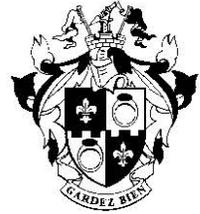




**OFFICE OF THE COUNTY SHERIFF**  
**Montgomery County, Maryland**  
*Raymond M. Kight, Sheriff*



**GENERAL OPERATIONAL PROCEDURES**

<b><u>Subject:</u></b>  <b>Judicial Center Activities</b>	<b><u>Number:</u></b>  <b>3.37</b>	<b><u>Effective Date:</u></b>  <b>01/07/00</b>
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**Purpose:** To establish procedures during Judicial Center activities. For the purpose of this directive a Judicial Center activity is defined as any event outside the normal business activities occurring in the Judicial Center that requires the Sheriff's Office to provide security services. These events may include, but are not limited to, investitures, conferences, and public demonstrations.

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**I. Requests for Security Services**

- A. All requests for security services for activities occurring in the Judicial Center must be directed to the Chief Deputy.
- B. The Chief Deputy must appoint a deputy to serve as the Activity Coordinator. **(46.1.10.a)**

**II. Activity Coordinator**

- A. The Activity Coordinator is responsible for meeting or conferring with the individual or agency requesting the security services and obtaining the following:
  - The date and time of the event.
  - Information regarding the composition and number of persons expected to attend the event.
  - Any information regarding possible threats against persons attending the event or other criminal activity which may be expected to occur at the event.

- B. Based on the information obtained and prior to the event occurring, the Activity Coordinator must prepare and submit to the Chief Deputy a written plan and logistical requirements for the security service, to include: **(46.1.10.e)**
- An estimate of traffic, crowd control and any criminal activity expected at the event. **(46.1.10.b)**
  - A contingency plan for traffic direction and control if required by the number of expected attendees at the event. **(46.1.10.c)**
  - The number of deputies required.
  - If utilization of the Sheriff's Office Special Response Team or Canine Team is required. **(46.1.10.d)**
  - Any equipment required.
  - If assistance is required from other agencies. If assistance is required the Activity Coordinator must contact the Montgomery County Department of Police and Rockville City Police Department for assistance. **(46.1.10.f)**
- C. At the conclusion of the event, the Activity Coordinator must complete and submit an Incident Report (MCSO #9) to the Chief Deputy, describing the activities, resources used, problems noted, and suggestions for future events. **(46.1.10.g)**

### III. CALEA Standards

**46.1.10.a, 46.1.10.b, 46.1.10.c, 46.1.10.d, 46.1.10.e, 46.1.10.f, 46.1.10g**

### IV. Cancellation

This directive cancels and replaces Special Operational Procedures, Crisis Management, SOP 02: Emergency Operations Plan, Effective Date: 07/17/95 (Miscellaneous Section of Sheriff's Manual).

AUTHORITY:



Raymond M. Kight, Sheriff

03/08/99