

COURTROOM ASSIGNMENTS & PRISONER SECURITY

STANDARD NO(S):

NYSSA CS # 28-30

DATE:

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REFER TO:

Luke Laskoski

I. OBJECTIVE:

To establish policies and procedures for the scheduling of court officers to the various functions of the Seneca County Courthouse and for the taking into custody of any individual remanded by the Judge.

II. POLICY:

It is the policy of the Seneca County Sheriff's Office, Court Security division, to assign Security Officers to court proceedings and any other court function within the Seneca County Courthouse and to provide security of any individual taken into police custody during those functions.

III. DETAILS:

A. **Courtroom assignments -**

1. A court security officer will be present during any and all court proceedings in the Seneca County Courthouse.
2. The officer will observe court proceedings and remain alert to insure the safety of the Judge, court clerk(s) and the public.
3. The officer will be positioned at a location where he/she has quick access to both the defense and prosecution tables in the County/Supreme Courtroom, or the petitioner and respondent tables in the Family Courtroom and can also observe the entrance to the courtroom to monitor those coming and leaving.
4. The officer will stand ready to remove an individual from the courtroom, if instructed to do so by the Judge.
5. The officer will insure that no spectators in the courtroom cause any disturbances, whether it is by talking, making gestures, or excessive noise.

6. The officer will take into custody any individual remanded by the Judge, when a member of the Seneca County Correctional Facility is not present to take custody of said individual.
7. The officer will respond to any legitimate request of the court clerk and/or Judge.

B. Special Assignments -

1. Special assignments will be made in the event of high risk trials, high risk individuals, and any other instance where extra security is required to maintain security of the courthouse. (See “**High Risk Trials**”) this manual.
2. Officers assigned to special assignments will be instructed as to their duties prior to starting the special assignment, by the court security sergeant.
3. Duties associated with special assignments will be determined by the court security sergeant prior to the assignment, and be based on the individual factors involved in each special assignment.
4. Examples of special assignments include: securing courtroom doors, securing courthouse exits, jury security, jury sequestering, judicial threats, etc.

C. Courtroom Prisoner Security -

1. Inmates brought to the courthouse for court proceedings are in the custody of the correctional facility/prison in which they are being held, and directly under the custody/supervision of the officers from that facility.
2. While in the courthouse, court security officers may need to instruct correction officers with inmates where to go and may request that an inmate be unshackled, if instructed by the Judge. However, the inmate will remain at all times, under the direct supervision of the correction officer charged with his/her transport and court security officers should assist only if needed/requested.
3. If an individual is remanded by the Judge, it will be the responsibility of the court security officer to take that individual into custody, and hold him/her until a member of the Seneca County Correctional Facility can respond to the courthouse. If a member of the Seneca County Correctional Facility is present in the courtroom/courthouse, custody can be immediately transferred to that officer, if he/she has the ability to transport that individual.

4. An individual in custody, awaiting transport to the Seneca County Correctional, shall be escorted out of the courtroom and brought to the magnetometer/X-ray screening station and seated in a chair, under the supervision and control of the court security officer assigned to that station.