

Policy Number: 03-001

Lucas County Sheriff's Office
Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: COURT SERVICES

COMMON PLEAS COURT SECURITY

I. POLICY

It is the policy of the Lucas County Sheriff's Office to supplement the security of the Common Pleas Courthouse located at Adams & Erie Streets in Toledo, Ohio. This is a duty authorized under ORC §311, which directs the Sheriff to provide court security. The Lucas County Sheriff's Office will meet this duty by monitoring all courthouse alarms and responding immediately when assistance is needed. The Common Pleas Court Administrator will supply the Sheriff's Office with the means to enter the courthouse at any hour throughout the week as security assistance may be necessary at any hour including weekends, holidays, and evenings. In addition to the personnel described in these procedures, Lucas County Sheriff's Office deputies assigned to the downtown Toledo area or to the Juvenile Division of the Lucas County Common Pleas Court may also be called upon for assistance in the Common Pleas Courthouse.

A. DEFINITIONS

Common Pleas Courthouse: The site of the Lucas County Common Pleas located at Adams & Erie Streets in Toledo, Ohio. All references to the "Courthouse" will indicate the Common Pleas Court.

"Panic Buttons": Emergency alarms located in all Courthouse courtrooms and judges' chambers. These can be activated immediately if there is a threat of violence or another emergency. Whenever one of these alarms is activated, an audible alarm and a printed message will appear on the Main Control computer in the Corrections Center.

Smoke Detectors: Fire safety devices located throughout the Courthouse. These detectors will set off an audible alarm and generate a printed message in Main Control whenever smoke is detected in the Courthouse. They are in operation at all times.

"Emergency Elevator" Telephone: Telephones located in all Courthouse elevators. These phones are only to be used in case of an emergency such as a stalled or malfunctioning elevator. These phones automatically communicate with Main Control on extension #4925.

"Regular Business Hours": The regular hours of operation for the Common Pleas Courthouse are Monday through Friday from 0800 hours to 1630 hours. During this time, personnel from the Court Security Office will be on duty and will be the primary responders

to any emergency. The courts are closed on weekends and holidays and after business hours.

II. PROCEDURE

A. PANIC BUTTONS

1. A panic button may be activated within the Courthouse by a judge or by other court employees in the event of:
 - a. Violence or threat of violence by a litigant or other person, or
 - b. An unauthorized person who is present on the premises
2. When the button/alarm is activated, an audible alarm will immediately sound in Main Control of the Corrections Center. A message will appear on the Main Control computer. It will indicate which button has been activated and its location in the Courthouse. The above message will also print on the Security System Printer located in Main Control.
3. The Main Control officer monitoring the computer will immediately contact the Court Security Office at extensions #4589, #4780 or #4782 to verify the alarm and determine if back up assistance is needed. The Courthouse Security personnel will make the initial response to a panic button alarm. However, Sheriff's Office personnel will respond whenever such alarm occurs and assistance is needed.
 - a. Outside Security and any other available deputies shall respond.
 - b. Field Operations Unit 32 officers shall respond, if available. They may be sent by contacting the Lucas County Sheriff's Office dispatcher at #4941 or #4977.
4. If Courthouse Security officers require assistance, Main Control officers will:
 - a. Notify the Shift Commander and/or Jail Lieutenant.
 - b. Notify the Outside Security Officer(s) and other officers as directed by the Shift Commander, and have them respond to the location in the Courthouse.
 - c. Notify the Booking Sergeant and inform him/her of the need for additional assistance.
 - d. Notify the Common Pleas Court runners' Office at #4931 and describe the need for assistance (during business hours).
5. If a panic button alarm is activated AFTER normal court business hours, Main Control personnel will IMMEDIATELY phone the courtroom where the alarm originated.
6. If back up assistance is needed to respond to an after-hours alarm, Main Control will:

- a. Notify the Shift Commander and/or Jail Lieutenant.
 - b. Notify the Outside Security Officer(s) and other officers as directed by the Shift Commander, and have them respond to the location in the Courthouse.
 - c. Notify the Booking Sergeant and inform him/her of the need for additional assistance.
7. Whenever Lucas County Sheriff's Office personnel respond to an alarm generated from within the Courthouse, they will submit written reports to the Shift Commander and a Critical Incident Report to the Sheriff describing the incident.

B. SMOKE DETECTOR

Smoke detectors may be activated within the Courthouse any time smoke exists within the building.

1. If a Courthouse smoke detector is activated during business hours, the following shall occur:
 - a. Main Control will receive an audible alarm and written message on the computer. This will indicate the location of the activated smoke detector.
 - b. Main Control officers will notify the Court Security Office (#4589, #4790, or #4782) to verify the alarm and determine if assistance is needed.
 - c. Notify the Shift Commander.
 - d. During business hours, the Court Security personnel will be responsible for any necessary notification of the Toledo Fire Department.
2. If a Courthouse smoke detector is activated after business hours, the following shall occur:
 - a. Main Control Officers will immediately notify the Toledo Fire Department by calling 911.
 - b. Notify the Shift Commander.
 - c. Main Control officers will notify the Outside Security Officer(s) and other officers as directed by the Shift Commander of the alarm and provide the officer(s) with a "key card" to allow them entry into the Courthouse. This card will open the Jackson Street entrance to the Courthouse.
 - d. Main Control will notify the Chief Security Officer of the Common Pleas Court or his designee at home and inform him/her of the alarm.

- e. The Outside Security Officer will ensure that the Jackson Street entrance to the Courthouse is open and will wait there for the arrival of the Toledo Fire Department.
- f. The Outside Security Officer will remain on the scene until the arrival of the Court Chief Security Officer or his designee.
- g. Whenever Lucas County Sheriff's Office personnel respond in any way to a Courthouse smoke detector, those officers involved will submit written reports to the Shift Commander and a Critical Incident Report to the Sheriff describing the incident.

C. ELEVATOR EMERGENCY TELEPHONES

- 1. In the event Main Control receives a call from an elevator emergency telephone during business hours, the following shall occur:
 - a. Main Control officers will immediately notify the Courthouse Security office at extensions #4589, #4780, or #4782.
 - b. If there is no answer on any of the Courthouse Security Office telephones, then Main Control officers should notify the Courthouse Maintenance office at extension #4737.
 - c. If there is no response from the Courthouse Maintenance Office, the Main Control officers should contact the Lucas County Corrections Center Maintenance office at extension #4927.
 - d. Main Control officers will then contact the Shift Commander.
 - e. After the Courthouse Security Office and/or the Courthouse Maintenance Office are contacted, a Lucas County Sheriff's Office deputy will be sent by Main Control to ensure that a response has been made to the incident. Main Control officers will send the Outside Security officers or another officer as directed by the Shift Commander.
- 2. In the event Main Control receives a call from an emergency telephone after business hours, the following should occur:
 - a. Main Control officers will immediately call the Lucas County Maintenance emergency pager at 419- 218-0283. Maintenance staff will make the appropriate response.
 - b. In the event that there is no response to the emergency Maintenance pager, the Maintenance supervisor shall be called on his cell phone (419-392-4972).
 - c. In the event that there is no response from the emergency pager or the Maintenance Supervisor, then the Facilities Director shall be called at home

or on his cell phone. Shift Commanders shall be provided with his phone numbers.

- d. Main Control officers shall follow the instructions of Maintenance employees when contact is made.
3. All Lucas County Sheriff's Office personnel involved in responding to a call from an emergency telephone will submit the appropriate written reports describing the incident.