

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

TITLE: GUARD DUTIES/ JUSTICE BUILDING COURT UNIT

NO. G-100

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order / Kern County Metro Court Unit Order 5.7-252 issued May 5, 1992 by Judge Roger D. Randall Attachment E-600 #1 (AMEND 5.7-245 12-15-93)

Overview of Position:

Court guards are responsible for guarding and maintaining security of prisoners while appearing in the Justice Court Building.

RESPONSIBILITIES:

Court guards will maintain security of prisoners coming to court, coming from court, and during court.

Essential Functions and Duties Include, but are not limited to:

- Guards shall not bring prisoners out of the Court Holding Facility and into any Justice Court Unit courtroom without full double locked iron restraints; unless there is a substantiated medical reason or a supervisor authorizes alternate restraints;

- Guards will remove iron restraints inside the courtroom during jury trials, out of the sight of the jury when requested by the Court. Restraints will be reapplied, again out of the sight of the jury, before the prisoner is returned to the Justice Court Holding Unit.

- **Inmate to Guard Ratios:**

- One deputy may guard a maximum of ten (10) General Population Inmates inside a courtroom; unless approved by a supervisor.

- Two deputies will escort one orange-band prisoner (highest security risk) at a time to and from the courtroom;

- One deputy can guard one orange-banded prisoner (highest security risk) once the prisoner is secured inside the courtroom;

- Guards are responsible for searching table, chairs, and other areas accessible areas to prisoners for weapons or contraband;

- Guards will position themselves in the courtroom near the prisoner, and remain there so the best security can be maintained considering the courtroom layout, audience, and other persons present;

- Guards will plan a course of action for prisoner security in the courtroom during potential emergencies such as fire or security alarms, power failure, escape attempts, etc. This plan may vary according to; courtroom layout, number of prisoner's present, number of guards present, security levels, etc.;

- Court guards shall not leave their prisoners unguarded while in the courtroom without the permission of the bailiff or a supervisor. If the prisoner's classification or other security reason constitutes two (2) guards, both guards shall stay with the prisoner until receiving permission to leave by the bailiff or supervisor;

- Court guards will notify the coordinator when they have completed an assignment.

KERN COUNTY SHERIFF'S OFFICE
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TITLE: METROPOLITAN COURT UNIT / METRO COURT GUARD

NO. G-200

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

POLICY

Metropolitan Court Guards are responsible for guarding and maintaining security of prisoners from the time they are transported from CRF to Superior Court and until the time they are transported back to Central Receiving Facility. Metro Court Guards are also responsible for providing security for the areas outside of the Metropolitan Court Building and may respond to calls of service to Jury Services, Justice Court Unit as well as the County Administration Building, located at 1115 Truxtun Avenue.

Overview of Position:

Court guards are responsible for guarding and maintaining security of prisoners while appearing in the Metropolitan Court Building.

Responsibilities:

Escort prisoners from CRF prior to the beginning of court. Court guards will maintain security of prisoners coming to court, coming from court, and during court.

Essential Functions and Duties Include, but are not limited to:

- No prisoners will be removed from CRF without full restraints, which are double locked. This includes handcuffs, leg-irons, and waist chains. The exception is for medical necessity or when approved by a supervisor;

- If a prisoner is assigned a cane, walker, or crutches due to medical necessity, the cane, walker, or crutches will be taken from the prisoner and placed in a secure location for safety once the prisoner is seated for court. The item will be returned to the prisoner prior to their return to CRF;
- Guards will remove iron restraints inside the courtroom during jury trials, out of the sight of the jury. Restraints will be reapplied, again out of the sight of the jury, before the prisoner is escorted from the courtroom;
- Guards are responsible for searching tables, chairs, and other areas accessible to prisoners for weapons or contraband;
- Guards will position themselves in the courtroom near the prisoner, and remain so that the best security can be maintained considering the courtroom layout, audience, and other persons present;
- Court guards will not leave their prisoners unguarded while in the courtroom;
- Guards will follow the bailiff's plan of action for prisoner security in the courtroom during potential emergencies such as fire or security alarms, power failure, escape attempts, etc. This plan may vary according to; courtroom layout, number of prisoner's present, number of guard's present security levels, etc.;
- For increased security, a prisoner may have two (2) or more guards. The guards shall stay with the prisoner until receiving permission to leave from the bailiff or supervisor,
- Court guards are responsible for checking with the bailiff regarding inmate classifications, segregation's, and keep-a-ways. If relieved by another guard, brief your relief as to the classification, segregation, and keep-a-way status of inmates. When in doubt about an inmate's status, ask the bailiff;
- Court guards will remain standing during sentencing and the reading of jury verdicts because of a potential adverse reaction on the part of the defendant;
- Court guards will notify the coordinator when their respective bailiff has relieved them of their assigned duty;
- Orange band inmates and "High Risk" inmates will be escorted to and from their court appointments with a minimum of two guards;

- One deputy may guard a maximum of ten (10) general classification prisoners inside the courtroom;
- One deputy will guard one orange-band inmate (highest security risk) during court proceedings other than jury trials. During jury trials, when the inmate is unrestrained, orange band inmates will have two guards.