



# **Basic Courtroom Security Compulsory Minimum Training Standards**

**Edition 1**

**Effective TBD**

## **Courtroom Security Operations**

### **Performance Outcome 1.1**

Supervise inmates and arrestees in court in order to maintain security.

#### **Training Objectives Related to 1.1**

1. Given a written exercise, identify the steps for supervising inmates and arrestees in court.
2. Given a written exercise, identify the requirements for maintaining security of inmates and arrestees.
3. Given a written exercise, identify the steps to take an individual into custody for outstanding criminal charges.

#### **Criteria: The student shall be tested on the following:**

1.1.1. Maintain deputy safety considerations at all times and when supervising inmates and arrestees in the courtroom:

1.1.1.1. Examine the physical condition of the inmate/arrestee to determine their need for medical attention

1.1.1.2. Identify high-risk inmates and arrestees due to medical or mental health issues, or suicidal and violent/disruptive behavior observed

1.1.1.3. Identify when to request assistance or provide assistance (backup) to control violent or unruly inmates/arrestees

1.1.1.4. Identify methods of securing a scene after a critical incident has occurred

1.1.2. Identify the requirements for maintaining security of inmates and arrestees who are not restrained.

1.1.3. Identify the steps for taking an individual into custody for outstanding criminal charges:

1.1.3.1. Detain individual reported to have outstanding charges until the charges can be verified, along with the verification that the person listed is who you are detaining

1.1.3.2. Serve or execute return of service for any court document

1.1.3.3. Conduct a full search of an inmate/arrestee for weapons and contraband and document chain of custody for evidence

1.1.3.4. Summon medical staff for body cavity search if needed

1.1.3.5. Search and inventory any personal property and issue receipt

1.1.4. Identify relevant legal documents and paperwork concerning jail commitments:

1.1.4.1. Commitment Order

1.1.4.2. Bond revocation/surety capias

1.1.4.3. Sentencing Orders

1.1.4.4. Release Order

1.1.4.5. Order of Continued Custody

1.1.4.6. Notice of Appeal

1.1.5. Identify basic techniques for the verification of an inmate's identity.

**Lesson Plan Guide: The lesson plan shall include all items listed in the Criteria section and the additional information below.**

1. Deputy safety considerations when supervising inmates and arrestees in court:

a. Communicate expectations of behavior to the inmate/arrestee in a clear and direct manner:

(i). No sudden movements

(ii). No talking

(iii). Face forward

(iv). Inmate/arrestee to be in front of deputy at all times

(v). Inmate/arrestee never to be allowed to lag behind

(vi). Allow for slow movement of inmates/arrestees in leg restraints

b. Deputy must not allow span of control to be broken

2. Maintain security of inmates/arrestees that are not restrained:
  - a. Inmate/arrestee never permitted to have verbal or physical contact with anyone other than his attorney or court personnel
  - b. Anticipate inmate/arrestee actions
  - c. Sit behind inmate/arrestee in such a manner as to prevent escape or threat to judge or other court personnel
  - d. Accompany inmate/arrestee to bench and/or witness box
  - e. Remain alert
  - f. Be prepared to subdue inmate/arrestee immediately prior to sentencing
3. Take persons into custody for outstanding criminal charges:
  - a. Explain and execute warrant on person to be taken into custody
  - b. Place subject in restraints
  - c. Move subject immediately from courtroom to secure area
  - d. Perform full search of inmate/arrestee for weapons and contraband and document chain of custody for evidence per department policy
  - e. Inventory personal property, issue receipt and secure property
  - f. Place arrestee in holding cell or other designated secure area
  - g. Notify appropriate staff to have arrestee transported to jail
4. Means of verifying identity of arrestee/inmates:
  - a. Check wristband
  - b. Other documentation
  - c. Compare photographs of person in custody

### **Performance Outcome 1.2**

Search courtrooms and court-related areas for weapons, hazards, and contraband.

### **Training Objectives Related to 1.2**

1. Given a written exercise, identify procedures for searching areas in the courthouse.
2. Given a practical exercise, demonstrate the procedure for searching courtrooms and court-related areas for weapons, hazards, and contraband.

**Criteria: The student shall be tested on the following:**

Written exercise:

- 1.2.1. Identify times to conduct searches in the courthouse.
- 1.2.2. Identify areas and articles to be searched.
- 1.2.3. Identify areas in a courtroom where weapons, hazards, or contraband might be hidden.
- 1.2.4. Identify key considerations for performing a courtroom search.
- 1.2.5. Identify chain of custody requirements.

Practical exercise:

- 1.2.6. Search a holding cell for contraband.
- 1.2.7. Demonstrate maintaining chain of custody once contraband has been located.

**Lesson Plan Guide: The lesson plan shall include all items listed in the Criteria section and the additional information below.**

1. Times to conduct searches:

- a. Prior to each session
- b. After each recess
- c. At adjournment at the end of the day
- d. Any time when alerted that there is a possibility of a weapon in the courtroom
- e. After a search, the courtroom must remain securely locked or kept under direct surveillance by the court security deputy

2. Areas and articles to be searched:

a. Exterior:

- (i). Parking lot
- (ii). Landscaping
- (iii). Trash receptacles
- (iv). Exterior of building by walking around it

b. Interior – (public areas):

- (i). Trash receptacles
- (ii). Chairs (including behind and underneath)

- (iii). Public restrooms:
  - (A). Towel dispensers
  - (B). Under sinks
  - (C). Trash receptacles
- (iv). Dropped ceilings
- c. Interior – (courtroom):
  - (i). Gallery area including benches and chairs (behind and underneath)
  - (ii). Attorney table (top and underneath)
  - (iii). Court reporter area
  - (iv). Clerk's desk
  - (v). Judge's bench
  - (vi). Inmate/arrestee corridors
  - (vii). Jury deliberation rooms
  - (viii). Dropped ceilings
  - (viv). Witness stand
- d. Key considerations for performing a courtroom search:
  - (i). Be systematic
  - (ii). Be thorough
  - (iii). Use common sense and instinct
  - (iv). If contraband is located, do not remove until crime scene processing is completed
  - (v). Properly store evidence
  - (vi). Use safety precautions and do not touch anything suspicious
  - (vii). In the event a suspicious object is found:
    - (A). Secure immediate area
    - (B). Secure the court
    - (C). Notify supervisor
    - (D). Document date and time search was performed
- e. Techniques for courtroom/area searches/holding cells or holding areas:
  - (i). 360-degree search

- (ii). Bend over/kneel to search under stationary objects (i.e., benches, fountains, vehicles, etc.)
  - (iii). Grid search of areas (dividing areas into grids to search every inch)
  - (iv). Demonstrate searching tight spaces
  - (v). Hold a flashlight in various positions while performing a courtroom search
  - (vi). Use mechanical devices available to perform searches, (i.e., extension mirrors, etc.)
  - (vii). Other potential resources available to perform searches, (i.e., bomb or drug sniffing canines, robots, etc.)
- f. Perform the duties of a courtroom security deputy with awareness of personal and agency liability

### **Performance Outcome 1.3**

Conduct periodic security checks to identify, correct, and document any security breaches.

### **Training Objectives Related to 1.3**

1. Given a written exercise, identify the procedures for security checks.
2. Given a practical exercise, demonstrate the procedures for security checks.
3. Given a practical exercise, observe and identify abnormal behaviors.

### **Criteria: The student shall be tested on the following:**

Written exercise:

- 1.3.1. Identify the frequency of security checks.
- 1.3.2. Identify equipment to be included in a security check.
- 1.3.3. Identify appropriate actions to take when an individual is not complying with security requirements or is engaging in suspicious activity.

Practical exercise:

- 1.3.4. Demonstrate proper documentation of actions taken when an individual is not complying with security requirements or is engaging in suspicious activity.
- 1.3.5. Monitor high risk inmates and arrestees.
- 1.3.6. Observe and monitor inmate or arrestee on suicide watch.

1.3.7. Demonstrate maintaining a safe position while communicating with a subject, observing for weapons and the need for universal precautions in case of biohazards.

1.3.8. Verbally reprimand inmates and arrestees for rules violations.

**Lesson Plan Guide: The lesson plan shall include all items listed in the Criteria section and the additional information below.**

1. The frequency of security checks:

- a. Daily checks
- b. Regularly scheduled checks
- c. Random checks/irregularly timed security checks
- d. Investigate unusual odors

(i). Smoke

(1). Actions to take:

- (A). Evacuate in case of fire or hazmat incident
- (B). Notify supervisor and/or coworkers
- (C). Request assistance from additional resources
- (D). Extinguish small fires with fire-extinguishing equipment
- (E). Carry or drag an unconscious or immobile person to safety

e. Investigate unusual sounds

f. Inspect facility to ensure that sanitary conditions are maintained

2. Conduct regular rounds to monitor holding cells/areas, and document actions taken on regular security checks and complete the "Secure Court Holding Juvenile Log" form, as required:

- a. Date and time (Detain juveniles in a secured facility for no more than 6 hours at a time)
- b. Locations checks
- c. Note locations as secure or if breaches are noted and actions taken to correct

3. Equipment to be included in a security check:

- a. Security equipment

- b. Telemonitors
  - c. Doors
  - d. Locks
  - e. Magnetometers
  - f. Power sources
  - g. X-ray machines
  - h. Duress alarms:
    - (i). Be aware of both location and use of all duress alarms
    - (ii). Test alarms periodically to ensure proper function
    - (iii). Notify court security station or control room and law enforcement agency prior to a test being conducted
  - i. Mechanical/electrical/utility rooms or closets
  - j. Environmental control systems, (i.e., heating/ac ventilation system)
  - k. Document in writing the date and times of security checks
4. Response to duress alarms:
- a. Specific procedure to respond to duress alarm from each location where a duress alarm is located
  - b. Information to be documented based on the response to an alarm:
    - (i). Date and time
    - (ii). Incident information (parties involved, activities occurring, why the alarm was sounded)
    - (iii). Actions of responding deputies
5. Identify power sources throughout the courthouse:
- a. Know where power sources are located and how to disable/reset power
  - b. Identify how these may need to be used in a security response
  - c. Identify emergency power sources
  - d. Identify access panels
6. Investigate and take appropriate action when an individual is not complying with security requirements or is engaging in suspicious activity:
- a. Observe inmate/arrestee/citizen behavior and question to determine deception, deceit and manipulation



- b. Indicators of substance use
  - c. Indicators of abnormal behavior
  - d. Signs of abnormal behavior/disorders
    - (i). Possible danger to citizens, courtroom security deputies, and courthouse personnel
  - e. Importance of seeking help for an inmate, arrestee, or citizen in crisis
    - (i). Communicate any statements or behavioral observations that indicate danger
  - f. Monitor individuals in your custody who exhibit abnormal behavior to ensure their safety and the safety of others
  - g. Arrest or detain individuals who are in violation of any law
7. Identify inmates/arrestees who are afraid of being victims of an assault and/or manipulation
8. Observe inmate/arrestee after a violent confrontation to assess medical condition
9. Monitor high-risk inmates/arrestees with health problems in case emergency services need to be called
10. Observe and monitor an inmate or arrestee on suicide watch:
- a. Notify supervisor and request appropriate resources
  - b. Try to calm the person
  - c. Try to identify problems
  - d. Try to verbally engage with person as much as possible
  - e. Suggest resources for the person
  - f. Document all interactions with the individual

#### **Performance Outcome 1.4**

Evacuate courtrooms and court buildings in an emergency.

#### **Training Objectives Related to 1.4**

1. Given a written exercise, identify procedures for evacuating a courtroom and court building during an emergency situation.
2. Given a practical exercise, demonstrate the evacuation of a courtroom or courthouse during an emergency situation.

**Criteria: The student shall be tested on the following:**

Written exercise:

- 1.4.1. Identify the layout of a courtroom.
- 1.4.2. Identify the procedure for the evacuation of a courtroom and courthouse, in the event an emergency situation arises.
- 1.4.3. Identify the procedure for the secure evacuation of inmates or arrestees, judges, and jurors.

Practical exercise:

- 1.4.4. Demonstrate the evacuation of a courtroom.
- 1.4.5. Demonstrate the secure evacuation of inmates and arrestees.
- 1.4.6. Demonstrate the evacuation of judges and jurors.
- 1.4.7. Demonstrate the evacuation of the general public and courthouse personnel.

**Lesson Plan Guide: The lesson plan shall include all items listed in the Criteria section and the additional information below.**

1. Knowledge of the layout of the courthouse and courtrooms:

- a. Location of elevators
- b. Location of stairwells
- c. Location of all exits and entrances
- d. Location of duress alarms
- e. Location of fire extinguishers

2. Secure evacuation of inmates/arrestees:

- a. Remove inmates/arrestees from courtroom to nearest holding cell
- b. Keep male, female, and juvenile inmates/arrestees separate, ensure the juveniles and adults are out of sight and sound of each other § 16.1-249
- c. Provide security at different points in stairwell
- d. Communicate and ask for assistance to have vehicles waiting to transport inmates/arrestees
- e. Move all inmates/arrestees to a secure location as soon as possible

3. Evacuation of judges:

- a. Ensure the judge is safely escorted from the courtroom

- b. Escort the judge to nearest safe exit and escort from building
  - c. Provide security for judge while outside the building until the emergency is over
4. Evacuation of jurors:
- a. The safe egress of jurors is paramount, while protecting the integrity of the trial proceeding is an important but secondary duty
  - b. Instruct jurors to remain together as a group while outside
  - c. Post a deputy with jurors to avoid any contact from the general public
  - d. Instruct jurors that discussion of the interrupted trial proceeding is prohibited
  - e. Monitor the jurors while outside until the emergency is over
5. Evacuation of general public and courthouse employees:
- a. Direct the public and employees to the nearest safe exit
  - b. Check each floor starting at the top floor and descending to the ground floor or basement (if one exists) to ensure building is empty
  - c. Communicate with other courtroom security deputies when a specific floor or area is clear
  - d. Observe for any unusual circumstances that may help to identify the cause of the emergency during a later investigation

### **Performance Outcome 1.5**

Provide security for juries and sequestered juries.

### **Training Objectives Related to 1.5**

1. Given a written exercise, identify procedures for providing physical security to a jury in the courtroom.
2. Given a written exercise, identify procedures for providing security and monitoring a sequestered jury.

### **Criteria: The student shall be tested on the following:**

- 1.5.1. Identify positions in the courtroom that make for the optimal protection of jury members.
- 1.5.2. Identify deputy positions for securing an inmate or arrestee, and to prevent escape or a threat to jury.
- 1.5.3. Identify specific security requirements for sequestering a jury.

**Lesson Plan Guide: The lesson plan shall include all items listed in the Criteria section and the additional information below.**

**1. Security of the jury:**

- a. Position oneself in locations that do not permit the inmate/arrestee to make verbal or physical contact with anyone other than his attorney or necessary court personnel
- b. Position oneself behind inmate/arrestee in such a manner as to prevent escape or threat to jury or other court personnel
- c. Escort inmate/arrestee to bench and witness box
- d. Remain alert to body language of inmate/arrestee and anticipate potential movements that may indicate an imminent physical attack
- e. Be prepared to intervene between inmate/arrestee and jury members and subdue when necessary

**2. Sequestering a jury:**

**a. Movement of jurors:**

- (i). Arrange transport for jurors in one or two groups with accompanying deputy
- (ii). Ensure safe egress of jurors while protecting the integrity of the trial proceeding particularly being aware of media personnel who may try to gain access to jurors
- (iii). Instruct jurors to remain together as a group while outside
- (iv). Remain with jurors to prevent contact with the general public

**b. Monitoring the jurors:**

- (i). Advise jurors that discussion of the interrupted trial proceeding is prohibited
- (ii). Provide meals as necessary
- (iii). Post additional deputies to provide physical security as necessary

**Performance Outcome 1.6**

Identify threats and any inappropriate contact or communication directed toward the court or jury.

## **Training Objective Related to 1.6**

1. Given a written exercise, identify procedures for identifying types of threats directed toward the judiciary, and alternatives in mitigating and addressing those threats or inappropriate communications.

### **Criteria: The student shall be tested on the following:**

- 1.6.1. Identify procedures to distinguish a threat from inappropriate communication.
- 1.6.2. Identify threat management strategies.

### **Lesson Plan Guide: The lesson plan shall include all items listed in the Criteria section and the additional information below.**

1. Determine the type of communication:
  - a. A threat is normally criminal in nature if it involves bodily harm, and can be prosecuted
  - b. Inappropriate communication/contact is offensive or troubling communication that may not rise to the level of a criminal violation, but raises law enforcement concern
2. Factors to consider when conducting a protective investigation:
  - a. Is the protectee safe?
  - b. Is the subject known and do they have a criminal record?
  - c. Photograph or visual identification of subject
  - d. Interview the source of information to determine credibility
  - e. Was anyone else threatened?
3. Determine the best threat management strategy to use:
  - a. Take no further action
  - b. Watch and wait
  - c. Third party control/monitoring
  - d. Escort parties from the courthouse to their vehicle
  - e. Subject interview
  - f. Civil order (i.e., protective order)
  - g. Mental health order (i.e., Emergency Custody Order, Temporary Detention Order)

h. Arrest

**Performance Outcome 1.7**

Provide courthouse entrance screening.

**Training Objective Related to 1.7**

1. Given a practical exercise, demonstrate procedures for courthouse entrance screening of individuals, mail, and packages.

**Criteria: The student shall be tested on the following:**

- 1.7.1. Demonstrate maintaining a safe position while conducting a search of an individual or a package that has entered the courthouse.
- 1.7.2. Demonstrate techniques for searching individuals.
- 1.7.3. Demonstrate techniques for searching packages.

**Lesson Plan Guide: The lesson plan shall include all items listed in the Criteria section and the additional information below.**

- 1. Deputy safety considerations:
  - a. Position of oneself, other deputies, and citizens
  - b. Exercise caution when searching packages
  - c. Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.
- 2. Techniques for searching individuals
  - a. Use magnetic wand to search person:
    - (i). This may establish probable cause for a search
    - (ii). Collect and package evidence and/or property
- 3. Techniques for searching packages
  - a. Operate X-ray machine to search belongings of visitors:
    - (i). This may establish probable cause for a search
    - (ii). Collect and package evidence and/or property

**Performance Outcome 1.8**

Create and execute a security plan for a courtroom during a trial.

### **Training Objectives Related to 1.8**

1. Given a written exercise, identify a high-risk or high-profile trial or court proceeding.
2. Given a practical exercise, demonstrate procedures for creating and executing a security plan for a high-risk trial.

### **Criteria: The student shall be tested on the following:**

- 1.8.1. Identify why a security plan needs to be implemented during a high-risk trial.
- 1.8.2. Demonstrate the appropriate procedure for creating a high-risk trial or high-profile security plan to ensure the safety of the courtroom and its occupants.
- 1.8.3. Demonstrate the execution of the security plan.

### **Lesson Plan Guide: The lesson plan shall include all items listed in the Criteria section and the additional information below.**

1. Elements of a high-risk trial or court proceeding:
  - a. Abnormal amount of jeopardy posed by the defendant or other trial participants
  - b. Requires additional security personnel/deputies and safety measures than normal
2. Elements of a high-profile trial or court proceeding:
  - a. Increased media presence
  - b. Unusual amount of community interest and/or presence
  - c. Requires more security than normal
3. Procedure/Protocol for creating a high-risk or high-profile trial plan:
  - a. Gather information on the case:
    - (i). Charges on subject(s)
    - (ii). Ascertain level of community interest
    - (iii). Relationships of subjects/ participants/witnesses
    - (iv). Criminal history of subject/witnesses/participants
    - (v). Criteria to recommend use of restraints:
      - (A). Charges and behavior of defendant(s)
      - (B). Ensure restraints are not visible
  - b. Determine maximum occupancy of the courtroom

- (i). Designate seating locations in courtroom for family, victim(s), public and media
  - c. Brief command staff and presiding trial judge on plan
    - (i). Provide pre and post-trial briefings of security plan to command staff and trial judge
  - d. Designate location for media to conduct interviews/provide briefings to the public
3. Identify the role and responsibilities of each courtroom security deputy team
- a. Judicial Team is responsible for security of trial judge in court
  - b. Jury Team is responsible for all aspects of jury, in courtroom and sequestration if ordered by court
  - c. Witness Team is responsible for security of witness(s) in and out of courtroom
  - d. Defendant Team is responsible for security of defendant(s) in and out of courtroom
  - e. Transportation Team is responsible for transportation of judge, defendant(s), jurors and other court designated personnel that require transportation for trial
  - f. Public Information Office Team is responsible for media inquirers and briefings
4. Communicate and collaborate with Victim/Witness (if available) and Commonwealth Attorney prior to and during implementation of security plan

### **Performance Outcome 1.9**

Record and report injuries to self or others.

### **Training Objective related to 1.9**

1. Given a written exercise, record and report injuries to self or others

### **Criteria:**

- 1.9.1. Identify the time requirements for reporting injuries to self or others.



**Lesson Plan Guide: The lesson plan shall include all items listed in the Criteria section and the additional information below.**

1. Time requirements for reporting injuries
  - a. When reporting injuries to self or others, report the injury right away

## **Courtroom Security Deputy Field Training – Department Policies, Procedures, and Operations (General Courtroom Security Deputy)**

### **Courtroom Security Deputy**

In conjunction with completing basic training, the courtroom security deputy must identify requirements related to their employing agency, and community resources and agencies. Expected performance outcomes are to be identified and discussed in accordance with agency policy, and demonstrated when required below:

#### **Courtroom Bailiff**

- 2.1. Identify and discuss procedures for handling violations of professional, ethical, or legal standards of conduct by fellow deputies/court security officers.
- 2.2. Identify and discuss special security needs related to the security of prisoners in court.
- 2.3. Identify and discuss the procedure for obtaining assistance for communicating with various cultural backgrounds or with various disabilities.
- 2.4. Identify and discuss communicating information about a prisoner to internal and external authorities.
- 2.5. Identify, discuss, and demonstrate the procedure for searching a courtroom prior to opening court.
- 2.6. Identify and discuss the procedure for preparing the Judge's bench and opening a courtroom prior to the Judge taking the bench.
- 2.7. Identify, discuss, and observe the initial announcement prior to the Judge taking the bench (Circuit, GDC and JDRC).
- 2.8. Identify, discuss, and demonstrate the proper security procedure for an in-custody defendant.
- 2.9. Identify, discuss, and demonstrate the proper security procedure for multiple in-custody defendants.

- 2.10. Identify and discuss procedures for persons remanded into custody.
- 2.11. Identify and discuss procedures for handling various court related paperwork (warrants, jail cards).
- 2.12. Identify and discuss the proper procedure to follow in a court room when the media is present.
- 2.13. Identify, discuss, and demonstrate securing the courtroom at the end of the day.
- 2.14. Identify, discuss, and demonstrate proper holding cell and floor checks of the Judicial Center.
- 2.15. Identify and discuss the procedure for conducting video hearings.
- 2.16. Identify and discuss the procedures to follow for a jury trial.
- 2.17. Identify and discuss the layout of a jury trial courtroom.
- 2.18. Identify and discuss the procedure for escorting the jury to the courtroom.
- 2.19. Identify and discuss the jury selection procedure.
- 2.20. Identify and discuss jury protection and jury sequestering.
- 2.21. Identify and discuss the meaning of Alternate Jurors and the proper procedure for their selection.
- 2.22. Identify and discuss the proper procedures for jury deliberation and verdicts.
- 2.23. Identify and discuss the differences between different types of General District dockets (Traffic, Criminal and Civil Courts).
- 2.24. Identify and discuss procedures for juveniles remanded into custody.
- 2.25. Identify and discuss responding to an active shooter situation.
- 2.26. Identify, discuss, and demonstrate a perimeter check of the courthouse.
- 2.27. Identify, discuss, and demonstrate executing paperwork on someone in court.

### **Pat Down Procedures**

- 2.28. Identify, discuss, and demonstrate patting down of inmates.

### **Radio Procedures**

- 2.29. Identify and discuss the importance of proper radio etiquette.
- 2.30. Identify, discuss, and demonstrate the use of “plain English” used in verbal transmission.

2.31. Identify, discuss, and demonstrate radio protocol in the courtroom when the judge is on the bench.

### **Response to Medical Emergency**

2.32. Identify and discuss proper procedures for responding to an inmate medical emergency.

2.33. Identify and discuss proper procedures for responding to a non-inmate medical emergency

2.34. Identify and discuss the location of AED and first aid equipment.

### **Emergency Call Button (ECB)**

2.35. Identify and discuss the activation and reset of an Emergency Call Button (ECB).

2.36. Identify and discuss the proper procedure for responding to an ECB alarm.

2.37. Identify and discuss the various departments that need to be notified during an ECB alarm.

### **Emergency Evacuation**

2.38. Identify and discuss the proper procedure for evacuating the court building.

2.39. Identify and discuss the proper procedure to evacuate all Judges and civilian employees.

2.40. Identify and discuss the proper procedure for evacuating inmates from the holding cells.

2.41. Identify and discuss the various personnel/departments that must be notified in the event of an evacuation.

### **Screening**

2.42. Identify, discuss, and demonstrate screening of persons and items.

2.43. Identify and discuss the procedure when prohibited items are located.

### **Key Control**

2.44. Identify, discuss, and demonstrate the proper procedures for Key Control.

2.45. Identify and discuss the various types of keys and their use.

2.46. Identify, discuss, and demonstrate the proper logbook entries for Key Control.

2.47. Identify, discuss, and demonstrate the proper procedure for the Key count.

2.48. Identify, discuss, and demonstrate the proper procedure to follow for missing/wdamaged keys.

### **Escape**

2.49. Identify and discuss the course of action taken in the event of an escape.

2.50. Identify and discuss the information needed when providing a description of the escapee.

2.51. Identify and discuss the various departments that must be notified in the event of an escape.

2.52. Identify and discuss the proper paperwork that must be completed in the event of an escape.

### **Bomb Threat**

2.53. Identify and discuss the proper procedures to follow in the event of a bomb threat.

2.54. Identify and discuss the proper procedure for handling a suspicious package.

2.55. Identify and discuss the various personnel/departments that must be notified in the event of a bomb threat.

### **Transportation of Inmates**

2.56. Identify and discuss the proper procedures for transporting inmates to various locations.