

Town of Guilford
223 Marble Road
Guilford, NY 13780

POLICY AND PROCEDURE

Standard Operating Procedures for Bailiff/Court Security Officer(s)

Policy: It is the policy of the Town of Guilford to have a Manual of Standard Operating Procedures specific to the Court.

Procedure:

This manual reflects the standards (policies and procedures) by which the Bailiff / Court Security Officer(s) of the Guilford Town Court perform their job functions. The Bailiff / Court Security Officer(s) of the court recognize the need to adhere to a code of conduct that reinforces the professionalism with which they serve their community.

While it is believed that most incidents and/or issues a Bailiff / Court Security Officer(s) might encounter will be covered by a standard set forth within this manual, it is expected that the values and ethics we have pledged to ourselves and the commitment to our community will give each of us an overall guide in those matters not specifically addressed in this policy. Essential to the learning process, it is understood that mistakes will be made while we make critical decisions and take risks associated with our profession. Therefore, the "Code of Ethics" is included in this manual. A Bailiff/Court Security Officer's actions will be viewed within the scope of what is in the best interest of the Court and the Town of Guilford, as well as what is reasonable and ethical under the circumstances.

This manual should be read in conjunction with the *Rules and Regulations* of Town of Guilford. While not bound by these regulations, where practicable the regulations will be incorporated into the Bailiff / Court Security Officer(s) procedures of the Guilford Town Court.

This manual was developed as a direct result of a Bailiff / Court Security Officer(s) position. It is designed to be reviewed and updated at regular intervals. All employees of the court are encouraged to forward their suggestions for revisions or new standards as necessary.

VALUES, MISSION, AND VISION STATEMENTS

The Bailiff / Court Security Officer(s) of the Guilford Town Court support the mission of the judiciary and as such, share the same values, mission, and vision as the Judiciary.

Our Values:

The Guilford Town Court hold the following values and desire to operate in a manner that is, and will be perceived as independent, fair and impartial, efficient, accountable, competent, consistent, accessible, respectful, service-oriented, and valuing custom and tradition. These values form the basis for the following Mission and Vision Statements.

Mission Statement:

The mission of the Guilford Town Court is to fairly and efficiently resolve disputes properly brought before them, discharging their judicial duties and responsibilities in accordance with the Constitution, New York State Laws, and Town of Guilford Ordinances.

Vision Statement:

The Guilford Town Court will be independent, impartial, well-managed, respected, and providing justice to all who come before them. In addition to the shared values, mission, and vision of the Judiciary, the Bailiff / Court Security Officer(s) of the court also adhere to the Code of Ethics for Bailiff / Court Security Officer(s).

CODE OF ETHICS

Bailiff / Court Security Officer is an honorable calling. Service in this field demands a professional rather than an occupational philosophy. Personal honor, a desire for professional status, and devotion to serve above self are the motives which impel a Bailiff / Court Security Officer to discharge this responsibility in full measure.

An ethical Bailiff / Court Security Officer's life is one of self-sacrificing service to a high ideal, based upon recognition of the responsibilities entrusted to them and the belief that the Bailiff / Court Security Officer is an honorable vocation. They fully accept their responsibilities to defend the right, to protect the weak, to aid the distressed, and to uphold the law.

The Bailiff / Court Security Officer(s) accept the obligation to report facts and to perform their duties without bias or display of emotion, and to consider all information coming to knowledge by virtue of the position, as a sacred trust, to be used for official purposes only. They give their loyal and faithful attention to the identification and apprehension of criminals, being equally alert to protect the innocent and prosecute the guilty. They perform the functions of the office without fear, favor, or prejudice and do not engage in unlawful or improper practices.

The Bailiff / Court Security Officer does not disclose to unauthorized persons any information concerning pending matters which might be prejudicial to the interest of the County, the Town Government, and the Guilford Town Court.

The Bailiff / Court Security Officer does not seek to benefit personally by any confidential information, which has come to them by virtue of the assignment. The Bailiff / Court Security Officer is respectful and courteous to all persons. They are faithful and loyal to this organization; constantly striving to cooperate with and to promote better relations with all regularly constituted agencies and their representatives in matters of mutual interest and obligation.

Rigid adherence to the principles set out above is mandatory for anyone accepting a position in the Guilford Town Court. Acceptance of these principles should not be perfunctory; it should be weighed carefully. Citizens are quick to criticize any misconduct of Bailiff / Court Security Officers. The community places their trust in and expects them to conduct themselves in a manner, which merits this trust. Officers should be proud to be a part of the profession that demands so much.

Guilford Town Court
Standard Operating Procedures
Bailiff / Court Security Officer(s)
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Chapter 1 AUTHORITY AND SELECTION

In order to perform their duties as Bailiff / Court Security Officer(s), it is imperative that the Officer(s) selected to fill this position be of the highest caliber and have authority necessary to carry out the responsibilities of their office.

A. AUTHORITY

Bailiff / Court Security Officer(s) of the Guilford Town Court are Qualified Peace Officers and have the full powers of their position while acting in the capacity of Bailiff / Court Security Officer(s). Sworn Officers have the authority to enforce local ordinances, as well as State Laws.

An Officer's authority is limited by NYS Law, Guilford Town Court policy, and legal restrictions.

An Officer may exercise discretion in the enforcement of minor violations, but has no discretion when given a lawful order dealing with compliance of rules and regulations or specific laws mandating particular actions or omissions.

B. OATH OF OFFICE

Upon appointment by the Guilford Town Board, every Officer before entering upon their duties shall take and shall have filed with the Guilford Town Clerk an oath which shall be in substantially the following form:

OATH OF OFFICE

I solemnly swear (or affirm) that I will faithfully support the Constitution of the United States, New York State Laws, and that I will conscientiously and impartially discharge my duties as a Bailiff / Court Security Officer in the Guilford Town Court and all other duties devolving upon me in connection with such office. So help me God (and I so affirm).

Officer's Name (printed): _____

Officer's Name (signature): _____

Subscribed and sworn to
Before me this _____ day of

_____, 20 _____

C. OBEYING ORDERS

1. Bailiff / Court Security Officer(s) must obey any lawful order of a superior, including any order relayed from a superior, regardless of rank. If the order is in conflict with other orders given previously, or with any departmental regulation, inform the supervisor(s) involved, if possible. If the person giving the order does not eliminate the conflict the order stands, but the responsibility is that of the person issuing the order.
2. No Bailiff / Court Security Officers is required to obey any order that is contrary to law or an ordinance. Responsibility for refusal to obey rests with the Bailiff / Court Security Officer, who shall be required to justify the refusal.

D. BAILIFF / COURT SECURITY OFFICER SELECTION

1. Bailiff / Court Security Officers for the Guilford Town Court are selected by the Guilford Town Board and Justice(s) of the Court. This is a highly public position and the Officers selected to serve as Bailiff / Court Security Officers should understand that they will represent not only their parent agency but they will also represent the Court. Bailiff / Court Security Officers selection should include but is not limited to the following criteria;
 - a. The ability to work as a team member
 - b. Demonstrate high levels of self-motivation and initiative
 - c. Excellent verbal communications skills
 - d. Good writing skills
 - e. Ability to work with minimal supervision
 - f. Able to meet the physical demands of the job
 - g. The ability to interact positively with the community
 - h. Qualify and maintain the status of NYS Peace Officer
 - i. Ability to Exercise Force Continuum – PL Article 35

E. BAILIFF / COURT SECURITY OFFICER REMOVAL

Should it become necessary to request the removal of an Officer from their position as Bailiff / Court Security Officers, the Guilford Town Justice(s) will outline in writing the reasons for the request and submit it to the Guilford Town Board for action.

Chapter 2 APPEARANCE FOR DUTY AND ORGANIZATION

The first impression most citizens will have of the court is in the person of the Bailiff / Court Security Officer. It is imperative that the Bailiff / Court Security Officer be professional in appearance and conduct in all their actions as Officers of the Court.

A. APPEARANCE FOR DUTY

1. All Bailiff / Court Security Officer will report for duty at the Court House at their designated time. Generally the hours of duty for Bailiff / Court Security Officer are 1530 hours to 1830 hours the second Tuesday of the month unless other arrangements have been made with the Judge.
2. All Bailiff / Court Security Officers appearing for duty will be in the proper designated uniform for court assignment.
3. All Bailiff / Court Security Officers will be clean and well groomed. Uniforms will be clean and pressed.

Chapter 3 CODE OF CONDUCT

Actions of the Bailiff / Court Security Officer of the Court are governed by Article 35 of the NYS Penal Law and Rules and Regulations of the Guilford Town Court.

A. GUIDE FOR DISCIPLINARY ACTION

1. Existence of facts established by a preponderance of evidence establishing that there has been violation of law, ordinance, departmental rule or order shall be sufficient to justify the implementation of disciplinary action under these rules.
2. Disciplinary action for violation contained in Section C of this Article shall be as follows:

Minimum Action – Written Reprimand

Maximum Action – 2 Written Reprimands in 1 year = Dismissal

B. PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Standard of Conduct: Officers and employees shall conduct their private and professional lives in such a manner as to avoid bringing the Town of Guilford into disrepute.
2. Loyalty: Loyalty to the Town of Guilford and to associates is an important factor in departmental morale and efficiency. Officers and employees shall maintain loyalty to the

Town and Court and their associates as is consistent with the law and professional ethics.

3. Cooperation: Cooperation between the ranks and units of the Court is essential for effective Bailiff / Court Security Officer. Therefore, all Officers and employees are strictly charged with establishing and maintaining a high level of cooperation.
4. Assistance: Law Enforcement Officers shall take appropriate action toward aiding a Bailiff / Court Security Officer exposed to danger or in a situation when danger may be impending.
5. General and Duty Responsibilities: Officers shall, at all times, take appropriate action to:
 - a. Participate in subsequent court proceeding; Identify unusual activity and, when appropriate, take custody of offenders for Local Law Enforcement for transport.
 - b. Reduce the opportunities for the commission of crimes through preventive actions and other techniques.
 - c. Aid individuals in danger of physical harm.
 - d. Protect Constitutional guarantees.
 - e. Facilitate the movement of people.
 - f. Assist those who cannot care for themselves.
 - g. Resolve conflicts.
 - h. Identify potentially serious problems.
 - i. Create and maintain a feeling of security in the Court.
 - j. Promote and preserve civil order.
 - k. Provide emergency services.
 - l. Enforce all New York State and Local laws and ordinances coming within the jurisdiction of the Town Court.
6. Knowledge of Laws and Regulations: Officers are expected to establish and maintain a working knowledge of the State and Local laws, rules and regulations of the Town, thereof which are applicable to their functions as a Bailiff / Court Security Officer. In the event of improper actions or breaches of discipline, it will be presumed that the Officers were familiar with the law, rule or order in question.

7. Performance of Duty: Officers and employees shall perform their duties as required or directed by law, departmental rules, policies or orders, or by order of a superior. All lawful duties required by competent authority shall be performed promptly as directed, notwithstanding the general assignment of duties and responsibilities.
8. Obedience to Laws and Regulations: Officers and employees shall observe and obey all laws and ordinances and all rules, regulations and orders of the Town and Court.
9. Political Activities: Aside from exercising the right to vote, Bailiff / Court Security Officers will not discuss politics or be politically involved while on duty for the Town of Guilford. Any violation of this rule shall be cause for dismissal from the position.
10. Extended Action: Repetitious violations of any rule or rules shall be considered grounds for dismissal. Two (2) or more violations for which disciplinary action is imposed within a span of twelve (12) months is considered "repetitious" for disciplinary purposes.
11. Manner of Issuing Orders: Orders from superiors to subordinates shall be in clear understandable language, civil in tone and issued furtherance of departmental business.
12. Unlawful Orders: Command or supervisory Officers shall not issue any order which is contrary to any law, ordinance or department rule.
13. Obedience to Unlawful Orders: Officers and employees are not required to obey any order which is contrary to NYS Law or Local ordinance of Rules and Regulations. Responsibility for refusal to obey rests with the individual Officers or employees. The Officers shall be required to justify their action.
14. Obedience to Unjust Orders: Officers and employees who are given orders which they feel to be unjust, must first obey the order to the best of their ability and then may proceed to appeal as provided.
15. Conflicting Orders: Upon receipt of an unlawful order, an order contrary to the Rules and Regulations or an order conflicting with any previous order or instruction, the member effected will be advised by the person issuing the order of this fact. Responsibility for countermanding the original order of instruction then rests with the individual issuing the order. If so directed, the latter order shall be obeyed. Orders will be countermanded or conflicting orders will be issued only when reasonably necessary for the good of the Court.
16. Reports and Appeals: (Unlawful, Unjust, Improper orders) – Officers and employees receiving unlawful, unjust, or improper orders shall, at first opportunity, report in writing to the Judge and Town Supervisor through official channels, this report shall contain the facts of the incident and the action taken. Appeals for relief from such orders may be made at the same time.

17. Mental of Physical Incompetence: A finding that any Officer or employee is, at the time of the annual physical examination or any other time, upon examination by a certified doctor or any other reputable physician, physically or mentally incompetent to perform, or incapable of performing, the duties for which they were employed, shall be cause for release from duty.

C. RULES

1. Intoxication: Officers and employees shall not consume alcohol before duty or be intoxicated while on duty.
2. Use of Drugs and Narcotics: The illegal possession or use of by Officers and employees of any tranquilizer, narcotic, depressant and / or drug is expressly prohibited.
3. Malicious Use of Physical Force: Malicious use of physical force by Officers which results in bodily injury to another person or which results in bodily injury inflicted by the deliberate use of a dangerous instrument.
4. Physical / Verbal Abuse: Officers and employees shall not physically and / or verbally abuse anyone, superior or subordinate. Officers and employees shall treat superior Officers, subordinates, associates, and the public with respect. Any exhibition of partiality for or against a person because of race, sex, creed or influence will not be tolerated.
5. Cowardice: Officers shall not display cowardice in the performance of their duty.
6. Mistreatment of Prisoner: Officers and employees shall not knowingly mistreat Prisoners.
7. Gambling: Officers and employees are prohibited from engaging in any gambling activity.
8. Security of Department Business: Officers and employees shall not reveal information outside the Court or remove or cause to be removed, any official records except as provided elsewhere in the manual or as required by law or competent authority. Especially, information that is considered confidential
9. Department Investigations – Testifying Officers and employees are required to respond truthfully to questions by, render all materials and relevant statements to a designated investigator.
10. Commission of any Criminal Act: Officers and employees shall not commit any criminal acts.

11. Gifts, Gratitude, Fees, Rewards, Loans, Soliciting, Etc.: Officers and employees shall not solicit any gifts, gratitude, loans, or fees.
12. Falsification of Records: Officers and employees shall not knowingly falsify official reports or cause to enter any incorrect, false or improper information on any records.
13. Relief: Officers and employees are to remain at their assignment and on duty until properly relieved or excused by the Judge.
14. Reports: Officers and employees shall promptly submit such reports as are required in performance of their duties or by competent authority.
15. Firearms: (Disposal and Discharge) Officers shall not display firearms or unnecessarily draw them except for inspection or official use as directed. Officers are required to submit a written report regarding any discharge of firearms on Town Property. Such reports are to be completed and forwarded to the Judge(s).
16. Compensation for Damages Sustained on Duty: Officers and employees shall not seek in any way, or accept from any person, money or other compensation for damages sustained or expense incurred in the line of duty except as authorized by the Town.
17. Recommending Attorneys and Bail Bondsman Prohibited: Officers and employees shall not suggest, recommend, advise or otherwise counsel any person who comes to their attention as a result of Court business.
18. Commercial Testimonials: Officers and employees shall not permit their names or photographs to be used to endorse any product or service which the Guilford Town Court, allow their names or photographs to be used in any commercial testimonial which alludes to their position or employment with the Town of Guilford.
19. Absence from Duty: All Officers and employees who fail to appear for duty at the date, time and place specified for so doing without the consent of competent authority are "absent without leave."
20. Reporting Accidents: Accidents involving Officers and employees, government property and/or equipment must be reported in accordance with adopted procedures.

Chapter 4 DUTIES AND RESPONSIBILITIES

The duties of the Bailiff / Court Security Officer are many and can vary day to day. Bailiff / Court Security Officers must be flexible to accommodate changes in their daily routine to adequately meet the needs of the Court. The following items comprise a list of duties that Bailiff / Court Security Officers have responsibility for.

A. DUTIES

1. Facility and Courtroom security – Chapter 5
2. Courtroom decorum – Chapter 6
3. Jury management – Chapter 7
4. Emergency Situations – Chapter 9

Chapter 5 FACILITY SECURITY

For those of us who work in the courts it is not a matter of if violence is going to happen, it is a matter of when it is going to happen. Violence or the threat of violence, in the Court Room and Facility would have a profound negative impact on the Court's functioning. The Bailiff / Court Security Officer must be ever watchful for potential and actual threats to the court and staff.

A. SECURITY PLAN

1. At the start of each day the Bailiff / Court Security Officer will conduct a security sweep of the exterior and grounds of the Town Hall. Special attention should be given to packages, boxes, backpacks, and items that do not belong on the Town property. If a suspicious device is located the appropriate authorities should be notified and the immediate area should be evacuated.
2. Before the public is allowed into the Town Hall a security sweep of the public areas will be conducted.
3. Before the public is allowed into any Courtroom the Bailiff / Court Security Officer will conduct a security sweep of the Court Room, Inmate Holding Room and Attorney Room.
4. Before court is in session, the Bailiff / Court Security Officer will position themselves at the Public entrance to the Courtroom to be able to greet and observe persons who enter. All people entering the Court Room will be screened by the Metal Detector. Persons with large or bulky belongings should be asked to remove them or allow the Bailiff / Court Security Officer to review the contents or take back to their vehicle. Persons bringing food or drinks (other than water) will be asked by the Bailiff / Court Security Officer to remove or dispose of them.
5. During court, the Bailiff / Court Security Officer will position themselves to be able observe the Judge, defendant, and the audience.

6. The Bailiff / Court Security Officer will not allow anyone to approach the Judge without permission.
7. The Bailiff / Court Security Officer will not allow members of the audience to approach, communicate with, or pass anything to any person in custody in the Courtroom.
8. While court is in session, the Bailiff / Court Security Officer is responsible for the maintenance of order and prevention of unnecessary noise or disturbances in and about the Courtroom.
9. At the conclusion of any court session the Bailiff / Court Security Officer will Conduct a security sweep for any items that may have been left behind by the public.

B. REPORTING SECURITY ISSUES

1. The Justice(s) should be kept informed by the Bailiff / Court Security Officer of any information relating to potential security risks. The Judge should confer in advance with the court security staff to determine what additional security measures might be required for a high risk defendant. This includes the possibility of restraining the defendant in the Courtroom if the threat to the safety of people in the Courtroom is sufficient to warrant such measures.

C. SECURITY SURVEY

1. A security survey is a complete inspection, evaluation and analysis of the Facility, intended to uncover security flaws in the facility, in plans, policies, and procedures utilized in the security function and in the utilization of personnel and equipment. A complete survey of the Court facilities and the procedures utilized in the court should be conducted by the Bailiff / Court Security Officer on an annual basis. The security survey should have three objectives:
 - a. Identify existing security deficiencies.
 - b. Recommend improvement [facility, equipment, personnel and Procedures]
 - c. Eliminate and / or reduce conditions that create opportunities for security incidents to occur thus making it more difficult for an individual or group to interrupt or threaten the operations of the court and those who use the courts.

The security survey should establish the standards upon which the Bailiff / Court Security Officer's recommendations were prioritized and include the recommendations with the report to the court. The normal standard is the criticality of the issue to the mission, goals, and objectives of the security survey. Ultimately it is the court which must determine what resources it has to commit and how best to utilize these resources [financial, personnel and policy / procedures] to achieve the recommendations.

D. THREATS

1. If a threat against a Judge or any court personnel is received, the Bailiff / Court Security Officers should be informed immediately so that adequate precautions may be taken to ensure their safety. It is important that the Judge cooperate with the Bailiff / Court Security Officers so they can provide protection while the threat is evaluated and neutralized.
2. Additional security measures could include but are not limited to:
 - a. Escorts to and from vehicles
 - b. Additional security in Courtrooms

Chapter 6 COURTROOM DECORUM

The decorum of the Courtroom reflects directly on the professionalism of the Judge and the Bailiff / Court Security Officer present. The Bailiff / Court Security Officer is solely responsible that an orderly Courtroom is maintained prior to the Judge's arrival and after his departure. While the Judge is in attendance, it is the Bailiff / Court Security Officer's responsibility to assist the Judge in maintaining order by carrying out any directions of the Judge as well as enforcing any rules of order previously established by the Judge.

A. STANDING RULES

1. The Bailiff / Court Security Officer will reaffirm:
 - a. The use of cell phones in the Courtroom is prohibited.
 - b. There is no eating allowed in the Courtroom.
 - c. There will be no liquids allowed in the Courtroom with the exception of drinking water.
 - d. There will be no disruptive talking in the Courtroom.
 - e. Disruptive noise outside the Courtroom will be addressed by the Bailiff / Court Security Officer.

- f. Persons in the audience will not wear t-shirts or any other apparel with inappropriate images or wording.
- g. Items likely to be used as weapons are prohibited from the Courtroom unless previously cleared with the Bailiff / Court Security Officer.
- h. Photography, videography, or audio recording are prohibited in the Court room without the express permission of the Judge.
- i. No one is allowed to approach the Judge without permission.
- j. No person shall wear sunglasses in the Courtroom with the exception of those with prescription lenses.
- k. Removal of all hats while in the Courtroom.

B. SPECIAL RULES

There may be cases in which the Judge may determine that additional rules may be necessary, such as;

1. The Courtroom is closed to observers.
2. The Courtroom is closed to children under a certain age.

Chapter 7 JURY MANAGEMENT

The Bailiff / Court Security Officer plays a significant role in ensuring the integrity of the jury process. The public's trust in the jury system will only be maintained if the perception of fairness is maintained.

A. DURING TRIAL

Once the jury is empaneled, the Bailiff / Court Security Officer will insure the following actions are taken;

1. During the trial, ensure that the jurors have arrived in the jury room prior to start of court each day and will inform the clerk when all the jurors are present.
2. Escort the jurors to and from the Courtroom and ensure they do not have contact with any of the trials participants.
3. See to the reasonable comforts of the jurors.

4. Forward any requests from the jurors to the Judge.

B. DURING DELIBERATIONS

1. Bailiff / Court Security Officer must be sworn in by the Judge or Clerk.
2. Bailiff / Court Security Officer should have a list of the jurors. This will be given to him by the Court Clerk.
3. Bailiff / Court Security Officer must remain outside the door of the room where the jury meets to make its decision. He ensures that no one talks to the jurors and that they do not leave for any reason.
4. Jurors cannot leave the jury room (except to go to the bathroom). They cannot make any phone calls. They cannot have newspapers, magazines, dictionaries or any reference material. They cannot have a tape recorder.
5. If the jurors have any questions, they must write them down and give them to the Bailiff / Court Security Officer. The Bailiff / Court Security Officer will contact the Judge and the Judge will answer the questions. The Bailiff / Court Security Officer will make emergency phone calls for the jurors if necessary.
6. Jurors must not discuss the case when they are out of the jury room. The Bailiff / Court Security Officer must not discuss the case with the jurors or with anyone else.
7. The Bailiff / Court Security Officer will inform the court when the jury has reached a verdict and escort the jurors into the Courtroom when summoned by the Judge.

Chapter 8 RESPONSE TO RESISTANCE

Bailiff / Court Security Officers may have to use force to overcome the resistance of a subject to lawful orders and process. Careful consideration must be given to all options available to Bailiff / Court Security Officers before responding to unlawful resistance. Only with reasonable uses of force will Bailiff / Court Security Officers justify their responses and maintain the public's trust.

A. DECISION TO USE FORCE

A Bailiff / Court Security Officer's decision to use force should only come after all other forms of persuasion have been exhausted. Because of the potential of injury to the Bailiff / Court Security Officer, subject, and bystanders, the use of force must be a carefully considered action based on the totality of the circumstances. There will be times when the subject will give the Bailiff / Court Security Officer no time to use other means of

persuasion and then Bailiff / Court Security Officer must be prepared to use a proper degree of force to overcome resistance of the subject.

B. LIMITATIONS

Bailiff / Court Security Officers will use only the amount of force necessary to affect the lawful purpose intended. The use of force must be continually based on the level of resistance or threat being experienced.

Bailiff / Court Security Officers are authorized to carry and use only authorized weapons in the performance of their official duties in accordance with the applicable statutes of the State of New York. Officers will use weapons in a manner that does not cause unwarranted danger to themselves or others. A weapon or approved physical restraint technique must be used within the limits of training.

C. DOCUMENTING USE OF FORCE

Whenever any physical force is used to gain compliance of an individual, the use of force must be documented by the utilizing Bailiff / Court Security Officer by completing an "Officer Report" prior to leaving the Town Hall. It is recommended that the Officer photograph any injury (or claimed injury) site. If possible, have a medical technician examine the subject. The Town Supervisor will be notified as soon as possible.

1. Restraints (includes handcuffs)

Handcuffs or other restraints may be used to prevent the escape of persons in custody and to prevent injury to the Officer and others. Handcuffs shall be placed on every person arrested. Persons who are detained but are not in custody may be handcuffed at the Officer's discretion for Officer's safety or the safety of others. In the event that it is physically impossible, impractical due to physical impairment, or due to the age of the person, other means of restraint shall be used.

D. RENDERING AID AFTER USE OF FORCE

After the use of any restraint technique or weapon, Bailiff / Court Security Officers should determine any need for medical treatment and render or summon any aid needed as soon as can be safely done.

Chapter 9 EMERGENCY SITUATIONS

The Bailiff / Court Security Officers are the first responders to any situation that may happen within the Court or on the Town of Guilford property. It is imperative that all Bailiff / Court Security Officers know how to respond appropriately to these situations. Bailiff / Court Security Officers should also keep in mind that emergency situations may be contrived as a means of distracting the Bailiff / Court Security Officer from some other event taking place.

A. FIRE

In the event of the report of fire, the Bailiff / Court Security Officer will ensure the following actions are taken;

1. The fire department is notified either by radio or telephone.
2. If possible, the Bailiff / Court Security Officer should locate and evaluate the fire extinguish if possible.
 - a. The Bailiff / Court Security Officer will not take unnecessary risks in determining the source and nature of any report of fire.
 - b. All Bailiff / Court Security Officers should know the locations of all fire extinguishers and how they operate.
3. If it is determined that the Town Hall should be evacuated, the Bailiff / Court Security Officer will;
 - a. Ensure that all personnel are accounted for.
 - b. Secure the perimeter of the Town Hall against unauthorized entry.
4. Bailiff / Court Security Officers will make themselves available to the fire department to act as guides and liaison between the fire department and the court.
5. When the fire is extinguished, the Bailiff / Court Security Officers will secure the Town Hall until relieved.

B. MEDICAL EMERGENCY

In the case of a medical emergency, the Bailiff / Court Security Officer will ensure that the following actions are taken;

1. Bailiff / Court Security Officers will ensure there are no hazards at the scene of the medical emergency.
2. Bailiff / Court Security Officers will assess the nature and severity of the medical emergency.
3. Call for medical assistance or transport if necessary.
4. Render appropriate first aid (lifesaving only).

NOTE: All Bailiff / Court Security Officers should have basic first aid training.

C. ASSAULT OR FIGHT

Should an assault or fight take place anywhere on the Town Property, the Bailiff / Court Security Officer should take the following actions;

1. If possible, the Bailiff / Court Security Officer or someone at his request should call for assistance.
2. The Bailiff / Court Security Officer should intervene and stop the assault or fight.
3. The Bailiff / Court Security Officer should determine if medical aid is needed by any of the involved parties.
4. When the situation is under control, the Bailiff / Court Security Officer should investigate and determine if a physical arrest is warranted.
5. The Bailiff / Court Security Officer will complete a report and forward it to the appropriate police agency.

D. HOSTAGE TAKING

1. When a Bailiff / Court Security Officer is confronted with a situation in which a potentially armed suspect, with or without a hostage, has seized or is believed to have seized control of any part of the Court, immediate steps should be taken to ensure the safety of hostages (actual or potential), bystanders, and responding Officers. A person who has barricaded themselves against arrest, with or without hostages, presents an extraordinary danger to innocent persons and to the Officer who must arrest the suspect.
2. Bailiff / Court Security Officers should try to avoid confrontations in favor of controlling and containing the situation until the arrival of the additional police resources.
3. As soon as possible, an attempt must be made to isolate witnesses and to evacuate innocent persons and bystanders.
4. In the event injuries have already been sustained, evacuation of the Injured should be made immediately or as soon as it can safely be arranged.
5. Bailiff / Court Security Officers will relinquish tactical control of the situation to the responsible police agency as soon as practical and they will resolve the situation.

E. MASS DEMONSTRATION

In the event of mass demonstration, the security of the facility and staff should take first priority followed by the need for continued operations. If a mass demonstration occurs at the Town Hall, the Bailiff / Court Security Officer will take the following actions;

1. The Bailiff / Court Security Officer should ensure that both police agencies (N.Y. S. Police Department and Chenango County Sheriff Office) are notified of the situation.
2. All access points to non-public areas are securely locked.
3. Should violence occur, the Bailiff / Court Security Officers will secure the court staff in a place of safety.

F. BOMB THREATS

1. It is the policy of the Town to ensure the safety of its personnel and the public in situations involving the threatened use of explosives.
2. A bomb threat means any communication reported to anyone warning of an explosive device or substance placed where it may cause injury or damage.
 - a. When any staff member of the court receives a call of a bomb threat, bombing, or un-detonated explosive substance, 911 Dispatch will be notified as well as the Town Supervisor.
 - b. No radio or cellular phone calls will take place within 300 yards of the scene.
 - c. The evacuation of the Town Hall is at the discretion of the Town Supervisor or designee. The Bailiff / Court Security Officer may order evacuation when information or evidence is compelling that a bomb is present.
3. Building searches are at the discretion of the Town Supervisor or designee. When searches are made, they will be thorough, systematic, and supervised. A Bailiff / Court Security Officer should ask a staff member familiar with the premises to assist in the search.
 - a. Civilians should be instructed not to move any suspicious or unidentified object and to evacuate the area.
 - b. Suspicious objects discovered by Bailiff / Court Security Officers should be brought to the immediate attention of the Court Judge. If they cannot be

identified, they should be treated as an un-detonated explosive device and not moved or touched.

4. When no explosive device is found, the Bailiff / Court Security Officer will notify the dispatcher and complete the appropriate report.
5. When a Bailiff / Court Security Officer discovers any un-detonated explosive device, they will notify 911 Dispatch.

Chapter 10 COMMENDATIONS AND COMPLAINTS

Citizens are encouraged to bring forward commendations or legitimate grievances regarding professionalism and misconduct by any Bailiff / Court Security Officer. Regardless of the nature of commendation or complaint, they can be made by phone, in person, in writing, or by email, at any time.

A. COMMENDATIONS

When a Bailiff / Court Security Officer of the court performs a meritorious act, which is perceived to be worthy of formal recognition, the person taking the commendation will record the circumstances and forward it to the Town Supervisor or designee for action.

The Town Supervisor may:

1. Issue a formal commendation or;
2. Refer the commendation to the appropriate police agency.

B. COMPLAINTS

Any complaint about a Bailiff / Court Security Officer taken by any court employee should be placed into a written memo and forwarded to the Town Supervisor or designee for review. The Town Supervisor or designee will:

1. Review the complaint and determine it is without merit, or;
2. Review the complaint, determine it has merit, and counsel the involved Bailiff / Court Security Officer if the complaint is of a minor nature, or;
3. Review the complaint, determine it warrants further investigation, and refer it to the appropriate agency