

DALTON POLICE DEPARTMENT

<i>Effective Date</i>		<i>Number</i>
February 24, 2004		GO98-7.19
<i>Subject</i>		
Municipal Court and Municipal Meeting Security		
<i>Reference</i>		<i>Revised</i>
CALEA Standards – 73.1.1, 73.3.2, 73.4.3		September 25, 2018 October 27, 2020
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i>
All Personnel	September 2020 October 2022	5

I. **Policy**

It is the policy of the Dalton Police Department to provide security for Dalton Municipal Court (DMC) sessions and other municipal meetings, which includes the safeguarding of the DMC judge, ~~Municipal Court /~~ DMC and other City of Dalton employees, elected officials, and citizens in attendance. ~~attending Municipal Court / Meeting.~~

II. **Role and Authority**

The ~~Dalton Police~~ Department ~~will~~ shall be responsible for the security of ~~Municipal Court~~ DMC sessions. The Patrol Division Special Operations Sergeant is responsible for ensuring that ~~court~~ security duties are carried out properly for court sessions and municipal meetings.

III. **Officer Responsibilities**

A. Equipment

Officers ~~servicing as~~ providing security ~~of for Municipal Court~~ the DMC courtroom shall ~~will be in full uniform and duty gear~~ wear the Class B uniform. ~~Gun retention must be kept foremost in mind. The~~ Officers ~~will~~ shall have access to the following equipment:

1. Duty gear
2. Two-way radio communication
3. Handheld and / or portable walk-through metal detectors
4. Appropriate restraining devices

B. Duties

1. Two (2) Officers ~~will~~ shall be assigned to each court session. Additional Officers may be assigned, if conditions warrant. Additionally, any other Officers attending court as witnesses ~~will~~ shall be available to assist with

security duties, if needed.

2. The Officers' duties shall include:
 - a.1. Announce the opening and closing of ~~Municipal Court~~ the DMC session.
 - b.2. Assist ~~the citizens~~ those attending ~~Municipal Court~~ the DMC session.
 - c.3. Respond to any emergency situation at ~~Municipal Court~~ the DMC courtroom.
 - d.4. Protect the judge, and control the conduct of persons placed into custody.
 - e.5. Coordinate and supervise all aspects of security for ~~Municipal Court~~ the DMC session.
 - f.6. Conduct a search of the courtroom for contraband ~~prior to the start of the session~~.
 - g.7. Ensure all arrestees are ~~properly restrained and controlled~~.

C. Courtroom Access / Security

1. Prior to court proceedings beginning, two (2) Officers shall be required to screen persons entering the courtroom. The purpose of these security screenings is to ensure court attendees are not in possession of weapons, contraband, or other items that would affect the security and operations of the court. Handheld ~~and / or portable walk-through~~ metal detectors and visual searches ~~will shall~~ be used to aid the screenings. Individuals with pacemakers ~~will shall~~ be manually searched by the Officer providing courtroom security.
2. Persons seeking entry ~~into the courtroom~~ are subject to a limited search for administrative purposes. Any person who refuses to surrender a suspicious object or container, or to submit to a search of themselves or containers in their possession, ~~will shall~~ be denied access ~~to the Court~~.
3. ~~Hand-carried~~ Articles ~~being carried~~, such as purses, umbrellas, ~~etc., will not be allowed in the courtroom. Articles, such as~~ suitcases, briefcases (except those carried by attorneys), packages, boxes, bags, or any item of a suspicious nature, ~~will shall~~ not be allowed ~~into the courtroom~~.
- 4.2. Once court proceedings begin, ~~at least~~ one (1) Officer ~~will shall~~ provide security inside the courtroom. This Officer shall ~~also~~ be responsible for handcuffing and maintaining control of defendants that have been ordered to be placed into custody by the judge. After ~~being taken~~ ~~taking a defendant into~~ custody, the Officer shall notify ~~dispatch~~ Whitfield County 911 that the person is ready to be transported to the Whitfield County Jail.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

D. Use of Restraints

Defendants that are already in custody may be transported to ~~Municipal Court~~ the ~~DMC courtroom~~ at the request of the judge. Handcuffs shall be used to restrain persons ordered to be placed into custody by the judge. At no time shall prisoners be left unattended.

E. In the event a prisoner escapes from ~~Municipal Court~~ the ~~DMC courtroom~~, the following notifications, reports, and actions shall be initiated.

1. Notifications to be made of prisoner escape:

a. Notify Whitfield County 911, and, when available, specifically provide:

- (1) The location of the escape
- (2) The escapee's direction of travel
- (3) The physical description of the escapee
- (4) The charges pending against the escapee
- (5) The apprehension efforts that ~~will~~ ~~are~~ being undertaken
- (6) Any other information which may assist apprehension efforts

b. Notify ~~Supervisor~~ the ~~Watch Commander~~. The ~~Supervisor~~ ~~Watch Commander~~ shall have the responsibility for the notification of:

- (1) ~~The Patrol~~ Division Commander
- (2) The Chief of Police

2. Reports to be prepared:

- a. Prepare ~~an~~ appropriate incident report.
- b. Forward ~~a~~ copy of the report to ~~the Patrol~~ Division Commander.

3. Further actions to be taken:

- a. Have Whitfield County 911 send a BOLO message, if apprehension has not been made.
- b. An administrative review ~~will~~ ~~shall~~ be initiated by the ~~Patrol~~ Division Commander.
- c. Obtain an arrest warrant, if immediate apprehension efforts fail.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

- F. Anytime a threat is made to the facility, the judge, or any person inside the facility, an incident report shall be completed and forwarded to the Criminal Investigations Division for further investigation.

IV. **Municipal Court Facility**

- A. The courtroom ~~will~~ shall have one path of ingress and egress for all visitors. This ~~will shall~~ be the main entrance / exit of the courtroom.
- B. The courtroom has two (2) additional exits that can be utilized in an emergency situation. An emergency evacuation plan shall be posted to help direct people to hazard-free areas.
- C. The courtroom shall be equipped with two (2) fire extinguishers in case of a fire.
- D. While court is in session, a first aid kit shall be immediately available in case of emergencies and ~~is shall be~~ located at the main entrance / exit to the courtroom.
- E. A search of the courtroom / facilities shall be completed by the Officers assigned to ~~provide~~ security immediately prior to ~~the beginning of each~~ court session. This will ensure that there are no weapons, contraband, or other items that would affect the security and operation of the court. This inspection shall be documented and ~~the form~~ forwarded to the Patrol Division Special Operations Sergeant.
- F. If an item is found to be odd or unusual, the Officer ~~will shall~~ leave the item alone, secure the area, and contact ~~a Supervisor~~ the Watch Commander.

V. **Mayor and City Council Meetings and other Municipal Meetings**

- A. An Officer(s) ~~will shall~~ be assigned ~~as to provide~~ security ~~for of the Mayor and Dalton City~~ Council meetings and other municipal meetings, as needed.
- ~~B.A.~~ The Officer ~~will be in full uniform and duty gear~~ shall wear the Class B uniform.
- ~~C.B.~~ The Officer's duties shall include:
1. Protection of the ~~members of the~~ Mayor and City Council ~~members~~.
 2. Performing other duties as required by the Mayor ~~or City Council members~~.

VI. **Emergency Procedures for Municipal Court and Municipal Meetings**

- A. Hostage Situation
1. Notify ~~communications~~ Whitfield County 911 and advise the nature of the emergency.
 2. Evacuate persons, if possible.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

3. Follow guidelines as ~~directed by Written~~ described in directive GO12-6.3, All Hazards Plan.
- B. Bomb Threat, Natural Disaster, and Civil Disturbance
1. Notify ~~communications~~ Whitfield County 911 and advise the nature of the emergency.
 2. Follow guidelines as ~~directed by Written~~ described in directive GO12-6.3 All Hazards Plan.
- C. Medical Emergency
1. Notify ~~communications~~ Whitfield County 911 and advise the nature of the emergency.
 2. Administer first aid, as needed.
 3. Make other notifications, as determined necessary.
- D. Fire
1. Notify ~~communications~~ Whitfield County 911 and advise the nature of the emergency.
 2. Evacuate persons, if possible.
 3. Make other notifications, as determined necessary.

VII. **Security Survey**

- A. Once every three years, the Support Service Division Commander or his / her designee ~~will~~ shall be responsible for conducting a ~~security~~ survey of ~~Municipal Court~~ the DMC courtroom security procedures. The survey ~~should~~ shall include plans and procedures to ~~deal with~~ address:
- 1.~~A.~~ Emergencies (fire, medical, hostage, bomb ~~threat~~, disaster, etc.)
 - 2.~~B.~~ High risk trials, if any
 - 3.~~C.~~ Searches, both routine and special situations
 - 4.~~D.~~ Use of restraining devices in court
 - 5.~~E.~~ Equipment inspections, to include fire suppression, medical supplies, restraining devices, communications, weapons, metal detectors, and alarms
- B. The completed security survey shall be forwarded to the Chief of Police.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.