

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 710
SUBJECT: FAIRFAX COUNTY JUDICIAL
COMPLEX SECURITY**

I. PURPOSE

To provide security for the Fairfax County Judicial Complex by those means necessary to protect, preserve, and allow for the conduct of activities within the courthouse to continue without disruption.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office to provide security Monday through Friday from 0600-0001 hours for the Fairfax County Judicial Complex in accordance with 53.1-120, Code of Virginia, as amended.

III. LEGAL REFERENCE

Section 53.1-120, 1950 Code of Virginia as amended: "It shall be the duty of every Sheriff to provide for security from disruption and violence for every courthouse and courtroom within his jurisdiction."

IV. DEFINITION

Facility Security - Includes the procedures, technology, and architectural features needed to insure the safety of the people and property within the Fairfax County Judicial Complex, as well as the integrity of the judicial process.

V. PROCEDURE

- A. The Facility Security Unit will be based in the Court Security Control Booth (CS1).
- B. Facility Security deputies will work an 8-hour shift.
- C. Facility Security deputies will follow these security procedures:
 - 1. Monitor court duress (panic) buttons.
 - 2. Monitor cameras in the public and non-public areas, security corridor, prisoner court holding cells and those located on the exterior of the courthouse.
 - 3. Maintain keys and scan cards for visiting maintenance personnel.
 - 4. Patrol the outside perimeter of the courthouse, Judicial complex, private and public parking garages, ADC lobby and general areas.
 - 5. Monitor all entrances and exits.
 - 6. Assist the Fairfax County Courthouse contracted security company with Female & Male pat searches and any other law enforcement matters.
 - 7. Patrol inside the courthouse, especially public areas near courtrooms.
 - 8. Frequently check the basement and roof, mechanical rooms, heating and air-conditioning equipment, electrical and other utility rooms.
 - 9. Ensure doors and windows are properly secured.

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10. Conduct Live Scan prints.
 11. Monitor the civilian staff position which issues employee and attorney identification cards.
 12. Service of arrest warrants, protective orders and probation violations. Service of civil process as requested, taking custody of individuals making an appeal withdrawal and take custody of juveniles with detention orders.
 13. Maintain an accurate record of all issued proximity cards.
 14. Conduct a quarterly inspection of all duress alarms and reporting deficiencies to FMD Security.
 15. Provide security for the Circuit Court, General District Court, and Juvenile and Domestic Relations Court cash deposits (Armored truck contractor).
 16. Respond to all critical incidents and provide assistance.
 17. Conduct Threat Assessments.
- D. Facility Security deputies will conduct roving security checks with special attention to critical areas. The primary duties are to ensure the overall security of the courthouse and the Judicial Complex. Patrols include, but are not limited to the following areas.
1. Non-Public
 - a. Judges' chambers
 - b. Jury deliberation rooms
 - c. Attorney-client conference rooms
 - d. Witness waiting rooms
 - e. Temporary prisoner holding area
 2. Public
 - a. Judicial Complex grounds
 - b. Parking areas
 - c. Hallways
 - d. Restrooms
 - e. Offices normally accessible to the public

Note: The best security procedure is to maintain high visibility and to reduce response time.

- E. Facility Security deputies will be thoroughly familiar with:

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1. Emergency procedures
2. Alarm systems
3. Key and lock control
4. Communications and response procedures
5. Equipment usage
6. Visitor control
7. Arrest Procedures for adults and juveniles
8. Fingerprinting procedures
9. Emergency Stairwells
10. Execution of Emergency Custody Order (ECO)
11. MCRC responsibilities and possible transports
12. Any other operational procedure relating to deputy sheriffs and court security

**1/01/00
DATE APPROVED**

**08/27/18
EFFECTIVE DATE**

Revised: January 1991, May 2010, April 2016, August 2018


**STACEY A. KINCAID
SHERIFF**