

## **73.0 Court Security**

### **73.1 Administration**

#### **73.1.1 A. Sheriff's Authority**

In Maryland, the Sheriff is a constitutional officer. A partial list of the Sheriff's responsibilities includes the enforcement of laws, the arrest of criminal offenders, the service of process, and the return of impartial juries.

A principle duty of the Sheriff is to attend and assist civil and criminal courts. His responsibility includes providing courtroom security and serving all papers assigned to the Sheriff's Office.

It is the policy of the Washington County Sheriff's Office to adhere to the established command structure guidelines, requiring all employees to perform their assigned duties.

The Judicial Division will maintain an office located in the Washington County Court House Annex. The Court House Annex Office is located at 24 Summit Avenue, Hagerstown, Washington, County Maryland. This office will service the respective court and will function for timely service of process and provide security for the court.

#### **73.1.1 B. Command Structure of the Judicial Division**

##### **1. Judicial Division Commander**

The Judicial Division shall be under the command of a Captain who shall be responsible to the Chief Deputy.

One member with the rank of Lieutenant will be designated as the Assistant Judicial Commander. In the absence of the Judicial Commander, the Assistant will assume full responsibility of Judicial Division functions.

Maintain security for the Courthouse and various courtrooms. Cause periodic security checks of the holding cells located within the Courthouse and Annex, and;

Assure all process received by the Judicial Division are disposed of as expeditiously as possible.

The Judicial Division Commander will compile a schedule of deputies assigned courtroom security and process service. In the event a deputy is off duty for an extended period of time due to illness, annual leave, military leave, or any other reason, which may arise, process for that respective deputy will be reassigned for service.

If for any reason a deputy is assigned courtroom security and the respective court is canceled, the deputy will assume service of process or other tasks at the discretion of the Judicial Division Commander.

The Judicial Division Commander will cause periodic checks to be made of the various alarms within the Courthouse and Annex. If any discrepancies are noted, or it appears the system may be in need of service due to consistent malfunctions, the proper service will be contacted to resolve the problem.

Periodic courthouse security checks will be made, however, no set number of checks or times of the checks are to be made.

When favorable weather conditions exist which would entice persons to congregate around the courthouse, proper measures will be taken to ensure undesirables do not loiter, drink intoxicants, or disturb the general public by their presence.

## 2. Judicial Deputy (Sworn)

The position of Judicial Deputy encompasses many varied job assignments. Under the general title of Judicial Deputy, the member will be required to know the responsibilities, duties and functions of the Judicial Deputy position.

Deputies assigned to the courthouse will:

Report for duty as assigned.

Fulfill all legitimate orders and commands of supervisory personnel.

Be familiar with and obey the policies, rules and regulations of the Washington County Sheriff's Office.

Provide courtroom security

Provide security for jurors during court, recess and deliberations, and transport of prisoners.

Provide security in the County Courthouse, Annex, and other County office buildings in the immediate area of the courthouse.

Assist Judges as requested.

Sworn personnel assigned to the Judicial Division may be required to perform the duties of a Patrol Deputy.

Complete the required training and in service as prescribed by MPCTC.

The Sheriff may appoint deputies having satisfactorily completed the entry level training, as specified by the Maryland Police Training Commission to the Judicial Division. These appointments may be permanent or temporary in nature.

3. Courtroom Security Deputy (Non-Sworn)

The position of Court Security Deputy encompasses many varied job assignments. Under the general title of Court Security Deputy, the member will be required to know the responsibilities, duties and functions of the Judicial Deputy position.

Deputies assigned to the courthouse will:

Report for duty as assigned.

Fulfill all legitimate orders and commands of supervisory personnel.

Be familiar with and obey the policies, rules and regulations of the Washington County Sheriff's Office.

Provide courtroom security and, provide security for jurors during court, recess and deliberations.

Transport of prisoners

Provide security in the County Courthouse and the immediate area surrounding the courthouse.

Assist Judges as requested.

Non-Sworn personnel assigned to the Judicial Division may be required to perform the duties of a Correctional Deputy.

Complete the required training and in service as prescribed by MPCTC

4. Civilian Security (Non-Sworn)

The position of Civilian Security is responsible for searching individuals accessing the Circuit Court building to ensure the safety and security of the facility and all persons inside. Civilian Security will be posted at the entrances to the court. Purses, bags, etc. will be scanned utilizing the X-Ray machine or personal inspection. Items that pose a security risk will be prohibited. These items include but are not limited to knives (regardless of size), pepper spray, mace, cameras (including camera phones) and weapons of any kind.

5. Warrant Task Force

The Warrant Task Force consists of sworn personnel whose primary responsibility are the service of criminal process (arrest warrants and criminal summons) as well as the service of other process from the courts.

A sergeant who is responsible to the Judicial Commander supervises the Warrant Task Force.

From time to time, the Judicial Commander may assign other personnel to the unit to assist the Warrant Task Force.

6. Child Support Compliance Unit

The Child Support Compliance Unit consists of sworn personnel whose primary responsibility is the service of child support documents and the apprehension of persons whom are wanted by the courts for non-compliance.

The Child Support unit is supervised by the by the Warrant Task Force Supervisor.

From time to time, the Judicial Commander may assign other personnel to the unit to assist the Child Support Compliance Unit.

7. Court Service Unit

The Court Service Unit consists of sworn personnel and civilian District Court Process Servers whose primary responsibility is the service of court documents, and other court processes.

From time to time, the Judicial Commander may assign other personnel to assist the Court Service Unit.

8. Court Security Unit

The Court Security Unit consists of sworn deputies and non-sworn deputies whose primary responsibility is the security of the courthouse, safety of the judges and the transport of prisoners to court.

The Unit reports to the Assist Division Commander.

From time to time, the Judicial Commander may assign other personnel to the courthouse.

73.1.1 C. Agency responsible for the security function

1. Planning and Security Survey - The Judicial Division Commander or his designee will conduct a court security survey on an annual basis. The survey will assess both the physical and procedural security measures of the Court, including:

- a. Security components such as door lock conditions, alarm conditions, audio/visual operation and capabilities, property and equipment security.
- b. Prisoner supervision and movement procedures.
- c. The survey will consist of an analysis of the nature and degree of the threat, the exact kind and degree of protective measures used, and the precise kinds of security measures needed with recommendations for action to be taken to establish the appropriate level of security.
- d. Detailed findings, conclusions and recommendations of the survey will be submitted via the chain of command, to the Sheriff's attention. If all is found to be in order, a short memo to that affect is all that is necessary.

## 2. Daily Duty Assignments

- a. Personnel assigned to the Courthouse will be assigned to a specific assignment in the court. Personnel should be at their scheduled post fifteen minutes prior to the start of any scheduled court proceeding.

These assignments include but are not limited to:

Post 1- Summit Avenue Entrance/Metal Detector  
 Post 2- West Washington Street Entrance (Emergency Only)  
 Courtroom #1  
 Courtroom #2  
 Courtroom #3  
 Courtroom #4  
 Courtroom #5  
 Master's Court Room 229  
 Roving Deputy (Hallways)  
 Inmate Movement  
 Holding Area Control Center  
 Post 3 – Holding Area Control Center  
 Prisoner Transport/Extradition

A minimum of two deputies will be assigned to Criminal Court proceedings.

- b. Personnel will fulfill their assignments in a courteous and professional manner. Specific duties and responsibilities of each post will be defined in post orders.

- c. The Judicial Commander may at any time modify duty assignments to fulfill Judicial Operations.

## 73.2 Operations

### 73.2.1 Court Security Function

#### A. Facility

##### 1. Normal hours of Operation

The Washington County Circuit Court will be open during normal operating hours, Monday through Friday. At all other times the Courthouse will remain closed and locked except as dictated by necessary circumstances (i.e. court trials extending beyond closing time, public hearings, meetings, maintenance and repairs, or by direction of the Administrative Judge. Any circumstances extending the closing time of the courthouse will be brought to the immediate attention of the Judicial Division Commander who will plan for appropriate security measures and scheduling of personnel.

##### 2. Secure Areas and Restricted Areas

Secure and Restricted areas are located throughout the courthouse.

Restricted areas are places that the general public is not granted access (i.e. judge's chambers, interview room, records, Court Security Office) and the access to these areas is limited to authorized persons only.

Secure areas are locations inside the courthouse that are areas that further restrict access to prevent the introduction of contraband and weapons for the safety and security of personnel and detainees. Sheriff's personnel and transporting officers are permitted in these areas. Other persons accessing these secured areas should be accompanied by Washington County Sheriff's Department personnel and only for official, court related reasons. Examples of secured areas would be holding cells, inmate movement areas and vehicular sally port.

Jury rooms will also be considered secure when a jury is in deliberation. Deputies may be needed to assist the bailiff to ensure the return of an impartial jury.

#### B. Equipment

- 1. The Washington County Circuit Court is equipped with one (1) Metal Detector Posts that will be manned with a minimum of one

Metal Detector Operator and one (1) armed uniformed deputy as designated below:

Post #1 - West entrance (Summit Avenue)  
Hours of Operation - 0700 to 1630 hours  
is equipped with an X-ray machine

Post #2 - North entrance (West Washington Street)  
Is closed to the general public as of December 7<sup>th</sup> 2009, however it may be re-opened in cases of an emergency

All other doorways and entrances to the courthouse will remain locked with no access from outside. They will be **EXIT ONLY**.

All "Exit Only" doors from the courthouse will be alarmed to emit an audible signal if opened. Exiting through these doors will be for an emergency only.

The Circuit Court for Washington County is equipped with an automatic fire suppression and alarm system. The control panel is located outside of the Judicial Commanders Office by Post #1 (Summit Avenue Entrance). When the fire alarm is activated, the interior doors of the courthouse close automatically to prevent fire from spreading.

C. Plans and Procedures

1. Fire Alarm

In the event of a fire alarm sounding at the courthouse, Sheriff's personnel will direct the evacuation of all personnel from the courthouse.

Fire and Emergency evacuation plans will be developed in conjunction with the County Administrator and Human Resources/Safety Office. Once placed in effect, Sheriff's personnel will ensure the plans are implemented in the event of any emergency requiring evacuation of the courthouse. The Judicial Commander will coordinate with the County Administrator.

The Human Resources/Safety Director will schedule periodic fire drills. Sheriff's personnel will extend full cooperation and ensure evacuation practices are carried out fully.

In the event of a fire alarm, elevators should not be used. All employees and occupants of the courthouse will be directed to use the stairs as designated by fire plans.

Evacuation of prisoners will be the responsibility of the transporting agency having custody of the prisoner.

Washington County Sheriff's Department prisoners will be restrained and escorted out of the building and secured in a transport vehicle. This vehicle will be moved to a safe location and a deputy will remain with the vehicle until it is deemed safe to return to the courthouse. If at all practical or necessary, the prisoners will be transported to the Washington County Detention Center.

All persons, once evacuated, will remain clear of the building to prevent interference with responding fire/rescue units. Once fire/rescue authorities have declared the building safe for occupancy, Sheriff's personnel will assist in returning personnel in an orderly fashion and ensure the Judges' chambers; courtrooms and cell areas are checked before occupancy.

The building will be reoccupied by first allowing access to employees, then the general public. All non-employees will be scanned before being allowed to access the courthouse.

Sheriff's personnel will insure alarmed emergency exits used in evacuations are reset.

## 2. Bomb Threat, Suspicious Package

All bomb threats will be reported immediately to the Sheriff's Office 240- 313-2530. The Judicial Commander will be notified immediately of all bomb threats. The Sheriff will be advised of any threat to the courthouse as soon as possible.

In the event of a bomb threat requiring evacuation, elevators may be used. All employees and occupants of the courthouse will be directed to use the stairs as designated by fire plans.

Evacuation of prisoners will be the responsibility of the transporting agency having custody of the prisoner.

Washington County Sheriff's Department prisoners will be restrained and escorted out of the building through the sally port and secured in a transport vehicle.

If at all practical or necessary, the prisoners will be transported to the Washington County Detention Center.

All persons, once evacuated, will remain clear of the building to prevent interference with responding fire/rescue units. Once fire/rescue authorities have declared the building safe for



occupancy, Sheriff's personnel will assist in returning personnel in an orderly fashion and ensure the Judges' chambers; courtrooms and cell areas are checked before occupancy.

The building will be reoccupied by first allowing access to employees, then the general public. All non-employees will be scanned before being allowed to access to the courthouse.

Sheriff's personnel will insure alarmed emergency exits used in evacuations are reset.

Suspicious packages of doubtful or unknown origin are to be reported to the Judicial Office immediately. All such packages are to be left alone and untouched.

Sheriff's personnel will ensure the areas around suspicious packages are clear until appropriate personnel deem the area safe. Disposition of the package should be made by appropriate trained personnel.

The Judicial Commander will determine if the Fire Marshall will be notified to investigate or assist on a case-by-case basis.

**NOTE: IF IN DOUBT, CALL THE SHERIFF'S OFFICE, 240-313-2530, TO REPORT ANYTHING OF SUSPICIOUS NATURE.**

### 3. High Risk Trial

The Judicial Commander will be aware when high profile cases are scheduled in the Circuit Court (i.e. murder, child abuse, etc.). The Judicial Commander may take additional security measures to include but are not limited to:

1. Additional personnel assigned to the court room/ court house
2. Additional security equipment
3. Special requests from the media
4. Additional personnel assigned to transport prisoners
5. Alternative escort pattern out of courthouse

### 4. Hostage

The Judicial Commander will be notified immediately to procure additional resources as necessary. The Judicial Commander will determine the appropriate response to the situation.

The command post will be established in the basement holding cell control center or the Judicial Commander's Office (if possible) to have access to the surveillance camera system.

If at all practical, the deputies will attempt to contain the area and evacuate all unnecessary persons from the area to limit the possibility of any collateral injury.

Deputies will man exits from the courthouse and assist as directed by higher authority.

Hostages **DO NOT** have authority, regardless of position or rank.

5. General Courtroom Disturbance

Deputies will maintain a physical, uniformed presence inside the various courtrooms, hallways and surrounding curtilage of the courthouse (after court proceedings) to maintain good order and to deter any unruly or violent behavior.

Deputies assigned to the courthouse are responsible for maintaining order in their respective courtrooms. Either by observation or order from the judge, a person may be asked to leave the courtroom and/or building. Sworn personnel will charge any conduct that rises to the level of criminal conduct.

When a disturbance is noted, the deputy may need to summons assistance. Protection of the judge and detained person is paramount.

6. Searches -There is different types of searches that may be performed by personnel assigned to the Circuit Court.

a. Magna scanner (metal detector) and/or Hand wand  
All persons accessing the courthouse except as otherwise noted in 73.1.1 will be subject to scan by Magna scanner or Hand wand and bags, packages and other similar items will be visually inspected. No person or item will admitted if they fail to submit and successfully clear the scan.

b. Frisk Search

A frisk search utilizes the sense of touch and sight to detect which may be concealed in clothing and body areas covered by clothing. Any property the person is carrying is also opened and physically examined. A frisk search does not have to be conducted in private but has to be performed by personnel the same sex as the subject to be searched.

All persons will be frisk searched before being placed into a secure holding cell.

c. Visual Search

A visual search involves the subject removing clothing except for undergarments and the mouth, nose, ears and armpits are visually examined. The clothing is physically examined for contraband. Personnel of the same sex as the subject to be searched conduct these searches in private.

d. Strip Search

A strip search requires the removal of all clothing including undergarments so that body can be visually examined. Strip searches **WILL NOT** be performed by personnel assigned to the courthouse. If a strip search is necessary, the subject will be kept under constant supervision and the Judicial Commander will be notified. The subject to be searched will be transported to the Washington County Detention Center for the search.

### 73.3 Security Policies and Procedures

#### 73.3.1 Weapons will be prohibited inside the Courthouse except by Specified Personnel conducting Official Business at the Circuit Court for Washington County

A. Entrance of Public to Courthouse

All persons, except as designated below, will pass through the metal detector scanner upon entering the courthouse. This procedure is being implemented as a precautionary measure to ensure the utmost safety to all associated with the Judicial System. Any person refusing to pass through the metal detector or submit to a search will be denied access to the courthouse.

**Exceptions:**

- 1. Judges of the Washington County Circuit Court**
- 2. Deputy Sheriffs and other uniformed police officers.**
- 3. Uniformed Correctional Officers.**
- 4. Plain clothes Police Officers with departmental badge or I.D. Card.**
- 5. Washington County employees wearing county issued photo I.D. badges.**
- 6. Members of the Washington County Bar Association in possession of I.D.**

While all Metal Detector Operators working this assignment will exercise the utmost in professional courtesy, it must be noted that attorneys without I.D. are expected to enter through the metal detector. If any attorney refuses to follow these instructions, that problem will be reported immediately to the Judicial Division Commander who will locate the attorney and attempt to clarify any questions and prevent further occurrences. Continued disregard will be reported to the Sheriff and the Chief Administrative Judge.

Persons refusing to pass through the metal detectors or found in possession of prohibited items will not be permitted to access the courthouse.

B. Entrance of Armed Persons to the Courthouse

The following procedures have been established and are to be followed when an armed law enforcement officer and/or correctional transport officer requests entrance to the Washington County Circuit Courthouse Complex. Weapons are not to be worn in the holding cell areas of the courthouse. Weapon lockers are provided and will be utilized.

1. Uniformed Law Enforcement Officers

Armed Uniformed Law Enforcement Officers will be granted admittance to the Washington County Circuit Courthouse Complex while armed and permitted to bypass entry screening under the following circumstances.

- a. The law enforcement officer is certified as a police officer, or deputy sheriff, in accordance with Article 41, Section 4-201, of the Annotated Code of Maryland, and;
- b. The law enforcement officer is in an official departmental uniform, and;
- c. The law enforcement officer is entering the Courthouse for official departmental business.
  - 1) \*Armed uniformed law enforcement officers will not be granted admittance to the Courthouse in instances where the officer is the defendant in a case, or in cases which are civil in nature and do not pertain to their official duties as a police officer. This includes any domestic relations case, and jury duty, etc.

- 2) Armed uniformed law enforcement officers who do not meet the above requirements will be required to check their weapon at lockboxes, which will be available in the Washington County Sheriff's Office (Judicial Division) located off the Summit Avenue Entrance.

2. Armed Plain-Clothes Law Enforcement Officers

Armed Law Enforcement Officers who are in an undercover capacity, or have chosen to attend court in plain clothes will be granted admittance to the Washington County Courthouse while armed and will be permitted to bypass entry screening under the following circumstances:

- a. The law enforcement officer is certified as a police officer, or deputy sheriff, in accordance with Article 41, Section 4-201, of the Annotated Code of Maryland, **and**;
- b. The law enforcement officers must show their appropriate Law Enforcement Agency's Photo Identification to the Metal Detector Operator upon entering the courthouse.
- c. The following **MUST** be displayed on their (front) outermost garment, upper-left quadrant of their person: an official agency Badge, Shield, or Identification Card.
- d. Should there be an overriding need to avoid publicly identifying the officer as a police officer, or the plain-clothes officer does not have an appropriate official agency I.D., he/she **will be** required to check his/her weapon in the Judicial Office.
- e. The law enforcement officer is entering the Washington County Courthouse for official departmental business.
  - 1) \*Armed plain-clothes law enforcement officers will not be granted admittance to the Washington County Courthouse in instances where the officer is the defendant in a case, or in cases which are civil in nature and do not pertain to their official duties as a police officer. This includes any domestic relations case, and jury duty, etc.
  - 2) \*Armed plain-clothes law enforcement officers who do not meet the above requirements will be required to check their weapon at lockboxes which will be available in the Washington County Sheriff's Office

(Judicial Division) off the Summit Avenue Entrance.

3. Armed Federal Law Enforcement Officers
  - a. Armed Federal Law Enforcement Officers will be granted admittance to the Washington County Courthouse while armed and permitted to bypass entry screening pursuant to the above requirements. Only federal law enforcement officers who are certified as a federal police officer, special agent, military police officer, or federal investigator will be considered an “Armed Federal Law Enforcement Officer”.
4. Armed Correctional Transport Officers
  - a. Visiting Transport/Correctional Personnel will, before delivering of prisoners, contact the Judicial Division, Washington County Sheriff’s Office, (located on the Summit Avenue Entrance); to secure their weapons in designated lockers in that office.
  - b. Visiting correctional personnel will not be permitted to carry weapons while located in prisoner movement or cell areas in the Washington County Courthouse.
  - c. When there are two officers providing transport, one officer, unarmed, will be requested to remain in the immediate area of the prisoner at all times.
  - d. After conclusion of their Courthouse assignment, corrections personnel will coordinate with the Judicial Deputies to escort their prisoners from the courthouse, retrieve their weapons and complete their transport.
5. In addition, it is the desire of both the Circuit Court for Washington County and the Washington County Sheriff’s Office to have police officers appropriately dressed with respect to the carrying of weapons. Remember, all weapons should be positioned in such a way as not to be offensive.
6. Miscellaneous
  - a. Any person found carrying a weapon illegally or carrying an illegal weapon in the courthouse or on the grounds of the courthouse will be charged under appropriate State Law.

- b. Any attempt by a police officer or other personnel to breach security as established by this policy will be reported immediately to the Judicial Division Commander.
- c. Trespassing violations on the courthouse property will be charged by sworn Sheriff's Deputies.
- d. Any person violating any criminal statute will be subject to arrest by Sheriff's Deputies. This includes disorderly conduct at the metal detector posts or anywhere else on courthouse property.

**NOTE: This applies to all Law Enforcement Officers on "official business" only. All other persons holding Handgun Permits; i.e., Special Police, Security Guards and the like will NOT be permitted to carry a handgun onto the courthouse premises. Those weapons shall be secured in the gun lockboxes provided by Judicial Personnel. If the individual refuses, he/she will be required to leave the weapon outside the courthouse.**

C. Entrance of Prisoners

- 1. The sally port off of Summit Ave is the entrance to the courthouse and will be utilized in all prisoner transports for Circuit Court. Exceptions to this policy, for security reasons only, will be at the discretion of the Judicial Division Commander.
- 2. Holding Cells - Holding cells are located in two (2) different areas of the upper floors of the Courthouse complex:
  - a. Second floor of the courthouse, adjacent to Courtroom #1 - to be designated as Cell Area, Cells #1 & #2
  - b. Third floor of the courthouse, adjacent to Courtroom #3 - to be designated as Cell Area, Cells #3 & #4.

Access to holding cells behind courtroom #1 and courtroom #3 can be obtained by using the elevators located in the courthouse by Court Place.

- c. The Circuit Court is also equipped with a holding area in the basement of the Courthouse. This area can also be accessed by using the Court Place Sally port.
- d. The transporting vehicle will enter the vehicular sally port. NO prisoners will be removed from the transporting vehicle until both sally port gates are completely closed.

- e. The prisoner(s) will be escorted by the transporting officer(s) down the walkway ramp to the Holding Cell area entrance.
- f. The transporting officer(s) will secure their weapons in the vestibule area. No prisoners will have their restraints removed while in the vestibule area.
- g. The deputy assigned to the Holding Area Control Center will ensure the transporting officers' weapons are secured prior to opening the door to the holding cell area.
- h. The prisoners will be placed into the cells before their restraints are removed. The deputy assigned to the Holding Cell Control Center will make certain that juvenile prisoners are separated by sight and sound.
- i. The deputy assigned to the Holding Cell Control Center will identify and log each prisoner into the cell taking care to separate protective custody inmates, known enemies, witness/defendant, and any other special circumstances as necessary.
- j. Prisoners will **NOT** be permitted personal visits at any time in the holding cell area other than officers of the court and attorneys. These interviews should take place in the interview room in the basement holding cell area.
- k. From time to time it may be necessary for other persons (EMS, maintenance, etc.) to enter the holding cell area when inmates are present. The Judicial Commander will approve these circumstances when necessary and appropriate.

### 73.3.2 Use of Restraints In the Courtroom

Generally, subjects in custody will not be in restraints while in the courtroom; however, if there is a concern for safety and/or security, the Judge will be consulted regarding the use of restraints. If the Judge directs that restraints be used, then restraints will be used in the courtroom.

## 73.4 Equipment

### 73.4.1 Uniform and Issued Equipment

- A. Personnel assigned to the Courthouse will be issued uniforms and that uniform will be worn in accordance with established policy.
- B. Non-Issued Equipment



Additional security equipment will be maintained in the basement control center to include:

- Portable radios
- Handcuffs, leg irons, and waist chains for transports
- Mirror
- Metal Detecting wands
- Holding cell keys
- OC foggers
- Preliminary Breath Test device

A weekly documented inventory and inspection of these items will be completed. If any items are found to be unserviceable or unaccounted for, the Judicial Commander will be notified in writing.

#### 73.4.2 Courtroom Communication

Personnel assigned to the courtrooms will have at minimum one portable radio per courtroom to communicate and/or request assistance if necessary.

#### 73.4.3 Duress Alarms

Deputies will be instructed to respond to the situation by two-way radio. A key must be used to access the reset panel located by the Summit Avenue entrance.

The Judicial Commander or their staff will annually check the operational readiness of the duress alarms.

The Judicial Commander will have a list of locations of all duress alarms.

### 73.5 Court Holding Facilities

#### 73.5.1 Training

Personnel assigned to the Circuit Court for Washington County will be trained and certified by the Maryland Police and Correctional Training Commission in either Law Enforcement or Correctional Services. All personnel will remain current and successfully complete the annual in-service training as required by the Washington County Sheriff's Office and the Maryland Police and Correctional Training Commission.

#### 73.5.2 Detainee Property

All persons will be frisk searched prior to being placed in a holding cell. If a person is taken into custody from the court, all prohibited items (tobacco, lighters, gum, etc.) will be removed. Additionally, the detainee's belt, necktie, wallet, money, medications, piercing etc., will be inventoried in front of the detainee and secured in an envelope. All property shall be logged on a Detainee Property

Sheet. These Detainee Property Sheets shall be kept for 30 days and then shall be destroyed. If a person detained is believed to be concealing contraband (i.e. narcotics, weapons, escape tools, etc.) beyond what could be identified in a frisk search, that person will be immediately segregated and kept under direct observation until transport can be made to the Washington County Detention Center for a strip search to be conducted by Detention Staff.

#### 73.5.3 Storage of Detainee Property

The name of the detainee will be clearly written on the outside of the envelope and will be secured in the basement control center until the detainee is transported.

#### 73.5.4 Segregation of Detainees

If a person is considered a suicide risk either by statement or act, the Judicial Commander will be notified. The detainee will be kept under constant supervision either by surveillance camera or personal observation. The Judicial Commander will determine if the detainee should be transported to the Washington County Hospital for an Emergency Evaluation.

Individuals who are assessed as being intoxicated, violent or having special medical needs will also be kept under constant supervision and further restrained utilizing the rings in the holding cells if necessary to prevent injury or damage to property. If the detainee is transferred to another agency (WCDC, etc.), that agency will be notified of the unusual circumstance.

Personnel monitoring the holding area will be notified of detainees identified as being self destructive, violent, and uncooperative or having special needs. Every attempt will be made to have that person removed from the courthouse as quickly as possible.

Detained juveniles will be separated from adult detainees by sight and sound separation per State Statute.

#### 73.5.5 Detainees in Need of Medical Assistance

- A. If a prisoner becomes ill while in the custody of the Washington County Sheriff's Office and immediate attention is required, medical evacuation procedures will be to request ambulance response from the 911 Center. On response, a deputy will escort the prisoner in the ambulance to the hospital. A second deputy will follow the ambulance to the hospital and assist with security of the prisoner.
- B. If a prisoner informs a deputy of an illness but is not in need of immediate transport to the hospital, the deputy will inform Detention personnel so that information can be given to Detention Division medical personnel for assessment. If on delivery of a prisoner to the Detention Center it is

determined by Detention staff that the prisoner is in need of emergency care, it will be the deputy's responsibility to ensure hospital care provided prior to acceptance of custody by the Detention Center. If a commitment has been issued for the prisoner by the District or Circuit Court, the Detention Center will be responsible for the transport.

- C. The Detention Division will be contacted to provide Detention personnel for security assignment at the hospital if the prisoner is expected to remain at the hospital for a significant period of time.
- D. Any time a prisoner is in need of emergency care and is transported to the hospital, the escorting deputy will ensure a written release from the hospital is taken to the Detention Center with the prisoner.
- E. Deputies shall notify the court and Detention Center about the condition of the prisoner as soon as practicable.
- F. The Washington County Sheriff's Office will only be medically responsible for those prisoners transported by our agency to court and those individuals who have been sentenced by a Judge and are awaiting transfer to the Washington County detention Center.
- G. If a prisoner has been transported to court by an allied agency, that agency will be responsible for security should the prisoner need to be transported to the hospital. WCSO will provide assistance until additional manpower arrives from the other agency.

#### 73.5.6 First Aid Kits & AEDs

First Aid kits are located in several locations throughout the courthouse to include:

Behind Courtroom #1 (Second Floor)  
Beside Courtroom #3 (Third Floor)  
Judicial Office (First Floor)  
Court Security Office (Basement B107)  
Holding Area Control Center

The first aid kits will be inspected and documented monthly and replenished as necessary.

There is a defibrillator (AED) located in the Court Security Office (B107). This device will be inspected weekly for serviceability.

#### 73.5.7 Non Essential Personnel in Holding Cells

Only Washington County Sheriff's Department personnel, transport personnel on official business and attorneys (to expedite the judicial process) will be permitted in the holding cell areas of the court. Attorneys will be visually monitored by

Washington County Sheriff's Department personnel while in the holding cell area. At no time will an attorney be permitted to enter a holding cell. When at all practical, attorneys will meet with their clients before court in the interview room located in the holding area in the basement of the Courthouse.

#### 73.5.8 Condition of Holding Cells

Each of the holding cells at the courthouse is equipped with adequate ceiling lighting, a toilet, access to drinking water, fresh air is circulated inside and free from vermin and pests.

#### 73.5.9 Fire Alarm System

- A. The fire alarm system in the Circuit Court is maintained by the County Building Maintenance Department.

#### 73.5.10 Evacuation Plans and Procedures

Evacuation plans for the courthouse are posted in the courthouse in the Washington Street entrance hallway and outside of Courtroom 3. In case of an emergency, these plans will be utilized and all persons will be evacuated and directed to the designated areas. Deputies and Civilian Security will be familiar with the evacuation procedures to assist in the evacuation.

#### 73.5.11 Inspection of Holding Cells

Deputies assigned to the courthouse will conduct a weekly documented inspection of the holding cells. The deputy will ensure the cells are sanitary and free of vermin and pests. Any discrepancies will be noted on the inspection form and these inspection forms will be forwarded to the Judicial Commander or his designee for corrective action.

#### 73.5.12 Weapons will be prohibited in the Holding Cells

Firearms, knives and other weapons will be prohibited in the holding cells of the courthouse except in emergency situations to protect life and preserve property. OC spray and tasers do not have to be removed when entering the holding cells.

#### 73.5.13 Entering Holding Cells

Washington County Sheriff's Department personnel, and transport personnel will enter the holding cells for the purpose of:

1. Restraining and un-restraining detainees.
2. To protect persons.
3. To protect property.

**Whenever manpower permits, an individual deputy will not enter a holding cell without additional staff for their safety, and to reduce the risk of prisoner escape. Judicial Central Control will be notified via radio when entering a cell so this can be monitored for officer safety.**

#### 73.5.14 Key Control

Keys will be issued to Washington County Sheriff's Department personnel to access all areas of the courthouse. These keys may include:

1. 94 key (interior doors)
2. 93 key (exterior doors)
3. Secura Key (exterior door)
4. Alley door key (exterior door)
5. Elevator key
6. Fob (interior)
7. Transport vehicle key

Loss of any key or set of keys will be promptly documented, in writing, and submitted to the Judicial Commander utilizing the Loss/Damage Property Report. An immediate search for the lost key(s) will be conducted.

Keys to the holding cells will be maintained and inventoried daily in the control center.

There is a Key Control Log kept in the Judicial Division. When keys are removed, a Deputy will sign the keys out with date and time, and when they are returned, the appropriate entry will be so noted in the return space. If an individual from another agency uses keys, that institution will be noted in the appropriate space. Keys may be issued to transporting officers from other jurisdictions to allow access to monitor their prisoner(s).

#### 73.5.15 Securing Holding Cell Doors

Holding cell doors are to be locked and secured when a detainee is occupying the cell and unlocked when the cell is unoccupied. While detainees are in the holding cell area, all other doors (closets, interview rooms, fingerprint rooms) will be locked.

#### 73.5.16 Security Checks of Holding Cells

- A. Each holding cell will be searched before a detainee occupies a cell and immediately after the cell is unoccupied.
- B. Before securing the courthouse at the end of the day all holding areas will be checked to ensure they are empty.

#### 73.5.17 Weekly Security Inspection

A weekly documented security check of each holding cell for weapons, contraband and damage will be completed. The security check will include an inspection of the locks, vents, lights and benches. Any dangerous contraband located will be secured. A written report will be completed and forwarded to the Judicial Commander or his designee, in reference the completion of the weekly security inspection. Discrepancies will be noted on the inspection form and forwarded to the Judicial Commander or his designee for corrective action.

#### 73.5.18 Holding Cell Monitoring

Deputies assigned to the courthouse will be responsible for the monitoring of prisoners in the custody of the sheriff. While prisoners are secured in the holding cells behind the courtrooms, the prisoners will be checked at minimum every fifteen minutes and documented on the cell sheets. Security cameras in the holding cells will monitor prisoners in the basement holding cells.

If the prisoner is not in the custody of the Sheriff, the transporting agency will be responsible for monitoring their prisoners.

#### 73.5.19 Two way Radios

Deputies assigned to the courthouse will obtain a portable radio to summons assistance in case of an emergency. At minimum, there will be one radio per assigned post.

#### 73.5.20 Escape Incident

If an escape occurs or is attempted, the following action will be taken:

- A. The Emergency Communications Center (911) will be notified immediately via radio on WCSO1 (Patrol channel 1).
- B. The Judicial Commander, Sheriff, Patrol Duty Officer, and the Criminal Investigations Unit Supervisor will be notified immediately.
- C. The Emergency Communications Center will broadcast a look out with pertinent information and description to all units via the radio and to make the appropriate METERS/NCIC entry. This information will also be given to the Hagerstown City Police, Maryland State Police, Detention Center Duty Officer and any other agency as necessary.
- D. Resources, as deemed necessary, to perform a search commensurate with available information and time lapse since the escape will be used.
- E. The Judicial Commander will be responsible for initiating the search. Investigation of escapes and escape attempts will be assigned to the Criminal Investigations Unit.

### 73.5.21 Reports

When a situation arises that threatens the facility or any person therein, it will be documented in writing utilizing the Washington County Sheriff's Department Criminal Investigation/Incident Report. In matters not serious nature (i.e. unattended contraband, found property), the report will be completed and submitted within two (2) days of the incident. Serious matters will be completed prior to the end of duty day.

When a situation arises that rises to personnel using force, that incident will also be documented in accordance with policy utilizing the Washington County Sheriff's Department Use of Force Report. This report will be completed by the deputy/ies involved prior to his/her end of duty day.

If property either issued or non issued is damaged or lost, the deputy responsible for the item(s) will complete a Washington County Sheriff's Department Equipment Loss/Damage Report prior to his/her end of duty day.

All reports will be forwarded to the Judicial Commander or his designee for approval.

### 73.5.22 Medical Services in the Courthouse

Routine medical services are not available while the prisoner is at the courthouse. If a medical emergency occurs, the Emergency Communications Center (911) will be notified immediately.

### 73.5.23 Visual Surveillance and Detainee Personal Privacy

Cameras will be positioned in a manner to avoid the view of the toilet/sink area to protect the privacy of the prisoner.

### 73.5.24 Supervision of Detainees of the Opposite Sex

- A. Movement of detainees from one location to another within the Courthouse should be done by deputies of the same sex when available. When male deputies are required to conduct female movement, it should when practical, and as manpower permits, be done in the presence of two deputies.
- B. When cell checks, counts, and visual observations are conducted by a deputy of the opposite sex of the prisoner, he/she will announce his/her presence and intent at the door prior to viewing inside the cell area. A male deputy will not enter a female cell without assistance unless an emergency situation exists.

- C. Male and female inmates are not to be treated differently when it comes to the number or frequency of observation while being detained in the courthouse holding cells.