

**Facility Specific Information and Emergency Plans  
for  
San Bernardino Justice Center**

**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]

[REDACTED]

[REDACTED]

Sworn safety staff are responsible for court security, prisoner transportation, the holding area, and security in the public waiting areas.

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

**Perimeter and Entry Screening**

[REDACTED]

[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 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**

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]

[REDACTED]

There are no child-care facilities at SBJC

**Courtroom Security**

[REDACTED]

[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 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.

At SBJC when a panic alarm is triggered an audible notification is broadcast 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.

Each inmate vestibule adjacent to a criminal courtroom is equipped with an intercom connected to the holding control room.

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 SBJC 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 7.180 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 Policy 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 3.628 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**

The San Bernardino Justice Center was constructed in May 2014. It is a 392,000 sq. ft. building with a lower level area and 12 floors. Court Holding, Sheriff Court Service offices, maintenance and utility rooms are located on the lower level as well as under building secured parking for judges and court executive staff. Public and court employee parking is located on the south side.

- Level 1- Main entrance/weapons screening on the west side of the building, Jury Assembly room and clerk's office.
- Level 2- Civil Clerk's Office and courtrooms 1-4.
- Level 3- Criminal Clerk's Office and courtrooms 5-8.
- Level 4 thru 9
  - 4 courtrooms on each floor, S-9 thru S-33 (no S-13 courtroom).
- Level 10- Mediation Room (S-34) and three courtrooms, S-35 thru S-37.
- Level 11- Court administrative offices.
- Level 12 Penthouse- Mechanical floor containing 3 control rooms for all elevators, Air intake, Water exchange/chillers, Boiler room (only room in building with gas), 3 350-ton AC Units.

## Utility Shutoff Locations

### Power

[Redacted]

[Redacted]

### Water/Gas

[Redacted]

### Utility Contact Information

[Redacted]

### Evacuation

[Redacted]

[Redacted]

### Fire Incident

The Incident Commander or his representative shall respond to the lower parking lot of the Historic Courthouse (south/east corner of Historic Court/T-Wing) and help facilitate the arrival of responding fire department and establish an Incident Command Post (ICP). The lower parking lot is the designated command post in all emergency events involving the evacuation of SBJC. 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.

A fire on the upper floors would require inmates to be moved to the lower court holding area. If it becomes necessary to evacuate inmates from the building, the secure driveway outside holding will be used to stage until Transportation arrives.

**Critical Response Agencies**

[Redacted]

**SBJC Command Posts**

[Redacted]

**Primary and Alternate Communications**

[Redacted]