

**Facility Specific Information and Emergency Plans
for the
Fontana District**

**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, prisoner transportation, and security in the public waiting areas.

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. 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

The Fontana court is a Traffic and Small Claims/Unlawful Detainer courthouse. Criminal matters are not heard there so inmate transportation is not necessary. On rare occasions, when a remand occurs, the Rover will immediately transport the remand to the Rancho Courthouse to await transportation to the jail. If there are no Fontana personnel available, they will call Rancho Court Holding and request a transport deputy pick up the remand.

Holding Cells

Although the Fontana Court does have holding cells, they are no longer in use. In the event an arrestee is remanded, 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]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Courtroom Security

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

[REDACTED]

[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.

Jury Trial Procedures

The Fontana Court does not conduct jury trials.

High-Profile and High-Risk Trials

If there is a high-profile or high-risk court trial, the procedures are located in section 6.130 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 Fontana Court when a panic alarm is triggered, a light flashes and an audible buzzer sounds at the Fontana Sheriff's Station front desk. An announcement is broadcast on the Sheriff's radio frequency (80-CORT-B) by the professional staff assigned to work the front desk. This notification includes the courtroom/clerk station and the location within the courtroom/clerk station that triggered the alarm. These alarms are tested on a monthly basis.

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

Emergency procedures at Fontana Court are drilled and tested with surrounding law enforcement agencies annually.

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 Holding Manual section 8.170.

Active Shooter

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[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 for use and the policy regarding their use can be found in section 3.628 of the Department Manual.

Emergency Keys

[REDACTED]

Active Shooter Assignments

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Injured Personnel Evacuation Area

All personnel receiving any injuries during an active shooter incident will be immediately evacuated from the building and taken for medical aid and potential air transport to the hospital. Those transporting injured people will drive to the established landing zone on the southeast side of the church facility to the adjacent parking lot where medical aid will stage and triage area established.

Facility Specific Emergency Plans

Site Description

[REDACTED]

Utility Shutoff Locations

Power

[REDACTED]

Water/Gas

[REDACTED]

Utility Contact Information

[REDACTED]

Evacuation (non-active shooter incident)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Fire Incident

The Incident Commander or his representative shall respond to the public parking lot to help facilitate the arrival of responding fire department and establish an Incident Command Post (ICP). The parking lot is the designated command post in all emergency events involving the evacuation of the facility. An alternate site can be utilized and is contingent upon the actual emergency and the needs of the San Bernardino County Fire Department and Fontana Police Department.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Critical Response Agencies

[REDACTED]

Fontana Court Command Posts

[REDACTED]

Primary and Alternate Communications

[REDACTED]