation of these protections. Criminal acts or procedural mistakes could result in mistrials, appeals, reversals, or case dismissals. Thus, the Bailiff needs to be vigilant in the undertaking of his duties.

A. Jury Selection Phase

1. Once a jury panel has been requested, the Bailiff will ensure that the jurors remain outside of the courtroom until asked to enter.
2. Once the jury panel has entered the courtroom, the Bailiff will be responsible for control of the prospective jurors.
 - a) The Bailiff will assist in the selection process by following the orders of the assigned judge; such as conducting roll call and ensuring all jurors are present in the courtroom and escorting jurors to jury box.
 - b) When a jury has been selected, the Bailiff shall pass out notebooks and pens to the jurors per the judge's request.

B. Trial Phase

[REDACTED]

[REDACTED]

[REDACTED]

- a) Extra precautions shall be taken to ensure in-custody defendants dressed in jail clothes, or wearing physical restraints, i.e., handcuffs, shackles, etc., are not to be viewed by jurors.
2. The Bailiff will endeavor to protect the jury from criminal acts, or accidental “tainting”.
- a) Any questions by the jury regarding court procedure, protocol, regulations, etc., will be directed to the Court.
 - b) The deputy is not to involve himself in any course of conversation, discussion, or explanation of the trial participants, evidence, or procedures.
 - c) In the presence of jurors, the deputy will conduct himself professionally at all times.
 - d) If the Court orders that the jury needs a viewing of the crime scene, the procedures set forth in Section 214, “Jury Crime Scene Viewing” will be implemented.
 - e) At times of recess, the Bailiff is responsible for clearing the courtroom. Jurors should leave their notebooks on their seats.
 - f) Jurors should remain outside of the courtroom until called in by the Bailiff.
 - g) At recesses, in-custody defendants should be moved into the elevator sally port area and shackled. Ties, belts and shoes shall be removed to prevent the defendants from causing self-harm or creating a weapon.
 - h) While Court is in session, the Bailiff should avoid walking in the well area or in front of the jury unless instructed to do so by the judge.
 - i) Attorneys may approach the judge’s bench only with the judge’s permission.
 - k) Witnesses should remain outside of the courtroom until called to testify unless otherwise instructed by the judge.

■ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. The securing of weapons and evidence in the courtroom may be necessary by the Bailiff.
 - a) All firearms or replica firearms brought into the courtroom as evidence or display shall be inspected by the Bailiff to ensure that weapons are:
 - (1) Unloaded.
 - (2) Mechanically inhibited from firing by way of trigger locks or flex cuffs.
 - (3) Kept separate from ammunition.
 - b) All weapons shall be kept separate from the defendant and the public, and under the direct supervision of an investigating peace officer or Bailiff.
 - c) The investigating officer shall maintain narcotics until admitted into evidence, whereupon the judicial assistant will maintain control and supervision.
 - d) Evidence other than weapons or narcotics shall be maintained by investigating officer or the District Attorney, until admitted into evidence.
 - e) All evidence admitted into court evidence is the responsibility of the judicial assistant when Court is not in session.
 - f) The Bailiff may be directed by the court to handle or assume control of specific evidence such as weapons.
4. Assisting the court in its operation is one of the many duties of a Bailiff. Jury trials may add some additional duties which may include the following:
 - a) Preparing the courtroom for special seating.
 - b) Securing special equipment for video and audio playback.
 - c) The handling of special witnesses like children or undercover officers.
 - d) Controlling the media.
 - (1) During high profile cases, the media may request to photograph or record the proceedings.

(2) The party requesting coverage will submit a form for the judge's review. The media may not begin coverage until the form has been approved.

(3) With the approval of the Court, a private party may record proceedings if the recording is for his own personal use.

e) In-camera hearings

(1) Occasionally a hearing will be done in the judge's chambers because of confidential or sensitive issues. The Security Deputy or Bailiff shall be present if the defendant is involved in the hearing.

C. Jury Deliberation Phase

1. Upon conclusion of the trial phase, the jury will be instructed by the Court. When jury instruction is complete, the Bailiff will be sworn in by the clerk to protect the jury from intrusion or tampering during their deliberations.

2. Prior to the jurors occupying the deliberation room, the Bailiff should insure that the necessary supplies are present. A security check of the jury room should also be made.

3. The jury will then be escorted to the deliberation room. Once the jury is sequestered, all admitted evidence is placed with the jurors.

a) Firearms and live ammunition that have been admitted into evidence shall not be allowed in the jury deliberation room at the same time. In-custody defendants will wait at the Hall of Justice holding facility while the jury deliberates.

4. The jury deliberation room will be under the Bailiff's exclusive jurisdiction. The Bailiff will advise the jurors that they are not to leave the jury deliberation room unless instructed to do so by the Bailiff. Jurors may summon the Bailiff by means of a buzzer placed on the wall next to the door. The buzzer will activate an audible alarm. The alarm will also cause security to radio the Bailiff indicating that his jury is requesting his presence. Prior to entering, the Bailiff will make his presence known causing the jury to stop deliberating.

a) All jury questions should be in writing and addressed to the judge, who may write a response or direct the jury to the courtroom for further information, i.e., read-back or instruction.

- b) The Court may also direct that the defendant and counsel be present.
- 5. Should the court be assigned another matter while the jury is deliberating, the Bailiff's first responsibility will be to safeguard the jury.
 - a) If the need for additional manpower is required, the Bailiff shall contact the Court Security Sergeant or Senior Deputy to coordinate the necessary staffing.
 - b) The need for additional manpower should be based on the ability to maintain court security, location of jury room to courtroom, type of proceedings, status of defendants, with the concurrence of the Court and the Court Security supervisor.
- 6. Whenever the jury is not present in the jury deliberation room, it shall remain locked.
- 7. During the overnight recess sensitive evidence (i.e., firearms, narcotics) shall be secured by the clerk.
 - 8. When the jury reaches a verdict, the Bailiff will notify the judge.
 - a) Jurors will remain in the jury deliberation room until the attorneys, the clerk, court reporter and defendant are present in the court.
 - b) The jury will then be returned to the courtroom and the proceedings called to order.
 - c) The jury foreperson gives the verdict form to the Bailiff who will hand it to the judge.
 - d) After the verdict is rendered, the jury may be excused by the judge.

D. Civil trials

- 1. All of the above apply to civil jury trial lunches except, one or both of the attorneys will provide payment for the meal and transportation.

E. Penalty Phase

- 1. If the verdict is guilty, the defendant usually is ordered to appear at a later date for sentencing. There are exceptions:
 - a) In serious felony cases, the jury may be retained to hear arguments addressing sentencing of the defendant,

b) Juries may also hear arguments dealing with a defendant's prior convictions.

2. Should a jury be retained, the bailiff will continue his duties safeguarding the jury, handling in-custody defendants, and assisting the court.
3. When the jury has rendered a decision regarding sentencing or prior convictions they are then excused by the court. The defendant(s) will be ordered to return at a later date for sentencing.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 2, Section 16

O.R. / BAIL INVESTIGATION

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PURPOSE: To define the duties and provide guidelines for the position of the bail investigator for misdemeanor and felony arraignments.

- I. Function of the O.R. / Bail Investigation Deputy:
 - A. Conduct criminal history investigations of all individuals arrested and booked into the Pre-Trial Detention Facility.
 - B. The Bail Investigator is the primary resource to the Court for the purpose of setting of bail on the date of arraignment and any subsequent bail issues.
 - C. Make the appropriate bail recommendation to the Court based upon his/her review of the individual's criminal history, personal history, ties to the community, the circumstances and nature of the offense committed, and the governing Penal Code sections for the setting of bail.
 - D. Serve as a liaison between the Courts and law enforcement on matters concerning bail and criminal history.
- II. Reporting for Duty
 - A. Assigned duty hours are 0600 to 1530 hours. The O.R. Deputy schedule may be modified to meet the needs of the bureau.
 - B. The O.R. Deputy will wear the prescribed patrol uniform.
- III. Responsibilities
 - A. Primary responsibility is to conduct a thorough review of a defendant's criminal history, appear in court and make the appropriate bail recommendation.
 - B. Each morning, the Bail Investigator collects booking information from the jail on all new arrests for which bail was not set by the on-call magistrate the previous night. A criminal history work-up will be completed and presented to the Criminal Supervising Judge of the Superior Court within eight hours of arrest for the purpose of setting bail and/or the granting of an O.R. release.

This paperwork should be delivered to the judge for review by 0745 hours. Accurate bail information shall be relayed to Central Inmate Records, via the bail information notification slip.

- C. In the afternoon, advise and provide bail recommendations on felony first appearances/arraignments or any misdemeanor offenses related to domestic violence, child abuse, or elder abuse.
- D. Conduct any filings or requests for further investigations resulting from arrests or citations by court deputies.
- E. The Bail Investigator has a secondary responsibility of providing security in the courtroom if the need arises.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 2, Section 17

REMANDS

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Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To establish a procedure for processing remands.

- I. When an individual is remanded into custody, the Bailiff shall secure the person with leg shackles or handcuffs. The remand will then be placed into a secure area away from other inmates.
- II. The Bailiff or Security Deputy shall notify the Court Security Senior Deputy about the remand, which courtroom, and the gender of the remand. If a deputy of the gender of the remand is not present in that particular courtroom, the Court Security Senior Deputy will arrange to have a deputy of the same gender respond to the courtroom to conduct the search.
- III. The person remanded into custody shall be searched. Searches may include pat-down searches, metal detector searches, and thorough clothing searches in order to discover and retrieve concealed weapons and contraband. Remands should be segregated from other inmates.
- IV. If a second deputy is needed, the Bailiff shall notify the Court Security Senior Deputy. A deputy will be dispatched to assist in processing the remand, which includes the "Pre-Booking" process.
- V. The Bailiff shall then notify Hall of Justice inmate holding facility that he/she has a remand ready to be picked up. The defendant's court paperwork, health questionnaire, and "Pre-Booking" paperwork shall be completed and placed in the defendant's plastic property bag prior to being picked up.
 - A. The remand(s) will be transported to the Pre-Trial Detention Facility via inmate movement for further processing as soon as practical.
- VI. The Security Deputy shall inventory all of the remand's property.
 - A. The Security Deputy shall count the remand's money in the remand's presence. The money will be placed into an envelope, which will be signed by the processing deputy and sealed. All amounts equal to or over \$500.00 will be verified by a senior deputy or sergeant. The envelope will then be placed into a plastic property bag.

- B. All other property removed from the remand will be placed into a plastic property bag.
 - 1. Large bulky items, such as suitcases and sleeping bags, will not be accepted at the Pre-Trial Detention Facility. These items will be booked into the Ventura County Sheriff's Office Property Room.
- C. The Security Deputy will complete the "Pre-booking" process including the "Fit for Jail" questions.
- D. Segregate all remands from each other and in custody inmates.
- E. The remand(s) will be transported to the Pre-Trial Detention Facility via inmate movement for further processing as soon as practical.



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 2, Section 18

RESPONSE TO SECURITY ALARMS

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide operational guidelines for initiating or responding to court security alarms.

- I. Deputies responding to alarms
 - A. The Security Deputy must maintain control and secure prisoners before responding to an alarm. Prisoners should be secured in the appropriate court holding cell.
 - B. When an alarm is activated in another court, the Bailiff must first secure his own courtroom. If unable to secure the courtroom, the Bailiff should not respond to the alarm.
 - C. When responding to the alarm, do so quickly and safely. Use discretion when using elevators for quick response. Do not burst through doors or otherwise endanger the public.
 1. Advise security control that you are responding.
 2. Once a "code four" is advised security control will broadcast via radio that no additional personnel are needed.
 - D. Response
 1. Proceed quickly and safely.
 2. When responding from other floors deputies should respond via multiple routes, utilizing both stairwells and elevators to provide maximum coverage of escape routes
 3. Advise Control of "Code 4" or number of additional deputies needed as soon as possible.
 4. Deputies should maintain an awareness of people in surrounding areas as there may be accomplices who has not been identified.



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 2, Section 19

SUICIDAL INMATES

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To establish uniform guidelines within the Court Services Division relative to the handling of potentially suicidal prisoners.

I. It shall be the policy of Court Services that personnel shall maintain close supervision of prisoners reported or observed to have suicidal potential and make written referrals to custodial personnel as a result of a prisoner's mention of suicide or an observation of possible suicidal/abnormal behavior.

A. Courtroom Notification

1. When a suicidal inmate is brought to court, the transporting Hall of Justice Inmate Movement Deputy shall notify the Bailiff or Court Security Deputy of the inmate's status.

B. Courtroom Procedures

1. The conduct of prisoners shall be monitored at all times.
2. Proper restraints shall be utilized as necessary and as permitted by the court. Observation of abnormal behavior or threats of suicide by any prisoner constitutes a threat to the security of the court and shall be justification for a request for backup personnel.

C. Suicide Attempts

1. If a prisoner attempts a suicide while in a court facility, the supervising sergeant or senior deputy shall be notified as soon as practical.
2. If a prisoner is injured in a suicide attempt, immediate medical attention is required.
 - a) The Booking Nurse at the Pre-Trial Detention Facility shall be notified.
 - b) See Section 503, Medical Emergencies, for additional information.

3. If the inmate is transported to a hospital, a deputy must accompany the ambulance.

D. Reporting

1. If a prisoner threatens to commit suicide or attempts suicide a written report documenting the attempt shall be completed as soon as possible..
2. Reports shall indicate all facts known relative to the event, who was notified, and what action was taken.
3. The supervising senior deputy or sergeant shall review the reports.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 2, Section 20

WEAPONS SCREENING STATION(S)/COURTHOUSE RECORDING(S) AND ELECTRONICS

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To define and provide guidelines for the operation of the weapons screening station(s).

All persons entering the Hall of Justice via the lobby entrances are subject to search of their person and property. Final authority in matters of building security rests with the Sheriff, through the Court Security Officer (Captain) or their designee.

I. Procedure

A. Staffing

1. Staffing and oversight of the Front Entry Screening (FES) to conduct weapons screening is the responsibility of contracted private security personnel.
2. The security station(s) are staffed and operational 24 hours a day, 7 days a week.

B. Screening

1. Any person entering the Hall of Justice, East County Courthouse, or the Juvenile Justice Courthouse are required to successfully pass through a weapons screening station. Persons refusing to comply with the screening process will not be allowed entry.
 - a) Medical exception: Employees or citizens with a pacemaker or other medical electronic devices may be allowed to divert around the magnetometer, but will be required to submit to a hand held metal detector and/or a pat down search. While the magnetometer is considered safe, pregnant women and individuals with other medical conditions may request to be allowed to divert around the search station(s), but will similarly be required to submit to the alternative tests.

2. Security staff must remember that there may be members of the public that find this type of procedure to be personally intrusive. The security staff must reflect a positive attitude towards any concerns or questions expressed by members of the public or other county employees. The security staff will use the least intrusive procedure necessary to accomplish the security screening goals.
3. Whenever possible, a female security officer will be assigned to the weapons screening station(s).
4. Weapons screening personnel, who receive complaints from any person in reference to the security screening process should attempt to respond to the person's complaint in a courteous and professional manner. If a person does not feel his or her complaint has been fully reconciled, the person will be referred to a Sheriff's Office Court Services supervisor.
5. A copy of the County Weapon Screening Ordinance 4197, and the Administrative Court Order for weapon screening shall be available in the lobby area for viewing by the public.
6. If a person wishes to lodge a complaint against a private security guard, the person will be directed to the private security guard's supervisor and/or GSA management.

C. Personnel

1. PRIVATE SECURITY - Contract security personnel will not conduct physical pat down searches. Their function will be to:
 - a) Direct people through the weapons screening process.
 - b) Answer any questions, or direct the citizen to the information kiosk.
 - c) Operate and monitor the metal detector(s) and/or x-ray machine(s).
 - d) Remain alert, visually checking for weapons or illegal items at all times.
 - e) Conduct searches with the hand-held metal detector and search personal property that is placed on the table, conveyor belt, or in baskets.
 - f) Maintain a daily log.
2. SHERIFF'S OFFICE- It will be the duties of the Sheriff's personnel to:
 - a) Respond to perimeter alarms or concerns.

- b) Make all arrests.
- c) Write all necessary reports, including field interview cards, incident reports, crime reports and arrest reports.
- d) Properly inventory and book all property seized as a result of a violation of the law.
- e) Perform pat down searches involving physical contact.
- f) Deputies will report to their supervisor any policy violation(s) involving private security personnel.

II. Operations

A. Scheduling

1. Private security officers will be scheduled and supervised by the on-duty private security supervisor. The private security supervisor is responsible for shift relief and breaks.

B. Beginning of each Shift

1. At the beginning of each day, private security staff shall physically test and/or calibrate all equipment and ensure it is operating properly. Any defective or missing equipment shall be brought to the attention of the security supervisor and documented on the log prior to the start of the weapons screening process. Any equipment failure should be reported immediately to Court Administration.

C. Cellular Phones / Camera Phones and Other Electronic devices

1. Cellular phones, camera phones and other electronic devices such as PDA's and pagers will be allowed into the courthouses.
2. The use of a cell phone, camera phone, or other similar electronic communication device is not permitted within the courtrooms. (Per Ventura County Superior Court Rule 26.00 (B) (2). These devices must be turned off. Licensed attorneys are exempt from this policy when court is not in session.
3. Persons shall not take unauthorized photos with camera phones inside the courtrooms or the courthouse. (Per Ventura County Superior Court Rule 18.12)
4. Wireless "Blue Tooth" type earphones must not be "worn" or used while inside any courtroom.

D. Operations

1. All persons entering any court facility through the lobby area will be directed to the weapons screening station(s). They will be asked to place all metal objects from their person in a basket next to the walk-through metal detector. They will then be directed to walk through the metal detector. All packages, handbags, briefcases, etc., are required to be placed on the intake side of the x-ray machine.
 - a) Exceptions - Uniformed peace officers or non-uniformed peace officers on official business, displaying department issued picture identification, will be waved through the screening device. However, a non-uniformed peace officer will not be allowed to enter the Hall of Justice with a weapon without department issued picture identification displayed on an outer garment.
 - b) The Ventura County Board of Supervisors issued County Ordinance, Sections 5511-5515, prohibiting any unauthorized entry into the courthouse or breaching courthouse security measures (see copy attached).
 - c) Any person, including peace officers, attending a matter before the court when they are a party to the action, is prohibited from bringing a weapon into any courtroom (Penal Code Section 171b). A person is a party to the action if they are a plaintiff / petitioner or defendant / respondent. A witness is not a party to the action.
 - d) Ventura County GSA maintenance workers, or contract service providers, under escort by GSA or ISD personnel on County business, will not always be required to pass through weapons screening in order to enter the secured area of the HOJ. GSA maintenance and ISD employees will continue to have various access points into the HOJ as deemed necessary by the Court Services Captain or their designee. GSA and/or ISD personnel will be required to:
 - (1) Notify Sheriff's Court Services when any contract work will be conducted within the secured area.
 - (2) Ensure the contract workers are wearing readily identifiable visitor badges or facsimile.
 - e) Further exceptions to screening policy shall be cleared through the Sheriff's Court Services Captain or their designee.

2. If the alarm does not sound and no suspicious items are observed on the x-ray equipment, the individual will be directed to pick up their property and continue to their destination.
3. If the alarm on the walk-through metal detector sounds as an individual passes through, they will be asked to step back through the archway and remove any metallic object causing the alarm. The subject shall then be asked to pass through the metal detector again. If the alarm sounds a second time, the subject will be asked to step aside. They will not be asked to go through the metal detector a third time. They will be directed by the contract security officer to submit to a search with a hand-held metal detector (wand). If the security officer can determine the cause of the alarm and this source is a legally possessed object, or is allowable under the current court regulations, the individual will then be allowed to continue to their destination.
 - a) If the cause of the alarm cannot be determined by use of the hand-held detector, the security officer will advise the person that a "pat down" search will have to be conducted and refer them to a deputy. The deputy must remember that a person may refuse the screening process or "pat down" search and voluntarily leave the facility.
 - b) If a deputy has reasonable cause to believe the individual is in unlawful possession of a weapon, the individual will not be given an option. [Torbet v. United Airlines 298 F.3d 1087 (9th Cir 2002)]. The deputy will give the person the choice of conducting the search in an open area or going behind a closed door. This search / detention can be accommodated in the security office / holding area located in the main lobby.
 - c) Generally, male members of the Department shall not search persons of the opposite sex. An exception is when the search is necessary to protect the life or safety of a Department member, and there is no member available who is of the same sex as the person to be searched. For incidents where a male Department member may search a female refer to [Sheriff's Policy Manual - 900 Searching Females](#).
 - d) All large objects, such as purses, briefcases, etc., will be placed on the x-ray machine conveyor belt for screening. No liquids in drink containers, such as coffee or cola, shall be placed on the conveyor belt. If a weapon or an unknown or suspicious object is detected, the

x-ray machine operator shall stop the x-ray machine conveyor belt, "trapping" the item in question and notify a deputy immediately. At the direction of the deputy, the individual in control of the object will be detained and the package, bag or briefcase will be hand searched.

E. Firearms / Weapons

1. ALL persons illegally possessing any firearm will be arrested. The arrestee will be booked into the Pre-Trial Detention Facility or lodged at Juvenile Hall. There will be no exceptions. The deputy will notify their supervisor as soon as possible.
2. If any person is found in possession of any other illegal weapon, the deputy should use discretion in handling this situation. If an arrest is required, the deputy will follow Penal Code Section 853.5 in determining if the person should be cited and released or booked. The deputy will notify their supervisor for approval.
3. If any weapon that is legal to possess, except within a public building (Section 171b of the Penal Code makes it illegal to possess certain weapons within any state or local public building that would be legal to possess otherwise) is located, security must use discretion in handling the situation. These will not always be an "arrest" situation.
4. Generally, security will not maintain property for the employee or the citizen in a "safe keeping" environment. The individual shall be advised the weapon must be taken out of the building and secured or surrendered for destruction.
5. Excluding those weapons previously mentioned in items #1, 2 and 3, any item deemed to be a potential weapon and therefore in non-compliance with the county ordinances, may be excluded from possession in the courthouse.
 - a) Security staff must be sensitive to this issue and use discretion in handling these situations.
 - b) Security staff will not maintain the property for the person in a "safe keeping" environment. The individual shall be advised that the potential weapon must be taken out of the building and secured or be surrendered for destruction.

- c) Handcuff keys are not allowed inside the Hall of Justice by anyone other than sworn peace officers on official duty, as they may be considered an escape device.
- d) Armed employees of the Hall of Justice with valid CCW permits, issued by the Ventura County Sheriff or a Police Chief of a County Municipality, with prior approval of the Court Security Officer or their designee, shall be allowed entry to the Hall of Justice. These employees are not to carry weapons into the secured area, including Judges' Chambers or any courtroom.

F. Lost Property

- 1. In the event of a claim of lost, damaged or misplaced property of significant value, a deputy will fill out an incident report, notify their supervisor, and refer the citizen to county risk management. All other claims of lost or misplaced property shall be reported to the security officer at the HOJ information kiosk.

G. Found Property

- 1. All currency and/or coins will be placed in the provided "cash" receptacle located at the weapons screening station(s).
- 1. No currency and/or coins will be used to make change, purchase food or drinks, or borrowed against under any circumstances.
- 2. Any found currency and/or coins will be returned to any person claiming to have lost it at the weapons screening station(s), provided that the amount claimed matches the amount found and security reasonably believes it is being returned to the rightful owner.
- 3. The private security supervisor shall collect found monies on a regular basis, which they will maintain in a safe location. When that amount reaches \$25.00, the supervisor will fill out the appropriate paperwork to document the found money and deliver the money to the Court Administration-Financial Bureau for appropriate action.

H. Mail and Package Delivery

- 1. All mail and package delivery to the Hall of Justice shall be screened through x-ray and/or metal detectors. This should be scheduled in such a way that employee and visitor traffic is minimally affected.

2. Contract security personnel shall monitor deliveries at the west loading dock area. Metal detector "wands" shall be utilized to screen parcels and bulk deliveries. Suspicious items or packages shall be brought to the attention of a deputy. Deliveries shall be scheduled during hours when sufficient contract security personnel are available to accomplish this task.
 3. After hours deliveries are generally not allowed.
- I. Emergency evacuation-employee and citizen building re-entry
1. In the event of an emergency evacuation, refer to section 501 of this procedural manual for information.
 2. Once the emergency has ended and re-entry to the building is approved, private security officers, at the direction of security control, shall direct all citizens and employees to re-enter the building through the weapons screening stations located in the main floor lobby. Deputies shall, at the direction of a supervisor, direct all employees and citizens to re-enter the building through either of the two weapons screening stations at the main floor lobby entrances.
 3. Exceptions: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

J. After Hours Operation

1. During the hours when the Hall of Justice is closed to normal business (5:30 p.m. to 6:30 a.m., Monday through Friday and weekends), non-sworn contract security personnel shall conduct weapons screening of all authorized individuals entering the building. This screening will be accomplished by the use of:
 - a) Visual inspection of the person requesting entry.
 - b) A body search utilizing a hand-held metal detector (wand).
 - c) A visual and manual inspection of any bags, briefcases or packages.
2. The contract service provider shall ensure that sufficient non-sworn security personnel are on duty to accomplish this task.
3. Emergencies will require the private security officer and/or security control to call 911 for assistance.

K. Media Requests/Use of Electronic Devices

1. Security screening personnel will refer all media questions or requests to a Court Services Bureau supervisor. See attached policy for detail.

REFERENCE

County of Ventura Ordinance 4197



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 2, Section 21

JUVENILE COURT REMANDS

Drafted: May 12, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To establish a procedure for processing Juvenile Hall inmates ordered to be incarcerated in the county jail.

- I. Juvenile Hall inmates eighteen years and older, who are ordered by a Juvenile Court Judge to be housed in the Pre-Trial Detention Facility (PTDF) in lieu of a juvenile detention facility, shall be processed in the same manner as a remand from an adult court.
- II. Absent any extenuating circumstances, it is unnecessary for the subject to be transported back to the juvenile facility to be released and then be returned to PTDF for remand booking.
- III. The subject shall be pre-booked at the Hall of Justice (HOJ) holding facility, booked into the PTDF and appropriately housed at the PTDF.
- IV. It shall be the responsibility of the Probation Department to ensure the transfer of the subject's clothing, personal property, and money to the PTDF. This may be accomplished either by bringing the property with the subject at the time of their court appearance or by placing the property on the next Juvenile Hall transportation run after the court order is made.
- V. Sheriff's Holding personnel shall notify the juvenile facility of the court order to remand the inmate into the PTDF.
- VI. In the event a juvenile is remanded to the custody of Probation from HOJ:
 1. Immediately segregate and complete a search of the juvenile.
 2. Start a juvenile log and inquire about special needs.
 3. Contact Inmate Movement to arrange JJC/Probation pick-up.
 4. Release juvenile to Probation and return completed log to Inmate Movement Sergeant.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 2, Section 22

COURT IDENTITY ISSUES

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

I. Periodically, a judge, deputy district attorney, bailiff, private attorney, or public defender will request an identification of a subject in court. To best facilitate this request of Forensic Services Bureau (formerly known as the Bureau of Identification) personnel, it is necessary for the following to occur:

- A. The requesting party must determine the Bureau of Identification number of the subject to be identified. This can be accomplished by calling records. If a particular date of arrest needs to be compared, a copy of the booking sheet will be ordered from sheriff's records at the time the Bureau of Identification number is requested.
- B. The requestor must notify Sheriff's Records that they want an identification of a subject in court.
- C. Once Sheriff's Records notifies the bailiff that the information needed to identify the subject is available, the bailiff shall notify the Forensic Services Bureau.
- D. The responding Forensic Services Bureau Crime Scene Investigator shall pick-up the needed information from Sheriff's Records and respond directly to the requesting courtroom to complete the fingerprint comparison.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 2, Section 23

FORTHWITH RELEASES

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To establish procedures for court ordered forthwith releases

I. The Detention Services Division and Courts Services Bureau of the Sheriff's Office have re-defined the policy and procedure for those few occasions when a judge orders an in-custody defendant be released FORTHWITH. This new policy will not change the existing procedure for the more common court ordered Main Jail Forthwith Releases. The new policy defines a second type of release from custody when a judge orders an in-custody defendant released forthwith from the courtroom. This court order typically would be a case resulting in an acquittal of all charges. The bench can order a Courtroom Forthwith Release; however, an actual release from the courtroom cannot be accomplished if there are other remaining in-custody cases, warrants, or holds of any kind. Refer to the following procedural guidelines.

A. MAIN JAIL - FORTHWITH RELEASE

1. On occasion, an in-custody defendant has been discharged and the judge has ordered the release forthwith. The following procedure has been established and will be implemented in the event a judge orders a forthwith release.
 - a) All forthwith releases will be processed through the Main Jail release system and will be released in accordance with the Sheriff's release procedure.

B. COURTROOM - FORTHWITH RELEASES

1. When a judge orders an in-custody defendant be released forthwith from the courtroom, for example following an acquittal, this type of release will be accommodated if certain conditions have been met:
 - a) The defendant must be dressed in his/her own clothing.
 - (1) If the defendant is in his/her own personal clothing then he or she may be released from the courtroom.

- (2) If the defendant is in jail clothing, he or she will be returned to the jail for release through the Main Jail forthwith release process.
- b) The Bailiff will call the H.O.J. Inmate Movement Senior Deputy at 654-2317, and advise him/her of a possible courtroom forthwith release. The Inmate Movement Bureau Senior Deputy will notify the Central Inmate Records Supervisor that a defendant is potentially being released forthwith from the courtroom. The C.I.R. Supervisor will immediately initiate the COURTROOM FORTHWITH RELEASE procedure, which includes:
 - (1) Warrant checks
 - (2) Check for other pending cases or charges
 - (3) Any holds or detainers
 - c) The C.I.R. Supervisor will make the notations on the COURTROOM FORTHWITH RELEASE CHECKLIST that all of the above has been completed and that the inmate qualifies to be released forthwith from the courtroom. The Supervisor will immediately notify the Inmate Movement Bureau Senior Deputy of the outcome. The COURTROOM FORTHWITH RELEASE CHECKLIST will go into the inmate's jacket. A copy of the checklist can be found at the end of this section.
 - d) The Inmate Movement Senior Deputy will note the name and I.D. number of the C.I.R. Supervisor approving the Forthwith Release on the Inmate Movement Court list.
 - e) The Inmate Movement Bureau Senior Deputy will provide the bailiff with a COURTROOM FORTHWITH RELEASE WAIVER FORM and advise the bailiff that the defendant qualifies to be released from the courtroom.
 - f) The bailiff will have the defendant sign the COURTROOM FORTHWITH RELEASE WAIVER FORM acknowledging that he or she will be required to immediately return to the public counter of the Main Jail to pick up personal property and money. The defendant will be told that any, and all properties he/she has left in his/her cell will not be retrieved. This property will be properly disposed of. If the defendant wishes to retrieve his/her property, he/she will have to go back to the Main Jail to be released through the Main Jail - Forthwith

release process. The bailiff will cut the defendant's armband off and the defendant may be released.

- g) The bailiff will forward the COURTROOM FORTHWITH RELEASE WAIVER FORM to the Main Jail Central Inmate Records Supervisor.
- h) The Central Inmate Records Supervisor will attach (by staple) the COURTROOM FORTHWITH RELEASE WAIVER to the back of the inmate's booking sheet.

NOTE: This procedure is not intended to pre-empt the more common Main Jail Forthwith Release Procedure in which a defendant is released from custody at the Main Jail.

It is not expected that this type of release will occur very often. However, it is expected that after a jury receives a case (deliberation), the judge and bailiff will communicate with each other and discuss the possibility of a courtroom release in the case of an acquittal. This communication can expedite the procedure as all checks can be accomplished prior to the jury returning a verdict and, thus, eliminate any delays in the courtroom.

Forthwith Release Checklist

Inmate:

(Last) (First) (Middle)

Booking #: _____

Charges: _____ Case #: _____

Charges: _____ Case #: _____

Charges: _____ Case #: _____

Warrant Check

NCIC(Clear) Yes No

CII(Clear) Yes No

Local (Clear) Yes No

Holds: Yes No

Detainers: Yes No

Comments: _____

Date/time of Notification: _____

Deputy Making the Notification: _____

C.I.R. Supervisor: _____

Name and I.D. Number

Date/Time



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 2, Section 24

SERVICE ANIMALS

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: Allow access into any courthouse in the county, to any disabled person, as defined under the Americans with Disabilities Act that requires the aid of a service animal.

I. The Hall of Justice, East County Courthouse, and the Juvenile Justice Courthouse are open to the public and deputies assigned to these areas may come in contact with people who may want to enter a courthouse with an animal. The deputy contacting a person with an animal will be tasked with ascertaining if the animal is a service animal or a pet. People who claim their animal is a service animal must provide information to the investigating deputy that would lead a reasonable person to believe their animal is a service animal. Generally speaking pets will not be allowed into the courthouse.

A. Definitions

1. *Guide Dog* – Any guide dog or Seeing Eye dog that was trained by a person licensed under Chapter 9.5 (commencing with Section 7200) of Division 3 of the Business and Professions Code or that meets the definitional criteria under federal regulations adopted to implement Title III of the Americans with Disabilities Act of 1990 (Public Law 101-336) ¹
2. *Signal dog* – Any dog trained to alert a deaf person, or a person whose hearing is impaired, to intruders or sounds.²
3. *Service Dog* – Any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, minimal protection work, rescue work, pulling a wheelchair, or fetching dropped items.³
4. The meaning of a service animal as used in this policy, means any animal that is used by a disabled person to assist with their disability to include a guide dog, signal dog and service dog.

¹ Penal Code 365.5(d)

² Penal Code 365.5(e)

³ Penal Code 365.5(f)

- B. Should an issue arise regarding the validity of an animal that is purported to be acting in the capacity of a service animal, a deputy assigned to the Court Services Bureau shall ascertain the following:
1. Whether the person has business with the court or a county office that is within the courthouse.
 2. Whether the person claiming a disability has provided sufficient information about the training and functions of the animal that would lead a reasonable person to believe it is a service animal.
 3. Whether the safe operations and order of the court and county offices within the courthouse would be unreasonably compromised by the entry of the animal.
 4. If the animal is a pet. Generally, pets shall not be allowed.
 5. Deputies shall not inquire of the person the nature of their disability. They shall only ask what is the nature of the service the animal provides for them.
 6. If a service animal is denied access to the courtrooms, the disabled person may petition the court for accommodation under California rules of the Court, Rule 989.3 (copy of petition attached). If they request an immediate hearing for such accommodation, the weapons screening security officer shall contact a deputy to make the appropriate Judicial Form available for petition to the court. If the petitioner is requesting entrance in response to a court subpoena, the deputy shall notify the court of jurisdiction, so that a request or accommodation may be immediately considered.
 7. If a person requests entry into a courthouse in response to a jury summons and is accompanied by an animal that a deputy has doubts is a service animal, the deputy is to call jury services (ext. 5025). A person from jury services will respond to the lobby and determine if the animal is to be allowed into the courthouse.
 8. A service animal can be refused entry because:
 - a) The animal is not reasonably groomed.
 - b) The animal emits an offensive odor.
 - c) The animal is disruptive, aggressive, or unreasonably intimidating to persons using the court or county offices within the courthouses.

9. Once an animal has been granted entry into a courthouse, it may be removed for the following reasons:
 - a) The animal becomes disruptive.
 - b) The animal becomes aggressive.
 - c) The animal becomes unreasonably intimidating to persons using the court or county offices.

10. If approval for the use of a service animal is denied to county offices, the person does not have the option to petition the court to gain entrance. The person may direct complaints to the county's ADA coordinator at 800 S. Victoria Ave, Ventura, CA, 93009, (805) 654-2862.

[Redacted]



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 3, Section 1

INMATE HOLDING SERGEANT

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To define duties and provide guidelines for the Inmate Holding Sergeant.

- I. The duties and responsibilities of the Inmate Holding Sergeant are:
 - A. Day-to-day operations of the section over which he/she has direct control. The Inmate Holding Sergeant is also responsible for the supervision of the Transportation Detail.
 - B. Supervision of the Inmate Holding Senior Deputy, the first line supervisor, to assure the equitable distribution of work assignments and supervision of Inmate Holding personnel to assure assignments are carried out in a satisfactory manner.
 - C. Updating the Court Services Captain of conditions and activity affecting the detail. Unusual occurrences, personnel, or security problems shall be brought to the attention of the Court Services Captain as soon as possible.
 - D. Ensuring all reports and memoranda involving incidents, injuries, and attendance are prepared by those involved in a timely manner and shall review all such reports prior to review by the Court Services Captain.
 - E. Periodic inspections of Inmate Holding personnel and work locations. When conducting these inspections, the Inmate Holding Sergeant shall be alert for any discrepancies in professional conduct or appearance of staff as well as security issues. Appropriate corrective measures are to be taken immediately.
 - F. Assume initial command of any event that poses a threat to the security of the facility.
 - G. Coordinate the training of newly assigned Inmate Holding personnel and coordinate cross training for specific positions as needed.
 - H. Conduct inspections and operations review of staffed holding areas.

I. The Inmate Holding Sergeant is responsible for employee performance evaluations as assigned.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 3, Section 2

INMATE HOLDING SENIOR DEPUTY

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To define duties and provide guidelines for those deputies assigned to the position of Inmate Holding Senior Deputy.

- I. Duties and responsibilities of the Inmate Holding Senior Deputy include:
 - A. Staffing
 1. Each morning, advise the Inmate Holding Sergeant of the facilities' staffing availability and coordinate daily staffing assignments.
 2. Coordinate with the Court Security Senior Deputy on staff shortages.
 3. Conduct the morning briefing.
 4. Any special security needs of the facility shall be brought to the Inmate Holding Sergeant's attention as soon as possible.
 5. Available staff may be reassigned to meet the needs of the facility by the Inmate Holding Senior Deputy.
 - B. Facility Security
 1. Make daily security checks of the facility and be alert to problems that pose a threat to the facility or its occupants. Physical deficiencies of the building (defective doors, locks, etc.) will be reported to the Inmate Holding Sergeant or appropriate maintenance personnel.
 2. Conduct weekly alarm tests in compliance with the alarm test procedure. Results of the alarm test will be forwarded to the Inmate Holding Sergeant.
 3. In the absence of the Inmate Holding Sergeant, the Inmate Holding Senior Deputy will take initial command of any situation that threatens the facility or its occupants and take those steps reasonably necessary to resolve the problem. Any such situation shall be reported as soon as possible to the Inmate Holding Sergeant. If the sergeant cannot be contacted the Court Services Captain or Pre-Trial Detention Facility Commander shall be notified and such command may be relieved upon their arrival.

4. Generate the appropriate paperwork for, and direct the movement of, prisoners within the facility.
5. The Inmate Holding Senior Deputy, or designated deputies, shall ensure that all holding cells are clear and secure and that all inmates have been accounted for at the end of the day.
6. Order needed supplies for the inmate holding facility.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 3, Section 3

INMATE MOVEMENT DEPUTY

Drafted: July 18, 2017

Reviewed: July 5, 2019

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PURPOSE: To define and provide guidelines for the position of Inmate Movement Deputy.

- I. The duties and responsibilities of the Inmate Movement Deputy are:
 - A. Function
 1. Coordinates the security, movement and handling of in-custody inmates scheduled for court or interviews.
 2. Primary resource for emergency procedures within the holding facility.
 3. Updating his/her supervisor of any unusual occurrences in the facility.
 - B. Responsibilities
 1. Receive inmates into the facility from all custodial facilities. Shackle the inmates and move them to holding cells according to classification.
 2. Move the inmates to the proper courts when called by the bailiff.
 3. Feed all inmates in the facility at noon meal and ensure that inmates returning from court are fed.
 4. Escort remands, including their property, from the courts to the Pre-Trial Detention Facility (PTDF) for booking in a timely manner.
 5. Assist Transportation Deputies with movement of inmates onto the transportation vehicles.
 6. Remove shackles for inmates returning to the Pre-Trial Detention Facility (PTDF).
 7. Conduct hourly watch tour. Refer to Divisional Policy, Cell Scan Policy, Section 12 Chapter 4.

8. ALL inmates will be accounted for at all times while in the facility. No inmate shall enter or leave the facility without being checked by the Intake Control Deputy.
9. Inmate Movement Deputies shall know all procedures in regards to special precaution inmates.
10. Assist in closing the facility at the end of the court day. Turn off the lights and metal detector, secure the facility and return the keys to the Transportation office.
11. The Inmate Movement Deputies will know and understand the emergency procedures for the Inmate Holding area.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 3, Section 4

INTAKE CONTROL DEPUTY

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To define and provide guidelines for the Intake/ Control Deputy.

I. The duties and responsibilities of the Intake Control Deputy are:

A. Function

1. Checking in/out and movement of all inmates in the Hall of Justice holding facility.
2. Opens the facility and prepares the receiving boards. There is a morning Intake Control Deputy and an afternoon Intake Control Deputy.
3. Responsible for the tracking of all inmate movement.

B. Responsibilities

- [REDACTED]
- [REDACTED]
- [REDACTED]
2. Print out the morning or afternoon court list and set up the reception board.
 3. As the inmates arrive, the Intake Control Deputy will confirm that the inmate's name is on the court list by comparing the inmate's armband with the court list and assign a holding cell.
 4. When Bailiffs call for their inmates to be delivered to the courtrooms, the Intake Control Deputy will compare the inmates' armbands with the court list and have the inmates escorted to the courtrooms.
 5. The Intake Control Deputy will add an inmate name to the court list as calls are received to add a name.
 6. Review all inmates' court paper work prior to them leaving the facility. Ensure inmates are returned to their facility, sent to the Pre-Trial Detention

Facility (PTDF) for release, or placed into a holding cell for additional court hearings.

7. Notify the Pre-Trial Detention Facility (PTDF) Psychiatric Nurse of any prison commitment of ten years or greater, or when an inmate may become “at risk” due to his/her state of mind.
8. Notify the Classification Unit of the Pre-Trial Detention Facility (PTDF) or Todd Road Jail (TRJ) of any inmate conflicts, fights or pertinent issues.
9. When sending inmates back to Todd Road Jail (TRJ), the Intake Control Deputy will compare their armbands with the court list and check the inmate out of the facility.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 3, Section 5

INMATE HOLDING TRAINING PROGRAM

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide a training program for personnel assigned to Inmate Holding.

I. Training Program Policy

A. Policy Statement

1. The purpose of the program is to provide a comprehensive training program for all newly assigned personnel to Inmate Holding.
2. The training will consist of the requirements of Title 15, and the procedures and security matters providing a safe and effective operation of the Inmate Holding facility.

B. Policy Criteria

1. Personnel newly assigned to the Inmate Holding facility will be required to complete the training program.
2. The trainee will not be a part of minimum deployment until the completion of the training program without the authorization of the Inmate Holding supervisor.
3. Personnel being reassigned to Inmate Holding may complete a modified training program at the discretion of the Court Services Captain.
4. A copy of the Operations and Policy manual will be available for review at any time and will contain a description and explanation of duties as they apply to Inmate Holding.
5. Personnel shall be responsible for knowledge of and compliance with the manual.
6. Court Services personnel will be responsible for knowledge of and compliance with Sheriff's Office Policy manual and their relationship to the operation of the Inmate Holding facility.

7. All documentation pertaining to the training will be maintained in the trainee's bureau training file.
8. Throughout the course of the training, the deputy that the trainee is assigned to will sign off on the "Inmate Holding Training Program Checklist".
9. At the conclusion of the training period, the Inmate Holding Senior Deputy will discuss the training program with the trainee to insure the trainee is adequately prepared for assignment as an Inmate Holding deputy.
10. The Inmate Holding Sergeant will give final approval to release the trainee from training and place a memorandum in the training file to that effect.

I. Training Program Overview

A. Demonstrating/Observing Deputy

1. A deputy will be assigned to the trainee for specific duties and responsibilities. Each respective deputy will provide the information necessary for the trainee to be able to perform those specific duties and responsibilities.
2. The deputy's responsibilities are not only to formally train, observe, and comment, but also to encourage the learning process beyond the completion of the formal training program.

B. Training Program

1. Shall be two (2) weeks in length.
 - a) The training period may be extended with the authorization of the Inmate Holding Sergeant.
2. Trainee will be assigned to the following areas:
 - a) Floor duties
 - (1) Shackling
 - (2) Moving
 - (3) Feeding
 - b) Intake Control Deputy
 - (1) Checking in

- (2) Court calendar
- (3) Movements
- (4) Clearing end of shift
- (5) Classification

c) Area of responsibility

- (1) Inmate
 - (a) Restraint devices
 - (b) Property
 - (c) Special handling

- (2) Operations

- (a) Equipment
- (b) Uniform
- (c) Hours

d) Emergency Operations

- (1) Evacuations
- (2) Fights
- (3) Alarms
- (4) Medical Emergencies
- (5) Escapes



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 3, Section 6

INMATE HOLDING FACILITY ALARMS

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To set guidelines for checking alarms in Inmate Holding.

- I. Function
 - A. Know the location of alarms.
 - B. Know how to set and reset alarms.
- II. Responsibility
 - A. Inmate Holding Deputies will know location of alarms.
 - B. Inmate Holding Deputies will know how to set and reset alarms.
 - C. Inmate Holding Deputies will check the Hall of Justice (HOJ) Inmate Holding facility alarms weekly on Monday mornings.
 - D. Any inoperative or malfunctioning equipment will be reported immediately to a supervisor or General Services Agency maintenance dispatch.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 3, Section 7

INMATE MOVEMENT AND MEALS

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To set guidelines for moving and feeding inmates.

- I. Function
 - A. Ensure that all inmates are fed.
 - B. Ensure all inmates are given adequate time to eat their meals per Title 15 requirements.
- II. Responsibilities
 - A. The deputy will be responsible for the movement and feeding of all inmates.
 - B. As these inmates get off the elevator, ensure that each of them receives one (1) sandwich and one (1) milk.
 - C. Put inmates back in their holding cells. Inmates housed at the Pre-Trial Detention Facility (PTDF) may be sent directly back to their housing unit with their meal.
 - D. If there are any inmates who have a "special diet requirement", ensure that they are given the proper meal or that they are sent back to their facility for feeding.



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 3, Section 8

INMATE RETURNS

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To set guidelines for the return of inmates to their housing unit.

- I. Function
 - A. To insure the safe and proper procedure for returning inmates to their housing units at the completion of court.
 - B. Set procedures for sending inmates to the Pre-Trial Detention Facility (PTDF) or the Todd Road Jail (TRJ).
- II. Inmate Transfers
 - A. Pre-Trial Detention Facility.
 1. Inmates are sent back to the Pre-Trial Detention Facility throughout the day as soon as is practicable.
 - B. Todd Road Jail
 1. [REDACTED]
 2. [REDACTED]
 3. [REDACTED]
- C. Releases
 1. Inmates set for release will be sent to the Pre-Trial Detention Facility as soon as practical.
 2. A "forthwith release" requires immediate attention. (Refer to Court Services Bureau Chapter 2, Section 23)



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 3, Section 10

CELL SCAN POLICY (HOJ) /GUARD1 PLUS SYSTEM

Drafted: July 18, 2017

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Revised: July 5, 2019

PURPOSE: To establish a policy and procedure for the effective monitoring of inmates placed into court holding cells and the use of the Gurad1 Plus System or the use of cell check logs in HOJ.

I. The Guard1 Plus System, combined with regular inmate counts, satisfies the hourly cell check requirements of safety checks outlined in Title 15, Section 1027 and provides means for documentation. Detention Services personnel who supervise the inmate population in jail and Court Holding facilities will ensure they are familiar with this policy and the operational capabilities of the Guard1 Plus System, and will utilize each element of the system in accordance with its intended use.

II. Uniformed personnel assigned to the Inmate Holding Facility (HOJ), will be familiar with the operational capabilities of the Guard1 Plus System and shall utilize each element of the system in accordance with its intended, official use. A uniformed employee will be responsible for completing the prescribed amount of cell checks during a shift.

A. Description:

1. Guard1 Plus System (Refer to Detention Services Divisional Policy, Cell Scan Policy - Section 12 Chapter 4).

B. Cell Checks:

1. Holding Areas:

- a) Holding areas where inmates are kept awaiting court shall have hourly cell checks conducted during the operating hours of HOJ. This includes any area where an inmate may be held waiting movement to/from court or any outside facility. Time periods between cell checks shall not exceed 60 minutes. If HOJ is placed in temporary lockdown due to security violations, hourly cell checks must be conducted.

2. Time period of Cell Checks:

- a) Cell checks shall be conducted during the operating hours of HOJ. At times when the Watch Tour scanning is not used (i.e. system failure), the cell checks must be documented on a monitoring log and the logs maintained in a file with the Senior Deputy.

3. When Making Cell Checks:

- a) While making cell checks, the deputy shall have direct, visual observation of each inmate. The deputy will verify that all inmates are alive and breathing. It is not necessary to rouse an inmate who appears to be sleeping if the deputy is able to see signs of life (i.e. chest rising and falling indicating breathing, movement, etc.). In the event the prescribed amount of cell checks are not completed during a shift, the employee responsible for not completing all checks shall notify a senior deputy. The senior deputy shall notify the Inmate Holding Sergeant.

C. Administrative Responsibilities:

1. Inmate Holding Facility Sergeant:

- D. The Inmate Holding Facility Sergeant, or his/her designee, will download the data from the wands into the computer located in the Inmate Holding Facility office. Audit reports will be generated and reviewed to ensure the integrity of the program on a daily basis

E. Maintenance

1. Inoperative Wands (Refer to Detention Services Divisional Policy, Cell Scan Policy - Section 12 Chapter 4).
2. Inoperative Buttons (Refer to Detention Services Divisional Policy, Cell Scan Policy - Section 12 Chapter 4).



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 4, Section 1

TRANSPORTATION SENIOR DEPUTY

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To define the duties and provide guidelines for those deputies assigned to the position of Transportation Senior Deputy.

I. Duties and responsibilities of the Transportation Senior Deputy:

A. Staffing

1. Any special security needs of the Transportation Detail shall be brought to the Transportation Sergeant's attention as soon as they are identified.
2. Available staff may be reassigned to meet the needs of a particular run by the Transportation Senior Deputy, who will advise the Transportation Sergeant of such assignments.

B. Transportation Security

1. In the absence of the Transportation Sergeant, the Transportation Senior Deputy will take initial command of any incident that poses a threat to security or incident involving the vehicles utilized by the Transportation Detail.
2. The Transportation Senior Deputy, or his designee, shall generate the appropriate paperwork for, and direct the movement of, inmates between Sheriff Custody facilities during normal working hours.
3. The Transportation Senior Deputy, or his designee, shall generate the appropriate paperwork for, and direct the movement of, prisoners between the Ventura County Pre-Trial Detention Facility and California State Prisons, California State Hospitals, California Youth Authority, Federal Prisons, and other county jails.
4. The Transportation Senior Deputy shall maintain all records and reports as required by the California Highway Patrol, Department of Motor Vehicles, and the Department of Transportation. All documents shall be placed in a central file located in the Transportation office, either electronic or hard copy.

5. The Transportation Senior Deputy, or his designee, shall order needed supplies and forms for their assigned detail.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 4, Section 2

TRANSPORTATION DRIVER

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To define the duties and provide guidelines for the position of Transportation Driver.

- I. Duties and responsibilities of Transportation Driver:
 - A. Requirements
 1. Possession of a valid California class B driver's license.
 2. Possession of the following license endorsements:
 - a) Air brake.
 - b) Passenger.
 3. Possession of a valid health certificate.
 4. Knowledge of the vehicles utilized by the Transportation Detail.
 5. Knowledge of the locations of all of the Ventura County jails.
 6. Knowledge of the locations of the State Prisons, State Hospitals, California Youth Authorities, Federal Prisons, and other county jails most frequented by the Transportation Detail.
 - B. Initial duties (in office)
 1. In-county teams.
 - a) Pick up inmate movement lists.
 - b) Check out vehicles appropriate for the number and classifications of inmates to be transported.
 - c) Check out cellular phone.
 - d) Check out shotgun.

- e) Gather appropriate inmate restraint devices required for the number and classifications of inmates to be transported (if not using a bus).

2. Out-of-county teams.

- a) Pick up Inmate Movement lists and orders.
- b) Verify inmates to be picked up with the appropriate facilities.
- c) Check out appropriate vehicle for the number and classifications of inmates to be transported.
- d) Check out cellular phone.
- e) Check out shotgun.
- f) Check out county gas credit card.
- g) Gather all needed warrants, reports, and forms.
- h) Gather appropriate inmate restraints required for the number and classifications of inmates to be transported (if not using the bus).

C. Vehicle inspections

1. Buses.

- a) Inspect buses as required by Department of Motor Vehicles and Department of Transportation.
- b) Complete CHP Pre-Trip Vehicle Inspection form as required.

2. All other vehicles.

- a) Inspect vehicles as required, including tires, lights, and sirens.
- b) Inspect vehicle for proper safety equipment.

3. Deficiencies.

- a) Report all vehicle deficiencies to the Transportation Senior Deputy.
- b) Remove any vehicle from service that is not safe to operate.
- c) Complete appropriate forms to have vehicle deficiencies repaired.

4. General.

- a) Vehicles assigned to the Transportation Detail should have triangular reflectors for roadside emergencies. Road flares are not permitted inside state prisons.
- b) Vehicles should be kept clean.

D. Inmate Security

[REDACTED]

[REDACTED]

[REDACTED]

E. Vehicle operation

1. The driver shall obey all traffic laws.
2. The driver shall operate the vehicle in a safe and courteous manner.
3. The driver shall operate the vehicle in a manner as prescribed by the Sheriff.
4. Fuel the vehicle as needed. Do not allow the fuel to fall below one half of a tank. At the end of every run fill the fuel tank.

[REDACTED]



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 4, Section 3

TRANSPORTATION SECURITY DEPUTY

Drafted: July 18, 2017

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I. Duties and responsibilities of the Transportation Security Deputy:

A. Function

1. The Transportation Security Deputy coordinates the security, movement, and the handling of inmates and prisoners to be transported.
2. The Transportation Security Deputy is the primary resource for emergency operational procedures on a transportation run.
3. The Transportation Security Deputy maintains custody of inmates and prisoners to and from the transportation vehicles, and in the vehicle during transportation.
4. The Transportation Security Deputy is the co-driver for the bus, if the following criteria are met:
 - a) Possession of a valid California Class B driver's license.
 - b) Possession of the following license endorsements:
 - (1) Air brake.
 - (2) Passenger.
 - c) Possession of a valid health certificate.
 - d) Knowledge of the vehicles utilized by the Transportation Detail.

B. Initial duties (in office)

1. In-county teams.
 - a) Pick up inmate movement lists.
 - b) Check out vehicles appropriate for the number and classifications of inmates to be transported.
 - c) Check out cellular phone.

- d) Check out shotgun.
- e) Gather appropriate inmate restraint devices required for the number and classifications of inmates to be transported.

2. Out-of-county teams.

- a) Pick up inmate movement lists and orders.
- b) Verify inmates and prisoners to be picked up with the appropriate facilities.
- c) Check out the appropriate vehicle for the number and classification of inmates to be transported (if not using the bus).
- d) Check out cellular phone.
- e) Check out shotgun.
- f) Check out county gas credit card.
- g) Gather all needed warrants, reports, and forms.
- h) Gather appropriate inmate restraint devices required for the number and classification of inmates to be transported (if not using the bus).

3. Inmate security

- a) The Transportation Security Deputy is responsible for securing inmates and prisoners with inmate restraint devices in a proper manner.
- b) The Transportation Security Deputy is responsible for delivering the inmates and prisoners from the jail or prison facility to the transportation vehicle.
- c) The Transportation Security Deputy is responsible for delivering the inmates and prisoners from the transportation vehicle to the jail or prison facility.
- d) The Transportation Security Deputy is responsible for maintaining control of the inmates and prisoners during transport.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 4, Section 4

TRANSPORTATION TRAINING PROGRAM

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide a training program and set standards for personnel assigned to the Transportation Detail.

I. Training Program Policy

A. Policy Statement

1. The purpose of the training program is to provide comprehensive training for all personnel newly assigned to the Transportation Detail.
2. The training will consist of the requirements of the California Department of Motor Vehicles, Department of Transportation, and transportation security to insure the safe and effective operations of the Transportation Detail.

B. Policy Criteria

1. New personnel assigned to the Transportation Detail will be required to complete the training program.
2. Personnel with the proper license classification may, at the discretion of the Court Services Captain, complete a shortened version of training in order to bring the deputy up to date on the current policies and procedures.
3. Transportation personnel shall have available a copy of the Operations and Policy Manual. The manual will provide a description and explanation of duties as they apply to the Transportation Detail. Transportation personnel shall be responsible for knowledge of and compliance with the manual.
4. Transportation personnel will also be responsible for the knowledge of the Sheriff's Office Policy Manual and their relationship to the operations of the Transportation Detail.

5. All documentation pertaining to the training will be maintained in the trainee's Personnel Training File.

II. Training Program Overview

A. Training Deputy

1. The trainee will be assigned to each assignment in Transportation. The trainer will provide the information necessary for the trainee to be able to function in that transportation assignment.
2. The trainer's responsibilities are not only to formally train, observe and comment, but also to encourage the learning process beyond the completion of the formal training.

B. Training Program

1. The trainee must possess a valid California driving permit or driver's license with the proper classification and endorsements to operate the vehicles assigned to the Transportation Detail, and a current health certificate as required by the Department of Motor Vehicles before formal training begins.
2. The formal training will vary as to length depending upon the driving experience and adaptability of the trainee.
3. The trainee will be assigned to the following training areas:
 - a) Out-of-county prisoner transfers.
 - b) In-county inmate movement.
 - c) Office procedures.
4. During the training period, the trainee will be instructed in areas of responsibility of driver and security deputy, to include, but not limited to:
 - a) Vehicle operation.
 - (1) Pre-trip inspections.
 - (2) Passenger capacities.
 - (3) Compartment seating configurations.
 - (4) Safe operation of the vehicles.

(5) Maintenance.

b) Inmate Handling.

(1) Restraint devices.

(2) Inmate movement.

(3) Inmate property and clothing.

(4) Suicidal inmates.

(5) Security threat inmates.

(6) Infectious Inmates.

c) Reports, Forms, and Court Orders.

(1) Daily Logs.

(2) CHP pre-trip vehicle inspection.

(3) Arrest report.

(4) Warrants/abstracts.

(5) Booking sheet.

(6) Property report.

(7) Order of Production.

(8) Court lists.

(9) Inmate movement orders

(10) Inmate movement list

d) Facilities.

(1) Ventura County Pre-Trial Detention Facility.

(2) All Ventura County Branch Jails.

(3) Jails of other counties.

(4) State Prisons.

(5) Federal Prisons.

(6) State Hospitals.

(7) California Youth Authority Facilities.

e) Emergency Operations.

1) Jurisdictional Responsibilities.

2) Escapes.

3) Medical Emergencies.

4) Accidents.

5. Throughout the course of the training the deputy that the trainee is assigned to will sign off on the "Transportation Training Program Checklist." This includes appropriate comments regarding the trainee in each respective assignment.
6. At the conclusion of the training period the Transportation Senior Deputy will discuss the training program with the trainee to insure the trainee is adequately prepared for assignment as a driver.
7. The Transportation Sergeant will give final approval to release the trainee from training and place a memorandum in the training file to that effect.

Trainee: _____

Trainer: _____

This form is used to document instruction and understanding of the daily operations of the Court Services Bureau Transportation Detail of the Ventura County Sheriff's Office.

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
Policy and procedures manual			
Vehicle Operation			
Pre-trip inspection. Explain the purpose and requirement of the bus and van inspection. The location of the "Bus Check" forms (Office storage, bus, and county garage).			
Vehicles assigned to Transportation Detail. What vehicles are currently assigned to the Transportation Detail? How to receive routine service and repairs.			
Passenger capacities. Number of inmates vs. size of vehicle (15 passenger van holds 13 inmates.)			
Compartment configurations. Compartments on buses and vans. Used to separate male / female, and classification. Also combative inmates from others. Any keep aways (KA's) Civil inmates must be separated from criminal. Some inmates from the State Hospitals are civil.			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
<p>Safe operation.</p> <p>All vehicles will be operated safely at all times. Speed limits, number of inmates affects handling. Speed limits should be observed. At no time is it "okay" to drive faster than the safe speed. (The flow of traffic may not be safe.)</p>			
<p>Maintenance.</p> <p>If a vehicle reaches a service due point, or needs repair, it is the current driver's responsibility to complete a "Kick Slip." Make entry on the computer when vehicle goes to and returns from the garage.</p>			
<p>GSA repair request (kick slip).</p> <p>Located above keys box in transportation office. After completion notify Sr. Deputy.</p>			
<p>Garage location.</p> <p>One at the government center can do small items. Saticoy is for service and major repairs. ALL BUS repairs are to be done at Saticoy. Phone the garage when a vehicle breaks down on the road, 805 6722060.</p>			
<p>Fuel.</p> <p>A Voyager credit card can be used at service stations that accept the card (use unleaded fuel for vans not premium). Any fuel station in county using the ASI key (Fire stations / county yards). The Saticoy yard has diesel, as do most of the fire stations. The fire station will have a fuel log to fill out.</p>			
<p>Inmate Handling</p> <p>Universal precautions will be used in the movement of all inmates.</p>			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
<p>[REDACTED]</p>			
<p>[REDACTED]</p> <p>[REDACTED]</p>			
<p>Inmate movement.</p> <p>Each inmate to be moved requires paper work (abstracts, court order, warrant) before an inmate can be booked at any jail or prison facility. This is some type of authority to book a person.</p>			
<p>Transportation needs / Custody needs.</p> <p>Every attempt will be made to comply with the department guidelines for separating classification of inmates. Out of county inmates may not be classified. You should separate them if they state or display problems. All suicidal inmates should be place in a position that they may be monitored at all times during transport (on camera / directly behind the driver).</p>			
<p>Transferring</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>			
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>			
<p>Inmate property and clothing.</p> <p>If an inmate's property is available it will be moved with the inmate.</p>			
<p>Transferring to other facilities.</p> <p>Property for inmates leaving PTDF and going to another facility will accompany them to the next facility. If several inmates are going to one location their property can be placed in one or more large bags (Wasco run).</p>			
<p>Transferring to PTDF.</p> <p>If the inmates will be picked up by another agency or is staying at PTDF, their property will be left with CIR for booking into PTDF. When the inmate is to be taken to another facility in the next few days, all property (except medication which, PTDF medical personnel may request that they stay at the PTDF) will be bagged and placed in the safe in the transportation office safe. That property will be removed from the safe and taken with the inmate when he or she is transferred to the next facility. Please advise the inmate of this so they do not try to report their property as lost to jail staff.</p>			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
<p data-bbox="191 302 703 338">Suicidal inmates: [REDACTED]</p> <p data-bbox="191 373 834 409">[REDACTED]</p> <p data-bbox="191 415 883 451">[REDACTED]</p> <p data-bbox="191 457 751 493">[REDACTED]</p> <p data-bbox="191 529 542 564">[REDACTED]</p> <p data-bbox="191 600 846 636">[REDACTED]</p> <p data-bbox="191 672 641 707">[REDACTED]</p> <p data-bbox="191 743 599 779">[REDACTED]</p> <p data-bbox="191 814 781 850">[REDACTED]</p> <p data-bbox="191 886 875 921">[REDACTED]</p> <p data-bbox="191 928 862 963">[REDACTED]</p> <p data-bbox="191 970 329 1005">[REDACTED]</p>			
<p data-bbox="191 1029 521 1064">Security threat inmates</p> <p data-bbox="191 1100 867 1136">[REDACTED]</p> <p data-bbox="191 1142 873 1178">[REDACTED]</p> <p data-bbox="191 1184 638 1220">[REDACTED]</p>			
<p data-bbox="191 1253 578 1289">Infectious disease inmates.</p> <p data-bbox="191 1325 870 1360">[REDACTED]</p> <p data-bbox="191 1367 423 1402">[REDACTED]</p> <p data-bbox="191 1438 461 1474">[REDACTED]</p> <p data-bbox="191 1509 436 1545">[REDACTED]</p> <p data-bbox="191 1581 394 1617">[REDACTED]</p> <p data-bbox="191 1652 277 1688">[REDACTED]</p> <p data-bbox="191 1724 329 1759">[REDACTED]</p> <p data-bbox="191 1795 630 1831">[REDACTED]</p> <p data-bbox="191 1866 821 1902">[REDACTED]</p>			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
<p>Recommendations from medical staff.</p> <p>Ability to prevent contamination of others and vehicle.</p> <p>Level of inmate cooperation.</p> <p>Mask for deputies or inmates.</p> <p>Notify Transportation Senior or Sergeant as well as PTDF Watch Commander of incoming infected inmate.</p>			
<p>Ill inmates.</p> <p>Receive a recommendation from medical staff (ours and theirs). Some inmates are on “nitro” for heart related problems. If you are aware of this type of problem and the inmate has nitro, make sure they are secured in a way that they can self-administer the nitro.</p> <p>We are not an ambulance. If the inmate is being sent to the hospital for an emergency, call an ambulance. This is Transportation’s call, not medical personnel’s.</p>			
<p>Reports, Forms, and Court Orders.</p>			
<p>Daily logs.</p> <p>Each team will complete a daily Transportation Activity Log. If a team splits up a second log can be completed or all information may be placed on one log. A log is not required if a vehicle is driven to the garage for service only and is not being used for any other purpose.</p>			
<p>Trips / Stops.</p> <p>Trips are for in county teams. A trip is each time you go to a facility (Todd Road) the return trip does not count as a trip. Stops are for out of county teams. A</p>			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
<p>stop is when inmates are exchanged at another facility (Wasco, Lerdo) or with another agency (Monterey County @ Paso Robles).</p>			
<p>Inmate counts.</p> <p>Court inmates are those inmates going to court. Transfers are inmates moved between facilities (PTDF / TRJ). Transfers include releases, re-houses, and medical. Workers are inmates assign to a work detail that we move so they can go to that work assignment. Out of county movement is any inmate that we move to another agency (PTDF to Wasco), bring back to PTDF (Wasco to PTDF), or move for the other agency (ASH to King City).</p> <p>TOPIC is any inmate we move for another agency, and they are not Ventura County's inmate. Ventura County's Wasco commitments are Ventura County's inmates until they are transported to Wasco.</p>			
<p>Van inspections</p> <p>The vehicle that you drive must have an inspection each day. The daily log has an area to indicate that the inspection was done and if the vehicle had any defects. Those defects that would cause a violation of the vehicle code will be corrected as soon as possible. Any defect that would cause the vehicle to be operated unsafely is reason to take the vehicle out of service until the correction can be made (i.e. badly cracked windshield, leaking brakes).</p>			
<p>Bus inspections</p> <p>Bus inspections are completed on the "County of Ventura / GSA Fleet Services Driver's Vehicle Inspection Report" (bus check). The assigned unit</p>			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
<p>number for the unit inspected will be placed on the form. Beginning and ending mileage will be listed. The driver will conduct the inspection, print his or her name on the form and sign it. If there are no defects, that box will be checked. Any defects will be marked and a short description made. If a bus is not safe to drive, the bus will be taken out of service and the Transportation Senior / Sergeant will be notified. If the bus cannot be driven to the garage, arrangements will be made for a tow through Fleet Services.</p>			
<p>Arrest Reports</p> <p>Page one will be completed as per department regulations. Page two is not completed unless there are too many warrants to list on page one A report number will be obtained from dispatch for each person arrested. "RD" and "Beat" The RD north of Ventura County is 3999 and south of Ventura County is 4999. The beat is "OS".</p>			
<p>Warrants / Certifications</p>			
<p>Retrieving warrants</p> <p>Warrants will be retrieved before leaving the office to pick up inmates. If someone is added to the pickup you can call warrants when you return to booking.</p>			
<p>Serving warrant / certification</p> <p>Retrieving a warrant will cause a warrant certification sheet to be printed. That certification sheet must be signed and turned in to the booking clerk.</p>			
<p>Abstracts</p> <p>Abstracts are teletypes that are sent to other agencies holding an inmate. Abstracts will be left with booking paper work for Ventura County</p>			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
warrants. Abstracts for another county's warrant, leave a copy at inmate records and take original to the transportation office.			
<p>Booking inmates</p> <p>All inmates/ VCIJIS pre-booking</p> <p>Ventura County warrants, Order of Production, and detainers will be booked through the pre-booking process.</p>			
<p>En Routers</p> <p>Note on the manual booking sheet what date and agency that will pick up the inmate.</p>			
<p>Out to Court / PCOP</p> <p>The court has issued an order for the inmate to be in court. The jail refers to this as "PCOP". A warrant check must be completed when booking an inmate on this type of order to determine if there are any active Ventura County warrants.</p>			
<p>Property</p>			
<p>Transportation office / property room</p> <p>Property for those inmates that we will transport later will be placed into the safe in the Transportation office. All others will have their property booked at the PTDF.</p>			
<p>Medical Reports</p> <p>Anyone leaving PTDF will also have a medical form completed. This information is confidential between the inmate and medical staff. In general do not open medical reports. You may open them to insure that there is one for each inmate, but do check the information on the form. Anyone we pick up should</p>			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
<p>have a medical packet. At state prisons each inmate will have a separate folder for the medical form. Again the information is confidential.</p>			
<p>Detainers</p> <p>If an inmate owes time in Ventura County, C.I.R. will complete a detainer form. The deputy removing the inmate must sign the detainer. The original goes to the agency receiving the inmate. When an inmates owes time at a facility that we are picking them up from, you must sign a detainer. A copy will go with the inmate to their destination.</p>			
<p>Arrest Types for Prebooking</p>			
<p>Warrant (Requires an arrest report)</p>			
<p>Order of Production / PCOP</p>			
<p>Enrouter</p>			
<p>Detainer</p>			
<p>Inmate Movement List</p>			
<p>Court list / movement orders / buff cards</p> <p>Court list can be retrieved from the VCJIS computer system in the morning. It confirms how many inmates need to be moved for court. Any movement other than court requires a movement order. Buff cards should be taken with anyone being rehoused (contains info. if escape).</p>			
<p>Out of county list</p> <p>Out of county list will be with the warrant work sheets in the file cabinet for that day's run. If needed a new list can be printed from the computer system.</p>			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
<p>Transfer list</p> <p>Transfer lists are printed from the computer system and include transfers/releases to TRJ / PTDF.</p>			
Facilities			
Ventura County			
Todd Road			
PTDF			
East Valley Jail			
Ventura Court / East County Court.			
CYA Ventura (Camarillo)			
Juvenile Hall			
Other County Jails			
LASO / Santa Barbara / San Bernardino / Kern County / San Luis Obispo / Kings County/			
State Prisons			
Wasco / Chowchilla / Salinas Valley / Soledad / CMC			
State Hospitals			
Atascadero / Patton / Metro			
CCFs / Community Confinement Facilities			
Taft / Shafter / Coalinga / McFarland			
<p>Maps</p> <p>There are a collection of maps that show the locations of the prison and jails that we go to. Those maps can be copied for use on the road.</p>			

Performance Objectives	Trainer Initials	Trainee Initials	Date Completed
[REDACTED]			
[REDACTED]			
[REDACTED] [REDACTED] [REDACTED]			
[REDACTED] [REDACTED] [REDACTED]			
Accidents Get medical assistance for those that need it. Notify Sr. / Sgt as soon as possible. T/C report.			
DMV License			
Permit (class B) Allows driving with your partner. No driving of the bus with prisoners until you demonstrate competency in handling the bus. Obtain ASAP.			
License You will be tested at the Ventura DMV as soon as you and your trainer feel you are ready.			
Endorsements You will have a passenger, air brake endorsement with an automatic transmission restriction.			



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 4, Section 5

INMATE PROPERTY

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide a guideline for the handling and storage of inmate property.

- I. In-county inmate transfers
 - A. All inmate property should be sealed in plastic property bags and transported to the new facility with the inmate.
- II. Out-of-county transfers
 - A. All inmate property and money should be transported with the inmate.
 - B. Inmates transported to the Ventura County Pre-Trial Detention Facility.
 1. All property and money shall be listed on the property form and booked in with the inmate at the Ventura County Pre-Trial Detention Facility.
 2. Exceptions:
 - a) The property of enroute inmates to be transported by the Ventura County Sheriff's Transportation Detail within a few days shall be secured in the property safe in the Transportation office.
 - b) The property of enroute inmates to be picked up by other agencies within a few days shall be sealed, labeled, and placed in the Men's Property Room at the Ventura County Pre-Trial Detention Facility.
 - c) In reference to inmates received from a state facility, deputies should not accept more property than that which will fit into a single medium-sized plastic bag. Any additional property should be left at the facility.
 - d) Bulk / oversized property shall be documented on a Property Report and booked into the Ventura Property Room for safe keeping.
 - C. All property belonging to inmates transported from the Ventura County Pre-Trial Detention Facility should be sealed in a plastic property bag and transported to the new facility.

D. Missing property

1. An inmate picked up from another facility who claims all or part of their property was not released by the other facility, should be instructed to contact the other facility upon release from jail.
2. An inmate from a Ventura County facility who claims property is missing should be told to contact the Pre-Trial Detention Facility or the West County Property Room.



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 4, Section 6

INMATE RESTRAINT DEVICES

Drafted: May 12, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To create a uniform policy governing the use of restraint devices during transport.

- I. Refer to Court Services Division Policy Chapter 2, Section 13 for general restraint policy.
- II. Transportation Unit Specific Restraint Procedures.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 4, Section 8

PRISONER ESCAPES

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To establish guidelines and procedures in the event there is an escape or attempted escape while inmates are being transported.

I. Responsibilities of the Security Deputy.

[Redacted text block containing multiple paragraphs of blacked-out content]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 4, Section 10

VEHICLE BREAKDOWNS

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide operational guidelines for Transportation personnel during a vehicle breakdown while transporting inmates.

- I. Safety and Security
 - A. Immediately upon discovering the Transportation vehicle has a mechanical problem that will prevent it from continuing, the driver shall stop the vehicle as far off the side of the road as possible.
 - B. The security deputy at the same time shall notify dispatch/911 operator of the breakdown, and the fact that inmates are in the vehicle. The security deputy shall request additional law enforcement personnel to provide security of the inmates.
 - C. If possible, the driver shall attempt to determine the nature of the breakdown. The driver shall then notify the Transportation Senior Deputy or Sergeant by cellular phone of the problem.
 - D. If mechanical repairs are required, the Transportation Senior Deputy or Sergeant shall contact the county garage. The county garage will give the instructions on how to handle mechanical problems.
 - E. If there will be a delay in repairs, the Transportation Senior Deputy shall make arrangements to transfer the prisoners to another vehicle.
 1. Send a Ventura County Transportation team.
 2. Request assistance from a transportation team from the county in which the breakdown occurred.
 - F. Keep the inmates in the vehicle until the repairs are completed, or until the transfer to another vehicle is ready. The inmates are safer and more secure in, rather than out of, the vehicle.
 - G. Notify the Court Services Bureau Captain and Ventura County Sheriff's Office Watch Commander as soon as possible.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 4, Section 11

VEHICLE FIRES

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide operational guidelines for Transportation personnel during a vehicle fire while transporting prisoners.

- I. Safety and Security
 - A. Immediately upon discovering the vehicle is or may be on fire, the driver shall stop the vehicle as far off the road as possible.
 - B. The security deputy shall at the same time notify Dispatch by radio, or the 911 operator of the fire, providing location and the fact inmates are in the vehicle. The security deputy shall request additional law enforcement personnel to provide security of the inmates.
 - C. The safety of the prisoners takes priority over attempting to save the transportation vehicle.
 1. Evacuating the bus.
 - a) The security deputy shall exit the bus, taking the cellular phone and shotgun and remain by the door, ready to receive the prisoners as they exit the vehicle.
 - b) The inmates should be directed to go to the front of the bus after they exit, remaining away from the side of the road.
 2. Evacuating all other transportation vehicles.
 - a) The security deputy shall exit the vehicle, taking the cellular telephone and shotgun, and move to the front of the vehicle, well away from the side of the road.
 - b) The driver shall unlock all the doors electronically before exiting the vehicle. The driver shall open each door of the vehicle, directing the prisoners to exit the vehicle and go to where the security deputy is located.

- c) Only after all the inmates are safely evacuated from the vehicle and secured should any attempt be made by the driver to extinguish the fire with the fire extinguisher.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 4, Section 12

OUT-OF-COUNTY MEAL REIMBURSEMENT

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide guidelines to Inmate Movement Deputies / Transportation on requests for out-of-county meal reimbursements.

- I. Reimbursement for meals while outside of the County of Ventura, "out-of-county," in the course of transporting inmates will be authorized under the following circumstances and when pre-approved by the inmate movement supervisor:
 - A. When a Transportation deputy is outside of the County of Ventura for a period of four continuous hours or more, not including the time spent on the lunch break; or
 - B. When a Transportation deputy is outside of the County of Ventura at a point that five hours have lapsed since the beginning of his or her shift and he or she did not previously have a reasonable opportunity to eat lunch while within the County of Ventura, "in-county."
- II. Factors to be considered in determining whether there was a reasonable opportunity to eat while "in-county" include, but are not limited to:
 - A. Whether the deputy was previously aware he or she would have to leave the County of Ventura;
 - B. The length of time spent "in-county" prior to leaving the County of Ventura; and
 1. The availability of meal opportunities at the time and locations the deputy was working prior to leaving the County of Ventura.
- III. Receipts will accompany requests for reimbursement in every case, unless the establishment involved does not provide written receipts. In those cases, the deputy will provide written and signed verification of the location and amount of the meal. In all cases, requests for meal reimbursement will be submitted for one- week increments and in a timely manner.



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 4, Section 13

VEHICLE OPERATION

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide a guideline for the safe operation of the vehicles utilized by the Transportation Detail.

I. Traffic Stops

[Redacted content]



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 5, Section 1

EMERGENCY ACTION PLAN

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To establish a procedure for the Emergency Action Plan within the court wing of the Hall of Justice.

I. Definitions

A. Emergency:

1. An unplanned event or situation requiring immediate aid or action.

B. Emergency Action Plan:

1. A written plan to protect Sheriff's Office employees and persons who visit Sheriffs' facilities or are incarcerated in Sheriff facilities during and immediately following an emergency such as fires, earthquakes, bomb-threats, public disturbances, hazardous materials, releases, or other emergencies.

C. Station Safety Coordinator:

1. A designated Sheriff's Supervisor/Manager who is responsible for development, implementation and review of the Emergency Pre-Plan, Emergency Action Plan, and Fire Control Plan.

D. Shelter-in-Place:

1. To remain at your work station/worksite during an emergency. Actions required for sheltering-in-place could include the following:
 - a) Closing and locking all doors and windows.
 - b) Shutting off all air conditioning/heating systems.
 - c) Restricting movement and taking cover.

E. Evacuation:

1. An orderly preplanned movement of employees/occupants from a worksite or building during or immediately after an emergency has occurred.

II. Reporting Emergencies:

A. In the event of an emergency, the Automatic Fire Alarm/Evacuation System will initiate most evacuations via a one-way voice or pre-recorded tape communication originating from the Security Control Room. Should there be an emergency that has not been announced through the building paging system, the following notification procedure should be followed:

1. When Sheriff's Office Court Services Bureau personnel become aware of an emergency situation, they shall immediately notify their respective supervisor by radio or telephone.
2. It is the responsibility of the Court Security Senior Deputy to immediately notify the Hall of Justice Security Control Room.
3. The Court Security Sergeant shall notify the Sheriff's S.C.C. dispatch supervisor, either by radio, telephone (654-9511), or any other means available, and request necessary assistance while giving the following specific information:
 - a) Type of fire or other hazard.
 - b) Area involved.
 - c) Approach route for emergency personnel and equipment responding to the Hall of Justice.
 - d) Ambulance(s) if needed giving the number of injured and nature of injuries.
4. The following emergency contact numbers are listed in the event telephone service is available:

Telephone Numbers

- | | |
|----------------------------|------------|
| 1) Court Services Captain | ██████████ |
| 2) Court Security Sergeant | ██████████ |
| 3) Court Admin. Sergeant | ██████████ |
| 4) Court Civil Sergeant | ██████████ |

[Redacted]

[Redacted text block]

V. Specific Responsibilities by Assignment

A. Court Security Personnel

1. Bailiff - The bailiffs are responsible for all persons in their courtroom and adjoining areas not under the control of another bailiff or another department or agency. Bailiffs must ensure that any handicapped person(s) in their area of responsibility have adequate assistance to safely exit the building. When assistance is required, the bailiff shall immediately notify his/her immediate supervisor. Bailiffs will instruct all persons in their areas of responsibility to exit in the proper manner listed below:

[Redacted list of exit instructions]

[REDACTED]

[REDACTED]

2. Security Deputies - The Court Security deputies have a primary responsibility to evacuate all inmates and remands in their custody from the area of danger. Inmates and remands will be secured by the use of available shackles and handcuffs prior to being moved. Unless the evacuation route is blocked or a supervisor advises an alternate route, prisoners will be escorted via the path described above in section A.1.d. After the Inmate Holding Facility supervisor has released the deputy, he/she must report to the Court Security senior deputy for the next assignment.

3. Security Senior Deputy - The Court Security senior deputies have the primary responsibility for supervising the evacuation of all court staff and members of the public from the first, second, third and fourth floors of the court wing. After the evacuation is complete he/she will establish perimeter security for the court wing of the Hall of Justice, as required by the emergency, through the use of available bailiffs.

a. The Court Security senior deputies have the primary responsibility of supervising the evacuation of all inmates and remands from the first, second, third and fourth floors of the court wing. After the evacuation is complete he/she will deploy the Court Security deputies as directed by the Emergency Command Post supervisor.

B. Inmate Movement Personnel

1. Inmate Holding Deputy - The Inmate Holding deputies shall move inmates and remands as directed by supervisors within the Inmate Holding area to the PTFD or outside the building.
2. Inmate Holding Senior Deputy - The Inmate Holding Senior Deputy has the primary responsibility of supervising the relocation of inmates and remands as required by the emergency or unusual occurrence. If evacuation of the Inmate Holding Area is required he/she will coordinate that movement with the PTFD Watch Commander and the Inmate Movement Sergeant.
3. Transportation Deputy - The Transportation Detail personnel located at the Hall of Justice during an evacuation will report to the Inmate Movement Sergeant.
4. Transportation Senior Deputy - The Transportation Detail Senior Deputy, if at the Hall of Justice, will coordinate the use of Transportation vehicles and personnel as required by the Inmate Movement Sergeant and the Emergency Command Post supervisor.

C. Civil/Levy Personnel

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

VII. Exterior Security Assignments

A. Bailiffs

1. After completing all interior duties within the court wing of the Hall of Justice, the bailiffs will take up security positions at their designated area around the exterior perimeter of the court wing of the Hall of Justice. The exterior assignments are as follows:

- a. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Bailiffs will report their arrival at their security assignment to the Court Security Senior Deputy ("Robert 1") or the Emergency Command Post ("Command Post") via radio.
3. Their mission will be to prevent entry to the building without approval from the Command Post and to keep the public and all non-emergency personnel a safe distance from the building.

B. Security Deputy

1. After completing all interior duties within the court wing of the Hall of Justice and being released by the Inmate Holding supervisor, all security deputies will report to the Court Security Senior Deputy, via radio, for re-assignment. If the Court Security Senior Deputy is unavailable, the deputy is to contact the Emergency Command Post via radio.

VIII. Types of emergencies and response

A. Earthquake

1. When indoors, get under a table, desk or workbench. Stand in an interior doorway if a desk, table or workbench is not available. Stay away from walls, glass, cabinets, files and shelves. Be alert to falling plaster, bricks, light fixtures and other objects.
2. As soon as possible, turn off or unplug all electrical office machines and appliances.
3. If directed, calmly evacuate the building and report to the designated assembly area. Use the stairs to evacuate the building. **DO NOT USE THE ELEVATOR.**
4. Do not re-enter the building until directed to do so by the Station Safety Coordinator.
5. When outdoors, stay outdoors. Get into the open away from buildings, walls, trees and power lines. Be alert for other objects that could fall. If

driving a vehicle, stop the vehicle but stay inside. Do not stop on or under a bridge or overpass. Try to get your vehicle as far out of the normal traffic pattern as possible. Do not stop under trees, light posts, or signs. If a power line should drop on your vehicle, stay inside and do not touch any metal parts of the vehicle. Wait for help to remove the line.

B. Other Emergencies

1. There is a potential for emergency conditions to arise from many situations. Employees must be prepared to react to such things as a hazardous material incident, aircraft crash, flooding, fire or violence in the work place.
 - a) Report the incident to the supervisor/manager.
 - b) Calmly evacuate the building if directed to do so.
 - c) Report to the designated assembly area or alternate site as directed. If there is a potential for fumes or smoke, remember to move crosswind, not up wind.
 - d) Do not re-enter the building until directed to do so by the Safety Coordinator.

Addendum A (Redacted in full due to security concerns and mapping)

Employee and public evacuation routes

Addendum B (Redacted in full due to security concerns and mapping)

Inmate evacuation routes

Addendum C (Redacted in full due to security concerns and mapping)

Exterior security assignments

Addendum D

"Emergency Procedures Survey Checklist"

Addendum D
Emergency Preparedness Survey Checklist

Ventura County Sheriff
EMERGENCY PREPAREDNESS SURVEY CHECKLIST
(To be attached to the Emergency Action/Fire Control Site Plans)

Date:

Site:

Survey Completed By:

The following checklist covers general areas necessary for a successful safety survey. A few of the items listed may not apply directly to all worksites.

POSTING

- Are emergency posters current and prominently posted?
- Are floor plans/evacuation routes/fire extinguisher locations posted?
- Is the emergency action plan posted?

HOUSKEEPING

- Are all work areas clean and orderly?
- Are aisles and passageways kept clear of obstructions?
- Are floors and walking surfaces free of slipping and tripping hazards?

MEANS OF EXIT

- Do employees have easy access to exits?
- Are exits free of obstructions?
- Are exits clearly marked?
- Are exits and exit routes equipped with emergency lighting?
- Are employees familiar with emergency procedures?
- Is at least one exit route for evacuation and an assembly area clearly designated, displayed, and rehearsed periodically?

MEDICAL AND FIRST AID

- Are there employees trained as First Aid/CPR practitioners on each work shift?
- Are physician-approved first aid supplies available and accessible?
- Are first aid supplies replenished as they are used?

FIRE PROTECTION

- () Do fire doors close completely?**
- () Are waste materials and oily rags stored in closed metal containers?**
- () Are there enough extinguishers available to do the job?**
- () Are extinguishers properly mounted and easily accessible?**
- () Are all extinguishers fully charged and inspected monthly? (Be sure to initial back of extinguisher certification tag.)**
- () Are special purpose extinguishers clearly marked?**
- () Is the sprinkler system monitored as required?**
- () Is proper clearance maintained below sprinkler heads?**
- () Do you have an evacuation plan and needed equipment for disabled employees?**

MATERIALS HANDLING AND STORAGE

- () Is adequate clearance allowed in aisles where materials must be moved?**
- () Are tiered materials stacked, interblocked, locked, and limited in height to maintain stability?**
- () Are storage areas kept free of tripping, fire explosion, and pest hazards?**
- () Are fluids, solvents, and paints stored in secure labeled cabinets away from workspaces?**
- () Are chemicals and gasses stored in safe containers, labeled, separated, and secured away from work spaces?**

ELECTRICAL

- () Are all machines properly grounded?**
- () Are portable hand tools grounded or double insulated?**
- () Are junction boxes closed?**
- () Are there no extension cords being used as permanent wiring?**
- () Is access to the electrical panel clear and unobstructed?**
- () Is the master switch clearly labeled and accessible?**

FURNITURE/EQUIPMENT

- () Are large/heavy items on tables and desks secured in place?**
- () Are wall clocks and pictures hung securely?**
- () Are bookcases and open file shelves attached to walls and one another to ensure stability?**
- () Are books and files held in place?**
- () Are equipment and supplies stored in a manner to prevent toppling?**
- () Do all cabinets have positive closing and latching devices on them?**

- Are heavy or large objects in workspaces placed on shelves or in cabinets as close to the floor as possible?
- Are machines and machine tools fixed to the floor and/or walls?
- Are coffee pots and similar appliances emptied and disconnected when not in use?
- Are all heaters/coolers authorized?
- Are flashlights available?
- Is a battery operated AM/FM radio available?
- Are work positions located away from large windows, or are employees protected from flying glass by blinds or curtains or other screening materials?

EVACUATION ASSEMBLY AREA

- Is there sufficient space to accommodate all employees?
- Is the area well-drained and free of walking and tripping hazards?
- Is the area away from emergency response vehicle routes?
- Is the area accessible to the handicapped?
- Is the area away from overhead hazards and potential falling debris? (At least three hundred feet from buildings five stories or higher.)
- Is the area accessible for instructions from the Building Warden or emergency response crews?
- If relocation becomes necessary, is the assembly area free of movement restrictions?
- If potentially hazardous air emissions are involved, has the prevailing wind direction been considered in determining the assembly area?

NOTE: *A copy of this inspection sheet shall be attached onto the Emergency Action/Fire Control Plan located on the worksite Safety Bulletin Board.*



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 5, Section 2

RADIO PROTOCOL

Drafted: May 12, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To establish a uniform radio procedure during an emergency.

I. Hall of Justice

A. "PLAIN TALK" Radio Procedure

1. GSA's contract security dispatch in the Security Control Center is designated as CONTROL.
2. Officers will use DEPUTY and their last name as a call sign. Example opening call of, "Control, this is Deputy Jones".
3. All radio communication should be normal conversation as much as possible. Refrain from using the 10 Code or other enforcement code sections when transmitting. This is a closed frequency and ease of use is encouraged. Professional conduct on the radio shall be expected at all times.

B. Radio Channel - Purpose & Designations

1. Channel 5 will be monitored at all times for direction from Hall of Justice Control. This is the only channel available to Hall of Justice Control.
2. Channel 6 operates on the repeater system in the Hall of Justice but has a channel guard that separates it from channel 5. This channel would be used for communication between supervisors and deputies as required.
3. Channel 7 operates directly from radio to radio without the use of the stationary equipment in the Hall of Justice.
4. Court supervisors will have the capability to communicate directly with Sheriff's Dispatch by use of secondary radio frequency 159.210. These radios are available in the Court Sergeant's office and the first floor senior deputies' office.

II. East County Courthouse

A. The above radio procedure shall apply to the East County Courthouse with the exception of contact with GSA's contract security. There is no security control room in the East County Courthouse. Hence, all communication with GSA's contract security will be "plain talk", radio to radio.

III. Juvenile Justice Center

A. The above radio procedure shall apply to the Juvenile Justice Center.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 5, Section 3

MEDICAL EMERGENCIES

Drafted: July 18, 2017

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Revised: July 5, 2019

PURPOSE: To provide operational guidelines during a medical emergency within a court facility. The objective of Court Security personnel is to respond quickly and safely to medical emergencies while maintaining the security of the Court. Remember, a medical emergency may be faked in an attempt to disrupt the proceedings or affect an escape.

- I. Responsibilities of Court Security personnel who observe or are responding to a report of a medical emergency outside of the courtroom.
 - A. If the emergency is personally observed, note by whom and when you were advised.
 - B. Maintain court security. If the emergency requires that the deputy leave a security assignment in a courtroom, confer with the bailiff before leaving.
 1. Secure prisoners as quickly and safely as possible.
 2. If unable to leave the courtroom because of security reasons, advise the Court Security Senior Deputy or Sergeant of the emergency.
 - C. Upon arrival, assess the situation and summon security assistance if needed. Remember, the medical emergency may be a crime scene.
 - D. If needed, contact 911 for emergency medical assistance.
 - E. Render first aid for life threatening emergencies or C.P.R. until medical assistance arrives.
 - F. Contact the Court Security Senior Deputy or Sergeant and advise on the emergency and current situation.
 - G. Follow the "Automated External Defibrillator (AED) Program" Lexipol Policy 355.

- II. Responsibilities of the bailiff if the emergency occurs in a courtroom.
 - A. If the court is not aware of the emergency, advise the judge to stop the proceedings. Make any necessary announcements to the public to clear the immediate area of the emergency.
 - B. If more deputies are needed, advise contracted security via the radio.
 - C. Delegate deputies to maintain court security and to assist in securing prisoners.
 - D. Delegate deputies to assist in emergency life threatening first aid or C.P.R.
 - E. Contact Court Security Senior Deputy or Sergeant and advise of emergency and current situation.

- III. If the emergency involves an inmate (in addition to sections A & B of the above procedure):
 - A. Secure prisoners as soon as possible to eliminate any escape attempts.
 - B. Record prisoner's name and booking number.
 - C. For the Hall of Justice court facilities, the Pre-Trial Detention Facility Booking Nurse will respond. The deputy should notify inmate holding that the nurse is needed. Advise the Inmate Holding deputy of:
 - 1. Your location or courtroom.
 - 2. Describe medical problem and name of inmate.
 - 3. Indicate special equipment if needed.
 - D. The Inmate Holding deputy will summon the nurse and bring her to the location.
 - E. Court Security personnel should not enter any holding cell without a sufficient number of deputies present to insure officer safety and court security.
 - 1. Deputies will secure all weapons prior to entering a holding cell.
 - 2. Direct inmates away from the injured inmate to allow medical personnel to respond.

- F. Until it is determined whether the medical emergency involves an injury sustained from another prisoner, the remaining prisoners will be kept separate for interview and reporting purposes.
- G. If the inmate is to be transported to the hospital:
 - 1. The Court Security Sergeant or Senior Deputy will designate a deputy to escort the inmate to the hospital. If the sergeant or senior deputy is not available, the initial deputy will have that responsibility.
 - 2. The initial deputy or his designee shall contact Central Inmate Records at the Pre-Trial Detention Facility to ascertain the inmate's charges and custody holds.
 - 3. As a general rule, all prisoners will require guarding whether admitted or not.
 - a) If the PTDF decides that the inmate is to be left without a guard, the deputy will notify the hospital authorities that the person is a prisoner and will initiate a custody hold. The deputy is to advise the hospital staff to notify the PTDF Watch Commander when the prisoner is ready for release from the hospital.
 - b) The deputy will advise the inmate that he is in custody and must obey all rules and regulations of the hospital and that he will be charged with escape if he leaves the hospital.

IV. Initial or reporting officer's responsibility

A. If medical emergency involves an inmate

- 1. Contact Central Inmate Records at the PTDF and advise of prisoner's status.
- 2. Contact prisoner's housing facility and advise of prisoner's location.
- 3. Upon resolution of emergency, complete and submit jail incident report, and if applicable, an Incident Report.

B. If medical emergency involves a member of the staff or public:

- 1. Upon resolution of the emergency, complete all necessary reports.



VENTURA COUNTY SHERIFF'S OFFICE
Detention Services Division
Court Services Bureau

Chapter 5, Section 4

BOMB THREATS

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To establish a procedure for the handling of bomb threats in the Hall of Justice.

- I. The responsibilities for initiating procedure in the event of a bomb threat or a found explosive device will be with the Court Services supervisor in charge.
 - A. The responsibility for the initial response to this type of incident in a court facility lies with Sheriff's Court Services personnel.
 - B. The supervisor will notify the Court Services Captain who will then become Incident Commander.
 - C. All Court Services personnel will become familiar with this procedure and associated references.
 1. Related Penal Code Sections.
 2. Sheriff's Policy 416 Bomb Calls and Found Explosives and Sheriff's Policy 353 Government Center – Jurisdiction and Emergency Response.
- II. Bomb Threat
 - A. The responsibility of making the determination to evacuate a court facility or portion thereof, after receiving a bomb threat, will rest with the Incident Commander.
 1. The Presiding Judge will be informed of the decision immediately.
 2. It is imperative that the initial responding deputy obtains as much information as possible from the caller or person receiving the call (see checklist).

B. The options available to the Incident Commander are as follows:

1. Search without an evacuation.
2. Search with a partial evacuation.
3. Conduct a complete evacuation and search.

C. Notify Patrol Watch Commander.

III. Found explosive or suspected explosive device.

A. If an explosive device or suspected explosive device is found, an evacuation will take immediate effect under the direction of the Sheriff.

1. Refer to Section 501, Emergency Action Plan, for evacuation procedures.
2. Notify patrol Watch Commander.
3. All persons evacuated, including public and staff, will be told to take their personal property with them.
4. For safety reasons, do not use radios or cellular telephones, and keep a safe distance from the location.

IV. Searches

A. There should normally be two officers assigned to search each courtroom. This depends on the size of the facility, staffing, and time restraints.

B. When searching an area such as the Clerk's Office, D.A.'s Office, Public Defender's Office, etc., personnel most familiar with the areas (specific agency designated employees) should accompany deputies to help identify suspicious items.

C. Room searches.

1. Divide the room in half. Start back to back and search around the perimeter of the room, each person working toward the other. Check all items on the floor, near the wall, and on the wall up to waist height.
2. Check all items in the middle of the room up to waist height.
3. The second sweep retraces above steps and searches intermediate level (from waist to top of searcher's head).

4. The third sweep will cover the area above the searcher's head up to the ceiling.
 5. A fourth sweep is to check false or suspended ceilings.
- D. The appropriate response is to be reported to the Incident Commander when the search of an assigned area is completed.
1. The area is found to be clear of any suspicious object.
 2. The location and description of the suspicious object.
- E. If a suspicious object is found.
1. Seal off area to all personnel.
 2. Notify supervisor.
 3. Notify the Sheriff's Bomb Detail and related emergency vehicles as directed by the Sheriff's Policy 416 Bomb Calls and Found Explosives.
 4. Safety measures.
 - a) Do not cover the object with anything.
 - b) Open doors and windows, if possible.
 5. The decision to allow employees and the public to return to the building will be made by the Incident Commander.
- V. Bomb Threat received by employee.
- A. Do not hang up on the threatening caller. Remain calm and try to ask the following:
1. When is it set to explode?
 2. Where is it located?
 3. What does it look like?
 4. What will cause it to explode?
 5. Did you place the bomb?
 6. Why? Where do you live?

7. Do you belong to an organization?
- B. Write down the time the call was received and the caller's exact words.
 - C. Note any background noises, speech mannerisms or peculiarities, and anything that might help identify the caller.
 - D. Keep the caller on the line as long as possible.
 - E. Notify your Safety Coordinator or supervisor immediately. DO NOT USE RADIO TO CALL FOR ASSISTANCE.
 - F. Follow Critical Task List (see following pages).

CRITICAL TASK LIST

BOMB THREAT

A. Receipt of Bomb Threat

1. Get as much information as possible about the bomb threat and the person making the threat.
2. Advise supervisor of information.

B. Evacuation of Building

1. Evacuate the building only on direction of the Incident Commander.
2. Secure access into building.
3. Do not use radios or cellular telephones.
4. Notify Sheriff's Dispatch.

C. Building Search

1. Organize type of search and search teams.
 - a. Search without evacuation.
 - b. Search with partial evacuation.
 - c. Total evacuation and search.
2. Assign search areas.
3. Conduct searches.

D. Discovery of suspicious object.

1. Advise Incident Commander immediately. a. Do not use radio to report any suspected object.
2. Secure area immediately.

E. Area clear

1. If no bomb or suspicious object is found, advise Incident Commander.

2. If cleared to re-enter the facility, advise all security personnel so public and staff can be admitted.

F. Complete appropriate reports.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 5, Section 5

ESCAPES

Drafted: July 18, 2017

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PURPOSE: To establish operational guidelines in the prevention of prisoner escapes, identify areas of potential escape, and assist officers in establishing a course of action during an escape incident. It is the primary objective of Court Security personnel to prevent prisoner escapes from a court facility. The secondary objective is the containment of such an incident and the quick apprehension of the prisoner attempting escape.

I. The potential for an escape incident is inherent in every aspect of the movement and the handling of prisoners. The Court Security Deputy must be conscious of that potential at all times when dealing with any prisoner.

A. Areas where escapes are most likely to occur:

1. During transit between a jail facility and the court facility.
2. When moving through any public area or areas open to the public (i.e., lobbies, hallways, parking lots, etc.).
3. In the courtroom, particularly if a prisoner is dressed in civilian attire for court.
4. In any temporary holding area. This includes, but is not limited to, jury deliberation rooms, offices, elevator wells, and any temporary holding area that is not an actual jail holding facility.
5. Remands/commitments of the court.
 - a) Persons out of custody ordered into custody by the court pose a high risk of violence or escape.
 - b) Remands need to be shackled and searched as soon as possible.

B. Be mindful that escapes result from one or two conditions. Either type of escape may include the taking of hostages as a part of the escape attempt.

1. Opportunity. Prisoners that are not properly restrained, moved, and monitored may try to escape.
2. Planned. Prisoners have the time, and may have the motivation to plan their escape. There is the probability of collaboration in this type of escape attempt. All escapes are potentially violent, and in particular, when an accomplice is involved.

II. All Court Security personnel are responsible for all policies and procedures as defined in this manual, specifically those relating to reducing the likelihood of prisoner escape.

- A. Inmate Holding personnel place inmates in restraint devices, shackles and/or waist chains, prior to prisoners going up to court. It is the responsibility of the Court Security officers to check the restraint equipment at regular intervals.
- B. During the movement of enhanced security risk prisoners, Court Security personnel should make and coordinate plans for the movement, handling, and security of prisoners.
- C. Court Security Deputies should coordinate with Holding Deputies and Court Bailiffs as to when and how prisoners are to be moved from holding cells to the respective courts.
- D. Court Holding Deputies should assist Inmate Holding Deputies with enhanced risk prisoners. Once prisoners are in the Holding Facility, it will be the responsibility of the Inmate Holding Deputies to assist Transportation Deputies with the movement of the prisoners to Transportation vehicles.

III. Alertness to Situations

A. Officers on duty shall be constantly alert. Deputies shall not leave their designated posts of duty, except in the necessary discharge of their duty.

B. Initial Actions

1. If a deputy is alone and an escape is attempted, this deputy must make certain that other prisoners in his/her charge are secured before the deputy attempts any pursuit.
2. Alert other deputies to the escape by means of radios, court alarms, etc.
3. If the prisoner evades immediate capture, Sheriff's Dispatch is to be notified immediately by calling 654-9511, or by radio. Give all information for broadcast.

- a. Until relieved by a supervisor, the deputy discovering the escape is the primary deputy in charge of the crime scene, pursuit, and search for the escapee.
 - b. The primary deputy is responsible for assigning the responding deputies to needed duties, such as witness statements, containing the area, etc.
4. If two or more deputies are present during an escape attempt, one deputy should give immediate pursuit while the second deputy alerts the facility and secures any remaining prisoners.
 5. Responding deputies should aid in securing remaining prisoners and then assist in the pursuit of the escapee.

C. Secondary Actions

1. Escape is an on-going crime and should be investigated as such. Secure the crime scene.
2. The primary deputy or deputy assigned by a court supervisor will complete the crime report.
3. The primary deputy will insure that the jail facility where the inmate was housed in is notified.

PRISONER ESCAPE

CRITICAL TASK LIST

- I. Prisoner escaping
 - A. Immediately alert other deputies of escape.
 - B. Secure other prisoners (if any).
 - C. Give pursuit.
- II. Successful escape
 - A. Contact Sheriff's Dispatch.
 - B. Notify and advise court senior deputy or sergeant.
 - C. Contact Sheriff's Teletype at [REDACTED] and enter a "temporary want" in the wanted persons system.
 - D. Advise jail administration [REDACTED]
 - E. Contact fugitive warrants for felony escapees only.
 - F. Complete appropriate reports prior to completion of duty shift.
 - G. If escapee is a remand prior to booking, advise court and request a bench warrant for the original remand charges only.
- III. If escapee is apprehended.
 - A. Notify the judge if escape occurred from court.
 - B. Notify sergeant or senior deputy.
 - C. Complete necessary reports prior to end of shift.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 5, Section 6

FIRE PREVENTION PLAN

Drafted: July 18, 2017

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PURPOSE: To establish a procedure to prevent fires and for the response of Court Services Bureau personnel in the event of a fire in a court facility.

I. Fire prevention

A. Officers should always be alert to situations or conditions that promote or initiate a fire.

B. Fires, like all other types of accidents, are largely preventable.

C. Some common causes of fires are:

1. Overloaded electrical circuits, unsafe wiring, and defective extension cords.
2. Appliances such as coffee pots/makers and other heating devices left on when not in use.
3. Unattended cooking.
4. Overheated motors and other equipment not maintained properly.
5. Improper use of non-electrical heating systems (space heaters).
6. Improper use, handling, and storage of flammable materials (gas – solvent- paint).
7. Improper use of candles, Christmas tree light and associated electrical cords.
8. Poor housekeeping that results in accumulation of combustibles such as paper, boxes, oil-soaked rags, and flammable liquids.
9. Gas leaks.
10. Criminal acts – i.e. arson, false alarms

D. Report and follow through with correction of observed dangers.

E. Become familiar with:

1. Fire extinguishers. Training on the use of fire extinguisher use will be conducted annually.
2. Use and Location of fire extinguishers.
3. Use of evacuation equipment, such as the Self-Contained Breathing Apparatus (SCBA).
4. Evacuation routes and procedures set forth in Section 501.
5. Emergency phone numbers and alarms

II. Report of fire or smoke

A. If not directly observed:

1. Who reported it to you?
2. When was it reported?
3. Location of smoke or fire.

B. Verify report.

C. If directly observed:

1. Note amount of smoke or fire and its origin.
2. If possible locate the source/cause of smoke or fire.
3. Determine level of fire suppression required.
 - a) Fire extinguisher
 - b) Response by Fire Department

III. Response to minor fire

- A. Portable fire extinguishers are provided in the Hall of Justice public and secure hallways.
- B. In the event of incipient (beginning) fires, employees may use this equipment to put out the fire. After extinguishing the fire, notify the Fire Department to respond to ensure that the fire will not re-ignite.

C. Remove source of fire to safe area; examples:

1. Trashcan.
2. Ashtray.
3. Hot plate.
4. Chair.

D. Report fire to supervisor.

E. Investigate cause of fire.

F. Complete reports prior to end of shift.

IV. Response to major fire

A. If fire is determined to be major or beyond the deputy's ability to suppress:

1. Note location.
2. Activate fire alarm or "8-9-1-1" response.
3. Isolate immediate area of fire, close doors, etc.
4. Advise supervisor.
5. Evacuate facility as needed, if time permits contact a senior deputy or sergeant prior to evacuation. Notify PTDF and Transportation of evacuation.
6. Secure access to facility.
7. Check building to ascertain if everyone has been evacuated.
8. Render first aid.
9. Aid responding fire units by providing:
 - a) Location of fire within building.
 - b) Description of fire source or cause.
 - c) Access through security doors.
 - d) Description of building layout.
 - e) Crowd control.

- B. Complete appropriate reports prior to end of shift.
- V. Responding to a fire alarm
- A. Respond quickly and safely to verify alarm.
 - B. Aid in the securing of prisoners and their evacuation if necessary.
 - C. Aid in suppression of fire using fire extinguishers.
 - D. Aid in evacuation of building.
 - E. Secure access to building.
 - F. Aid in checking building to make sure all in-custodies have been evacuated. If needed use Self-Contained Breathing Apparatus (SCBA).
 - G. Render first aid.
 - H. Perform other duties as directed by the supervisor in charge.
 - I. Complete appropriate reports prior to end of shift.

[Redacted]



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 5, Section 8

CIVIL DISTURBANCE PROCEDURES

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PURPOSE: To provide the Court Services deputies with guidelines for the handling of civil disturbances occurring at court facilities.

I. Civil disturbances are, by design, intended to provoke reactions from individuals or organizations; and to receive or manipulate media attention. The objective of Court Services deputies is to safeguard the court and those attending it from criminal acts or interference from the participants of a civil disturbance.

A. Jurisdictional Authority

1. Crimes or disturbances occurring within a court facility are primarily the responsibility of the Sheriff's Court Services Bureau.
2. Crimes or disturbances occurring outside of a court facility in Ventura County are generally not the responsibility of the Sheriff's Court Services Bureau and are governed by agreement with the local police agency within whose jurisdiction the court facility rests.

a) Hall of Justice

- (1) The Sheriff's Office West County Police Services Division is responsible for response to crimes and disturbances occurring in areas outside of the courthouse.

b) East County Courthouse

- (1) The Simi Valley Police Department is responsible for response to crimes and disturbances occurring in areas outside of the courthouse. (see attached MOU).

c) Juvenile Justice Courthouse

(1) The Sheriff's Office West County Police Services Division is responsible for response to crimes and disturbances occurring in areas outside of the courthouse.

B. Although Court Services may not be responsible for response to crimes or disturbances outside of the court facilities, they may be required to act as first responders to a situation until the agency that has primary jurisdiction arrives and assumes responsibility from Court Services deputies.

C. The foregoing lines of authority are not meant to infer that additional assistance from the Court Services Bureau or another agency may not be sought.

D. Should a civil disturbance upon the premises of a court facility come to the attention of Court Services deputies, they should immediately notify the court Security Sergeant or Senior Deputy. Prior to the arrival of a supervisor Court Services deputies must assess the situation, with special attention to the following areas:

1. When possible, determine the cause of the disturbance, i.e., government protest, high publicity hearing on calendar, recall of official, etc.

2. Size of the crowd.

3. If possible, identify the crowd leaders.

4. Level of potential violence.

5. [REDACTED]

6. Once the parameters of the disturbance are assessed:

a) The sergeant or senior deputy will initiate chain of command notifications.

- b) The sergeant or appropriate staff member shall contact the agency with primary responsibility and coordinate that agency's response.
- c) In the absence of the Court Services Captain, a sergeant shall contact the Presiding Judge and advise them of the situation.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 5, Section 9

EMERGENCY RELEASE OF COURT SECURITY DEPUTIES

Drafted: July 18, 2017

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PURPOSE: To provide Court Services with direction and authority, for the release of Sheriff's personnel in the event of a countywide emergency and/or a request for mutual aid.

I. The Code of Civil Procedure (CCP) provides the authority for court to be held at any time. CCP section 134(c), allows an individual judge to make that decision regarding his/her own courtroom.

A. At the request of the Sheriff's Court Services Captain, or his/her designee, Judicial Officials have the statutory flexibility to release bailiff/security personnel for response to a countywide emergency or request for mutual aid.

II. Minimum Staffing

A. In the event of any emergency, minimum staffing levels shall be maintained to the satisfaction of the Presiding Judge and the Bureau Captain.

III. Guidelines for Emergency Deployment

[REDACTED]





VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 6, Section 1

EAST COUNTY COURTHOUSE

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide guidelines and procedures for the operation of the East County Courthouse which differ from, or are not included in, the other sections of this manual. While most policies and procedures set forth in this manual are applicable to the East County Courthouse, there are some differences in the operations of the Hall of Justice Courts and the East County Courts. This section is for the purpose of establishing procedures for those differences.

I. Inmate Movement

A. Court Holding Facility.

1. The court holding facility is located between Courtrooms 1 and 2.

a. Court security personnel will staff the holding facility control center on a continuous basis to provide constant supervision whenever there is an inmate in the facility.

1) This staff will be responsible for visual safety checks.

2) In the event that staff cannot be in the facility on a continuous basis, a safety check log shall be initiated. Staff shall thereafter be required to check the wellbeing of the inmate(s) hourly and record his/her condition on the log.

b. All movement within the facility will be kept to a minimum.

c. All inmates moved from the court holding facility to the Transportation sally port will:

1) Always be handcuffed behind their back or alternatively, when deemed necessary, will be secured in waist chains and leg shackles.

2) Be escorted from the holding facility through the secure hallway to the east exit into the secure parking sally port.

d. Court Security personnel shall conduct a visual safety inspection of the holding facility at the beginning of each court day. If an inmate has been held in the facility, the cell he/she occupied shall be inspected as

soon as practical after he/she has been released or transported to another facility.

- e. The holding facility shall be formally inspected at the beginning of each month. This inspection shall be documented on the East County Courthouse Holding Facility Inspection Sheet. Deficiencies and needed repairs shall be documented on this form. Corrective action shall be requested from the appropriate entity as soon as practical.

II. Remands

- A. All persons remanded into the custody of the Sheriff will be escorted into the court holding facility.
- B. A deputy shall search the remand and place all his property into a property bag. Special precaution should be taken to include belts and similar items in those taken from the remand. The remand shall be instructed to remove his shoes and leave them on the floor outside the holding cell. The deputy shall count the remand's money and confirm the amount with him.
- C. As soon as the remand is secured in the cell, the deputy shall complete the Intake Health Screening form. Any inmates who are suicidal, health risks, combative, or who pose other special handling problems shall be appropriately documented and transported to the appropriate facility as soon as possible. The receiving facility shall be notified of this information. The above-mentioned completed forms shall be transported with the remand to the appropriate facility. While in the holding facility, these special needs inmates shall be housed in cells separate from the other inmates.
- D. As soon as practical after being placed in the cell, remands shall be allowed to place telephone calls in accordance with Penal Code Section 851.5.
- E. Remands will be transported to the Pre-Trial Detention Facility as soon as possible.

III. Law Enforcement Jurisdiction (Responsibility at the East County Courthouse)

- A. The Superior Court for the County of Ventura has five (5) courtrooms and other court related offices located in the City of Simi Valley at 3855-F Alamo Street. Also located at this address are the offices of the Ventura County Sheriff Office's Court Security and Civil Units, Ventura County Supervisor's Office, Ventura County Probation Department's East County Field Services and Misdemeanor Supervision, Building and Safety and District Attorney's

Office. The building is leased by the County of Ventura and as such is deemed a County building maintained by the County of Ventura.

B. Policy and Areas of Responsibility:

1. Sheriff's Court Security Unit (CSU):

- a. Provides security within the courtrooms only unless there is an unavoidable or immediate response required for law enforcement services outside of the courtroom. In the event the CSU responded as the first responder to any requests outside of the courtroom, and additional law enforcement action is needed beyond what the CSU can provide, then the appropriate law enforcement jurisdiction shall be requested.

2. East County Police Services: (4F1 or 4F2)

- a. The East County Police Services Division has responsibility for all areas on the first floor within the building with the exception of the interior of the five courtrooms. However, whenever possible, CSU deputies will be the primary responders and will conduct the immediate investigation. The response of CSU deputies to reported incidents on the first floor would be based on court security requirements and available personnel.

3. Simi Valley Police Department:

- a. The police department for the City of Simi Valley responds to all "calls for service" on the second floor and the surrounding grounds and parking lots.

4. Private Security:

- a. Private security is responsible for Full Entry Screening/FES and other non-law enforcement issues.
- b. There shall be at least one private security guard stationed at the Kiosk, to operate Security Control at all times during business hours, to receive panic alarms, emergency phone calls, or radio traffic.

5. Crime in progress – Disturbance in East County Court's grounds or parking lot(s).

- a. The Ventura County Sheriff's CSU, in cooperation with private security, shall make sure, whenever possible, the surrounding courthouse grounds and parking lot(s) are free from criminal behavior.
- b. Immediate response required – in the event of a life-threatening Incident or any other incident, either inside or outside of the building, where the deputy feels an immediate law enforcement presence is required to take control of the situation, adequate courtroom coverage shall first be maintained. Once control of the scene is established, or as soon as practical, Sheriff's Court Security shall request the response of the appropriate law enforcement agency (Simi P.D.) and turn the scene over upon their arrival.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division

Court Services Bureau

Chapter 6, Section 2

ECCH EMERGENCY EVACUATION

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Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To establish a procedure for the emergency evacuation of the East County Courthouse.

I. The Sheriff's Office has the responsibility to ensure that a complete evacuation of all personnel, including the public, has occurred.

A. Additional information regarding evacuation routes, assembly areas, employee responsibilities and other areas involving emergency evacuations which are not covered in this Policy, can be found in the East County Courthouse "Evacuation Procedure Manual."

B. Primary Responsibilities

1. Inmates and Remands

a. In the event there are inmates and/or remands in the court holding facility, it will be the responsibility of the staff member in the control center to evacuate the inmate/remand to a Sheriff's Office patrol vehicle and secure the inmate/remand at the emergency Command Post. Sworn staff will guard these inmates at all times and transport as soon as practical to the Pre-Trial Detention Facility.

2. Court Personnel.

a. When an evacuation is ordered, Sheriff's personnel must direct all persons in their vicinity to the proper emergency exit. Bailiffs are responsible for insuring all occupants have departed their courtroom, judge's chambers, interview rooms, any adjacent courtrooms, other areas not under the control of other bailiffs, and the public hallway in front of their respective courtroom before reporting to their supervisor.

b. Sheriff's personnel may have to provide special assistance to persons within the building who may be unable to safely exit the building through the use of emergency stairway and/or exits.

- c. Bailiffs will evacuate their respective courtroom of all personnel, utilizing the north, south and west exits.
- d. Court staff should be directed to evacuate by the safest route to the nearest exit and report to their assigned staging area.
- e. The public should be directed to evacuate through the public hallways to the nearest exit.

3. Sheriff's Non-Sworn Personnel

- a. The following procedure will be followed only if the emergency situation (time and circumstances) will allow:
 - 1) Completely shut down the civil computer system.
 - 2) Return the cash box to the safe. In the event this is not possible due to safety concerns the supervisor, or in his/her absence, a civil clerk, shall maintain physical control of the cash box.
 - 3) Evacuate the building via the closest emergency exit.
 - 4) Report to the exterior emergency command post in the "North" parking lot.

4. Sworn Personnel

- a. All sworn personnel are immediately responsible for directing the evacuation of court personnel and the public while communicating with their supervisors via radio and/or telephone.
- b. They shall provide special assistance to persons who are physically impaired in such a way that prevents their safe use of the emergency stairway exits.
- c. Sheriff's sworn personnel will report to their supervisor for assignment to exterior security responsibilities after completing their interior duties.
- d. Communicate as needed with the emergency command post via radio, except in bomb threat situations.

- e. If conditions permit, deputies shall conduct a search of the entire building to insure all employees and visiting public have evacuated.
 - 1) The deputies shall remain in radio contact with the senior deputy at all times. The deputies shall notify the senior deputy when the search is complete or it becomes unsafe to remain in the building.
 - 2) Deputies assigned to ECCH shall be responsible for searching the 2nd floor of the East County Courthouse.
 - 3) The deputies shall utilize the SCBA and safety equipment stored on the wall inside the inmate holding facility.
 - 4) The deputies shall work as a team, and should not separate.
 - 5) The deputies shall search the 1st floor of the East County Courthouse.
 - 6) The deputies shall utilize the SCBA and safety equipment stored in the inmate holding facility between courtrooms S-1 and S-2.

5. Sheriff's Court Services Bureau Supervisors

A. Court Sergeant

- 1) Report to the facility incident command center at the South end of the courthouse.

B. Court Senior Deputy

- 1) Ensure that the Sheriff's Court Services Emergency Command Post is established in the North parking lot.
- 2) Insure all inmates/remands have been evacuated to a secure position at the emergency command post and are secured in a marked patrol vehicle and guarded by sworn staff members. As previously stated, any inmates/remands should be transported as soon as possible to the closest appropriate booking facility.

II. Emergency Notification Procedures

- A. If Sheriff's Office Court Services personnel become aware of an emergency situation they shall immediately notify their respective supervisor.

B. It is the responsibility of the court sergeant or his designee to immediately notify the other tenants of the building, via the Group Call telephone line, of the situation.

C. The court senior deputy or his designee shall call the Sheriff's dispatch supervisor, 654-9511, and request necessary assistance while giving the following specific information.

1. Type of fire or other hazard.
2. Area involved.
3. Approach route for emergency personnel and equipment responding to the East County Courthouse.
4. Ambulance(s) if needed giving the number of injured and nature of injuries.

D. The following emergency contact numbers are listed in the event they are needed:

	<u>Telephone</u>
1. Court Services Captain	██████████
2. Court Services Security Sergeant	██████████
3. S.C.C. Dispatch	654-9511
4. Simi Police Department	██████████



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 7, Section 1

JUVENILE JUSTICE COURTHOUSE

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide guidelines and procedures for the operation of the Juvenile Courthouse which differ from, or are not included in, the other sections of this manual. While most policies and procedures set forth in this manual are applicable to the Juvenile Courthouse, there are some differences in the operations of the Hall of Justice Courts, East County Courts, and Juvenile Courthouse. This section is for the purpose of establishing procedures for those differences.

I. Inmate Movement

A. Court Holding Facility

1. The court holding facilities are located between Courtrooms J-1 and J-2; J-3 and J-4; and J-5 and J-6.
2. Court security personnel will staff the court holding areas whenever there is an in-custody defendant in the facility.
 - a. This staff will be responsible for visual safety checks.
 - b. Deputies assigned to juvenile court will visually check on the juveniles a minimum of once every 15 minutes. Deputies shall document visual checks on a log sheet. The log sheet shall be kept in a binder in the JJC court security office for no less than two years.
 - c. Security deputies that have in-custody adult inmates will perform hourly checks. Deputies shall document visual checks on a log sheet. The log sheet shall be kept in a binder in the JJC court security office for no less than two years.
 - d. All inmate movement within the facility will be kept to a minimum. Probation staff shall be responsible for staffing the elevators and transporting juvenile inmates to the various holding facilities within the courthouse. Sheriff's Department staff shall be responsible for transporting adult inmates to the holding facilities.

3. All inmates moved from the holding facility area to the elevator will:
 - a. Always be secured in leg shackles, or when deemed necessary, will be handcuffed in front (if shackled) or secured in waist chains.
 - b. Court security personnel shall conduct a visual safety inspection of the holding facility at the beginning of each court day. If an inmate has been held in the facility, the cell he/she occupied shall be inspected as soon as practical after he/she has been released or transported to another facility.
4. The holding facility shall be inspected daily at the beginning of each day. Corrective action shall be requested from the appropriate entity as soon as practical.

B. Remands

1. All persons remanded into the custody of the Sheriff will be escorted into the court holding facility.
2. A deputy shall search the remand and place all his/her property into a property bag. Special precaution should be taken to ensure belts and similar items are taken from the remand. The remand shall be instructed to remove his/her shoes and leave them on the floor outside the holding cell. The deputy shall count the remanded subject's money and confirm the amount with him/her.
3. Any remands who are suicidal, health risks, combative, or who pose other special handling problems shall be appropriately documented, and the inmate transported to the appropriate facility as soon as possible. The receiving facility shall be notified of this information. Any documents concerning the remand shall be transported with him/her to the appropriate facility. While in the holding facility, these special needs inmates shall be housed in cells separate from the other inmates.
4. All adult remands will be transported by the Transportation Unit to the Pre-Trial Detention Facility as soon as possible. Juvenile remands will be released to Probation staff and lodged at the Juvenile Hall Facility.

C. In-Custody Appearance

1. Any adult inmate housed at either the PTDF or Todd Road Jail Facility, who needs to appear on a juvenile court matter, will be transported to and from the Juvenile Courthouse by the Sheriff's Department Transportation Unit.

II. Law Enforcement Jurisdiction (Responsibility at the Juvenile Courthouse)

A. Policy and Areas of Responsibility

1. Sheriff's Court Security Unit (CSU)

- a. On a contractual basis with the Superior Court of Ventura County, the Sheriff provides security within the first and second floor lobbies, the six courtrooms, the in-custody holding areas, the judges' chambers, the judges' secured parking area, and the first and second floor hallways, including the inner secure hallway.
- b. First Responders: Court Services staff may be required to act as first responders to a situation until the agency that has primary jurisdiction arrives and assumes responsibility from Court Services deputies. In the event Sheriff's Court Services deputies are required to respond to an emergency either "in" or "outside" the "court" area, the role of the first responder will be the following:
 - 1) Protect life and property.
 - 2) Stabilize the situation until responsible authority (police/fire) arrives to take over the incident.
 - 3) Discretionary Services: At the discretion of the Court Services, Captain, or his or her designee, Sheriff's Court Services Bureau – Court Security Unit, may handle minor calls for service including some reports and arrests.
- c. Full Entry Screening: CSU deputies shall handle minor arrests or incidents occurring as the result of FES. Any serious incident(s) should be handled by West County Police Services.
- d. If an arrest is made, one CSU deputy may leave to process the arrested person. If a CSU deputy is unavailable to transport the arrested person, a deputy from the Transportation Unit should be contacted to complete the task. If the Transportation Unit is unavailable, a deputy from West County Police Services may be requested to complete the task.

2. West County Police Services

- a. West County Police Services is responsible for response to significant incident(s) occurring in all areas of the Juvenile Courthouse.

- b. The foregoing lines of authority are not meant to limit the request for additional assistance from the Court Security Unit or another agency.

3. Private Security

- a. Private security (contract) is responsible for FES and other non-law enforcement issues.
- b. There shall be at least one private security guard stationed at the security control office at all times during business hours to receive panic alarms, emergency phone, or radio traffic.

4. Crime in progress - Disturbances in Juvenile Courthouse's grounds or parking lot(s):

- a. If a Court Services deputy feels there is a need for an immediate law enforcement presence, adequate courtroom coverage shall first be maintained; any additional deputies not required for adequate courtroom coverage may respond. Once control of the scene is established, or as soon as practical, Sheriff's Court Security staff shall request the response of deputies from West County Police Services and turn the scene over upon their arrival.

III. Medical Emergency Involving Inmates

- A. In the event of a medical emergency involving any inmate, Sheriff's Department staff shall contact the Juvenile Hall Facility and have the contract Booking/Facility Nurse respond and handle.
- B. In the event of a medical emergency of a more serious nature, Sheriff's Department staff can call the security office and request that an ambulance and/or the fire department also respond.
- C. If the medical emergency involves an in-custody juvenile, Probation staff from the Juvenile Hall Facility will be responsible for the security of the juvenile.
- D. If the medical emergency involves an adult inmate, Sheriff's Department staff will be responsible for the security of the inmate.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 7, Section 2

EMERGENCY EVACUATION

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To establish procedure for the emergency evacuation of the Juvenile Courthouse. The Sheriff's Office has the responsibility to ensure that a complete evacuation of all personnel, including the public, has occurred.

I. Primary Responsibilities

A. Inmates and Remands

1. In the event there are inmates and/or remands in the court holding facility, it will be the responsibility of the staff member assigned there to evacuate the inmate/remand and secure him/her at the emergency command post. Sworn staff will guard these inmates/remands at all times and transport them as soon as practical back to the Juvenile Hall Facility or to the closest booking facility.

B. Court Personnel

1. Sheriff's personnel may have to provide special assistance to persons within the building who may be unable to safely exit the building through the use of emergency stairway and/or exits. It may be necessary to use the evacuation chair located on the second floor of the secure hallway next to the elevator.
2. When an evacuation is ordered, Sheriff's personnel must direct all persons in their vicinity to the proper emergency exit. Bailiffs are responsible for insuring all occupants have departed their courtrooms, judges' chambers, interview rooms, any adjacent courtrooms, other areas not under the control of other bailiffs, and the public hallway in front of their respective courtrooms before reporting to their supervisor(s).
3. Bailiffs will evacuate their respective courtroom of all personnel, utilizing the nearest and/or safest exits.
4. Court staff should be directed to evacuate by the safest route to the nearest exit and report to their assigned staging area.

5. The public should be directed to evacuate through the public hallways to the nearest exit.

C. Sworn Personnel

1. All sworn personnel are immediately responsible for directing the evacuation of court personnel and the public while communicating with their supervisor(s) via the radio and/or telephone.
2. Sheriff's sworn personnel will report to their supervisor(s) for assignment to exterior security responsibilities after completing their interior duties.
3. Communicate as needed with the Emergency Command Post via portable hand held radio, except in bomb threat situations.
4. If conditions permit, deputies shall conduct a search of the entire building to insure all employees and the visiting members of the public have been evacuated.
 - a. The deputies shall remain in radio contact with the senior deputy at all times. The deputies shall notify the senior deputy when the search is complete or it becomes unsafe to remain in the building.
 - b. The deputies assigned as bailiffs in Courtrooms J-1 and J-2, and deputies assigned to holding shall be responsible for searching the first floor of the Juvenile Courthouse.
 - c. The deputies assigned as bailiffs in Courtrooms J-3, J-4, J-5 and J-6 shall search the second floor of the Juvenile Courthouse.

D. Sheriff's Court Services Bureau Supervisors

1. Court Senior Deputy
 - a. Report to the facility incident command center at the south parking lot of the courthouse and ensure that the Sheriff's Court Services Emergency Command Post is established.
 - b. Insure all inmates/remands have been evacuated to a secure position at the Emergency Command Post and guarded by sworn staff members. As previously stated, any inmates/remands should be transported as soon as possible to the closest appropriate booking facility.

E. Specific Responsibilities by Assignment

1. Court Security Unit Personnel

- a. Bailiff – The bailiffs are responsible for all persons in their courtroom and adjoining areas not under the control of another bailiff or another department or agency. Bailiffs must insure that any disabled person(s) in their area of responsibility have adequate assistance to safely exit the building. When assistance is required, the bailiff will immediately notify his/her immediate supervisor. Bailiffs will instruct all persons in their area of responsibility to exit in the proper manner listed below:
 - 1) Judges, judicial assistants, court reporters, interpreters, jurors (either in the courtroom or jury deliberation room), and other court attaches exit by the safest route to the nearest exit and report to their assigned staging area.
 - 2) Attorneys, witnesses, and members of the general public will exit through the front entrance of the courtroom or follow the nearest emergency exit signs out of the building.

II. Emergency Notification Procedures

- A. If Sheriff's Department Court Services personnel become aware of an emergency situation, they shall immediately notify their respective supervisor.
- B. It is the responsibility of the court senior deputy or his designee to immediately notify the other tenants of the building.
- C. The court senior deputy or his designee shall call the Sheriff's dispatch supervisor, (805) 654-9521, and request necessary assistance while giving the following specific information:
 1. Type of fire or other hazard.
 2. Area involved.
 3. Approach route for emergency personnel and equipment responding to the Juvenile Courthouse.
 4. Provide the number of injured and nature of injuries and request ambulance(s) if needed.
- D. The following emergency contact numbers are listed in the event they are needed:

1. Court Services Captain [REDACTED]
2. Court Services Sergeant [REDACTED]
3. SCC Dispatch Supervisor [REDACTED]

III. Re-Entry into Juvenile Courthouse

A. Once the emergency has ended and re-entry to the building is approved, private security officers, at the discretion of Sheriff's Personnel, shall direct all citizens and employees to re-enter the building through the weapons screening station, which is located in the south lobby.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 8, Section 1

BAILIFF GUIDELINES FOR HOJ

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide Bailiff guidelines and procedures for the operation of each Courtroom which differ from, or are not included in, the other sections of this manual.

I. Courtroom Procedures/Duties

A. Type of Courtroom: Traffic Court, Misdemeanor Arraignment Court, Felony Arraignments, Felony Violations of Probation, Felony Sentencing, Felony Early Disposition Conferences and Family Law.

1. Obtain an Inmate Movement List, public calendars and distribute them accordingly. Check the Inmate Movement List for "dry runs". If any "dry runs" are found have the judicial assistant check to ensure the inmate does not have a case in the Courtroom.
2. Check out proper keys from Senior Deputy Office. A cage key and sally port "9" key are needed.
3. Search the courtroom – under chairs, desks, and in the sally port.
4. Ensure the courtroom has adequate supplies.
5. Make sure there are three deputies present in the inmate holding areas. If three are not present contact the Court Senior Deputy.
6. Unlock the front door at the required time.
7. Play the video if required by the courtroom.
8. Explain the courtroom rules and regulations. Inform the public of the waiver forms they need to fill out.
9. Make sure the deputy district attorney, public defender, court reporter, interpreters and judicial assistants are ready.
10. Ensure all in custody inmate are present.

11. Bring in the judge. Check with your judge on which announcement to make formal or informal.
12. Distribute the paper work accordingly. Two copies for out of custody defendants; one copy is placed in the court file and one is given to the defendant. Three copies for in custody defendant; one copy is placed in the court file, one copy is stapled with the defendants housing location written in bold and one copy folded with the stapled copy.
13. If a defendant is remanded advise the Senior Deputies regarding the gender of the defendant.
14. Secure the courtroom at recess.
15. Search the courtroom.
16. Secure the courtroom at the end of the day and notify Court Security Deputy of Courtroom status.
17. Repeat steps for the PM.
18. The same procedure shall be followed for all Family Law Courtrooms.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 8, Section 2

BAILIFF GUIDELINES FOR EAST COUNTY COURTHOUSE

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide Bailiff Guidelines and procedures for the operation of each Courtroom within the East County Courthouse.

- I. Courtroom Procedures/Duties
 - A. Type of Courtroom: Traffic arraignments/Traffic court trials
 1. Monday - Traffic Arraignments
 - a) Arrange calendar (so you can read the names) on bailiff's desk.
 - b) Unlock the door. Pin up copy of small claims calendars.
 - c) Explain courtroom rules and take roll for the small claims calendar
 - d) Have Judge take the bench (informal opening).
 - e) 1200 – 1300 hrs. - Lunch.
 - f) Clerk will call judge.
 2. Tuesday - Traffic Arraignments & Traffic court trials
 - a) Prep courtroom / security check.
 - b) Unlock door and pin up morning calendar.
 - c) When clerk is ready he/she will call Judge (informal opening)
 - d) 1200-1300 hrs.- lunch
 - e) Unlock door and pin up afternoon calendar.
 - f) Clerk will call Judge. (informal opening).
 3. Secure the courtroom at the end of the day.

* All times subject to change depending on judge.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 8, Section 3

BAILIFF GUIDELINES FOR JUVENILE JUSTICE CENTER

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide Bailiff Guidelines and procedures for the operation of Courtrooms within the Juvenile Justice Courthouse.

I. Courtroom Procedures/Duties

A. Courtroom J1

1. Monday – Guardianships, Review Hearings, Detentions, and Drug Court (PM)
2. Tuesday-Thursday – Guardianships, Jurisdiction and Disposition Hearings
3. Friday - Detentions and Adoptions
4. This is a confidential courtroom. Only involved parties / family members are permitted to attend. However, the court has discretion to allow other parties to be present.

a. Monday through Friday

- 1) 0815 hours - Courtroom search. Conduct a thorough search of the courtroom.
- 2) 0830 hours - Unlock the front door. Ensure a blank sign in sheet is posted near the J1 door. Replace this sheet at the end of each day. All clients, attorneys, and sworn court volunteers sign in. After the parties sign in, the bailiff can use the list to check off each name.

b. Monday Afternoon

- 1) 1330 hours - Unlock courtroom door and the Drug Court review board will enter and meet with the judge.

B. Courtroom J2

1. Transient Holding Cell Area for J1 and J2 (Security Deputy Responsibilities):

- a) Holding area is used to house adult in-custody inmates who are appearing for either Dependency matters in J1 or Delinquency matters in J3 or J4.
- b) Inspect all cells for damage and log any damage identified on daily inspection sheet.
- c) Assist with security in J1 when necessary.
- d) When all inmates are finished with court, contact Sheriff transportation to coordinate transport back to HOJ.

C. Courtroom J3

1. Juvenile Delinquency Matters (602 W&I)

- a. Monday through Friday: AM Calendar - Juvenile Detentions, Arraignments and Dispositions.
- b. Monday through Friday: PM Calendar - Continuation of AM calendar, transfer hearings (prop. 57) and Juvenile Contests.
- c. Court Procedures for 602 W&I (Delinquency Matters):
 - 1) 0800 hours - The bailiff shall obtain the daily court custody list.
 - 2) 0815 hours - The bailiff shall conduct a search of the courtroom and conference rooms.
 - 3) Obtain the daily court calendar from the Court clerk.
 - 4) Make nine (9) copies of the court calendar and distribute to Court Bench, Court Reporter, Probation, District Attorney, Public Defender tables, security officer in front lobby outside of courtroom. Interpreter and retain one for own use.
 - 5) The bailiff shall complete a remand slip for each juvenile in custody. Completed remand slips and give to Judicial Assistant.
 - 6) 0820 hours - Open and unlock the courtroom doors and conference rooms.

- 7) Private attorneys will check in with the bailiff. The bailiff will obtain a business card and give it to the court clerk if this is a first appearance.
 - 8) Public Defenders and CDA attorneys will check in with the bailiff.
 - 9) The attorneys will notify the bailiff when they have cases that are ready to be called.
 - 10) The attorneys will notify the security deputy in the transient holding cell area when they wish to conduct an interview with an in-custody minor or adult.
- d. Juvenile matters are confidential. Only involved parties / family members are permitted to attend. However, the court has discretion to allow other parties to be present.
 - e. When a juvenile is remanded into custody, the bailiff will notify the security deputy assigned to the holding area who will take custody of the minor. The bailiff will obtain the completed remand slip from the court clerk and pick up a goldenrod copy of the proceedings from the court probation officer.

2. Court Contests:

- a) The parties and any person who is a witness will check in with the security officer in the second floor public lobby area. Security will notify the bailiff, via radio, when the parties have checked in.
- b) When court is ready to begin, the bailiff will notify the judge.
- c) The bailiff will instruct the witness where to stand to be sworn in by the clerk.

D. Courtroom J4

1. Juvenile Delinquency Matters (602 W&I)

- a. Monday through Friday: AM Calendar - Juvenile Detentions, Arraignments and Dispositions.
- b. Monday through Friday: PM Calendar - Continuation of AM calendar, transfer hearings (prop. 57) and Juvenile Contests.

- c. Tuesday (PM): Solutions (Mental Health) Court
- d. Court Procedures for 602 W&I (Delinquency Matters):
 - 1) Refer to court procedures for J3.
- e. Court Procedures for Solutions Court (Tuesday PM).
 - 1) Cases are called in J4 at approximately 1530 hours.
 - 2) The judge and Solutions team will meet in Courtroom J2 to discuss each juvenile's case prior to the court proceedings.
 - 3) Prepare the court calendar in the same fashion as 602 W&I proceedings.
 - 4) At approximately 1500 hours, defendants and their family members will check in with private security staff. Security will advise who has checked in.
 - 5) Prior to beginning court proceedings, Public Defender will need to speak to their clients. When this has been completed, bailiff contacts the judge, court reporter, and interpreter (if needed).
 - 6) Each case is called separately. Family members and caseworkers are allowed into the courtroom.

E. Transient Holding Cell Area for J3/J4 and J5/J6 (Security Deputy Guidelines/ Responsibilities)

1. Security Deputies

- a) Obtain keys to the holding area and cell doors at the beginning of every shift.
- b) Search all cells for contraband and/or graffiti before placing inmates inside the cell(s). Complete this for both AM and PM calendars.

2. Probation Correction Services Officers

- a) Each morning the Probation Department correction services officers (CSO's) will provide a list to the security deputies of the juveniles on court calendar for that particular day. At the bottom of the list,

probation staff will have all the juveniles separated into compatibility groups.

- b) The in-custody juveniles on court calendar will be held in the facility's basement holding area and supervised by the CSO's until the security deputies call for them to be transported upstairs to the J3/ J4 or J5/ J6 holding area.

3. Movement of Adult Inmates

- a) Adult inmates will be housed in the holding area between courtrooms J1 and J2 or J3 and J4. A security deputy will supervise the adults.
- b) Adults will not be placed into any cell containing a juvenile.

4. Attorney Visits

- a) All attorney visits will be conducted in the J3 and J4 holding area, which is equipped with four visiting booths containing two-way phones.

5. Court Appearance

- a) Inmates will be held in cells and remain under constant supervision by security deputies until their court case is called by the courtroom's bailiff.
- b) Security deputies will move the inmate to and from the courtroom.
- c) Upon completion of the court appearance, a juvenile will remain in a holding cell until a CSO responds to take custody and transport the subject back to Juvenile Hall.

6. Remands

- a) The bailiff will notify security deputies when the court has remanded an out-of-custody juvenile.
- b) The remand will be thoroughly searched, shackled and placed into a holding cell. Female security deputies will search female remands and male security deputies will search male remands unless exigent circumstances arise.
- c) All property will be placed into a plastic bag along with the court paperwork.

- d) The remand will remain in a holding cell until a CSO is contacted and responds for pickup and transport to Juvenile Hall.

7. Transient Holding Cells

- a) Holding cells will be checked for graffiti or any other damage before and after an inmate is placed inside that particular cell.
- b) If graffiti is found and the suspect is known, an arrest will be

made. F. Courtroom J5

1. Wednesday-Friday/Traffic Court
2. Thursday-Friday Afternoons/Juvenile Traffic and Low Level Matters

a. Court Procedures for Traffic matters

- 1) Search the courtroom. Be sure to search under chairs, desks, and in the public seating area.
- 2) Unlock the front door. (Note: make sure court interpreter is present). Explain the courtroom procedures. Instruct the members of the gallery to silence cell phones and turn off all electronic devices (e.g. electronic readers, recording devices, etc.).
- 3) At the conclusion of the trial, a minute order will be printed for each defendant present in the courtroom..
- 4) Secure the courtroom at recess.
- 5) Repeat for 1000, 1330, and 1500 calendars.

b. Low Level Cases

- 1) Minors will check in with security.
- 2) The Public Defender attorney will notify the bailiff when cases are ready to be called.
- 3) The bailiff will notify security, via radio, to line up the cases (same procedure from J3/J4 AM court calendar).
- 4) At the conclusion of each case, the bailiff will instruct the minor to wait outside the courtroom. The court clerk will generate a minute

order for each case. The bailiff will obtain the minute order, hand it to the security officer, who will then provide the copy to the minor.

G. Courtroom J6

1. Monday/Exparte Matters
2. Tuesday/Conservatorship and Guardianships
3. Wednesday/Probate Matters
4. Thursday/Probate Matters
5. Thursday PM Trials
6. Friday/Probate Trials
7. Court Procedures for Probate and Conservator Matters:
 - a) After briefing, respond to courtroom and search all areas.
 - b) Obtain two court calendars and two copies of the Courts Tentative Rulings from the courtroom clerk.
 - c) Post one calendar outside the Courtroom door. The second calendar is kept by the Bailiff.
 - d) Place one set of the Courts Tentative Rulings on each of the attorney courtroom tables.
 - e) Place call to "Court Call" to establish connection with attorneys for a phone conference with the judge. The Court Call phone and the procedure to contact Court Call are located on the judge's bench.
 - f) The Courtroom doors are unlocked at 0850 hours.
 - g) Bailiff monitors the check-in process of attorneys with the Court Clerk.
 - h) When all attorneys and private parties have checked in, the Judge is contacted by the Courtroom Clerk.
 - i) When the judge enters courtroom, announce remain seated, come to order, court is now in session.
 - j) Each case is called by the Judge.

- k) The Bailiff is responsible for walking orders from the attorneys to the judge for signing and back to the attorneys.
- l) When the calendar is complete, the Bailiff will clear the courtroom, remove the posted calendar, and lock the courtroom doors.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 9, Section 1

CIVIL UNIT OPERATIONS OVERVIEW

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide an overview of the Civil Unit, Warrant Detail, Levy/Eviction Team, and Fugitive Unit and their duties and responsibilities.

I. DUTIES AND RESPONSIBILITIES

- A. The Sheriff is a county officer obligated to obey orders of the courts of the state of California and to serve process and notices delivered to him for service. Deputies who act in line of official duty and under color of office may exercise all powers possessed by the principal officer (Reference: Government Code Sections 7, 1194, 18572, 24000b, and 24100).
- B. The Sheriff's Civil Unit is responsible for serving all received process in a reasonable and timely manner, throughout the county, while maintaining an impartial stance between all parties involved or having an interest in a case.
- C. The Civil Unit receives, serves, and executes all civil process and orders accepted for service in the manner prescribed by law. The law requires that any civil process brought to the Sheriff for service must be valid on its face, issued by a competent authority, and accompanied by adequate legal instructions.
- D. The Civil Unit's operations are guided by state law (including, but not limited to, the Civil Code, Code of Civil Procedure, Government Code, and Penal Code); the California State Sheriffs' Association's Basic Civil Procedures and Advanced Civil Procedures Manuals; and Department policies and procedures.
- E. The Field/Warrant Detail serves civil process and orders, as well as civil and criminal arrest warrants, throughout the county. Deputies are in full field uniform and generally drive unmarked patrol vehicles.
- F. Deputies in the Field/Warrant Detail assist the Fugitive Unit with extraditions, though sworn personnel from other divisions or departments (e.g., a female deputy when extraditing a female fugitive or a Major Crimes/allied agency

detective when extraditing a fugitive wanted for a violent crime) may be used on a case-by-case basis.

- G. The Levy/Eviction Team is responsible for executing levies, conducting sheriff's sales, enforcing eviction orders, and supervising sheriff's keepers and assists the Field/Warrant Detail and Fugitive Unit when needed. Deputies are in full field uniform and may be in an unmarked detective vehicle or an unmarked patrol vehicle.
- H. The Fugitive Unit handles extraditions and renditions.
- I. Sworn personnel assist other units within the Court Services Bureau, as well as patrol and investigative units throughout the department, when needed.

II. STAFFING

- A. The Civil Unit is comprised of sworn and professional staff and includes the Field/Warrant Detail, Levy/Eviction Team, and the Fugitive Unit. (See Section 103 for further details.)
- B. Total allocations – 18
 - 1. Sergeant (1) – Supervises the Civil Unit and subordinates
 - 2. Senior deputy (3) – Field/Warrant Detail, Levy/Eviction Team, Fugitive Unit (1 each)
 - 3. Deputy (5) – Field/Warrant Detail
 - 4. Clerical supervisor II (1) – Supervises the Civil office staff
 - 5. Legal Processing Assistant III (1) – Lead position within the Civil office
 - 6. Legal Processing Assistant I/II (6, plus 2 extra help) – Civil office staff
 - 7. Senior Sheriff's Records Specialist (1) – Fugitive Unit
 - 8. Student aide (2) – Civil office staff

III. SCHEDULING

- A. The Civil Office (Ventura) is staffed 0700 – 1700 hours, Monday – Friday (excluding Federal and Court holidays), and is open to the public between 0800 and 1600 hours.

- B. The Civil Office (Simi) is staffed 0700 – 1700 hours on days the Superior Court is in session (currently Monday and Tuesday, excluding Federal and Court holidays), and is open to the public from 0800 – 1200 and 1400 – 1600 hours.
- C. Personnel work a 9/80 schedule.
- D. Field deputies' hours vary, but are primarily between 0600 and 1500 hours.
- E. Time-off requests and annual leave
 - 1. Time-off request forms (SO107) are required for all pre-planned leaves of absence. The sergeant will approve requests by sworn personnel. The clerical supervisor or the sergeant will approve requests by professional staff.
 - 2. Generally, minimum deployment for sworn personnel in the Civil Unit consists of two field deputies and the Eviction Team. The sergeant, however, may make exceptions on a case-by-case basis.
 - 3. Generally, minimum deployment for professional staff in the Civil Unit consists of two front LPA's, two back LPA's, and the clerical supervisor or LPA III. The sergeant or clerical supervisor may make exceptions on a case-by-case basis.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 9, Section 2

RESTRAINING ORDER SERVICE AND FIREARMS

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide Civil Unit staff with specific procedures regarding the service of restraining/protective orders and the taking of firearms pursuant to such orders.

I. SERVICE OF RESTRAINING/PROTECTIVE ORDERS

- A. Service of restraining/protective orders is a high priority for the Civil Unit. Upon receiving a restraining order for service, the civil clerk will promptly review and prepare the order for service by the field deputy. The deputy will make the first service attempt within one workday, with additional attempts to be made until the "must be completed by" date, noted on the trip ticket, or all leads have been exhausted.
- B. Prior to serving a restraining order with hazard file information, the deputy will complete a DEPUTY'S RESTRAINING ORDER THREAT ASSESSMENT form and take appropriate steps to mitigate any identified threats (e.g., utilize additional resources from the Civil Unit, patrol, etc.). These forms will be turned in to the civil sergeant upon completion. NOTE: Restraining orders with a move-out order will require two deputies to handle.
- C. When serving a restraining order with hazard file information, the deputy will advise SCC, via radio, of the service attempt and location. SCC and patrol units will then be aware of the deputy's status and be able to assist if needed.
- D. Upon service of the restraining order, the deputy will contact Teletype (654-2324) and provide the court case number, restrained person's name and date of birth, the serving deputy's name and identification number, the date and time of service, and the Civil Unit case number. The deputy will note the sheriff's records specialist's identification number on the trip ticket and return the trip ticket to the civil office.
- E. Service of restraining orders upon a respondent who is in the sheriff's custody must take place as soon as practical. If a field deputy is unavailable, the civil sergeant shall be notified to arrange for service. Notification of the need for

service must be made the same day the service is received by the civil office.
(Reference: Penal Code Section 4013)

II. RESTRAINING/PROTECTIVE ORDERS WITH FIREARM PROHIBITIONS

- A. Recent changes to the law affect the manner in which the deputy serves restraining/protective orders.
1. The court, upon issuance of a protective order, "... shall order the respondent to relinquish any firearm in the respondent's immediate possession or control or subject to the respondent's immediate possession or control [Family Code Section 6389(c)(1)]."
 2. The relinquishment "... shall occur by immediately surrendering the firearm in a safe manner, upon request of any law enforcement officer, to the control of the officer, after being served with the protective order. A law enforcement officer serving a protective order that indicates that the respondent possesses weapons or ammunition shall request that the firearm be immediately surrendered [emphasis added, Family Code Section 6389(c)(2)]."
 3. It is important to note that this is merely a request for compliance by the respondent; nothing allows for law enforcement to demand compliance or to search for or seize firearms.
- B. Upon receiving a restraining/protective order, the civil clerk will determine whether the court has taken official notice of firearm ownership or possession by the respondent and, if so, will make appropriate notation on the trip ticket.
- C. Upon serving such a restraining/protective order, the deputy serving the order will ensure that the Civil Unit's firearms handout is given to the respondent and request that the respondent relinquish any firearms in immediate possession or control.



VENTURA COUNTY SHERIFF'S OFFICE

Detention Services Division
Court Services Bureau

Chapter 9, Section 3

EVICCTIONS AND OFFICER SAFETY

Drafted: July 18, 2017

Reviewed: July 5, 2019

Revised: July 5, 2019

PURPOSE: To provide Civil Unit staff with specific, officer safety-related procedures to follow in the preparation and enforcement of evictions orders.

- I. In an effort to mitigate potential threats to deputies conducting evictions, these procedures will be followed:
 - A. When accepting a Writ of Possession of Personal Property, the civil clerk will ensure that the plaintiff/attorney for the plaintiff has answered the officer safety-related sections of the WRIT OF POSSESSION FOR REAL PROPERTY (EVICTION) instruction form (sections 4-8). Unanswered questions must be addressed, either by returning the form to the plaintiff/attorney for the plaintiff or by the clerk asking the questions and making appropriate notes on the instruction form.
 - B. The clerk will fax or email a Hazard Check to the appropriate city law enforcement agency's Records Bureau where the eviction will take place to ascertain of any potential hazard of said location.
 - C. One of the Eviction Team deputies shall complete a DEPUTY'S EVICTION THREAT ASSESSMENT form and take appropriate steps to mitigate any identified threats (e.g., utilize additional resources from the Civil Unit, patrol, etc.) for each and every eviction. These forms will be maintained until the eviction has successfully been carried out. Furthermore, on a potential "high risk" eviction, the Senior Deputy or member of the eviction team will complete a written operational plan and risk matrix and forward the results to the unit sergeant for approval. Depending on the results of the risk analysis, consultation with other tactical units (SED, SWAT, etc...) may be appropriate.
 - D. Nothing in the policy deters a deputy from taking additional precautions to improve officer safety during an eviction.
 - E. The posting of an eviction notice (Claim of Right of Possession Notice) may be done by one or two deputies. The notice must be posted a minimum of five

days prior to the eviction. The actual eviction, however, requires a minimum of two deputies.

- F. A minimum of one day prior to the scheduled eviction, an Eviction Team Deputy shall contact the plaintiff and direct them or an agent to be present at the eviction location. The plaintiff shall be directed to have a locksmith or maintenance person present at the location in the event the door mechanism needs to be breached. The deputy shall instruct the plaintiff and/or their agent to wait a safe distance from the property and to avoid making contact with the occupant(s) of said property.
- G. The deputy shall have the plaintiff or their agent sign the trip ticket prior to conducting the eviction.
- H. During the eviction, a minimum of two deputies will clear the location of any and all occupants and restore the property back to the plaintiff.
 - 1. In the event any door (interior or exterior) is locked and no key is available to gain entry, the deputy shall direct the locksmith or maintenance person to breach the lock(s).
 - 2. If the locksmith or maintenance person is unavailable, at no time will deputies force entry. The eviction would be deemed unsuccessful and the plaintiff directed to reschedule.
 - 3. If the tenants are present they should be directed off the entire property and admonished they are subject to arrest if they return to the property without the landlord or their agent's permission.
- I. Once the property is restored back to the plaintiff, the deputy shall sign and post the Restoration Notice on the front door or in a conspicuous location and provide the plaintiff a copy.
- J. In the event the tenant(s) provide a valid "Claim of Right to Possession," the Eviction Team Deputy shall stay the eviction, take possession of the "Claim of Right to Possession" paperwork, and provide the tenant(s) a receipt. Furthermore, Eviction Team Deputy shall take a photo of the tenant's identification card and receipt and email photo to Civil Clerks in office.

