

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

TITLE: KERN COUNTY SUPERIOR COURT, JUSTICE COURT UNIT

NO. J-100

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Government Code 26604, 26611, 69920, 69921.5, 69925

POLICY

The Superior Court / Justice Court Unit is a Court of Record. The Court hears Small Claims appeals and Family Law matters. It also hears criminal misdemeanor arraignments and Jury trials.

Within the Justice Court Unit is the Sheriffs Justice Building Holding Unit and Operations Center.

The Sheriff provides deputies as bailiffs for The Justice Court Unit.

Other functions of the Sheriff's Office as it interfaces with the Justice Court Unit include:

- Courtroom security;
- Security/Safety of inmates;
- Holding of inmates pending their court hearings;
- Perimeter security around the Justice Building and the Kern County Government Center.

Justice Court Unit is located at 1215 Truxtun Avenue Bakersfield, Ca 93301. Phone number 661-868-2470.

KERN COUNTY SHERIFF'S OFFICE
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TITLE: JUSTICE COURT HOLDING

NO. J-200

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Govt. Code Sec. 26611, Title 15, C.A.C. Sec 1027, PC 4021(a) & (b)

POLICY

The Sheriff's Justice Building Court Unit and Operations Center are in the Justice Court Building. Deck officers are responsible for receiving inmates and insuring that they are in the proper courtroom and on time. Deck Officers are also responsible for maintaining inmate safety and cell security and returning inmates to their proper detention facility.

DEFINITIONS: "Deck Officer" is any Deputy assigned to work inside the holding facility and has responsibility for prisoner safety and care.

"Coordinator" is any Deputy or Sr. Deputy who is assigned to work at the operations desk - (see J-300-400).

POLICY

Two Deck Officers shall staff the Holding Cell area when inmates are housed.

At least one senior deputy or deputy coordinator shall normally staff the Operations Center while any of the Courts are in session.

GENERAL PROCEDURES

The following procedures will be followed by all personnel assigned to duties in the Sheriff's Justice Building Court Unit at the Justice Building.

Log Entry:

The logbook will include the following:

- Officers on duty by name;
- The time the cell/security checks are made;
- Name of the subjects received from the court into the holding facility;
 - Court remands;
 - Warrant arrests;
 - Commitments;
 - New Arrests;

Any incidents which occur in the holding area:

- Ambulance call;
- Fire alarms;
- Lunch;
- Telephone access.

Receiving Inmates:

- Two Deck Officers will operate the elevator from the basement to the second floor holding area;
- One officer will operate the roll up door in the sally-port and receive the transportation vehicles;
- Inmates will be segregated by classification and roll call will be taken;
- Inmates outside of cells will remain handcuffed with waist chains and with leg irons on;
- Inmates being transported in the elevator will be behind the caged section.

All inmates must be searched thoroughly prior to accepting them from transportation deputies and allowing the inmates to enter the holding cells.

Preparing inmates for Court:

- Inmates will be seated in Division G at least fifteen (30) minutes prior to their court time, due to mandatory advisal of rights video that must be viewed. Inmates with cases in other courts will be taken to those courts when called;
- Inmates going to court will be handcuffed separately;
- All restraints will be double locked;
- Inmates that are using canes or crutches will have the cane/crutches taken away while at the Justice Court Holding Unit. These inmates will be placed in a wheelchair and secured appropriately. Once the inmate is finished with court, and is being transported out of the Court Holding Area, they can be removed from the wheelchair and given their cane/crutch back;
- The Deck Officers will keep a roster of inmates awaiting court and inmates awaiting transportation.

Inmate and Holding Cell Security:

- The Deck Officers and Coordinator will maintain surveillance of the holding cells when they are occupied by means of audio/video cameras and monitors and by intermittent direct observation;
- Direct observation of inmates in the holding cells is to occur at least every thirty-(30) minutes;
- Deck and sally-port keys are to either stay in the key locker, or in the Deck Officers possession. The keys are never to be removed from the secure area;
- Inmates are to remain in their cells unless being transported to court, another cell, or back to their detention facility;
- Inmates will be fed the noontime meal in their cells;
- When inmates are to be moved, at least two Deck Officers shall be present. Additional staff shall be deployed as directed by the officer-in-charge or unit coordinator.
- In the event of an altercation in a cell or on the Deck no officer will enter the trouble area alone. Additional officers will be called, as needed. These officers WILL secure all their weapons prior to entering the deck area. The supervisor will be notified immediately;

- No officer shall enter an occupied cell alone for any reason without a back-up officer standing by.

Unruly/loud inmates should be escorted to the first floor holding cells, if available and only with supervisors' approval, to avoid disturbing courtrooms that are in session.

Returning Inmates to the Detention Facility:

- The Deck Officer will maintain a current list of inmates ready for transportation.
- Inmates will be separated for transportation into the following categories:
 - General population males;
 - General population females;
 - Protective custody males;
 - Protective custody females;
 - High security males;
 - High security females;
- Whenever segregation housing is unavailable for the classifications confined in the Justice Building Court Holding Unit, the Coordinator will notify the Transportation Section that immediate transportation is required. The request will be logged in the unit logbook.

Court Remands

- Prisoners remanded from court will be temporarily classified into the following categories and segregated from other inmates (whenever possible):
 - General Population;
 - Protective Custody;
 - High Security;
 - High Risk Protective Custody;
 - Medical; Communicable diseases;
- Prisoners with communicable diseases, prisoners with mental disorders, and those that are developmentally disabled will be transported to the booking facility as soon as transportation can be arranged;

- Temporary classification shall be done under the direction of the Coordinator. Classification shall be done in a manner to ensure, to the extent possible, housing compatibility and the safety and security of staff and inmates;
- Classification shall be based upon the direct observation of the officer, responses obtained by asking the inmate questions and by querying the Inmate Management System for any prior classifications;
- All inmates leaving the holding cell area, except inmate laborers, will be restrained with leg irons, waist chains, and handcuffs. Pregnant female inmates will be handcuffed in the front only;
- Ensure that all paperwork and personal property of prisoners remanded from court is shipped with the prisoner and a deputy is in route to book the prisoner.

Each remand will be searched with a handheld metal detector prior to placing them into the temporary holding cells.

Safety and security checks, general:

- The Detention Officers and Deputies assigned as deck officers will be responsible for making routine safety and security checks of the Holding Unit, on the first day of each work week and daily, thereafter. The unit coordinator will be made aware of any problems as soon as possible;
- In the event of an unusual medical condition not requiring immediate transportation of the inmate to the hospital, the officer will maintain constant supervision of the inmate until the inmate is taken to C.R.F.

KERN COUNTY SHERIFF'S OFFICE
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TITLE: JUSTICE BUILDING COURT UNIT DESK COORDINATOR

NO. J-300

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

Gather daily court information and make bailiff and court guard assignments. Assist the Sergeant in any modifications to security or assignments. Assist the Sergeant with statistical data and assist in training staff.

RESPONSIBILITIES:

The Desk Coordinator assists with the security of the building and makes the daily assignments of all bailiffs and court guards.

Essential Functions and Duties Include, but are not limited to:

- Daily assignment of all courtroom guards and bailiffs;
- Ensure the delivery of inmates to the appropriate courts at the designated time;
- Coordination of inmate transportation to and from the CRF, Lerdo and the Justice Court Holding Facility;
- Inventory and control all keys for the Justice Building Court Unit Holding Facility;

- Update the activity board to reflect job assignments of all Justice Building Court Unit bailiffs and guards;
- Monitor prisoner activity in the holding facility by video and the intercom system to ensure the safety and security of all inmates in the Justice Building Court Unit Holding Facility;
- Watch the video monitors for building security violations and general courthouse security;
- Monitor emergency alarms and conduct monthly tests;
- Dispatching deputies via the radio system;
- Supervise the activities of the assigned inmate laborers;
- Review classification of all person(s) remanded by the Courts;
- Notify the appropriate bailiff for any high-risk inmate(s), Orange Band(s), High Risk Inmate(s) which are scheduled for a court appearance;
- Perform CJIS operations, including but not limited to warrant checks, probation and parole status.

Procedures:

The Desk Coordinator gathers court information each morning and completes the daily staffing roster. The roster reflects the number of courtrooms that need to be staffed with a bailiff and guards. It also reflects the number of prisoners scheduled for the day's court. The Desk Coordinator gathers statistical information and monitors security equipment.

KERN COUNTY SHERIFF'S OFFICE
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TITLE: BAILIFF'S DUTIES-JUSTICE BUILDING COURT UNIT DIVISION "G"

NO. J-400

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE:

DIVISION "G" OPERATION

Division "G" Court hears all misdemeanor arraignment cases, probation revocation hearings, P.C. 1000 cases and Prop. 36 matters. Out of custody arraignments are at 0830 hours and in-custody arraignments are at 1330 hours. Normally, two Probation Officers and a Spanish interpreter are assigned to this court. The majority of defendants will speak with a probation officer that will recommend a sentence. If accepted, the Probation Officer will fill out the necessary forms and have them signed by the defendant. If rejected, the case will be set for a pre-trial hearing. The Judge will appoint the Public Defender to represent those who cannot afford an attorney. Those not in custody will be required to report to Revenue Recovery on the first floor where they will be interviewed regarding their financial status. They will return to Division "G" with the appropriate paperwork stating their financial ability to hire an attorney.

BAILIFF'S GENERAL DUTIES ON THE MORNING CALENDAR

The Division "G" Bailiff will:

- Ensure the posting of the public calendar;
- Perform a security check of the courtroom;
- Unlock the courtroom at 0830 hours and turn the T.V. monitors on;
- After Probation seats the defendants, start the "Advisal of Rights" tape. The video machine is located in the hallway closet behind Division "G". Play the Spanish version first;

- Notify the Judge after both tapes have played or as soon thereafter as advised by the probation officer or the courtroom clerk;
- Give the Court files to the clerk or judge;
- Call the Court to order when the Judge takes the bench and maintain order throughout the proceedings;
- Assist the Court with the signing of papers, which may include probation papers, waiver of rights, counseling and O.R. forms. Give the defendants their copies;
- Arrest those remanded by the judge and process necessary paperwork;
- Secure the courtroom doors when the calendar is completed and make a security check of the courtroom for any articles left behind.

BAILIFF'S GENERAL DUTIES ON THE AFTERNOON CALENDAR

The Division "G" Bailiff will:

- Ensure the posting of the public calendar;
- Perform a security check of the courtroom;
- Get the court calendar from the clerk. Ask the clerk if there are any traffic cases and note those names;
- Notify deck officers at 1315 hours to place all in-custody defendants in Division "G" holding;
- The deputy assigned as "G-KEY" will open the holding area and allow the prisoners to enter the courtroom. As they enter, separate and segregate the prisoners, by classification;
- Call roll from the court calendar to make sure all in-custody inmates are in the courtroom. If any in-custody inmates are missing, check with the deck officers and/or the computer to determine their location/status. An emergency arraignment calendar will be brought up by a probation officer at about 1400 hours;
- Turn on the T.V. monitors and start the "Advisal of Rights" tape. The video machine is located in the hallway closet behind Division "G". Play the Spanish version first;
- Notify the Judge after both tapes have played or as soon thereafter as advised by the probation officer or the courtroom clerk;

- Advise prisoners that when court is in session there will be no talking to other defendants and no communication is allowed with the audience (PC4570);
- Open the courtroom to the public;
- Advise the public that there will be no communications with the in-custody inmates or they will be asked to leave or may be arrested (PC4570);
- Call the Court to order when the Judge takes the bench;
- Give the court files to the clerk or judge;
- Assist the court with the signing of papers, which may include probation papers, waiver of rights, counseling and O.R. forms. Give the defendants their copies;
- When the calendar is finished, secure the courtroom doors and make a security check of the courtroom for any articles left behind;
- If at any time, the Bailiff is no longer needed, the Bailiff will turn themselves into the Coordinator or the Desk Officer for re-assignment.

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TITLE: REMANDED PRISONERS - JUSTICE BUILDING COURT UNIT NO. J-500

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 Justice Building Court Unit will:

- Take custody of the prisoner and his property;
- Prepare the Data of Arrest form (ARIETIS);
- If the prisoner remains at the court holding facility for over 3 hours, they will be allowed 3 completed phone calls;
- Transfer custody of the prisoner to the transportation deputy.

The transporting deputy will:

- Review the Data of Arrest (ARIETIS) for errors or omissions;
- Take custody of the prisoner and his property;
- Ensure the prisoner is transported on the first available trip to CRF for booking.

After 1700 hours, the Justice Building Court Unit Deputy must arrange for transportation and booking or transport the prisoner and book without assistance.

KERN COUNTY SHERIFF'S OFFICE
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TITLE: JUSTICE BUILDING COURT UNIT DECK OFFICER

NO. J-600

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

Overview of Position:

Deck Officers insures the security, transportation of inmates to and from courtrooms and assists with the booking of court remands.

RESPONSIBILITIES:

Receive and monitor inmates at the Justice Building Court Unit Holding Cells for court appearances. Processes remands and temporarily classify them into categories and segregate them from other inmates. Transport inmates to and from the proper courtrooms for court appearances. Maintain a log book as required.

Essential Functions and Duties Include, but are not limited to:

- Two Deck Officers shall staff the Justice Court Holding Facility.
- When feasible, a female deputy/ detentions deputy, shall be assigned to the deck officer position. If one is not available, it shall be denoted in the log book by the supervisor or his designee that one is not available.

Log Entry:

The Logbook will include the following:

- Officers on duty by name;
- The time the cell/security checks are made;
- Name of the subjects received from the court into the holding facility;

- Court remands;
- Warrant arrests;
- Commitments;
- New Arrests;

Any incidents which occur in the holding area:

- Ambulance call;
- Fire alarms;
- Lunch;
- Telephone access.

Receiving Inmates:

- Two Deck Officers will operate the elevator from the basement to the second floor holding area;
- One Officer will operate the roll up door in the sally port and receive the transportation vehicles;
- Inmates will be segregated by classification and roll call will be taken;
- All inmates outside of any cell will remain handcuffed with waist chains and leg irons;
- Inmates being transported in the elevator shall stand behind the caged section.

Preparing inmates for Court:

- Inmates will be seated inside Division G at least fifteen (15) minutes prior to their scheduled court appearance. Inmates with cases in other courts will be escorted to those courts when called;
- All restraints shall be double locked;

- Inmates that require the assistance of a cane shall have the cane taken away when he/she enters a holding cell. If the inmate requires the assistance of crutches, it will be determined by the deck officer whether or not the inmate shall take the crutches inside the cell. Wheelchair bound inmates will be secured appropriately;
- The Deck Officers will keep a current roster of inmates awaiting court and inmates awaiting transportation.

Inmate and Holding Cell Security:

- The Deck Officers and Desk Coordinator will maintain surveillance of the holding cells when they are occupied by means of audio/video cameras and monitors and by intermittent direct observation;
- Direct observation of inmates in the holding cells is to occur every thirty-(30) minutes. All deck checks will be logged in the red book;
- Deck and sally port keys shall remain in the key locker, or on the Deck Officers' person. Keys shall never be removed from the secured area or placed in a desk drawer;
- Inmates are to remain in their cells unless being transported to court, another cell, or back to their detention facility;
- Inmates will be fed the noontime meal in their cells when applicable;
- When inmates are moved to another location, at least two Deck Officers shall be present;
- If additional deputies are needed to escort an inmate, their deployment will be determined by the Supervisor, Deck Officer or Desk Coordinator;
- In the event of a physical confrontation occurring in the holding area or on the deck, deputies should not enter the trouble area alone. Additional officers will be called as

needed. Responding deputies **SHALL** secure their weapons prior to entering the holding area. The supervisor will be notified immediately;

- No deputy shall enter an occupied cell alone for any reason without an additional deputy standing by.

Returning Inmates to the Detention Facility:

- The Deck Officer will maintain a current list of inmates that have concluded their court appearance for the day and who are ready to return to their detention facility;
- Inmates will be separated for transportation into the following categories:
 - General population males;
 - General population females;
 - Protective custody males;
 - Protective custody females;
 - High security males;
 - High security females;
- Whenever segregation housing is unavailable for the classifications confined in the Justice Court Holding Unit, the Deck Officer will notify the Transportation Unit that immediate transportation is required. The request will be logged in the Justice Court Holding log book.

Court Remands

- Prisoners remanded from the court will be temporarily classified into the following categories and segregated from other inmates:
 - General Population;
 - Protective Custody;

- High Security;
- High Risk Protective Custody;
- Medical; Communicable diseases;
- Prisoners with communicable diseases, mental disorders, and those that are developmentally disabled will be transported to the CRF as soon as transportation can be arranged for them;
- Temporary classification shall be done under the direction of the Deck Officer. The inmate's classification shall be done in a manner to ensure housing compatibility and the safety and security of staff and inmates;
- Classification shall be based upon direct observation by, responses obtained from the booking questions, and by querying the Inmate Management System for prior classifications;
- All inmates leaving the holding cell area, except inmate laborers, will be restrained with leg irons, waist chains, and handcuffs. Pregnant female inmates will be handcuffed in the front only;
- Deck Officers will ensure that all prisoner paperwork and personal property from the court is transported with the prisoner when the prisoner leaves the Justice Court Holding Facility.

Safety and security checks, general:

- Deputies assigned as deck officers will be responsible for and shall make routine safety and security checks of the Justice Building Court Holding Facility on the first day of each work week and daily thereafter. The Supervisor and Desk Coordinator will be made aware of any problems as soon as possible;

In the event of an unusual prisoner medical condition not requiring immediate transportation to the hospital, the deck officer will maintain constant supervision of the inmate until the inmate is taken to CRF.

Procedures:

Once inmates arrive Deck Officers monitors the inmates and moves them to and from the appropriate courtrooms for court appearances.