



General Order 73.2 - Court Security

PURPOSE: Establish directives governing dangerous substance storage, safety of the storage area, prisoner circulation patterns, secured entrances, temporary holding facilities, and guidelines for the emergency evacuation of prisoners from courtrooms and court holding cells in the courthouse.

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ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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DEFINITIONS:

- A. Court Link Hallway: That hallway and area between the detention facility staging area and the court holding cell elevator.
- B. Court Holding Cell Area: The court holding cells used for detention of prisoners while awaiting court, including all hallways and restricted access doors between the court holding cell and the courtroom.
- C. Court Holding Cell Hallway Area: That area just outside the courtroom through the sheriff/prisoner access door where the court holding cell access door is located.

- D. **(R)** Armed Individual Incident: Incidents involving active shooters, or the potential for an active shooter to be loose in the courthouse.
- E. **(R)** Shelter in Place: Action taken as a result of severe weather, armed individual events, or some types of hazardous material releases where it is more appropriate for personnel to remain in secured areas within the building rather than to leave.
- F. **(R)** Evacuation: The orderly exiting of a building under a specific threat scenario such as fire, earthquake, or bomb threat.
- G. **(R)** Courthouse Police Department: The entity responsible for entry control and public access to the courthouse.
- H. **(R)** Court Security Section: The unit reporting to the Judicial Division Commander responsible for the movement and security of inmates appearing before the district court.

73.2.1 OPEN

73.2.2 OPEN

73.2.3 COURTHOUSE/COURTROOM PRISONER CIRCULATION PATTERNS

A. (R) Courthouse Police Department

- 1. **(R)** Courthouse Police Department maintains control of the population circulation patterns within the Sedgwick County Courthouse, with the exception of prisoner movement.

B. Prisoner Movement and Control

- 1. **(R)** Court Security Section maintains custody of jail inmates as they are moved to and from court and during court appearances.
- 2. Prisoners being escorted to district court from the detention facility shall be taken from the non-public court link hallway to the court holding cell area elevator to the court holding cell on the appropriate floor.
- 3. **(R)** Prisoners being escorted to the detention facility from the Adult Probation Office in the courthouse basement, will be escorted through the public elevator area, directly to the first (1st) floor court link hallway door, in order to ensure the most direct route of the prisoner to the lock-up facility.
 - a. Prisoners will be restrained, according to department policy, from the time they are arrested until they are accepted by booking personnel at the booking desk.
- 3. **(R)** When movement of a prisoner dictates the use of public hallways, court security deputies shall maintain adequate space between the prisoner and the public to ensure that no contact is made between them. The prisoner will be escorted into the courtroom via a non-public entrance, unless requested or ordered by the judge to have the prisoner brought through the public entrance into the courtroom. If a jury is present, restraints will be removed from the prisoner prior

to the prisoner entering the courtroom unless the judge authorizes the use of restraints.

73.2.4 SECURED ENTRANCES

- A. It is the policy of the Sedgwick County Sheriff's Office that prisoners being escorted into the courthouse will be escorted by way of the court link hallway. This passageway is a non-public, secure/locked entrance.
Access into the courthouse from the court link hallway can be gained only through master control at the detention facility. Closed-circuit television cameras, a touch-screen pneumatic door system, and a two-way audio system allow the master control deputy to screen all persons entering or exiting the courthouse via this passageway.

73.2.5 TEMPORARY HOLDING FACILITIES

- A. The Sedgwick County Courthouse has temporary court holding cells to accommodate the incarceration of prisoners scheduled for court appearance.
- B. (R) These court holding facilities are accessible from the non-public hallway to the rear of most courtrooms. These holding cells are only accessible to deputies who have checked out the necessary keys to gain access to the holding facilities.
- C. (R) The temporary holding cells are inspected for contraband on a daily basis by court security section deputies prior to and after court proceedings.
- D. (R) Access to the holding cells is strictly limited to court security section deputies through the authority of the court security supervisor.
- E. (R) When building maintenance needs to access these holding areas, the maintenance supervisor must coordinate those activities through the court security section supervisor. The court security section supervisor will send a deputy with maintenance personnel to these secure areas in order to assist with the necessary "key" access. The deputy will remain with the maintenance personnel until they have completed their tasks, unless the court security supervisor has made other security arrangements due to long-term repairs being necessary.
- F. (R) The temporary court holding cells are continually monitored by the court security book and court security section deputies through the closed circuit television monitors, located in the Judicial Division/court security section office area.

73.2.6 EMERGENCY EVACUATION OR SHELTER IN PLACE OF PRISONERS FROM THE COURTHOUSE/ COURTROOM

- A. (R) Emergency evacuation or shelter in place of prisoners located in the courtroom includes the following:
 - 1. Prisoners to be evacuated from any courtroom in the courthouse shall be restrained according to policy and procedure, and shall be removed from the courtroom and taken to the detention facility by way of the most secure, non-public route possible.

2. **(R)** When a courtroom is ordered to shelter in place for any circumstance the deputy or deputies assigned to those courts will notify the judge presiding over the hearing and any inmates in those courts shall be taken to the closest court holding cell and secured therein. The deputy or deputies assigned to that court will report the inmates name and location and then report for assignment until courts resume.
- B. Emergency evacuation of prisoners from court holding cells includes the following:
1. When an emergency situation dictates that a prisoner be evacuated from the court holding cell, the deputy in charge of that prisoner shall use the court holding cell elevator to return the prisoner to the detention facility. Exceptions to this order will be:
 - a. In case of a fire -- Deputies will use the emergency exit stairwells to return prisoners to the detention facility.
 - b. In case of a prisoner medical problem -- This may dictate that emergency personnel transport the prisoner through public areas.
 - c. **(R)** In case of an evacuation resulting from an armed individual incident the deputy assigned to the court will notify the judge and take appropriate action.
- C. In any emergency evacuation of a prisoner that is in the courthouse, but not in a courtroom or court holding cell, the deputy will remove the prisoner and transport him/her to the detention facility in the safest, most expedient and secure manner possible.
- D. **(R)** The emergency evacuation or movement to shelter of persons within the Sedgwick County Courthouse, excluding in-custody prisoners, is the responsibility of the Courthouse Police Department and is mandated through the authority of Sedgwick County Resolution #107-2007.