



General Order 73.5 - Court Security

PURPOSE: Confirm the inventory of Judicial Division equipment; establish guidelines and procedures regarding the availability and storage of restraining devices for use when court ordered or in emergency situations in the courtroom; and provide guidelines regarding the use of metal detection equipment.

DATE OF APPROVAL: 08/21/14

DATE OF ISSUE: 12/04/14

EFFECTIVE DATE: 12/04/14

REVIEW DATE: Annual

AMENDS: 73.5.1, 73.1.8

THIS ORDER CANCELS: 73.5 Approved 11/13/09

ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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DEFINITIONS:

- A. 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.

73.5.1 INVENTORY OF TECHNICAL DIVISION EQUIPMENT

- A. It will be the policy of the Sedgwick County Sheriff's Office Judicial Division to maintain an inventory of the necessary equipment for the operation of that division, as specified in section 84.2.3.

- B. The Judicial Division commander shall appoint one (1) deputy of the rank of sergeant to maintain an inventory control list and maintenance system to include, but not be limited to the following items:
1. Portable radios;
 2. **(R)** Restraints (including belly-chains, transport chains, leg restraints, and electronic control devices.);
 3. Metal detectors (handheld); and
 4. **(R)** Shotguns, rifles, and ammunition.
 5. **(R)** Other equipment items.
- C. Deputies shall maintain their issued portable radios in such a manner so that they are fully charged and in working condition.
1. **(R)** The inventory control supervisor shall maintain a current list of portable radios to include both the Sedgwick County asset tag number and along with the portable radio serial number, local and state system ID numbers. This list shall also include the make and model of the radio along with whether or not it is encrypted.
- D. Restraint items shall be inventoried at least once a year. The court security supervisor shall direct the inspection of the overall condition of those items and complete the necessary requisition forms in any situation where replacement is necessary.
- E. Metal detection equipment shall be inventoried annually. The court security supervisor shall direct the testing of the metal detection equipment to determine proper functioning and prepare the necessary reports and requisitions concerning any needed repairs.

73.5.2 OPEN

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73.5.4 OPEN

73.5.5 OPEN

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73.5.8 MAGNETOMETERS

- A. The Sedgwick County Sheriff's Office has an inventory of and maintains two (2) hand held magnetometers for use, if needed, during high-risk trials or on suspects in or around the courthouse, in addition to similar services provided by courthouse security.

- B. The magnetometers shall be tested prior to any court proceedings requiring their use and retested after the courts recess, just prior to the reconvening of such courts.
- C. In close proximity to or attached to the magnetometer(s) being used will be the following sign:

NOTICE

**PERSONS ENTERING THIS AREA
MAY BE SUBJECT TO A SEARCH
OF THEIR PERSON OR EFFECTS**

- D. Upon the occasion any person cannot pass the metal detection test and equipment malfunction is ruled out, the person may be searched prior to entering the courtroom or he/she may be barred from attending the court proceedings at the discretion of the court security supervisor. All searches shall be conducted in strict accordance with policy and training. Judges will be notified prior to the court security supervisor scheduling use of any metal detection equipment. Judges' approval will be obtained prior to the use of such equipment.