

Introduced by: Council Present

AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER #53 "COURT SECURITY" POLICY

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 The City of Berkeley, Missouri, Council hereby adopts the attached Court Security Policy in compliance the CALEA standards.

Section 2 The attached agreement is hereby incorporated herein and made a part of this ordinance, as if fully set out herein.

Section 3 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this _____ day of _____ 2017

2nd Reading this _____ day of _____ 2017

3rd Reading, PASSED and APPROVED, this day of 2017

Theodore Hoskins, Mayor


ATTEST:

Deanna L. Jones, City Clerk

Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Kirkland	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mathison	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman-at-Large McDaniel	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDERS: 53
COURT SECURITY		
ISSUE DATE: 8/18/17	EFFECTIVE DATE: 9/18/2017	DISTRIBUTION: ALL PERSONNEL
		RESCINDS: ALL PREVIOUS VERSIONS
ACCREDITATION STANDARDS: CALEA 73.1.1, 73.3.1, 73.4.2, 73.5.12, 73.5.18		NUMBER OF PAGES: 2

PURPOSE: The purpose of this directive is to establish guidelines and procedures for Court Security.

POLICY: The Berkeley Police Department is responsible for providing security to the City of Berkeley Municipal Court. The Municipal Courtroom is located at Berkeley City Hall. Court Security is the responsibility of the Detective Bureau Commander. The Detective Bureau Commander answers directly to the Major. Courtrooms are staffed by sworn personnel, who are qualified to perform the duties of Court Security. [CALEA 73.1.1 a, b, c]

PROCEDURES:

ADMINISTRATION OF SECURITY SERVICES [CALEA 73.1.1 b]

- A. A copy of the security directive shall be available to all Judges, Court Administrator, Court Clerks, Commanders and Patrolmen immediately upon assignment. Weapons shall only be worn in the Courtroom by department members but cannot be visible. Officers that are testifying are allowed to wear their department issued weapon. [CALEA 73.3.1]
- B. The Detective Bureau Commander shall maintain liaison with the Court Administrator at least once monthly to ensure adequate security of the court is being maintained.
- C. At least three (3) officers are assigned on any given scheduled court date.
- D. The Municipal Courtroom is equipped with an intercom system for external communication during emergencies. Sworn personnel shall carry two-way radios at all times during court sessions. [CALEA 73.4.2]
- E. The following timing sequence shall be followed for governing the movement of people in the courtroom:
 - 1. General public shall be admitted to the courtroom first
 - 2. Second, the prisoner shall be brought into the courtroom
 - 3. Third, the judge enters the courtroom

In clearing the courtroom, the above procedure is followed in reverse or as deemed necessary by the Courthouse Sergeant for safety and security issues.

- F. The municipal court does not maintain a holding facility. Individuals taken into custody are immediately transported to the Berkeley Police Department Holding Facility. Sworn personnel will follow Holding Facility procedures as delineated in General Orders #52. [CALEA 73.5.12]
- G. Should a more difficult situation arise requiring additional security measures, each courtroom has available the force of the Police Department's resources to maintain control. Should a serious problem erupt, Road Patrol shall be directed to the courtroom. Road Patrol may use any other assets available to control the situation:
1. Shotguns, handguns;
 2. Tear gas, O.C. Spray;
 3. Riot helmets, shields and batons

The Patrol Commander is responsible for notifying the Chief of Police of all incidents that threaten the facility or any person through a documented report. Notification to appropriate outside agencies should be made as delineated in General Orders #16 "Notification Procedures".

- H. Should a medical emergency develop, the assigned court security officer shall summon EMS to respond. Until EMS arrives, the officer shall administer First-Aid and/or Cardio-Pulmonary Resuscitation according to his/her training. First-Aid kits are available in all courtrooms. [CALEA 73.5.8]

DRAFTED BY: Eye-Liza Conner	DATE: 8/7/17
BY ORDER OF: ART JACKSON INTERIM CHIEF OF POLICE	DATE: 8/14/17
APPROVED BY: Public Safety Committee	DATE: 8/18/17
APPROVED BY: Berkeley City Council	DATE: 9/18/17