



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 37	DATE February 27, 2004
SUBJECT:	ALARM SYSTEM - CIRCUIT COURT/PROBATE COURT	DISTRIBUTION A, B, D-I & D-II.
REFERENCE:		

DESCRIPTION

The current computerized alarm system, which has been installed in the Circuit and Probate Courtrooms, in the Oakland County Courthouse, provides an Emergency Alarm System within the building. Alarms are found in the following locations:

- Circuit Courtrooms/Judges Chambers
- Probate Courtrooms/Judges Chambers
- Probate Court Information Desk
- Treasurer's Office
- Clerk's Office
- Juvenile Detention Area
- Mental Health
- Estates
- Reimbursement

At least two {2} Alarm Buttons are provided for each Judge. One is located under the bench in each Courtroom; the second is located directly inside the Judge's private chambers or at the Secretary's desk.

1.0 USE OF THE ALARM SYSTEM

1.1 All Courthouse personnel in Alarm Support areas have been instructed to use the alarm in only two {2} instances:

- Medical Emergency
- Police Emergency

1.2 Police Emergency is defined to include but is not limited to:

- Unruly citizen in Courtrooms or Chambers
- Armed individual {including gun, knife, club, explosives}
- Escape attempt
- Hostage situation
- Reliable information and/or immediate threat that Police Emergency is about to develop.

1.3 If a Police Emergency has occurred, a Court staff member should call Court Services to provide details of the cause for the alarm.

1.4 Whether or not a call has been received in Court Services, officers shall respond promptly prepared to handle an emergency. Assignment Supervisor will call the Court while officers are responding.

2.0 **COURTROOM EMERGENCY**

2.1 If the alarm is activated in the Courtroom, officers will respond from both front and back access doors.

2.2 Officers ***will not*** enter the Courtroom until they determine the cause for the alarm, for such entry could cause injury/panic.

2.3 As soon as the situation is known and evaluated, appropriate action shall be initiated by the highest ranking officer.

2.4 Officers are instructed to use deadly force ***only*** in the defense of their lives ***or*** in defense of the lives of others ***or*** in an escape attempt that is likely to cause death or injury to others.

3.0 **EMERGENCY IN JUDGES' CHAMBERS**

3.1 If the Emergency Alarm is activated from a Judges' chamber, officers shall approach the Judges' office and attempt to evaluate the nature of the problem before entering the area.

3.2 It shall be the responsibility of the Lieutenant - Court Services or in their absence, the highest ranking officer, to provide specific direction in responding to the emergency.

4.0 **MEDICAL EMERGENCY**

4.1 In all cases, medical assistance shall be sought from a licensed E.M.S. Provider. Staff/Officers requesting assistance should be prepared to furnish the Care Provider with as much information as possible while describing the help required.

4.2 If the victim of the medical emergency has stopped breathing, a health trained deputy shall immediately begin C.P.R./A.E.D. action.

4.3 Court personnel may request support from Court Services relative to medical emergencies. All officers assigned to Court Services shall be responsible for immediately obtaining medical support in these cases.



Michael J. Bouchard
Sheriff