

COURT SECURITY

27.1 ADMINISTRATION

Philosophy: Civil and criminal courts adjudicate cases, penalize those found guilty of violating the law, and protect the constitutional rights of those brought before them. Violence or threat of violence in the courtroom facility would have a profound negative impact on the court's functioning. The Lakewood Police Department, in cooperation with the Lakewood Municipal Court, provides a safe and secure courtroom environment.

27.1.1 Role, Authority, Policies

Principle: Lakewood Municipal Court's security is the responsibility of the Lakewood Police Department. **Court Security personnel operate under the guidance of the entire Manual of Standards.**

Practice:

- A. Lakewood Municipal Code LMC 2.14.110 and LMC 2.14.120 outline the specific authority and scope of the limited commission of Court Compliance Officers.
- B. In addition to specific policies and procedures in this chapter, Court Compliance Officers are bound by this Manual of Standards,
- C. The court security function is supervised by a fully commissioned police sergeant.

27.2 OPERATIONS

27.2.1 Facilities, Equipment, Security Survey

Principle: The Court Security Section operates in collaboration with the Lakewood Municipal Court staff to enforce safe and secure methods of operations.

- A. The Lakewood Municipal Court is located inside of Lakewood City Hall. The facility includes the court room, lobby, holding cells in the basement, court staff offices, and transport vehicles.
- B. Court security is facilitated by using a variety of security related equipment to include, but not limited to, metal detectors, x-ray machines, various types of restraints, lethal and less than lethal weapons, first aid kits, and various methods of communication.
- C. Safety and security plans detailed in this chapter are evaluated on a continual basis.

27.3 SECURITY POLICIES AND PROCEDURES

27.3.1 Weapon Lockboxes

Practice: The Lakewood Municipal Court adheres to Revised Code of Washington (RCW) 9.41.300 which prohibits weapons in facilities where court proceedings or business is conducted. Persons with weapons as defined in this code will be encouraged to secure those weapons in their personally owned vehicles or in a secure lock box in the lobby area of the court.

27.3.2 Use of Restraints

Practice: Court Compliance Officers follow MOS Chapters 25.2 and 26.3 on persons in custody while in the courtroom or holding areas. Subjects ordered under arrest by the judge will be secured in restraints as soon as practical.

27.4 COURT HOLDING FACILITIES

27.4.1 Training

Principle: Court Compliance Officers and any fully commissioned officers using the court's holding facility will receive training as required under 26.2.1.

27.4.2 Detainee Searches

Practice: All subjects transported to the court will be searched in accordance with MOS 25.1.1. All subjects taken into custody at the court will be searched in accordance to MOS 1.2.5.

- A. Inventories of a detainee's property are conducted by the receiving jail facility at the time of booking. Subjects transported from a jail facility to the court are only allowed to bring court related paperwork with them. All other personal property remains in the custody of the jail facility.
- B. When a subject is taken in to custody during a court proceeding there are property bags available in the court lobby area for the subject's personal property. The property bags are transported with the subject to the appropriate jail facility (see bullet A). The detainee has the option of transferring the custody of their personal property to the person of their choosing should that person be present at the time he/she is taken into custody.
- C. Items of evidentiary value or contraband will be seized and placed into property per MOS Chapter 31 and Chapter 32.

27.4.3 Segregation

Principle: Detainees who are under the influence of drugs and/or alcohol, or who are violent or self-destructive will be kept under constant supervision while held in the court holding rooms. As soon as practical these persons shall be transported to a jail facility or hospital.

27.4.4 Procedures for Medical Assistance

Principle: All detainees transported to the Lakewood Municipal Court from or to a jail facility are screened by that facility's medical personnel. Any detainee in need of medical attention while at the court will receive such attention by summoning appropriate emergency medical services by notifying dispatch or calling 911.

27.4.5 First Aid Kit

Principle: First Aid kits are available in the court facility. Personnel conduct weekly inspection and replenish supplies as needed.

27.4.6 Access of Nonessential Persons

Principle: Non-essential personnel shall not be permitted in the holding cell area without authorization of the Court Compliance supervisor or designee. If admitted, their presence may not violate any detainee's privacy, impede facility functions or obstruct the needs of either the prosecution or defense attorney's and/or their staff.

27.4.7 Evacuation Plan

Practice: Court security personnel will follow 26.4.2 in the event an emergency evacuation is required. Evacuation routes are posted throughout all areas of the court facility.

27.4.8 Sanitation Inspection

Principle: City of Lakewood custodial personnel clean the holding rooms and surrounding area after-hours and on a daily basis. Court security personnel are responsible for verifying that sanitary conditions exist and to rectify unsanitary conditions immediately. A documented inspection must occur at least weekly. If any infestations of vermin or pests exist,

court security personnel will notify the City of Lakewood facilities personnel as soon as practical.

27.4.9 Securing Firearms

Practice: Armed personnel will secure firearms before entering the holding rooms except when exigent circumstances exist. Weapons may be secured in lock boxes near the holding cell rooms. Personnel will follow the practices prescribed in MOS 26.3.3.

27.4.10 Key Control

Principle: Access to the holding rooms is granted to authorized personnel with either a key or city identification badge. Access to the secure elevator is granted only with a key. All commissioned police personnel, court security personnel and city hall's facilities personnel have access to the holding cell area.

27.4.11 Facility Door Security

Principle: All courtroom doors, holding cells and storage areas will remain locked when not in use. Staff offices are contained within the secure area of city hall.

27.4.12 Security Checks

Practice: In addition to security checks conducted prior to and after each use of the holding cells, a documented security inspection of the holding cell area will be conducted at least weekly. This inspection should include looking for contraband left behind, integrity of doors and windows, and any other security concerns.

27.4.13 Panic Alarms

Principle: Generally a court compliance officer or police officer has constant personal supervision of subjects held in the holding facility. All officers are equipped with portable radios that facilitate communication between officers and with dispatch. Additionally there is video surveillance capabilities that allow authorized personnel in other areas of City Hall to monitor activity in the holding cell area. The area under video surveillance does not include the restroom. The holding cell area is also equipped with a duress alarm.

27.4.14 Report of Threats to Facility

Practice: Any threat or incident that threatens the court or court personnel will be documented in a general report, which will be forwarded to the chief of police and court administrator.

27.4.15 Supervision of Opposite Sex

Practice: Court Compliance Officers and Police Officers are responsible for the supervision of all subjects held in the court holding rooms regardless of gender. The restroom facility in the holding cell area is separate from the holding cells and allows for use by only one person at a time. There is no video or audio surveillance of this restroom.