

**Facility Specific Information and Emergency Plans  
for  
Rancho Cucamonga 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]

[REDACTED]

[REDACTED]

Sheriff's personnel are responsible for court security, prisoner transportation, the inmate holding area, security in the public waiting areas, and the immediate perimeter of the facility.

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

## **Perimeter and Entry Screening**

[REDACTED]

[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 inside the glass entry doors to the facility. The prohibited items list is also located on the Court website.

The Court's policy on entry weapons screening is located in the Court Security Manual, under section 3.120.

### **Prisoner and Inmate Transport**

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

### **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 section 4 of the Court Security Manual.

### **Interior and Public Waiting Areas**

[REDACTED]

[REDACTED]


[REDACTED]

[REDACTED]

There are no child-care facilities at the Rancho Cucamonga courthouse.

### **Courtroom Security**

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

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 Trial Procedures are located in section 6 of the Court Security Manual.

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

High-profile and high-risk trial 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.

When a panic alarm is triggered an audible alarm is triggered in the holding control room, as well as in the Administrative Sergeant's office. This alarm coincides with a visible light, denoting 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**

Emergency procedures at the facility are drilled and tested with surrounding law enforcement agencies and court staff 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 Holding Manual section 8.170.

**Active Shooter**

[REDACTED]

[REDACTED]

[REDACTED]

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**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.

**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]

[REDACTED]

[REDACTED]

**Utility Shutoff Locations**

**Power**

[REDACTED]

**Water/Gas**

[Redacted]

**Utility Contact Information**

[Redacted]

**Evacuation (non-active shooter incident)**

[Redacted]

[Redacted]

**Fire Incident**

The Incident Commander or his representative shall respond to the east parking lot of the facility and help coordinate the arrival of responding fire department and establish an Incident Command Post (ICP). An alternate site can be utilized and is contingent upon the actual emergency and the needs of the Rancho Cucamonga City Fire Department and San Bernardino County Sheriff's Department.

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**Critical Response Agencies**

[Redacted]



[Redacted]

**Rancho Cucamonga Court Incident Command Posts**

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[Redacted]  
[Redacted]

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[Redacted]  
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**Primary and Alternate Communications**

[Redacted]  
[Redacted]