

## **State Court Administrative Office**

### **Model Policy Regarding Cooperation with Law Enforcement Agencies**

The policy of the [insert Court name] is to permit law enforcement agencies to act in the pursuit of their official duties in our facilities, provided that the conduct does not disrupt or unreasonably delay court operations or compromise public safety or court decorum.

The following protocol shall apply to law enforcement officials who enter [insert Court name] to take a person into custody, but who lack a warrant for this purpose:

- Upon entry to the [insert Court name], a law enforcement official shall identify himself or herself to a court security officer and state their law enforcement purpose and the proposed action to be taken. Such officer shall promptly transmit this information to an appropriate supervisor or judge.
- If this information has not already been transmitted to a judge, the supervisor shall inform the judge that a law enforcement official is present in the courthouse for the purpose of taking into custody a party or other participant in a case before the judge.
- If a law enforcement official seeks information, such official should be allowed to review the court file if it is in the courtroom or, if it is not, directed to the clerk's office to review the file. The review should be conducted in a way that is least disruptive to court proceedings.
- Good-faith efforts shall be made on the part of law enforcement officials to give regard to the interest of judges and court personnel in maintaining the orderliness, dispatch, decorum, and security of court proceedings and operations, while good-faith efforts shall also be made on the part of judges and court personnel to give regard to the interest of law enforcement officials in effectively and securely carrying out their responsibilities.
- The [insert Court name] shall keep a record of each law enforcement action taken by an official covered by this protocol.
- Court security officers remain responsible for ensuring public safety and decorum in the courthouse at all times.