

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

TITLE: INTRODUCTION

NO. A-100

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Government Code / 69920, 69921, 69921.5, 69922, 69926

POLICY

The Superior Court of California, County of Kern, contracts with the Sheriff to provide law enforcement and court security services under provisions of the California Government Code Article 69920, also known as the Superior Court Security Act of 2012. This code implements the statutory changes necessary because of the realignment of superior court security funding enacted in Assembly Bill 118 (Chapter 40 of the Statutes of 2011), in which the Trial Court Security Account was established in Section 30025 to fund court security. In addition, California Government Code 69921.5 identifies the Sheriff as being responsible for the necessary level of court security services, as established by the memorandum of understanding described in subdivision (b) of Section 69926.

The Superior Court has designated the Sheriff as the Court Security Officer according to Standards of Judicial Administration, Standard 7(a). The Court Security Officer is responsible to the court for all matters relating to its security, including security of courtrooms, facilities, and grounds. The Court Security Officer is responsible for the operational command of all peace officers and others charged with a Court Security function, security equipment, training, assignment of security personnel, and the effective execution of the Court Security Plan.

The Court Security Officer is responsible for working with the Presiding Judge, Court Executive Officer and the Court Security and Facilities Committee to develop best practices and the Law Enforcement Security Plan required by Government Code Section 69925 and by the Standards of Judicial Administration.

The Court Security Officer or designee is the Incident Commander for any situation that arises under these procedures, except where other Memorandums of Understanding exist with local agencies. The Court Executive Officer or designee is the liaison between Judicial Officers, court

staff, and Court Security in an emergency and for purposes of judicial and staff education and training for implementation of the Court Security Plan.

MISSION STATEMENT

The mission of the Court Services Section is to insure the safety and order of the courts; the safe, efficient transportation of persons in our custody and to support the mission of the Sheriff's Office.

GOALS

The goals of the Sheriff's Court Services Section are to:

- Be the "Crier of the Court" (bailiffs), per California Government Code 26611;
- Provide courtroom and courthouse security;
- Transport, prisoners to designated court appointment;
- To perform with safety, security, promptness, cost-efficiency, professionalism and courtesy;
- To cooperate with all allied agencies.

GENERAL RESPONSIBILITIES OF THE COURT SERVICES SECTION

The Section is responsible for the security of the Metropolitan Court Unit, the Justice Court Unit, and Transportation Unit, which oversee several thousand-people come through the buildings each month.

The Court Services Section is responsible for the timely and efficient performance of the following functions as prescribed by law:

- Opening and adjourning of the courts and assisting in the conduct of court business as necessary;
- Maintain order and security within the court facilities;
- Security and care of juries;
- Enforcement of Court Orders;
- Transporting prisoners to various locations;

- Security of prisoners under our control;
- Responding to allied agencies for prisoner pickups and deliveries on court orders and warrant arrests;
- Assist the public by addressing them and directing them with courtesy and respect.

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

TITLE: PURPOSE OF MANUAL

NO. A-200

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: KCSO Policy and Procedures Manual, Section A

POLICY

This operational manual has been developed to comply with Section A of the Kern County Sheriff's Office Policy and Procedures Manual and to further define policy and procedures as they relate to the Court Services Section.

There shall be no variation from the policies and procedures outlined in this manual without prior approval from the Section Lieutenant, a ranking officer, or in an emergency to the extent required by the situation. Any variation will be documented and forwarded without delay to the Section Lieutenant.

It is the responsibility of the Section Lieutenant to ensure that all members of the Court Services Section read, understand and adhere to this manual.

PURPOSE OF MANUAL

The purpose of this manual is to:

- Provide a guide to the duties and responsibilities of Court Services Section personnel;
- Provide a source of information and reference material which will help employees understand their role in the Criminal Justice System;
- Present an overview and furnish information about organizational framework of the Court Services Section;
- Provide standard security and safety procedures in the courtrooms and the transportation of prisoners;
- Provide a training resource.

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

TITLE: MANUAL REVISIONS

NO. A-300

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: KCSO Policies and Procedures Manual. DPPM Section A-0200

POLICY

The Court Services Section Lieutenant or their designee will oversee revising, updating, reviewing and maintaining this manual yearly. It will be their responsibility to provide revisions and updates to all manual holders in a timely manner. The Section Lieutenant will keep the master manual. Any member of the Section may request a modification of this manual by following the procedure listed below.

PROCEDURE

Any member seeing the need for modification will follow the procedure found in Section A-0200 of the Departmental Policies and Procedures Manual. Such requests shall proceed through the chain of command to the Section Lieutenant who will take the appropriate action.

Distribution

The manual and its revisions will be distributed as follows:

Commander	- Downtown Services Division
Lieutenant	- Court Services Section
Sergeant	- Metropolitan Court Unit
Sergeant	- Justice Building Court Unit
Sergeant	- Transportation Unit
Senior	- Metropolitan Court Unit
Senior	- Justice Building Court Unit
Senior	- Transportation Unit

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

TITLE: DEFINITIONS

NO. A-400

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: KSCO DPPM Section A-300

POLICY

The following definitions are common to the Court Services Section. They are presented here to provide uniformity and clarification of terminology commonly used when discussing the operation and organization of the Court Services Section.

DEFINITIONS

- *Sheriff*: Constitutional Officer and designated Court Security Officer responsible for Court Security.
- *Chief Deputy / Detentions Bureau*: The Sheriff's Office Detentions Bureau Chief Deputy manages, directs and reviews the operation of the Downtown Services Division, which oversees Court Security.
- *Commander / Downtown Services Divisions*: The Sheriff's Office Downtown Services Division Commander directs and reviews the operation of the Court Services Section, which oversees Court Security.
- *Lieutenant / Court Services Section*: Management representative designated by the Sheriff to manage Court Security and act as a liaison between the Courts, Sheriff, and County.
- *Sergeant*: Deputy Sheriff Supervisor responsible for daily court security operations.
- *Bailiff*: Deputy Sheriff responsible for law enforcement, inmate management, and security in the courtroom.

- *Court Guard*: Deputy Sheriff responsible for the safety and security of inmates, inmate movement and facility security inside and outside the court complex.
- *Court Administration*: Court Administration is comprised of the Presiding Judge and the Court Executive Officer.
- *Coordinator*: A person of the rank of senior deputy or deputy who has been given the duty of receiving calls for service, coordinating the section or unit activities and assigning tasks. This nomenclature is now currently being performed by a Sheriff's Aide.
- *Officer-in-charge*: Is the general term used for any member who is in charge of an organization, bureau, division, section, detail, activity or function by virtue of his rank, seniority, or designation by competent authority.
- *Supervisor*: Members of the department assigned to positions requiring the exercise of immediate supervision over the activities of other members.
- *Bus Barn*: Is considered the Sally Port where transportation vehicles are parked. It is a secured area adjacent to CRF and Justice Court.

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

TITLE: ORGANIZATION STRUCTURE

NO. A-500

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: KCSO DPPM A-400

Policy

The Court Services Section is part of the Downtown Services Division under the Detentions Bureau. The Division is directed by a Commander who reports to the Detention Bureau Chief Deputy.

ORGANIZATIONAL STRUCTURE

The Court Services Section Lieutenant is responsible for the management of the following units:

- Transportation Unit: Prisoner Transportation, Extradition's;
- Metropolitan Court Unit: Bailiffs, Guards, and Magnetometer Staff;
- Justice Court Unit: Bailiffs, Guards, Holding Unit, and Magnetometer Staff;
- Juvenile Justice Court Unit: Bailiffs, Guards, and Magnetometer Staff;
- Traffic Court: Bailiffs and Magnetometer Staff;
- Work Release Unit;
- Sheriff's Parole/Electronic Monitoring Program Unit.

Metropolitan Court Unit consists of:

- Sergeant (Supervisor)
- Senior (Senior Deputy Sheriff)
- Sheriff Aide (Coordinator)
- Deputy Sheriff (Bailiffs and Guards)
- Extra Help Deputy Sheriff (Bailiffs and Guards)

Justice Building Court Unit consists of:

- Sergeant (Supervisor)
- Senior Deputy (Supervisor)
- Sheriff Aide (Coordinator)
- Deputy Sheriff (Bailiffs and Guards)
- Extra Help Deputy Sheriff (Bailiffs and Guards)

The Transportation Services Unit consists of:

- Sergeant (Supervisor)
- Senior Deputy (Coordinator, Fleet Manager, and Extradition Officer)
- Deputy Sheriff (Transportation Deputies)
- Sheriff Aide (Coordinator)

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

TITLE: MISSION STATEMENT

NO. A-600

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: KCSO Mission Statement

POLICY

The Court Services Section will maintain a mission statement, which is compatible with and enhances the Mission of the Kern County Sheriff's Office. The Court Services Section Mission Statement will be periodically reviewed by a committee made up of a cross section of the division to ensure its compatibility with that of the department and relevant to the sections duties.

MISSION

The Court Services Section Mission Statement is as follows:

The Mission of the Court Services Section is to ensure the safety and order of the courts; the safe, efficient transportation of persons in our custody and to support the mission of the Sheriff's Office.