

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: SPECIAL ORDER		INDEX NUMBER: SO0108
SUBJECT: Court Security		
ISSUE DATE: May 1, 2001		AMENDS/RESCINDS: No Previous
REVISIONS: 7/04/05, 7/21/06		DISTRIBUTION: B (Sworn Members- Court Marshal)

I. POLICY:

It is the policy of the Department to provide court security to the Municipal Court of St. Joseph, Missouri to facilitate the safe and orderly conduct of the judicial process.

II. PROCEDURE:

A. Department Role and Authority:

1. Court security is provided to the Municipal Court by a sworn officer (Court Marshal) on a daily basis. Additional security may be provided by those officers who are in court to testify as witnesses.
2. The Court Marshal's attire shall be determined by the Municipal Judge. All other police personnel are required to wear the uniform of the day and/or appropriate business attire for court appearances.
3. Police officers may carry their sidearm in Municipal Court.
4. The Court Marshal escorts all City prisoners to Municipal Court, unless there are extenuating circumstances (i.e., threat of prisoner fleeing, large number of prisoners, etc.).
5. In the event that the Court Marshal is not available for his/her regular duties, the Patrol Division Commander will ensure that another officer is assigned for a temporary replacement.
6. Supervisors responsible for evaluating personnel regularly designated as the Court Marshall shall seek input from the Municipal Court Judge and other court personnel to be included in the completed evaluation form.
7. Department personnel have the following duties when assigned to court security:
 - a. Keeping the court informed of issues affecting the court, including notification of officer absences, substitutions, etc.
 - b. Maintain order in the court room at the direction of the judge;
 - c. Enforce the prohibition of unauthorized weapons in the Courtroom. The Buchanan County Courthouse Security Department provides weapons checks

of all persons entering the courthouse at all times the courthouse is open to the public. When the municipal court is open outside the normal hours of the courthouse, it shall be the responsibility of the Court Marshal to enforce the prohibition of weapons in the court room.

- d. Upon any sentencing, escort prisoners back to the Buchanan County jail.
- e. Assist in any emergency situation(s), including evacuation.

B. Restraining Prisoners in Court:

- 1. All prisoners transported to a court facility who are restrained will be restrained in a manner authorized under the General Order governing Prisoner Transportation.
- 2. Prisoners may be restrained while in court, except when appearing before a judge. If the prisoner presents flight or safety risks, the officer will advise the judge of the situation and may request that the restraint(s) remain on the prisoner.

C. Court Security Management:

- 1. The Patrol Division Commander or his/her designate oversees the appropriate court security operations for the Department. Duties include:
 - a. Overseeing the operations of the Court Marshal;
 - b. Attaining and/or coordinating compliance of court security with the Buchanan County Courthouse Security Department.

D. Court Security Surveys/Equipment:

- 1. The Patrol Division Commander or his/her designate will conduct a survey of the Court every three years. Copies of the Security Survey will be distributed to the Municipal Judge, Buchanan County Courthouse Security Director, and the Chief of Police for review.
- 2. Equipment used for the court security function shall be identified and reviewed in the survey. Court duress alarms, fire alarms and other court security items are controlled and maintained by County maintenance and the Courthouse Security Department. Person/s preparing the survey shall include the status of such equipment and the procedures employed to ensure it is maintained in a state of operational readiness.

Chris Connally Chief of Police

Date