

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> February 24, 2004	<i>Number</i> GO98-7.19
<i>Subject</i> Municipal Court and Municipal Meeting Security		
<i>Reference</i> CALEA Standards – 73.1.1, 73.3.2, 73.4.3		<i>Revised</i> October 27, 2020 July 26, 2022
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> October 2022 July 2024	<i>No. Pages</i> 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, DMC and other City of Dalton employees, elected officials, and ~~citizens~~ other persons in attendance.

II. **Role and Authority**

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

III. **Officer Responsibilities**

A. Equipment

Officers providing security for the DMC courtroom shall wear the ~~Class A~~ or Class B uniform. Officers 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. ~~At least~~ two (2) Officers shall be assigned to each court session. Additional Officers may be assigned, if conditions warrant. Additionally, any other Officers attending court as witnesses shall be available to assist with security duties, if needed.
2. The Officers' duties shall include:

- a. Announce the opening and closing of the DMC session.
- b. Assist those attending the DMC session.
- c. Respond to any emergency situation at the DMC courtroom.
- d. Protect the judge, and control the conduct of persons placed into custody.
- e. Coordinate and supervise all aspects of security for the DMC session.
- f. Conduct a search of the courtroom for contraband prior to the start of the session.
- g. Ensure all arrestees are properly restrained and controlled.
- h. Arrange for transport of arrestees to and from the courtroom and the Whitfield County Sheriff's Office (WCSO).

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 shall be used to aid the screenings. Individuals with pacemakers shall be manually searched by the Officer(s) 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, shall be denied access.
3. Articles being carried, such as purses, umbrellas, suitcases, briefcases (except those carried by attorneys), packages, boxes, bags, or any item of a suspicious nature, shall not be allowed into the courtroom.
4. Once court proceedings begin, at least one (1) Officer shall provide security inside the courtroom. This Officer shall be responsible for handcuffing and maintaining control of defendants that have been ordered to be placed into custody by the judge. After taking a defendant into custody, the Officer shall notify the Whitfield County 911 Center that the person is ready to be transported to the ~~Whitfield County Jail~~ WCSO.

D. Use of Restraints

Defendants that are already in custody at the WCSO may be transported to the DMC courtroom at the request of the judge. Handcuffs shall be used to restrain

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.

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 the DMC courtroom, the following notifications, reports, and actions shall be initiated.
1. Notifications to be made of prisoner escape:
 - a. Notify the Whitfield County 911 Center, 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 are being undertaken
 - (6) Any other information which may assist apprehension efforts
 - b. Notify the Watch Commander. The 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 the Whitfield County 911 Center send a BOLO message to surrounding agencies, if apprehension has not been made.
 - b. An administrative review shall be initiated by the Patrol Division Commander.
 - c. Obtain an arrest warrant, if immediate apprehension efforts fail.
- 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. The Patrol Division Commander or his / her designee shall notify the Chief of Police in writing and ensure the notifications of

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.

any other appropriate outside agencies are made when an incident occurs that threatens the DMC facility or any person therein.

IV. **Municipal Court Facility**

- A. The courtroom shall have one path of ingress and egress for all visitors. This shall be the main entrance / exit of the courtroom.
- B. The courtroom may have ~~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 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~~ is conducted to 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~~ Supervisor.
- F. If an item is found to be odd or unusual, the Officer shall leave the item alone, secure the area, and contact the Watch Commander.

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

- A. An Officer(s) shall be assigned to provide security for Dalton City Council meetings and other municipal meetings, as needed.
- B. The Officer shall wear the Class A or Class B uniform.
- C. The Officer's duties shall include:
 - 1. Protection 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 the Whitfield County 911 Center and advise the nature of the emergency.
 - 2. Evacuate persons, if possible.
 - 3. Follow guidelines as described in directive GO12-6.3, All Hazards Plan.

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.

B. Bomb Threat, Natural Disaster, and Civil Disturbance

1. Notify the Whitfield County 911 Center and advise the nature of the emergency.
2. Follow guidelines as described in directive GO12-6.3 All Hazards Plan.

C. Medical Emergency

1. Notify the Whitfield County 911 Center and advise the nature of the emergency.
2. Administer first aid, as needed.
3. Make other notifications, as determined necessary.

D. Fire

1. Notify the Whitfield County 911 Center 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~~ two (2) years, the Support Service Division Commander or his / her designee shall be responsible for conducting a survey of the DMC courtroom security procedures. The survey shall include plans and procedures to address:

1. Emergencies (fire, medical, hostage, bomb threat, disaster, etc.)
2. High risk trials, if any
3. Searches, both routine and special situations
4. Use of restraining devices in court
5. 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.

C. If the survey identifies deficiencies or potential security issues, the Patrol Division Commander shall review and make appropriate adjustments to the plans and procedures used when providing security at court sessions and other municipal meetings.

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.