

**Facility Specific Information and Emergency Plans
For
Child Support Division**

**San Bernardino County Sheriff's Department
Court Services Division**



Introduction

The purpose of this manual is to outline facility specific information and emergency plans. General emergency plans and procedures common to all court facilities are located in the Court Security Manual, Court Holding Manual and Department Manual. The organization of information in this manual is in the order of the law enforcement security elements section of the Superior Court of California, Court Security Plan Guidelines.

Security Personnel and Staffing

[REDACTED]

Sworn safety staff are responsible for court security and security in the public waiting areas. No criminal cases are heard at this location so there is no prisoner transportation.

Judicial threats and protection are handled by the Sheriff's Criminal Intelligence Division.

Perimeter and Entry Screening

[REDACTED]

The procedures used to screen persons and items entering the facility can be found in section 3.120 of the Court Security Manual.

Signage indicating the courts screening policy is located inside the glass entry doors to the facility as well as on a metal mobile sign placed outside the entrance. The prohibited items list is posted on the court's website.

The courts policy on entry weapons screening is located in the Court Security Manual section 3.120.

Prisoner and Inmate Transport

Inmate transportation procedures can be located in the court Security Manual section 4.

Holding Cells

Policies regarding inmate holding areas, cell checks, inmate movement protocol, in-custody medical emergencies, inmate handling and emergency procedures can be located in the Court Holding Manual and in the Court Security Manual section 4.

Interior and Public Waiting Areas

[REDACTED]

[REDACTED]

[REDACTED]

There are no child-care facilities at Child Support Court.

Courtroom Security

Bailiffs' duties are described in section 2.100 of the Court Security Manual.

[REDACTED]

[REDACTED]

Witness, spectator and inmate management procedures are contained in section 6 of the Court Security Manual.

Procedures for emergency medical response and lock-down of unused courtrooms are contained in section 6 of the Court Security Manual.

Judicial Protection

Judicial protection procedures are located in section 4.140 of the Court Security Manual.

Incident Reporting and Recording

Incident reporting and recording procedures are located in section 4.110 of the Court Security Manual.

Security Personnel Training

Security personnel training information is located in section 1.130 of the Court Security Manual.

Courthouse Security Communications

Courthouse security communications procedures are located in section 4.120 of the Court Security Manual.

At Child Support, when a panic alarm is triggered notification is broadcast by Universal Protection Service personnel on the Sheriff's radio frequency. This notification includes the courtroom and the location within the courtroom that triggered the alarm.

The entry screening station is equipped with a Sheriff's radio for emergency communication.

Duress/Panic alarm response procedures are located in section 3.110 of the Court Security Manual.

Hostages, Escape, Lockdown, and Active Shooter Procedures

Hostage Incidents

Procedures for response to a hostage incident can be located in Sheriff's Department Manual section 3.216 (Incident involving Hostages) and section 8.160 of the Court Security Manual.

Escape

Escape procedures can be located in Court Holding Manual section 6.1100 and section 8.140 of the Court Security Manual.

Lockdown

Lockdown procedures can be located in Court Security Manual section 8.170.

Active Shooter

[REDACTED]

Firearms Policies and Procedures

Courthouse policies on carrying firearms inside the facility can be found in section 3.120 of the Court Security Manual.

Policies regarding security staff carrying weapons in holding areas and while escorting inmates can be located in Court Holding Manual section 2.200.40. Deputies performing bailiff duties inside courtrooms shall be armed at all times.

Less-lethal shotguns and rubber ball grenades are available. The policy regarding their use can be found in section 3.628 of the Department Manual.

Restraint of Defendants

Policies and procedures for restraining defendants in the courtroom can be located in section 5.100 of the Court Security Manual.

Facility Specific Emergency Plans

Site Description

[REDACTED]

[REDACTED]

Utility Shutoff Locations

Power

[Redacted]

[Redacted]

Water/Gas

[Redacted]

[Redacted]

Utility Contact Information

[Redacted]

Evacuation

[Redacted]

[Redacted]

[Redacted]

Fire Incident

The Incident Commander or his representative shall respond to Child Support Court and help facilitate the arrival of responding fire department and establish an Incident Command Post (ICP). The north parking lot away from the building toward Second Street closest to Starbucks is the designated command post in all emergency events involving the evacuation of Child Support Court. An alternate site can be utilized and is contingent upon the actual emergency and the needs of the San Bernardino County Fire Department and San Bernardino Police Department.

Critical Response Agencies

[Redacted]

Child Support Court Command Posts

[Redacted]

Primary and Alternate Communications

[Redacted]