

Policy Number: 03-002

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

TOLEDO MUNICIPAL COURT  
DEPUTY FIREARM POLICY

**I. POLICY**

It is the policy of the Lucas County Sheriff's Office to coordinate the security between the Lucas County Sheriff's Office and Toledo Municipal Court Staff by adopting the policy and procedures set forth. Deputies assigned to Toledo Municipal Court's functions are the care, custody, and transportation of all inmates assigned to their supervision while being transported to and from Toledo Municipal Court and other designated areas. In addition, those Deputies assigned to Toledo Municipal Court will protect the welfare and safety of the community and Toledo Municipal Court personnel, to coordinate and cooperate with other Criminal Justice Agencies as necessary, and to process prisoners and inmates to and from Court and to maintain the necessary records and files.

**II. PROCEDURE**

1. A minimum of seven (7) Deputies shall be assigned to work in the Toledo Municipal Court Bullpen System on a daily basis. These seven (7) deputies and as many assigned Trial Court Deputies that are available shall report to the Lucas County Correction Center (LCCC) Booking area's "Docket Desk" to prepare in-custody defendants for transportation to the Courthouse. The following is the procedure that shall be followed for transportation from LCCC to the Court and the subsequent monitoring and escort to Courtrooms via the Bullpen System.
2. **It should be noted that the span of control of Deputies to in-custody defendants for transportation and escort shall be strictly adhered to and shall not exceed six (6) in-custody defendants to one (1) Lucas County Deputy.**
3. Prior to proceeding to LCCC Booking, Bullpen Deputies assigned need shall conduct a comprehensive security check of their respective Bullpen.
4. Prior to proceeding to LCCC Booking all Deputies assigned to the Bullpen shall secure their weapons in the lock boxes provided in the

hall way leading from the Main Bullpen to Bullpen #4.

5. All assigned Trial Court Deputies shall secure their weapons either at the Security Console or in their lockers prior to assisting with in-custody defendant transportation from LCCO Booking to the Courthouse. Once Trial Court Deputies are complete with providing this assistance, they shall retrieve their weapon and prepare for their respective Courtroom dockets.
6. Preparation of in-custody defendants at the LCCC includes the requirement to **"shackle" in belly chains all in-custody defendants being transported to the Courthouse.** Once a group of in-custody defendants is prepared they shall be transported based on the identified span of control through the tunnel system and up the elevator to the Main Bullpen. Bullpen Deputies shall be assigned as follows:
  - a. **1- Main Bullpen Deputy** will check in all custodies and direct those scheduled for appearance in Courtrooms 3 and 4 to the appropriate Bullpens as long as the Bullpen 3 and 4 Deputies are in place. Additionally, this Deputy shall monitor the Main Bullpen for any disorder and/or security concerns.
  - b. **2- Main Bullpen Deputies** will assist with the monitoring, escort and security of the Main Bullpen paying special attention to the hallway leading from the Main Bullpen to Bullpen 4, the stairs leading from the Main Bullpen down to Bullpen 3, the stairs leading up to Courtroom 6 and the elevator leading up to Courtrooms 11 and 12. These Deputies may also be utilized for transportation on in-custody defendants complete with their court appearance back to LCCC Booking.
  - c. **1- Bullpen 3 Deputy** will check in all custodies into Bullpen 3 and shall monitor the Bullpen 3 for any disorder and/or security concerns.
  - d. **1- Bullpen 3 Deputy** will assist with the monitoring, escort and security of Bullpen 3 paying special attention to the stairs leading up from Bullpen 3 to the Main Bullpen.
  - e. **1- Bullpen 4 Deputy** will check in all custodies into Bullpen 4 and shall monitor Bullpen 4 for any disorder and/or security concerns.
  - f. **1- Bullpen 4 Deputy** will assist with the monitoring, escort and security of Bullpen 4 paying special attention to the stair's leading up from Bullpen 4 to the Main Bullpen and the stairs leading up to Courtrooms 7, 8, 9 and 10.

7. Once their respective Bullpens are closed another comprehensive security check shall be conducted.
8. Trial Court Deputies shall have responsibilities for escorting custodies from the Bullpen System to their assigned Courtroom. It is desired that these Trial Court Deputies remain armed. In order for them to remain armed they shall carry their duty weapon in nothing less than a Level 3 retention holster.
9. The following procedure shall be followed to minimize exposure of weapons of Trial Court Deputies in the Bullpen System:
  - a. **Courtroom 2 Deputy** will proceed to the Main Bullpen via the prisoner elevator and escort in custody defendants scheduled for appearance in Courtroom 2. There will be no requirement to lock their weapon for this escort. The Deputy shall not linger in the holding area of the Main Bullpen.
  - b. **Courtroom 3 Deputies** duties are proximate to Bullpen 3 and their entry and exposure into the Bullpen is only limited to escorting a prisoner into the Courtroom therefore there will be no requirement to lock their weapon for this escort. The Deputy shall not linger in the holding area of Bullpen 3.