

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

TITLE: KERN COUNTY SUPERIOR COURT, METROPOLITAN COURT UNIT

NO. I-100

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Government Code Sections 69921.5 / 69922 / 69925

POLICY

The Superior Court of California County of Kern Metropolitan Division is located at 1415 Truxtun Avenue Bakersfield, California 93301. The Metropolitan Court Building is a seven story multi-use building with 17 courtrooms spread between four of the floors.

The Metropolitan Court Unit hears felony arraignments and jury trials. The court hears small claims actions up to \$10,000 dollars, limited civil cases up to \$25,000 dollars, and unlimited civil cases. Throughout the year, a number of high profile criminal cases are adjudicated each year in the Metropolitan Court Building. Approximately 100 in-custody inmates will have court appearances each day. The Unit is comprised of one Sergeant, one Senior Deputy, and 30 deputies.

The Sheriff, except as provided by law, is required to attend all sessions of the Superior Court via California Government Code 69922.

Functions conducted by the Metropolitan Court Unit include but are not limited to:

- Courtroom security;
- Security/Safety of inmates;
- Holding of inmates pending their court hearings;
- Perimeter security around the Metropolitan Court Building.

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

TITLE: METROPOLITAN COURT UNIT / METRO BASE DESK COORDINATOR
NO. I-200

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE:

POLICY

The Desk Coordinator is responsible for daily assignment of all positions including courtroom guards, and bailiffs for the Metropolitan Court Unit (MCU).

DEFINITIONS:

For the purposes of this section, the following definitions will apply:

Desk Coordinator: A Sheriff's Aide or Deputy who is assigned to work at the Coordinator's desk at Metropolitan Court Unit (MCU).

DIRECTIVE #1

Any deputy assigned as the Metropolitan Desk Coordinator will adhere to D-200.

KERN COUNTY SHERIFF'S OFFICE
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TITLE: METROPOLITAN COURT UNIT / REMANDED PRISONER

NO. I-300

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE:

POLICY

When the Superior Court remands a defendant to the custody of the Sheriff, the procedure listed below will be followed regarding booking of the prisoner.

PROCEDURE

Between 0800 and 1700 hours the Metropolitan Court Unit will:

Bailiff will:

Take custody of the prisoner and their property;

Place restraints on the remand and property search the remand prior to transport;

Complete a Data of Arrest form (ARIETIS);

Transfer custody of the prisoner to a transportation deputy / Guard Deputy for booking.

The deputy will:

Verify the ARIETIS number with the Bailiff;

Take custody of the prisoner and their property and verify the restraints are secure;

Escort prisoner to CRF for medical clearance and booking.

Hospital Transport of Remand:

If CRF medical staff refuses to admit the remand, the guard will inform Metro Base and make arraignments to transport the remand to Kern Medical for medical clearance. Once the remand is medically clear the guard will take the remand to CRF for booking.