

I. PURPOSE

To describe the duties and responsibilities of contract security officers assigned to Security Post #99 of the Public Safety Center. Hereinafter referred to as Post #99.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that the Court Security Section, Facility Security Unit, in conjunction with a contract security firm, provide a safe and secure environment for all employees, law enforcement officers, contractors and citizens entering the secure lots through Post #99. Facility Security Deputies and Contract Security Officers will ensure the safety of all people and property within the confines of Post #99, to include the loading docks. The Post #99 security officer will direct pedestrian traffic, and he/she will check all vehicles and drivers attempting to enter Post #99.

III. PROCEDURE

- A. Post #99 is a Monday – Friday from 0630 hours until 1730 hours manually operated security post. Contract Security will be responsible for the operation of Post #99, Monday through Friday from 0630 hours until 1730 hours, excluding weekends and holidays. The post will be staffed with one contract security officer throughout the designated eleven-hour shift. Contract security officers assigned to Post #99 will be the responsibility of contract security and determined by the site supervisor. Post #99 will be secured at the end of each shift or when it is not staffed by contract security personnel. Outside of the stated hours, Post #99 is unmanned.
- B. The Alternative Incarceration Branch (AIB) staff will be responsible for the operation of Post #99, Monday through Friday from 1730 hours until 0630 hours. AIB is also responsible for coverage for the entire twenty-four hour period on weekends and holidays. When operated by AIB, Post #99 will not be physically occupied. The operation of the barriers will be conducted on an as needed basis.

1. Assuming Post Duties:

- a. Post #99 will be operational at 0630 hours.
- b. Contract security officers will obtain a radio for communications and keys from the facility security deputy located in the Court Security (CS1) Control Booth. The keys and radio will be issued and returned daily.
- c. A sign in/out log will be maintained in the CS1 Control Booth.

2. After assuming Post #99 duties, the contract security officer will be responsible for ensuring that:

- a. He/she conduct a "radio check" with CS1 and advise that Post #99 is operational.
- b. The security officer will sign the log book, ensuring that all pass on and post orders are understood.
- c. The post is clean and organized.
- d. Post #99 is structurally sound and free of damage and/or

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maintenance problems (i.e. broken glass, burned out security lights or console panel lights, etc.). Any damage, discrepancies or malfunctions should be reported to a Facility Security supervisor and the contract security site supervisor.

- e. Security barrier is to remain active at all times except for approved vehicle entry.
- f. Any incident involving damage to the barriers or Post #99 will be immediately investigated by the contract security site supervisor. A report will be generated and forwarded to the Facility Security Supervisors. Facility Security will contact the appropriate personnel to effect repairs.
- 3. At the conclusion of the shift, it will be the responsibility of the contract security officer to ensure that:
 - a. The post is clean and organized.
 - b. Any damage or maintenance issues have been documented and that the appropriate notifications have been made.
 - c. Security barriers are-in the active position.
 - d. The pass-on log has been updated and initialed in the appropriate designated fields.
 - e. Post #99 is secured and all equipment is properly stored or returned to CS1.
 - f. The radio and keys are returned to CS1. The Facility Security Deputy working in CS1 will:
 - 1. Secure the keys in the key box located in CS1
 - 2. Return the radio to the charger located in CS1
 - g. Any pertinent pass on information will be forwarded to the Facility Security Deputy at this time.
- C. Responsibilities of Post 99:
 - 1 Assist law enforcement, staff and citizens in a professional manner so as not to inhibit the efficient flow of traffic.
 - 2 Do not attempt to intervene or assume the responsibilities of a law enforcement officer. If an emergency situation arises, immediately contact CS1 via the courthouse radio, observe and document the incident.
 - 3 Post #99 will ensure that only approved vehicles are allowed entry to the loading docks and handicap parking (located in front of AIB).
 - 4 To ensure pedestrian safety, Post #99 should direct individuals to use the designated crosswalks.

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D. Daily duties:

1. All non- law enforcement vehicles and drivers are to be checked and screened prior to entering Post #99. Vehicles which are allowed entry (after screening) are:
 - a) Motor vehicles operated by individuals in possession of a valid, state issued, disabled persons parking placard or license plate.
 - b) Delivery vehicles making pre-approved or scheduled deliveries to the Fairfax County Courthouse, ADC, or AIB. After being checked in at Post #99, drivers must report to the FMD dock master.
 - c) Fairfax County / County Maintenance vehicles which are on location for actual repair work at the Fairfax County Courthouse, ADC, or AIB. Please note, County/maintenance vehicles responding to the complex for other purposes such as meetings and court appearances are to be directed to parking Garage A or B, to the designated county vehicle parking areas.
 - d) Private contractor vehicles which have prior approval from the Facility Security supervisor.

The CS1 Control Booth should be contacted if the contract security staff has any questions on any of the above.

2. Emergency responders with lights and sirens will be allowed immediate access to Post #99.
3. A "Vehicle Log" will be maintained at Post #99. This log will be utilized as a permanent record for tracking purposes in the event of a "problem /threat." The log will be maintained at Post # 99 and once a month, collected and filed for statistical purposes by the contract security supervisor or his designee. The logs will be stored by the contract security supervisor for future reference.

4. Searches:

- a. The below listed vehicles will be searched, and the appropriate information noted on the Post #99 "Vehicle Log." Have the driver exit the vehicle and accompany you during the search.
 - 1) Delivery and Contract Vehicles: Perform a visual inspection/ search of:
 - a) Underneath of the vehicle utilizing the pole mirror provided.
 - b) Passenger compartments (i.e. trunks where applicable, enclosed campers, etc.).
 - c) Cargo/ tool compartment or trailer.
 - 2) Persons with Disabilities: will not be required to exit the vehicle. Perform a visual inspection/search of:

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- a) Underneath of the vehicle utilizing the pole mirror provided.
- b) Trunk of a passenger vehicle, back of a pick up truck or inside passenger compartment of a van.
- b. The below listed vehicles are to be given access through Post #99 without being searched:
 - 1) Police and Sheriff's marked and unmarked vehicles.
 - 2) Law enforcement and fire and rescue vehicles responding to emergencies at the Fairfax County Courthouse, ADC, AIB, or the immediate vicinity.

E. Chain of Command

- 1. Non-emergency incidents will be processed as follows:
 - a. Make notation of the incident on the daily pass-on log.
 - b. Immediately contact the contract security site supervisor.
 - c. The contract security site supervisor will notify CS1 Control Booth.
- 2. Emergency Incidents:
 - a. Contact CS1 Control Booth via the courthouse radio or telephone.
 - b. Contact the contract security site supervisor and notify him/her of the nature of the incident.

F. Radio Designators:

- 1. Contract Security Officer Designator: POST 99
- 2. CS1 Control Booth designator: CS1
- 3. Only utilize the Sheriff's Office courthouse radio in an emergency.
- 4. When calling CS1:
 - a. Make sure the channel is clear prior to transmitting and follow emergency radio procedures.

Stacey A. Kincaid

**STACEY A. KINCAID
SHERIFF**

**4/26/99
DATE APPROVED**

**5/21/99
EFFECTIVE DATE**

Revised: October 2007, May 2010, April 2016