



**THE MORONGO BAND OF MISSION  
INDIANS  
RESERVATION PATROL  
DEPARTMENT  
COURT BAILIFF  
STANDARD OPERATING PROCEDURES**

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# **MORONGO BAND OF MISSION INDIANS**

## **COURT BAILIFF OPERATONS AND PROCEDURES**

**This Standard Operating Procedures Manual is to be used in conjunction with the Morongo Reservation Patrol Department Policies and Procedures Manual.**

**Questions regarding general patrol operating policies are NOT contained in this manual. These procedures have been established to serve as guidelines and/or protocols specific to the Morongo Court Bailiff functions required therein. For all intents and purposes, the Morongo Reservation Patrol Department will hereinafter be referred to as “MRPD.”**

### **I. Bailiff Duties, Responsibilities and Conduct**

- a. Bailiffs must maintain a professional working relationship with the community, court employees and the public.
- b. Bailiffs must keep court proceedings confidential.
- c. Bailiffs must maintain peace and order in the courtroom.
- d. Bailiffs must be alert and ready for disturbances; and when necessary, remove a person or group of people from the courtroom.
- e. Bailiffs must be able to notify appropriate responders of an emergency, evacuation or threat of any nature.
- f. Bailiffs conduct weapons screening of everyone entering the courtroom, with some exceptions, utilizing magnetic hand wands prior to proceedings.
- g. Bailiffs will be present inside of the courtroom while any hearings are in progress.
- h. In the event of an emergency, the Bailiff will act as a responder in order to restore peace and maintain order.
- i. Bailiffs will continuously enforce the Court's orders and policies.

## II. Security Screening

The screening procedure will be as follows:

All persons entering the courtroom through the main entrance will go through the security screening process, except as outlined in subsection 2 below.

a. The following persons are exempted from passing through security screening:

1. Law enforcement personnel in uniform,
2. Law enforcement personnel in plain clothes who show their peace officer identification card,
3. Employees of the Morongo Tribal Court, Prosecutor's office, Public Defender's office or other Morongo Tribal employees with the proper identification.

b. Screening Steps

1. Individuals entering the courtroom will be screened by use of a hand held magnetic wand. Individuals shall empty all pockets into a tray before being screened.

If the Bailiff cannot clear the individual by the magnetic hand wand, the individual shall be denied entry. If the individual continues to request entry or if the Bailiff believes the individual constitutes a threat, additional Bailiffs/Officers should be requested to assist.

## III. Location Overview

- a. The Tribal Courtroom is located inside the Administration building located at 12700 Pumarra Rd., Banning, CA 92220. The court facility consists of one courtroom, one attorney/client conference room, a storage room, one Tribal Court Clerk/Tribal Court Operations Manager office and one judge's chambers which is connected directly to the courtroom.

b. Entrances

The Administration building has several entry and exit points found throughout the building. The courtroom itself has one public entrance through double doors on one side of the courtroom and another door for staff to enter and exit on the opposite side of the courtroom. The staff door is located directly across the hallway from the Tribal Clerk/Tribal Court Operations Manager's office. The judge's chamber is accessible from the courtroom and there is a back door in which access can be obtained via a hallway.

c. Access

The courtroom is kept locked and is only open while court is in session. Typically, at least one MRPD Bailiff/Officer will be present during court proceedings unless the judge requests additional Bailiffs be present.

IV. Tribal Court Alarms

- a. The Court facility is equipped with panic alarms. The panic alarms are located within the clerk's office and the judge's bench. Panic alarm activations are monitored at the Front Desk Reception area.
- b. When a panic alarm goes off, the Front Desk Receptionist shall notify the Admin Bldg Officer immediately and the Bailiff shall also be notified if he or she isn't aware of the activation.
- c. The Front Desk shall then call the Tribal Court Clerk to make sure the alarm wasn't activated in error;
- d. The Admin Bldg Officer or the Bailiff SHALL notify Reservation Patrol Dispatch immediately and request additional units to respond;
- e. If the alarm was not activated in error, the Front Desk Receptionist SHALL request the Riverside County Sheriff's Department using 911;
- f. If the alarm was activated in error, the Front Desk Receptionist shall notify the Admin Bldg Officer and call 911 to inform them of the false alarm.

V. Safety Protocol / Building Lock Down / Shelter in Place

- a. When the Bailiff or the Admin Bldg Officer becomes aware of any situation occurring within the reservation (Active Shooter, Outstanding Armed Suspect,

Police Pursuit, Chemical Spill, or other Environmental Hazard, etc.) which may endanger the lives or safety of the Courtroom or Admin Bldg staff, the Bailiff/Officer SHALL take immediate action to safeguard all personnel and visitors of the Admin Bldg.

b. The actions listed herein are suggestive and can be modified as necessary, depending on the circumstances at hand:

1. Lock the entire building down and do not allow anyone to enter or exit;
2. Have everyone in the building notified and tell them to remain inside the building. Keep personnel in their respective offices, with the doors secured;
3. Wait until a "Code 4" is given by Reservation Patrol Officers to cancel the lockdown:
4. Release the Lock-Down and advise all employees.

c. Shelter in Place – The Bailiff Shall:

1. Work in conjunction with the Admin Bldg Officer who has similar responsibilities when practical;
2. Secure the Courtroom when environmental hazards, such as severe weather or man-made hazards (chemical spills, biological contamination, etc.) occur.
3. Advise all personnel to locate "windowless" rooms, enter and take refuge / shelter within;
4. Turn off any fans, heaters, or air conditioning systems;
5. Seal any vents or cracks around the door and/or windows (to the best of your ability);
6. Once cleared by either an Incident Commander or Reservation Patrol Supervisor, release the Shelter in Place and advise all employees.

VI. Situations requiring MRPD or Riverside County Sheriff's Response:

- a. Anytime the Bailiff is alerted of a response from the Riverside County Sheriff's Department (RSO) the Admin Bldg Officer SHALL also immediately notify Morongo Dispatch and request a MRPD Patrol unit to respond accordingly.
  1. A response from RSO may be requested at the discretion of an Admin Bldg supervisor, as well as at the discretion of the Admin Bldg Officer if he or she feels such a response is warranted. However, MRPD Patrol personnel SHALL be requested as well.