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**COURT SECURITY:
ROLES AND AUTHORITY
GENERAL ORDER NO: 5.3.00**

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PURPOSE: The purpose of this policy is to establish the roles and authority for Albany Police Department personnel assigned to Albany City Court and Albany Civil Court/Traffic Court.

POLICY: It is the policy of the Albany Police Department to provide a safe and secure environment to all court personnel, prisoners, and the public during court proceedings at Albany City Court and at Albany Civil Court/Traffic Court.

I. AUTHORITY

- A.** Security for Albany City Court at 1 Morton Avenue and Albany Civil Court/Traffic Court at Albany City Hall, 24 Eagle Street is the sole responsibility of the Albany Police Department.
- B.** Police officers responsible for security duties at Albany City Court, Albany Traffic Court, and Albany Civil Court are assigned to the Albany Police Central Booking Unit.
 1. The Central Booking lieutenant and the sergeants assigned to Central Booking are responsible for supervising said officers.
 2. The Central Booking Holding Facility is a dual purpose facility that accommodates new arrests and City Court related commitments.

II. DUTIES OF THE COURT SECURITY OFFICERS AT ALBANY CITY COURT

- A.** Court Security officers are responsible for the following:

- 1.** Magnetometer Officers [REDACTED]
 - a.** Screening all persons entering City Court for contraband and weapons.
 - b.** Ensuring that all persons entering City Court pass through the magnetometer.
- i.** Exception - Individuals with pacemakers will be physically

screened for contraband and/or weapons by officers.

- c. Ensuring that all packages that are brought through the Morton Avenue entrance of City Court are scanned by the x-ray machine next to the magnetometer.
 - i. If the x-ray machine detects a suspicious item, the officer shall open the package/bag/backpack etc. and visually inspect the contents to ensure that no contraband and/or weapons are inside.
 - ii. If unauthorized property (camera, recorder, scissors, knife, tools, etc.) is found, the officer shall secure the unauthorized property; fill out a property form and provide the individual with a copy of the form. Once the individual leaves Court, said property shall be returned.
- d. Keeping the hallway outside the three (3) courtrooms clear, quiet, and orderly.
- e. Maintaining the keys for the Morton Avenue entrance and courtrooms.
- f. Assisting other Court security officers, as necessary.
- g. Performing any other duties, as ordered by a supervisor.

B. Gate Officer Courtroom One, [REDACTED]:

- 1. Responsible for security in Courtroom One.
- 2. Ensuring that the audience is quiet and orderly and ensuring no electronics (phones, tablets, etc.) are used during Court proceedings.
- 3. Allowing access to the secure area from the audience when instructed to do so by the sitting judge.
- 4. Remaining alert and conscious of the Court proceedings and ensuring that only those defendants that are allowed to leave the secure area of the courtroom do so at the direction of the sitting judge.
- 5. Assisting other Court security officers, as necessary.
- 6. Performing any other duties, as ordered by a supervisor.

C. Security Officers Courtroom One, [REDACTED]

- 1. Responsible for keeping an ongoing record of the Court action for each defendant on an Albany Police Department Running Sheet.
- 2. Assisting other Court security officers, as necessary;
- 3. Performing any other duties, as ordered by a supervisor.
- 4. Ensuring that the audience is quiet and orderly and ensuring no electronics (phones, tablets, etc) are used during Court proceedings.
- 5. Taking into custody defendants that have been committed/remanded to the Albany County Jail from the Courtroom to Central Booking. This includes any "processing" of the prisoner (taking property, fingerprints etc.).
- 6. Ensuring that any prisoner that is committed/remanded to the Albany County Jail has a commitment order signed by a judge, prior to being escorted back to Central Booking and turned over to the Albany County

Sheriff's Department.

D. Ramp Officer, [REDACTED]:

1. Officers assigned to this duty will be detailed from South Station "B" Shift Patrol Squad for the duration of arraignments involving lodged "overnight" prisoners. All other prisoners will be escorted to the appropriate Courtroom for arraignment by the arresting officer.
 - a. The ramp officer shall escort lodged prisoners to the appropriate Courtroom from Central Booking, this is an [REDACTED] therefore, [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
 - b. Conducted Energy Weapons (Advanced Taser X-26) are allowed in Central Booking but shall remain holstered, unless in use, and shall be used in accordance with current directives.
7. Escorting one (1) prisoner at a time to the appropriate Courtroom for an arraignment, no exceptions.
8. Ensuring that any prisoner that is escorted to the appropriate Courtroom from Central Booking is at a minimum, restrained by handcuffs and a restraint belt.
9. Ensuring that any prisoner that is committed/remanded to the Albany County Jail has a commitment order signed by a judge, prior to being escorted back to Central Booking and turned over to the Albany County Sheriff's Department.
10. Matrons, along with the ramp officer, shall escort female prisoners to City Court at the appropriate time, and while in City Court, the matron along with the ramp officer shall be responsible for guarding female prisoners at all times.
11. Assisting other Court security officers, as necessary.
12. Performing any other duties, as ordered by a supervisor.

E. Security Officer, Courtroom(s) Two and Three, [REDACTED]:

1. Responsible for security in Courtroom Two/Three.
2. Ensuring that the audience is quiet and orderly and ensuring no electronics (phones, tablets, etc) are used during Court proceedings.
3. Taking into custody defendants that have been committed/remanded to the Albany County Jail from the Courtroom to Central Booking. This includes any "processing" of the prisoner (taking property, fingerprints etc.).
4. Ensuring that any prisoner that is committed/remanded to the Albany County Jail has a commitment order signed by a judge, prior to being escorted back to Central Booking and turned over to the Albany County Sheriff's Department.
5. Assisting other Court security officers, as necessary.
6. Performing any other duties, as ordered by a supervisor.

III. DUTIES OF THE COURT SECURITY OFFICERS AT ALBANY CIVIL/TRAFFIC COURT

A. Court Security Officers are responsible for the following:

- 1. Magnetometer Officers, [REDACTED]:**
 - a. Screening all persons entering Albany City Hall for contraband and weapons.**
 - b. Ensuring that all persons entering Albany City Hall pass through the magnetometer.**
 - i. Exception - Individuals with pacemakers will be physically screened for contraband and/or weapons by officers.**
 - c. Visually examining the interior of any packages, backpacks, pocketbooks etc. to ensure no weapons/contraband are contained within.**
 - d. Assisting other Court security officers, as necessary.**
 - e. Performing any other duties, as ordered by a supervisor.**

B. Security Officer, Albany Civil Court 2nd Floor, [REDACTED]

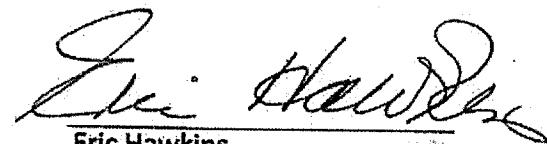
- 1. Maintaining security inside the Courtroom.**
- 2. Ensuring that the audience is quiet and orderly and ensuring no electronics (phones, tablets, etc) are used during Court proceedings.**
- 3. Allowing access to the secure area (in front of the judge) from the audience when instructed to do so by the sitting judge.**
- 4. Assisting other security officers assigned to City Hall, as necessary.**
- 5. Performing any other duties, as ordered by a supervisor.**

C. Security Officer, Albany Civil Court (Traffic) Basement, [REDACTED]:

- 1. Maintaining security inside the Courtroom.**
- 2. Ensuring that the audience is quiet and orderly and ensuring no electronics (phones, tablets, etc) are used during Court proceedings.**
- 3. Allowing access to the secure area (in front of the judge) from the audience when instructed to do so by the sitting judge.**
- 4. Assisting other Court security officers assigned to Albany Civil Court, as necessary.**
- 5. Performing any other duties, as ordered by a supervisor.**

IV. EMERGENCY COMMUNICATION

A. All personnel assigned to City Court or Civil/Traffic Court shall have their Albany Police Department portable radios available for external voice communication in case an emergency arises.



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