

**Facility Specific Information and Emergency Plans  
for  
Juvenile Dependency Court**

**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, the holding area, 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 Court's screening policy is located outside the glass entry doors to the facility. The prohibited items list is posted on the Court's website.

The Court's 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.

There is one marked Sheriff's transportation van assigned to Juvenile Court. Additional inmate transportation vehicles are available at San Bernardino Justice Center. The Sheriff's Transportation Division will be requested to handle the transportation of larger groups of inmates by bus.

### **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]

[REDACTED]

There is no child care facility located in Juvenile Delinquency Court. The adjacent Children and Family Services (CFS) offices has a children's area. It is under the control of CFS employees.

### **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**

Jury trials are not conducted at Juvenile Dependency Court.

#### **High-Profile and High-Risk Trials**

Jury trials are not conducted at Juvenile Dependency Court.

#### **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 the Juvenile Dependency Courthouse, when a panic alarm is triggered, an audible notification as well as a red light alerts the security personnel, and the Juvenile Court Holding Control room. Security then notifies the sworn staff by the use of the H.T. Radio. A deputy will then check on the status of the location where the alarm was activated, and take the appropriate action. If the Juvenile Holding Deputy is available, they will also investigate 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**

Emergency procedures at Juvenile Dependency Courthouse are drilled and tested with surrounding law enforcement agencies on an annual basis.

#### **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**

### **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 3.626 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]

**Utility Shutoff Locations**

**Power**

[Redacted]

**Water/Gas**

[Redacted]

**Utility Contact Information**

[Redacted]

## Evacuation

[REDACTED]

[REDACTED]

[REDACTED]

## Fire Incident

The Incident Commander or his representative shall respond to the south parking lot of the San Bernardino County Building, located at 670 East Gilbert Street. (The former Welfare Office) and help facilitate the arrival of responding fire department and establish an Incident Command Post (ICP). The San Bernardino County building parking lot at 670 East Gilbert Street is the designated command post in all emergency events involving the evacuation of the Juvenile Dependency Courthouse. 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.

## Fire Extinguishers

There are two fire extinguishers in the holding area.

- One in the Sheriff's Juvenile office
- One in the secure sally-port area of holding.

## Critical Response Agencies

[REDACTED]

## Juvenile Dependency Courthouse Command Posts

[REDACTED]

[Redacted text block]

**Primary and Alternate Communications**

[Redacted text block]