



ERIE POLICE DEPARTMENT



Written Directives

Number: 240.000

Title: Court Room Security		Pages: 3
Effective Date: 11/02/09	Review Date: 06/01/20	Amended Date: 06/28/19

POLICY:

CACP STANDARD 240.1

The Erie Police Department recognizes the potential for violence before, during and after any court proceeding. Therefore, the Erie Police Department will provide security and bailiff duties for the Municipal Court anytime court is in session as requested by the Town of Erie Court Clerk. The Court Clerk is responsible for the administration of the Court. This may require the enforcement of all Court Rules and any violation of Municipal, State or Federal law. Courtroom security and bailiff duties will be performed by commissioned police personnel.

DEFINITIONS:

MUNICIPAL COURT BAILIFF: A sworn police officer employed with the Erie Police Department who is assigned to provide assistance to the Municipal Prosecutor, Municipal Court Clerk and Municipal Judge and also to maintain a police presence in the Erie Municipal Court.

PROCEDURES:

I. FACILITY

CACP STANDARD 240.2

- A. The Town of Erie Municipal Court utilizes the Municipal Court Room located in the Town of Erie Police and Municipal Court Building.
- B. Public access to the Municipal Court is only allowed through the lobby.
- C. A notice, advising people of the court rules is prominently posted at the north entrance.
- D. The bailiff will be responsible for all court security and will inspect the court area prior to each court session. Any problems will be immediately reported to an on-duty supervisor and appropriately documented.
- E. The bailiff will be required to monitor the entrance of the court and remain at the metal detector.
- F. During court, the bailiff should be positioned at the entrance to the courtroom.

II. BAILIFF DUTIES

CACP STANDARD 240.5 & 240.6

Any officer working as the bailiff will do so in full uniform with all equipment readily accessible. The bailiff must carry a portable radio in the event he/she has to radio for immediate assistance.

- A. If needed, a second bailiff will be responsible for any transport of prisoners to/from any Detention Facility to the municipal court for appearance. This transport must be made prior to the start time for court.
- B. Prisoners will be transported to the municipal court in accordance with department procedures for the transport of prisoners.
- C. Prisoners will be held in the holding cell at the police department until the court is ready to proceed with the prisoner. Prisoners shall be monitored as stated in Written Directive 190.000.

CACP STANDARD 240.4

- D. Before taking the subject to court, and while still in the booking area of the police department, restraints (transport belt and leg restraints) should be placed on the subject, unless there is a valid reason as to why they should be removed.
- E. The prisoner should be placed in the front row of the courtroom. The transporting bailiff should never leave the prisoner unattended in the courtroom.
- F. Once the Judge has completed their interaction with the prisoner, the transporting bailiff will return the prisoner to the jail or, if the bailiff or prisoner are needed further for court, a holding cell and return to the courtroom.

1. No juvenile accused of a status offense will be held in a holding cell at any time (Written Directive 190.00).

2. If a juvenile who is not a status offender needs to be placed in a holding cell, the bailiff will ensure the juvenile is sight and sound separated from adult offenders. The juvenile shall be monitored as stated in Written Directive 190.000.

3. No juvenile may be held longer than 6 hours for any reason and the bailiff must make arrangements to ensure the juvenile is not held longer than is absolutely necessary.

- G. The bailiff shall take any person who is ordered to be incarcerated by the judge into custody and at the end of the court session, transport the party to the appropriate jail. A cover officer shall be requested prior to taking the person into custody.
- H. The bailiff will search persons for weapons as reasonably necessary to ensure the safety of the court. Prior to all persons entering the courtroom, they shall be checked for weapons utilizing the walk-through metal detector and, when necessary, handheld metal detector wand.

III. AUTHORIZED WEAPONS

CACP STANDARD 240.3

- A. The Erie Municipal Court allows all law enforcement officers to carry weapons into the courtroom, either on their duty gear or concealed.

- B. Only law enforcement officers will be allowed to enter the courtroom with a firearm or other weapon. Under no circumstance will any other person carry a weapon in the courtroom.
- C. Law enforcement officers on personal business shall not be permitted to carry a firearm into court.
- D. When a person is found to have a firearm, they will be directed to secure the firearm outside of the building or the bailiff will secure it in a provided gun locker at the entrance to the courtroom.

IV. POSTED SIGNS

- A. A sign is posted at the entrance to the court which reads as follows:

OPEN CARRY OF WEAPONS IS PROHIBITED IN THE POLICE DEPARTMENT LOBBY.
OPEN CARRY AND CONCEALED CARRY OF WEAPONS IS PROHIBITED IN THE
MUNICIPAL COURT.

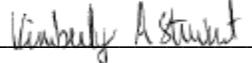
- B. The Municipal Court rules apply to the Courtroom and are posted outside the court.

RULES:

NONE

REFERENCES:

Erie Police Department General Orders
Ft Lupton Police Department Written Directives Chapter 9



Kimberly A. Stewart
Chief of Police