

GENERAL ORDER 476.00 A
(G.O. 476.00 RESCINDED) November 23, 2011

CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE

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Bailiff

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COURTROOM AND COUNCIL SECURITY

476.00 PURPOSE

The purpose of this General Order is to establish uniform procedures for providing security in the Ferguson Municipal Court and the Ferguson Council Meetings, to protect the integrity of court and council procedures, to sustain the rights of individuals before it, to deter those who would take violent actions against the court, council or participants in the proceedings and to sustain the decorum of the court and council. Security measures will be utilized to maintain the physical security of the facilities and to protect the Judge, Mayor and all other participants in the proceedings in court or council as well as the public.

476.01 DEFINITIONS

- A. Bailiff – A Police Officer assisting in the court room administrative functions.
- B. Court Personnel – Civilian employees of the City of Ferguson working for the Municipal Court; to include but not be limited to the Judge, Prosecuting Attorney, and Court Clerks.
- C. Court Security Officer – A Police Officer with the primary duty of courtroom security.
- D. Court Security Supervisor – An on-duty full time commissioned supervisor or designated supervisor; supervising the security of the courtroom.

476.02 POLICY

It is the policy of the Ferguson Police Department to supply security to the Ferguson Municipal Court on every occasion that the court is in session. The court is charged with hearing cases involving violations of municipal ordinances and traffic regulations. There are no high-risk trials conducted in the Municipal Court. Consequently, there are no special operational plans for the Municipal Court.

It is the policy of the Ferguson Police Department to supply security to the Ferguson City Council Meeting on every occasion that the council is in public session. The City generally holds council meetings on the 2nd and 4th Tuesdays of every month of the year.

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476.03 PROCEDURE FOR COURT:

Courtroom Security Operations: under the supervision of a full time police officer, will be assigned to work in the courtroom at all times when the court is in session. The Bureau of Administration Commander or his designee will assure that sufficient Officers are scheduled to meet the needs of the court.

- A. One (1) fulltime commissioned police officer will serve as Courtroom Security Supervisor whenever the court is in session. When possible this will be the Commander of Administration, Sergeant of Communications or his designee.
- B. The Courtroom Security Supervisor will assign the Officers to the needed areas and duties in the courtroom and entrance outside the courtroom and will then remain in the courtroom as additional security.
 - 1. One (1) Officer will serve as Bailiff whenever the court is in session.
 - 2. Four (4) Officers will serve as Courtroom Security Officers at fixed posts whenever the court is in session.
 - a. One (1) Courtroom Security Officer will be posted toward the front of the court to be able to observe and monitor activity that is taking place near the Judge and Prosecutors, and to provide an immediate response in case of hostile actions.
 - b. Two (2) Courtroom Security Officers will be posted near the courtroom entrance door to monitor all persons entering the courtroom and will escort persons through the metal detectors. These Officers will watch for concealed weapons and will deny entry to persons that are intoxicated or in violation of other courtroom rules (i.e. dress code, using cell phones, etc.)
 - c. One (1) Officer will be posted outside the entrance of the courtroom and monitor admittance into the building.
 - d. The number of bailiffs may increase or decrease depending on the size of the court docket. As the court docket decreases during the court session, the courtroom security supervisor may relieve bailiffs of their duties.
 - C. All officers present at court, both on-duty and off-duty, will immediately respond to all requests for assistance from the Courtroom Security Supervisor, or court personnel.

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D. Sworn officers, on-duty and off-duty, in uniform and plain clothes, may carry weapons in the Municipal Court in compliance with departmental policies.

476.04 PROCEDURE FOR COUNCIL

Council Security Operations: The Commander of the Bureau of Criminal Investigations shall assign two detectives to work in the council chambers to provide security for the Council Meeting while in session. The detectives shall position themselves into strategic positions that can monitor the physical security of the proceedings and protect the participants.

The proceedings of Municipal Council Meetings are recorded.

476.05 PRISONER MOVEMENT: When requested by the Judge, officers working in the patrol division will transport confined prisoners from the holding cells of the Police Department to the courtroom.

476.06 SECURITY EQUIPMENT:

A. The police department provides equipment to be utilized for courtroom security. This equipment includes:

1. A courtroom duress alarm is hard wired from a drawer in the Judge's (Mayor's) bench to the communication's dispatch desk. This alarm consists of a flashing light and an audible noise loud enough to alert the dispatcher on duty.
2. The courtroom is equipped with a walk through metal detector
3. Bailiffs utilize hand held metal detectors when the walk through detector is inappropriate.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 37.1