

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedures</b>
<b>Specific Policies</b>		<b>P&amp;P-B-145</b>
<b>Justice Center Perimeter Security &amp; Access</b>		
Effective Date: 09-13-11 Supercedes	Approval: Sheriff	Number of Pages: 2
References: CRS 30-10-503; CRS 30-10-511; Judge Sylvester Court Order	Reevaluation Date: Annually or as needed	Standards:

## I. PURPOSE

To define perimeter security and access procedures for the Justice Center to ensure the safety of all occupants.

The authority given to the Sheriff to control the security of the Justice Center is defined in C.R.S. 30-10-503 which states:

*When the term of office of any sheriff expires and the sheriff-elect qualifies according to law, the county clerk and recorder shall issue a notice setting forth that said sheriff-elect has qualified according to law, which notice shall be served by the new sheriff on the former sheriff, whereupon such former sheriff shall immediately transfer and deliver to the new sheriff all the writs, process, books, and papers belonging to the office, except as otherwise excepted in this part 5, **and also the possession of the courthouse and jail of the county**, and shall take from the new sheriff a receipt specifying the papers so delivered over the prisoners in custody, if any, which receipt shall be sufficient indemnity to the person taking the same.*

Also, C.R.S. 30-10-511 states:

*Except as provided in section 16-11-308.5, C.R.S., **the sheriff shall have charge and custody of the jails of the county**, and of the prisoners in the jails, and shall supervise them himself or herself or through a deputy or jailer.*

On November 1, 2007, Chief Judge William B. Sylvester, issued an order that in part reads:

*WHEREAS certain recent events on the national, state and local level have emphasized the need for enhanced security and **the Sheriffs of each county are responsible for the security in their respective courts. It is prudent to not impede the Sheriffs and to allow them to utilize their extensive expertise, experience and discretion to properly ensure the safety of all who enter the court and probation facilities.***

## II. POLICY

A secure perimeter will be established through the use of gates, intercom announcements and proximity card access.

### **III. OUTSIDE PERIMETER SECURITY**

Divisional procedures are in place and outlined in their respective SOP's for the control of access to the restricted areas of the Justice Center. All parking areas located inside the gated areas are restricted to employees or vehicles making deliveries. For the control of the outside perimeter of the Justice Center, please refer to DET-B-301 and DET-R-300.

### **IV. INSIDE SECURITY**

It is the responsibility of every employee in the Justice Center to maintain a secure environment. If a Justice Center employee allows a visitor into the secured areas of the building, they must remain with that visitor and escort them out of the building at the conclusion of the visit. In addition, if an employee does not recognize an individual in a secured area, they should ask to see their ID or call Court Security to respond to their location.

Policy and procedures as well as divisional procedures are in place for the issuance of proximity cards for access into the secured areas of the Justice Center. Please refer to P&P-D-118 for questions regarding these procedures.

For proximity card access to locations within the Sheriff's Office, contact the personnel coordinator or Bureau Chief. For proximity card access by a county employee to other areas of the Justice Center, contact Douglas County Facilities. For access to areas with the Justice Center for a non-county entity or vendor, contact the captain of the Detentions Division.