

PENNSTATE



Fayette The Eberly
Campus



pennsylvania

COMMISSION ON CRIME
AND DELINQUENCY

CONSTABLE FIELD REFERENCE GUIDE

CONSTABLE SAFETY



Table of Contents

- Supreme Court Rules
- Warrant Service
 - Review
 - Handcuffing Checklist
 - Handcuff and Restraint Care and Maintenance
- Prisoner Transport
 - Review
- Court Security
 - Review
 - Administrative Office of the Pennsylvania Courts Physical Security Checklist
 - Court Security Threat Assessment
- Landlord/Tenant
 - Review
- Recommended Safety Measures Serving Protection Orders
- Constable Involved Shootings
 - Review
- Personal Safety
 - Being Physically and Mentally Fit for Duty
 - Cleaning Your Duty Gear
 - Practicing With Your Weapons
 - Communicable Diseases and Infection Precautions

Supreme Court Rules

PENNSYLVANIA UNIFIED JUDICIAL SYSTEM

CONSTABLE POLICIES, PROCEDURES, AND STANDARDS OF CONDUCT

Administrative Office of Pennsylvania Courts

May 2013

IV. SECURITY AND TRANSPORTS

The following procedures set forth the minimum standards to be implemented by constables and deputy constables while performing judicial duties, including but not limited to the transportation of defendants to and from magisterial district courts and the performance of security within a magisterial district court facility.

A. Certification & Clearances

A constable may only perform judicial duties for the courts if he or she has been certified by the Constables' Education and Training Board pursuant to 44 Pa.C.S.A. § 7142.

B. Weapons

No constable shall carry a firearm in the performance of judicial duties unless he or she has received firearm certification pursuant to 44 Pa.C.S.A. § 7148 and complied with all regulations established by the Constables' Education and Training Board.

Supreme Court Rules

C. Attire

A constable shall carry identification and wear clothing that clearly identifies him or her as a constable while performing judicial duties.

D. Security at a Magisterial District Court Facility

1. When providing security at a magisterial district court, a constable:
 - a. shall conduct a search of prisoner hold areas, restrooms, and any other areas of the magisterial district court facility accessible by prisoners prior to allowing them to occupy such areas;
 - b. shall observe all actions of those within the court facility to ensure the safety of the public, the parties, court staff, and the magisterial district judge, and be prepared to act swiftly should the need arise;
 - c. shall prohibit any direct or indirect contact within the magisterial district court facility between a defendant and family members, friends, or members of the public unless authorized by the magisterial district judge;

Supreme Court Rules

- d. shall search all defendants prior to handcuffing and shackling of the waist and/or ankles.¹ Concerns regarding the use of restraints on a defendant while in a magisterial district court facility or during proceedings should be discussed with the magisterial district judge; and
 - e. shall, when carrying a firearm, secure the weapon in a Level 2, or higher, security holster.
2. High-Profile/High-Risk Cases: In addition to the requirements set forth above, the following shall also be observed when providing security at a magisterial district court in a proceeding that has been deemed high-profile and/or high-risk by the magisterial district judge and/or the President Judge of the judicial district or his or her designee:
- a. As many constables as necessary shall be present to ensure safety and security²;

¹ It is recommended that a transport belt with an integrated “D” ring be used around the defendant’s waist. It is further recommended that all handcuffs and shackles should be double-locked for added security.

² For example, a constable may be stationed at the court entrance with a metal detector wand while another is assigned to monitor activity within the courtroom and another to escort defendants to and from a holding cell. It is recommended that constables assigned to maintain physical custody of defendants should not be assigned to or perform other court security duties.

Supreme Court Rules

- b. Two fire armed, certified constables shall transport the defendant(s) to and from the magisterial district court, unless directed otherwise by the President Judge.³

E. Vehicles

Vehicles used for the transportation of defendants shall:

1. comply with the applicable law and regulations, including the provisions of the Pennsylvania Motor Vehicle Code (Title 75);
2. be maintained in a roadworthy condition to ensure the safety of its occupants and the public;
3. contain a cage behind the driver's seat and in front of the back passenger seat for purposes of creating separate and secure areas of the vehicle for the constable and the defendant(s). Cages shall be permanent, rather than temporary, and of the same type and quality used in police and sheriff vehicles; and
4. include functioning window and child safety door locks.

³ A President Judge may waive or amend this requirement in individual cases, or in a class of cases

Supreme Court Rules

F. Transports

While transporting a defendant to and from court, the following provisions apply.

1. Each transport to and from a magisterial district court or other court facility⁴ shall include at least one certified fire armed constable, unless directed otherwise by the President Judge.⁵
2. Each transport shall include at least one of the following forms of two-way communication:
 - i) two-way radio or
 - ii) cellular phone.
3. A constable shall not transport a number of defendants that is greater than the number of seatbelts present in the secure area of the vehicle, in accordance with applicable provisions of the Pennsylvania Motor Vehicle Code (with the exception of a specially-adapted van without seatbelts, such as a prisoner transport van).
4. The constable shall search the transport area of the vehicle prior to and following each transport.

⁴ Magisterial district court includes not only the established magisterial district court office, but also any other facility that may be used by that court to conduct judicial business.

⁵ A President Judge may waive or amend this requirement in individual cases, or in a class of cases.

Supreme Court Rules

5. The constable shall, in the event of an escape or other security breach during a transport, immediately contact 911 or, if applicable, the local emergency communications center, and then notify the magisterial district judge who issued the transport or commitment order.

Warrant Service

Key Facts and Concepts

Summary Offenses

Title 234. Rules of Criminal Procedure. Chapter 4. Procedures in Summary Cases, Part D. Arrest Procedures in Summary Cases, Part D(1). Arrests with a Warrant, Rule 431. Procedure When Defendant Arrested With Warrant.

234 Pa.C.S. Rule 431 (B) (1) (a) (b) (c) covers warrants issued for summary offenses

- Subject may avoid being taken into custody by paying fines and costs specified in the warrant

Key Decisions

- Have I taken all reasonable steps to ensure the validity of a warrant?
- Prior to using forcible entry, have I considered all other resorts, confirmed that the suspect of this warrant lives at this address and that he or she is present inside, and lastly, consulted with the court?
- Have I taken into consideration when planning to execute a warrant service the safety of all persons potentially involved prior to, during, and following the service?
- Would it pose less of a risk to all parties to serve this warrant at a later time?

Warrant Service

Glossary

Qualified immunity—a legal concept that protects constables and other public officials from civil suits for actions that they took in a reasonable effort to perform their duties.

Protective sweep—a quick and limited search of immediate area incident to an arrest and conducted for constable safety.

Cover and concealment—cover is protection from incoming rounds; concealment is protection from being observed. Cover is stronger; concealment will not necessarily be cover.

Street Sense

Be sure to include the following information when collecting fines and costs: date, time, from whom the money was received, description of property, signature of both you and person paying the money, signature of a possible witness, and control number if applicable. Be sure to issue a receipt to the defendant.

Acceptable Outcomes when Executing a Warrant

1. A guilty plea with fine and costs.
2. A not guilty plea with collateral.

Warrant Service

3. If the defendant is unable to pay, the defendant must be taken to the proper issuing authority.

Recent rules promulgated by Pennsylvania Supreme Court state “a constable shall carry identification and wear clothing that clearly identifies him or her as a constable while performing judicial duties. (IV.C)” This is extremely important when executing a warrant to avoid any confusion regarding your purpose or intent. Remember that the Castle Doctrine affords individuals the right to use deadly force in defense of their home and business.

Consider the following to determine if a defendant’s claim that a warrant is no longer valid may be true: subject’s cooperation, age of the warrant, official documents indicating the disposition of the case, and statements by family members.

The following examples would strongly suggest the subject of a warrant is inside a residence: actually seeing the subject enter the residence, the subject’s vehicle, the subject’s employment circumstances, or information from trusted third parties.

Things to Remember During Warrant Service

- When entering a scene, observe the area within 21 feet of you most closely

Warrant Service

- When entering a room, scan the corners starting with those closest to you
- Move out of the doorway as soon as possible
- Have occupants near a wall move to the center of the room as soon as possible
- After checking corners of the room, scan obstructions that could hide a person, then closed off areas
- Have people keep hands out of pockets and in view at all times

Websites that May be Helpful in Warrant Service Preparation

1. Google Earth: <http://www.google.com/earth/index.html>
2. Pennsylvania Unified Judicial System Web Portal: <http://ujportal.pacourts.us/>

Warrant Service

Warrant Service Constable Handcuffing Checklist

Preparation for Handcuffing

- Cuffs sanitized and oiled
- Carrier properly positioned on belt
- Cuffs “loaded” and in carrier
- Key available

Pre-application (Compliant Standing)

- Position yourself and your partner (if available) in position of advantage (contact/cover)
- Issue succinct verbal commands, maintain situational awareness
- Position subject in position of disadvantage, facing away, palms visible
- Evaluate need for double cuffs
- Draw cuffs holding with single strand positioned for first contact with wrist
- Approach maintaining constable interview position

Application of Handcuffs (Compliant Standing)

- Control dominant side hand palm out, push single strand into notch between wrist and forearm
- Maintain control of cuffed arm and handcuff while controlling and positioning the subject's other hand palm out
- Push single strand of cuff into notch of the subject's second arm
- Check tightness of handcuffs with your finger
- Double lock handcuffs
- Systematically search the subject

Removal of Handcuffs

- Position yourself and your partner in position of advantage (contact/cover)
- Issue succinct verbal commands, maintain situational awareness
- Position subject in position of disadvantage, facing away, palms visible
- Remove handcuffs in reverse order of application taking care to control handcuffs and position the subject's freed arm similar to pre-cuffing position
- Load handcuffs and place back in carrier

Warrant Service

Warrant Service

Handcuff and Restraint Care & Maintenance

How to Disinfect or Sterilize Restraints

Important Note: Care should be taken when using cleaning solvents and lubricants on restraints. There are a few different ways to handle contaminated handcuffs.

The first is to use a commercial disinfectant product. In general they are said to be effective against various Herpes, Influenza, HIV-1 (AIDS virus), tuberculosis, and other organisms. They are easy to use and will not damage a nickel plated finish. These cleaners will affect Black Oxide or Pentrate finishes.

Ultrasonic cleaning is another option. The same process can be used for cleaning and disinfecting constraints. We found two companies offering Handcuff Cleaning kits using ultrasonic technology.

Another option is to use a bleach bath. Mix 1 part bleach to 10 parts water. Soak the cuffs for 10 minutes and then follow the instructions below. The bleach may cause the nickel finish to cloud or tarnish. Do not use this method for Black Oxide or Pentrate finishes.

While placing cuffs in boiling water will disinfect and sterilize them, it is not a recommended procedure

Warrant Service

in that it will also strip the cuffs of any oil and cause heavy rusting.

After using appropriate disinfecting techniques it is very important to thoroughly clean and dry the restraint. The single strand pivot area and the internal lock parts are most important. Use a hair dryer if necessary to force moisture out of the lock cavity. Avoid temperatures above 300° Fahrenheit. If the internal parts are not thoroughly dry, rusting and corrosion are likely leading to improper or poorly functioning constraints.

Pentrate (Black Oxide) finishes may require more frequent lubrication and may tend to rust if not kept properly oiled.

Please remember to double check all advice given with experts in disinfectants/sterilization techniques.

How to Address Thinning or Rusting Black Oxide Finish

Problems with rust and a Black Oxide or Pentrate finish are not uncommon. Frequent lubrication is necessary particularly if the restraint is exposed to moisture. You should use a Teflon-based oil. Apply liberally making sure the oil has worked into the locking mechanism, double lock hole, and single strand pivot area. After lubricating, remove all excess oil from handling

Warrant Service

surfaces so the constraints are not slippery. A damp handcuff case can also lead to rusting. Make sure the inside of the case is dry before storing the cuffs.

The Black Oxide or Pentrate finish will wear over time. It is possible to use a rebluing agent to return or maintain the dark finish and help prevent rusting.

Important Note: Care should be taken when using cleaning solvents, rebluing agents, and lubricants.

Restraint Maintenance

Use only approved restraining procedures such as the guidelines in your handcuff manual. Frequent review and practice of proper procedures will increase your safety and efficiency. Approved procedures will also help to ensure your constraints continue to function properly.

While constraints are designed and manufactured to take abuse, avoid dropping them onto or banging them against hard surfaces.

When possible, carry your handcuffs in a protective case to reduce exposure to outside elements. If exposed to moisture, dry thoroughly. Most importantly, dry the inside locking mechanisms. The cuffs can be

Warrant Service

baked in an oven at low temperature (below 300° Fahrenheit) or placed on a heater. Re-oil following the instructions below.

When unlocking your restraint be careful not to torque the key guide post. This will loosen the post causing it to fall out. Also, be careful not to over rotate the key causing the key flag to break off or become stuck in the locking mechanism. Use extra caution when using oversize keys.

Maintenance

Restraints should receive regular care and maintenance. Inspect them frequently. Keep the ratchet and key hole free of dirt, lint, or other foreign substances that may hinder proper functioning.

Routinely clean and lubricate using a Teflon-based oil. Apply liberally making sure the oil has worked into the locking mechanism, double lock hole, and single strand pivot area. After lubricating, remove all excess oil from handling surfaces so the constraints are not slippery.

Pentrate (Black Oxide) finishes may require more frequent lubrication and may tend to rust if not kept properly oiled.

Prisoner Transport

Prisoner Transport Review

Key Facts and Concepts

Reasons for a Bad Prisoner Transport

- Equipment failure
- Human failure
- Outside intervention

Complacency is probably the main cause of human error in prisoner transport.

Prisoner Transport Vehicle Requirements

- Maintained mechanically
- Comply with applicable law and regulations, including the provisions of the Pennsylvania Motor Vehicle Code (Title 75). This includes all vehicles used by constables for prisoner transport
- Maintained in a roadworthy condition to ensure the safety of its occupants and the public
- Searched before and after transport
- Carefully inspected in the seat area, pulling it out and inspecting under it. Always wear gloves (preferably cut- and needle-resistant). Visually inspect all areas before feeling with hands. Inspect anywhere that the prisoner may have had access to during the transport
- Per the Supreme Court ruling on May 28, 2013 (IV.E.3),

Prisoner Transport

equipped with a cage behind the driver's seat and in front of the back passenger seat for purposes of creating separate and secure areas of the vehicle for the constable and the defendant(s). Cages shall be permanent, rather than temporary, and of the same type and quality used in police and sheriff vehicles: in addition, the vehicle must

- Be equipped with safety equipment, such as seat belts and cages
- Include functioning window and door locks
- Be kept clean and sanitary

Things to Remember when Handling a Prisoner

- Search the prisoner before you begin the transport and after the prisoner has had contact with third persons or has been out of your sight
- Never leave the prisoner unattended in a car or in a room
- In addition to a full body search be sure to check the prisoner's mouth, cheeks, tongue, and lips
- Do not allow phone calls
- Verify ID with the holding facility to make sure that you have the right person
- Always use both hand and leg restraint devices on every transport, while remembering that even the use of such devices does not eliminate the possibility of escape

Prisoner Transport

The Transportation Route

- Try to take a different route each time if possible
- Do not pull over to offer roadside assistance or give directions
- Be alert to anything out of the ordinary; take a moment to observe the area that you will be entering or traversing

When transporting a suicidal prisoner, know the prisoner's prior history of attempts and/or suicide-by-cop, and relay any information you receive to persons into whose custody you surrender your prisoner.

Male constable transporting prisoners of the opposite sex—arrange for a female constable to be present whenever possible.

- Handcuff behind back or use belt
- If no female constable can be present, transport to a safe and private area where a female officer or female constable or matron can conduct a thorough search

A child may be taken into custody under The Juvenile Act, Title 42. Judiciary and Judicial Procedure, Part VI. Actions, Proceedings and Other Matters Generally, Chapter 63. Juvenile Matters, Subchapter B.

Prisoner Transport

Jurisdiction and Custody, §6324. Taking into custody.

- Pursuant to an order of the court under this chapter (42 Pa.C.S. § 6324)...
- Pursuant to the laws of arrest
- By a law enforcement officer or duly authorized officer of the court (if so ordered) if there are reasonable grounds to believe that the child is suffering from illness or injury or is in imminent danger from his surroundings, and that his removal is necessary
- By a law enforcement officer or duly authorized officer of the court (if so ordered) if there are reasonable grounds to believe that the child has run away from his parents, guardian, or other custodian
- By a law enforcement officer or duly authorized officer of the court (if so ordered) if there are reasonable grounds to believe that the child has violated conditions of his probation

Prisoner Transport

Arresting, Searching, and Handcuffing Juveniles

- The procedures utilized to transport adults should be utilized with a juvenile
- There are no specific rules that limit the search and handcuffing of a juvenile—the procedure is the same as with an adult

Information obtained from Constable Basic Prisoner Transport Instructor Guide, p. 15

Title 237. Juvenile Rules. Part I. Rules, Subpart A.
Delinquency Matters. Chapter 1. General Provisions.
Rule 139. Use of Restraints on the Juvenile.

237 Pa.C.S. Rule 139. Restraints shall be removed prior to the commencement of a proceeding unless the court determines on the record, after providing the juvenile an opportunity to be heard, that they are necessary to prevent:

1. physical harm to the juvenile or another person
2. disruptive courtroom behavior, evidenced by a history of behavior that created potentially harmful situations or presented substantial risk of physical harm
3. the juvenile, evidenced by an escape history or other relevant factors, from fleeing the courtroom

Prisoner Transport

Key Decisions

- Did I examine my equipment for signs of wear and tear?
- During transport, do I remain aware at all times and constantly assess safety, procedure, equipment, and tactics?
- Do I occasionally break the routine of routes and times to guard against outside intervention?
- Have I followed all procedures and protocol to ensure my safety and the safety of others in regard to prisoner transport?

Glossary

Juvenile—an individual under the age of 18 or an individual under the age of 21 who committed an act of delinquency before reaching the age of 18.

Street Sense

Be sure to perform regular maintenance on everything from your handcuffs to your car engine and be alert to hidden cuff keys or shims.

Constable Responsibilities during Prisoner Transport

- Remain alert
- During high profile/high risk cases
 - Per the Supreme Court ruling on May 28, 2013

Prisoner Transport

(IV.D.2.a), as many constables as necessary shall be present to ensure safety and security (for example, a constable may be stationed at the court entrance with a metal detector wand while another is assigned to monitor activity within the courtroom and another to escort defendants to and from a holding cell. It is recommended that constables assigned to maintain physical custody of defendants should not be assigned to or perform other court security duties)

- Have items that can be used to help in answering assault accusations or in establishing a track record of good compliance. If a dispatch record via radio is not available, consider calling the destination point upon leaving to indicate when you should be expected to arrive there
- Engage in preplanning
- Keep a professional bearing
- According to the Supreme Court ruling on May 28, 2013 (IV.C.), a constable shall carry identification and wear clothing that clearly identifies him or her as a constable while performing judicial duties

Prisoner Transport

Dealing with Prisoners Who Have Mental Illnesses

- Check the prisoner's contact with reality
- Ask questions such as "Who are you?" "Who am I?" "Do you know what is going to happen?"
- Find out if this is an involuntary commitment, also known as a "302 case"
- Ask for the prisoner's cooperation
- Inform the prisoner before touching
- Tell the prisoner what you are going to do and why
- Give clear directions but avoid verbal challenges and do not threaten
- Listen carefully to the prisoner's statements, but do not agree with disoriented perceptions or delusions
- Do not lie
- Inform prisoner of procedure and reasons
- Be supportive
- Try to assess the prisoner's perception of you
- Avoid threats, intimidation, or insults
- Do not use derogatory terms, e.g., "psycho," "crazy"
- A mentally ill person may have reduced sensitivity to pain
- Two constables should be used (escort position)
- Do not sacrifice security

Information obtained from Constable Basic Prisoner Transport Instructor Guide p. 13

Prisoner Transport

Transporting Prisoners to and from Hospitals

- Do not remove restraints unless proper security is available. If medical personnel insist that they be removed, make sure that sufficient security personnel are available before removing restraints. Explain that restraints are necessary to prevent escapes and assaults
- The constable should remain in the treatment room with violent prisoners at all times
- Watch for feigned injuries or impairments

Transporting Prisoners to and from Funerals

- Court orders are required
- Make arrangements with the funeral home
- Get instructions from court order regarding type and use of restraints
- Maintain control at all times
- Maintain professional manner
- Use at least two constables
- Interaction with others is to be predetermined
- Close custody and supervision required
- Prisoner is not permitted to accept anything (food, drink, etc.) to prevent passing of weapons or contraband
- If you feel uncomfortable, terminate the visit

Prisoner Transport

Preparing for Transport

- Confirm the prisoner's identity
- Position the prisoner
- Apply the transport belt
- Apply restraints
- Search the prisoner
- Transport

Court Security

Court Security Review

Key Facts and Concepts

The goal or mission of court security is to safely operate the court systems on a daily basis, with a reasonable and necessary level of security.

Legal Obligations of the Constable

- Protect all persons in the court facility
- Observe constitutional mandates in responding to disorders, e.g., the constable may use only the level of force that is reasonable and available
- Observe constitutional mandates as to individuals' privacy rights and the searching of court visitors

One of the most important goals of court security is **weapon security**—that is, preventing anyone from entering the court facility with a weapon or from obtaining a constable's or an officer's weapon.

The key behind threat management is to control the threat. The first step in controlling a threat is to identify it. Identification is best accomplished through systematic analysis of the various threats that the court faces.

Three Goals of Court Security Survey

1. Recognize potential perpetrator(s) or problem conditions.
2. Assess risks of violence or potential catastrophe posed at a given time.
3. Manage both the subject and the risks that he or she presents.

Security Duties and Responsibilities in the Courtroom

1. Monitoring gallery and spectators for unusual or potentially disruptive activity.
2. Not allowing food or drink in the courtroom.
3. As per magisterial order, not allowing newspapers, parcels, or packages in the courtroom.
4. Not allowing talking in the courtroom.
5. Observing all entrances into the courtroom.
6. Not allowing cameras, tape recorders, or other electronic devices in the courtroom unless approved or authorized by the direction or order of the court.

Court Security

A model court security survey has three primary components: **the planning stage, the preliminary survey, and the creation of the final report.**

Protection of the Court

Constable Actions that Diminish Problems in the Courtroom

- Constables shall carry identification and wear clothing that clearly identifies him or her as a constable while performing judicial duties per the Supreme Court ruling on May 28, 2013 (IV.C)
- Constables shall, when carrying a firearm, secure the weapon in a Level 2, or higher, security holster, per the Supreme Court ruling on May 28, 2013 (IV.D.1.e)
- It is recommended that a transport belt with an integrated “D” ring be used around the defendant’s waist. It is further recommended that all handcuffs and shackles should be double-locked for added security Per the Supreme Court ruling on May 28, 2013 (IV.D.1.d footnote)
- It is recommended that constables carry less lethal options
- Constables should perform security checks of the entire court facility from courtroom to parking area
- Constables must always remain alert and vigilant

Court Security

Also in May 2013 the Pennsylvania Supreme Court issued a rule stating that “A constable may only perform judicial duties for the courts if he or she has been certified by the Constables’ Education and Training Board pursuant to 44 Pa.C.S.A. § 7142. (IV. Security and Transports. A. Certification & Clearances).”

Key Decisions

- Have I conducted a thorough threat assessment?
- Does my court security survey have the three primary components?

Glossary

Threats—can take the form of violations of or noncompliance with laws, rules, regulations, or prescribed practices, as well as dangerous or potentially dangerous individuals or conditions.

Street Sense

Under normal circumstances, the constable will not be searching court visitors. However, if a constable has reason to believe that a visitor possesses some type of weapon, the constable has an obligation to legally stop and search the visitor using the same standards and procedures as with a *Terry* frisk. That is, where the constable has specific and articulable facts justifying the belief that an individual has a weapon on his/her

Court Security

person and that criminal activity is in process, the constable can pat down that person and seize any weapons discovered.

Signs of Potentially Threatening Hand-Delivered Packages

- Restrictive markings such as confidential, personal, etc.
- Handwritten or poorly typed address
- Incorrect titles with name
- Title with no name
- Misspellings of common words
- Oily stains or discolorations
- Excessive weight
- Rigid or bulky envelope
- Lopsided or uneven package/envelope
- Protruding wires or tinfoil
- Excessive securing material such as masking tape, string, etc.
- Strange odor

Response Procedures for Suspicious Packages

- Depending upon the threat classification (possible or obvious), the constable will either notify the police or secure the area and then immediately notify the police
- The constable(s) discovering the suspicious item will directly communicate all known information to responding police personnel
- Constable(s) will ensure that any suspicious item is not moved from the location in which it was found
- Responding police personnel will determine the number and extent to which other court personnel will be notified of the suspicious package
- During evacuations, constables are also responsible for maintaining security, providing assistance, and giving direction

Court Security

Administrative Office of the Pennsylvania Courts Physical Security Checklist

Perimeter (e.g., fences and gates)		
1. Is the perimeter of the courthouse grounds clearly defined by a fence, wall, or other type of physical barrier?	Yes	No
2. Does the barrier limit or control vehicle or pedestrian access to the courthouse?	Yes	No
Lights		
1. Is the entire perimeter lighted?	Yes	No
2. Are light fixtures suitable for outside use (i.e., are they weather- and tamper-resistant)?	Yes	No
3. Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful entry attempts or placement of explosives against the walls?	Yes	No
4. Are public areas (including parking spaces and walkways) sufficiently lighted to discourage attacks against persons or vehicles?	Yes	No

Court Security

Parking Areas		
1. Is a reserved parking lot on courthouse grounds?	Yes	No
2. Is the reserved area closed or locked during non-business hours?	Yes	No
3. Are parking spaces reserved by name?	Yes	No
4. Are parking spaces reserved by number?	Yes	No
5. Is there direct access for judges from the garage to nonpublic elevators or restricted corridors?	Yes	No
6. Can unattended vehicles park near or next to the courthouse?	Yes	No
Landscaping		
1. Do landscape features provide places for potential intruders to hide?	Yes	No
2. Are there items such as bricks, stones, or wooden fence pickets which could be used by intruders as weapons, missiles, or tools?	Yes	No

Court Security

3. Does landscaping (bollards, benches, site elevation, or declination) impede a vehicle from being driven into the building?	Yes	No
4. Are jersey-type barricades used to block access to certain exterior areas?	Yes	No
Doors, Windows, and other Openings		
1. Are all exterior doors at least 1 ¾-inch solid core wood, metal clad, or metal?	Yes	No
2. Are all hinge pins internally located, welded, or otherwise treated to prevent easy removal?	Yes	No
3. Are exterior locks designed or exterior doorframes built so that the door cannot be forced by spreading the frame?	Yes	No
4. Are all unused doors permanently locked?	Yes	No

Court Security

5. Are windows that could be used for entry protected with: a. locking devices b. metal bars c. mesh d. intrusion alarms e. other		
	Yes	No
6. Are windows on the ground floor made of tempered glass or ballistic plastic?	Yes	No
7. Is the roof accessible by means of: a. fire escape b. another building c. a pole or tree d. other		
	Yes	No
	Yes	No
	Yes	No
8. Are openings to the building (e.g., tunnels, utility and sewer manholes, culverts, and service ports) properly secured?	Yes	No
9. Do judges and court officers have a private entrance to the building?	Yes	No

Court Security

10. Is there security screening at that private entrance?	Yes	No
Ceilings and Walls		
1. Do all walls extend to the ceiling?	Yes	No
2. Are drop or removable ceilings used in the courthouse?	Yes	No
Alarms		
1. Does the courthouse have an intrusion alarm system?	Yes	No
2. Is the system regularly tested?	Yes	No
3. Where does the alarm system terminate?		
a. sheriff's office	Yes	No
b. local law enforcement office	Yes	No
c. commercial controls station	Yes	No
d. other	Yes	No
Attics, Basements, Crawl Spaces, and Air Conditioning and Heating Ducts		
1. Are doors to basements, utility rooms, boiler rooms, crawl spaces, and attics locked when not in use?	Yes	No

Court Security

2. Are crawl spaces secured from unauthorized entry?	Yes	No
3. Are air-conditioning and heating vent openings in public areas secure from tampering?	Yes	No
Elevators		
1. Are private elevators provided for judges?	Yes	No
2. Are certain elevators used exclusively to move prisoners?	Yes	No
3. Are prisoner elevators marked "Not for Public Use"?	Yes	No
4. Are prisoner elevators controlled by key?	Yes	No
5. Are prisoner elevators programmed to bypass floors?	Yes	No
Public Area (waiting areas, rest rooms, and hallways)		
1. Are waiting rooms next to court rooms?	Yes	No

Court Security

2. Is the number of waiting rooms sufficient to separate parties to a case?	Yes	No
3. Are drop or removable ceilings used in waiting rooms?	Yes	No
4. Are public rest rooms routinely searched?	Yes	No
5. Are rest rooms next to courtrooms?	Yes	No
6. Are drop or removable ceilings used in rest rooms?	Yes	No
7. Do any trash receptacles allow easy concealment of contraband?	Yes	No
8. Are directions (directories and floor plans, if appropriate) clearly posted in all public areas?	Yes	No
Offices Handling Money		
1. Does the cashier's window have security features?	Yes	No

Court Security

2. Who escorts the employee carrying money to the bank? a. sheriff b. local police c. state police d. no one e. other		
	Yes	No
3. Is the bank deposit made at varying times each day?	Yes	No
Courthouse Procedures		
1. Is there a procedure for routine daily inspection of the courthouse?	Yes	No
2. Is the court facility patrolled 24 hours a day, seven days a week?	Yes	No
3. Are tenants given periodic instruction about the various emergency procedures?	Yes	No
4. Are periodic fire and evacuation drills held?	Yes	No
5. Are public, private, and prisoner circulation patterns separated and well defined?	Yes	No

Court Security

6. Is there a routine inspection of packages and shipments entering the courthouse?	Yes	No
7. Is there a policy concerning personal package deliveries made to the courthouse?	Yes	No
8. Does the court have an emergency management/continuity of operations plan (COOP)?	Yes	No
9. Does the court have a safety and security committee?	Yes	No

Courtrooms: Location

1. Do spaces above, below, and next to the courtroom present a security hazard?	Yes	No
---	-----	----

Courtrooms: Doors, Windows, and Other Openings

1. Are all unused doors secured?	Yes	No	
2. Are there separate entrances into the courtroom for:			
	a. judges	Yes	No
	b. in-custody defendants	Yes	No
c. spectators	Yes	No	

Court Security

3. Is the prisoner entry door far enough from the public seating area to prevent passing contraband?	Yes	No
4. Are all windows draped to obscure vision (particularly of the bench) from outside?	Yes	No
Courtrooms: Lights		
1. Is there emergency lighting?	Yes	No
Courtrooms: Furnishings		
1. Is the main area or well separated from the spectators by a barrier?	Yes	No
2. Is there a physical barrier between the well and the judge's bench?	Yes	No
3. Is the judge's bench closed at both ends to restrict access from the well?	Yes	No
4. Are potential weapons, such as drinking glasses, water carafes, and ashtrays, kept out of the defendant's reach?	Yes	No
Courtrooms: Security Devices		
1. Is the bench reinforced to make it bullet resistant?	Yes	No

Court Security

2. Is there a duress alarm in the courtroom?	Yes	No
a. Does the duress alarm also indicate location?	Yes	No
3. Are duress alarm buttons installed at:		
a. the bench	Yes	No
b. clerk's station	Yes	No
c. bailiff's station	Yes	No
d. chambers	Yes	No
e. judge's secretary's desk	Yes	No
f. other	Yes	No
4. Does the courtroom have a telephone?	Yes	No
5. Does the courtroom have a public address system?	Yes	No
6. Does the courthouse have a public address system?	Yes	No

Court Security

Courtrooms: Security Procedures

1. Is there a policy for firearms to be carried in the courtroom by: a. bailiffs b. law enforcement officer witnesses c. law enforcement officer spectators d. other		
	Yes	No
2. Are bailiffs armed in the courtroom?	Yes	No
3. How many bailiffs provide court security on a daily basis? a. Fixed post only b. Roving post only c. Both fixed and roving post		
	Yes	No
	Yes	No
	Yes	No
4. Courthouse security is provided by: (check all that apply) a. Sheriff only b. Private Security Agency only c. Sheriff and Private Security Agency		
	Yes	No
	Yes	No
	Yes	No

Court Security

5. Are there procedures for the emergency evacuation from the courtroom of: a. prisoners b. judges c. jurors		
	Yes	No
	Yes	No
	Yes	No
6. Is there a policy to secure weapons and other contraband offered as evidence?	Yes	No

Judges' Chambers and Related Offices

1. Is visitor access controlled by clerks, bailiffs, or secretaries?	Yes	No
2. Do these chambers have more than one means of entry and exit?	Yes	No
3. Are the chambers routinely locked when the judge is not present?	Yes	No
4. Are outside views, particularly of judges' desks, obscured?	Yes	No
5. Do chambers have duress alarms?	Yes	No

Witness Waiting Room

1. Are witness waiting rooms provided?	Yes	No
--	-----	----

Court Security

2. Is it possible to separate prosecution and defense witnesses?	Yes	No
3. Is public access to waiting rooms restricted?	Yes	No
Jury Deliberation Room		
1. Is the jury deliberation room next to the courtroom or accessible through a controlled passage?	Yes	No
2. Are the windows draped?	Yes	No
3. Are rest rooms provided as an integral part of the deliberation area?	Yes	No
4. Is the deliberation room routinely searched for contraband before occupancy?	Yes	No
5. Is the deliberation room locked when unoccupied?	Yes	No
Data Processing and Court Records		
1. Is a back-up record made for electronic court records each day?	Yes	No
2. Is electronic court data stored off-site?	Yes	No

Court Security

3. Has a “black bag” containing valuable court documents, orders, and computer information been assembled?	Yes	No
4. Is the door to the location in which computer servers are located locked at all times except for authorized users?	Yes	No
5. Is the fire suppression system for the computer server location zoned (if sprinkle type) or chemical?	Yes	No
6. Comments: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
In the event of a courthouse emergency, the following questions are being asked by the AOPC to provide the county with on-going operation of the Common Pleas Criminal Court Case Management System (CPCMS)		

Court Security

Name, title and phone number of the County contact who would coordinate activities.

Names, titles, phone numbers, and contact information for the user(s) who would need immediate remote access. Also provide the names, titles, phone numbers, and contact information for the user(s) who would need long term remote access.

IMMEDIATE ACCESS USERS

LONG TERM REMOTE ACCESS USERS

Court Security

Are computer(s) and printer(s) available for use?
If so, what is the operating system on each of the computers?

If relocation were required what is that location's address and phone number?

Is there access to a dial-up or broadband (ISDN, DSL, or Cable Modem) at your court facility or remote location? If so, please specify type available.

Source: Administrative Office of Pennsylvania Courts. "APPENDIX A: ADMINISTRATIVE OFFICE OF THE PENNSYLVANIA COURTS PHYSICAL SECURITY CHECKLIST" Unified Judicial System of Pennsylvania Court Safety & Security Manual. 2005. A-1-A-12.

Court Security

COURT SECURITY THREAT ASSESSMENT

The following table describes a number of clues embedded in inappropriate communication that can assist in assessing the risk present. The method of threat delivery is solely the choice of the suspect. Consequently, that choice may give insight into the suspect's intent.

How was the inappropriate communication (IC) delivered?	Risk Level	Assessment and imminence of action
Written	Generally Low Risk	With the rare exception of mail bombs, suspects who write keep themselves at a safe distance from the people that they are threatening, thereby suggesting a lack of intent to carry out the threat at this time.
Telephone	Generally Low Risk	Suspects who telephone threats also keep themselves at a safe distance from those they are threatening.

Court Security

Verbal	High Risk Potential	Suspects who deliver IC's in person, either to the target or some known court or law enforcement official, place themselves at some risk of arrest, thus suggesting they intend to carry out the threat at this time.
Suspicious Activity	High Risk Potential	Suspects who engage in suspicious activity, such as stalking, vandalism, unscheduled appearance, or approaching the individual they are threatening, place themselves at some risk of arrest, thus suggesting an intent to carry out the threat at this time.
Informants	Generally Low Risk Informant Credibility Elevates the Risk	Informant threats are out of the control of the suspect. In every informant threat, the credibility and motive of the informant should be assessed first.

Court Security

Is the individual making the threat known to the judge or court employee?	Risk	Suspects also choose whether or not to reveal their identity. Judicial threateners are not seeking notoriety or infamy. Instead, they are contemplating a crime. In thinking like a criminal, they want to escape.
Anonymous	High Risk Potential	Those who preserve their anonymity pose a higher risk than those who reveal themselves.
Known	Generally Low Risk	Suspects who reveal their identity generally are expressing anger or outrage or are simply, “letting off steam.”
Who is the focus of the communication?		Has the individual making the threat made it against an individual (not necessarily by name)?

Court Security

How was the inappropriate communication (IC) delivered?	Risk Level	Assessment and imminence of action
Direct	Moderate	The statement, "I am going to kill you" is a direct threat, even though there is no name associated with either the "I" or "you." Direct threats are so common they have no strong association with either high or low risk situations.
Veiled-Made against a target	High Risk Potential	The statement, "I'm going to make somebody pay for this," is a veiled-target threat, since it is clear the suspect intends to cause the harm, but not clear who will be harmed. These statements suggest intense frustration with the system of justice and are frequently expressed while the suspect is in the courthouse and, hence, better able to pose a risk.

Court Security

Veiled-Made saying someone will do something	Generally Low Risk	The statement, "Somebody's going to make that judge pay" is a veiled-suspect threat because the suspect is saying someone else will cause the harm to a specific target.
What is the immediacy of the risk?		Placing conditions on when or if the harm will occur strongly suggests that the suspect does not intend to cause any harm unless certain conditions are met.
Immediate	Moderate	An immediate threat of harm has no conditions or demands placed upon it.
Deferred By Condition	Generally Low Risk	A deferred-by-condition threat of harm puts a condition on the action, such as, "If you find me guilty, I'll kill you." This strongly suggests the suspect is putting the responsibility on the judge for the next step, thus showing he intends no harm until the condition may be met.

Court Security

Deferred By Time	Generally Low Risk	A deferred-by-time threat of harm injects a time element delaying action, such as, "When I get out of jail in 10 years, I'm going to kill you." In effect, the suspect is saying she cannot do anything now, but will at some future date.
What is the suspect's motivation?		Knowing what prompted the inappropriate communication helps determine how motivated the suspect is.
Case Related	Indeterminate	Most IC's are related to a particular case.
Hidden Motive	High Risk Potential	When the suspect chooses not to reveal what his motivation is, it suggests an effort to hide the suspect's identity and cover tracks, both indications of preparing to commit a crime.
Habitual	Generally Low Risk	A significant but small percentage of IC's come from habitual threateners who have neither the intent nor motive to cause harm.

Court Security

Irrational	High Risk Potential	Irrational suspects are often highly motivated and less inhibited in carrying out attacks.
Ideological	High Risk Potential	Suspects motivated by some ideology, particularly those whose ideology brought them into court, pose a slightly higher risk than others do.
Is the suspect presently incarcerated?		Knowing if the suspect is incarcerated or not gives insight into the suspect's ability to cause harm.
Incarcerated	Generally Low Risk	Although incarcerated suspects have been known to pose a risk, their in-custody status increases control over their actions.
Not Incarcerated	Indeterminate	Knowing that a suspect is not incarcerated suggests that he/she has the ability, but reveals nothing of motive or intent.

Court Security

Is the suspect affiliated with a group?		Group affiliation suggests that the risk of harm may come from more than one source. It also suggests stronger ideological or criminal motivation.
Group Member	High Risk Potential	Suspects who belong to a group can be more strongly motivated because of the group's support. They also have others to assist them.
No Group	Affiliation Indeterminate	Most IC's come from lone individuals.
Where was the threat or inappropriate communication received?		Knowing where the inappropriate communication was received can give insight into how much information the suspect has on the individual that he/she is threatening.
Courthouse	Indeterminate	Judicial officials are public officials; it is relatively easy to find information about them.

Court Security

Residence or Other Location	High Risk Potential	Although many judicial officials make no effort to protect their privacy, delivering an inappropriate communication to the official's residence or some other location strongly suggests stalking or research on the target.
Source: Administrative Office of Pennsylvania Courts. "Chapter 12: Threats to Judicial Officers." Unified Judicial System of Pennsylvania PA Court Safety & Security Manual. 2005. 12-2 – 12-6.		

Landlord/Tenant

Landlord/Tenant Incident Review

Key Facts and Concepts

Some constables mistakenly believe that since they are involved in civil rather than criminal actions, they do not need to be concerned about possible constable survival issues.

Precautions When Involved in a Landlord/Tenant Incident

Prior Planning

- Once you are assigned a landlord/tenant dispute, you should check any records available to you
- Check with the office of the magisterial district judge
- Check with the landlord and ask him/her about the tenant's demeanor, prior problems, how many people reside at the location and their ages, if there are any animals present, and if the landlord has seen or is aware of the presence of any firearms. Also, get a sketch of the floor plan of the house or apartment where you will be executing the eviction
- Consider using an online mapping program that can give you an overview of the location where you will be going, including nearby parking areas, alleys, and structures
- You can also do an Internet search for the tenant's name

Landlord/Tenant

and see if he or she has done anything that might be of a concern to you

- Check any open-source records for prior criminal activity
- Determine in what type of neighborhood the action will be conducted
- Plan your approach—where you will park, how you will approach the location. If you need to retreat, have a route preplanned
- Once intelligence has been gathered, formulate some kind of plan based on what you have learned about the tenant and keep the magisterial district judge in the loop. He or she may determine that some other actions are needed before you attempt your first visit to the tenant

What to Take with You when Making Contact with the Tenant

- Coordinate with the landlord and with a locksmith
- Make sure you have all of the paperwork that you will need
- Other items to consider related to constable safety: body armor, your service weapon, a less-than-lethal device, and temporary restraining devices. You also may want to consider having a second constable accompany you if circumstances warrant it

Landlord/Tenant

The Actual Contact

- When you intend to make contact, you should follow the plan that you have developed. Make sure that someone knows you are going to that location
- When you arrive, take a few moments to evaluate the environment surrounding the location
- Coordinate your arrival with the landlord and any relevant support personnel, such as a locksmith. Ideally you should arrive a few minutes before them so that you can be there to take control of the situation
- As you approach the entrance to the location, you should be scanning for escape routes in the event that something should go wrong during the action
- Prior to knocking on the door, make a mental note of the doors and windows so that you can position yourself in a safe manner
- You must decide whether to enter the location in order to conduct the action. You should make the initial contact with the tenant before having the landlord and support personnel enter. Assess the tenant's verbal and nonverbal responses quickly while you explain to the tenant what will take place. On entry, you should constantly be scanning the room(s) for signs of weapons or danger and moving the tenant away from any potential caution area. You should engage the tenant in conversation, redirecting and defusing any hostility

Landlord/Tenant

- De-escalation of hostility can be aided if you can verbalize the situation in a non-confrontational manner and explain the situation to be perceived as helping the tenant

Skills and Actions Related to Maintaining Safety

Essential Skills

- Working, practical knowledge of the landlord/tenant dispute process inspires confidence in your abilities on the part of both the landlord and the tenant
- Good verbal skills provide you with the ability to express yourself clearly and without misinterpretation
- Good constable safety skills and the ability to recognize appropriate application of force will help you to keep yourself and those whom you protect and serve safe

Tactical Positioning

- Use of shielding. Employ cover and concealment techniques by having a barrier, such as a door or a piece of furniture, between you and the tenant
- Use of distance. Maintain an “interrogation stance”: stand about an arm and a half’s length away from the subject, strong side turned away at a 45-degree angle, with most of your weight resting on your strong-side leg
- Use of movement. Utilize patterns of movement to get out of harm’s way, such as sidestepping an attack

Landlord/Tenant

Physical Impression

- Appearance in uniform. Let everyone know that you are in charge
- Health and physical appearance. Appearing healthy and well-groomed provides confidence and is a deterrent to physical altercations
- Use of body armor and adequate equipment provides another level of safety

Nonverbal Threat Cues

These nonverbal threat cues can occur in conjunction with each other or can be displayed individually. If a subject displaying these signs confronts you, your awareness level should be escalated and you should begin to create distance from that subject.

Pre-attack Indicators that Assault is Possible but Not Imminent

- Head, neck, and shoulders pulled back, making the subject look bigger than he or she is
- Scanning—subject is looking around
- Face reddening, twitching, and jerking
- Rapid blinking
- Lips pushed forward, showing of teeth

Landlord/Tenant

- Breathing becomes fast and shallow—preparing for fight or flight
- Long gaze or stare (also known as the 1,000-yard stare)
- Sweat appearing on the face and neck
- Large, exaggerated movements with the hands and arms
- Focusing excessive attention in your direction with uninterrupted eye contact
- Completely ignoring you
- Directing anger toward inanimate items, e.g., striking a table, throwing a chair, or hitting the wall

Pre-attack Indicators that Assault is Imminent

- Face changes from red to white—this is when blood pools to large muscles and internal organs of the body
- Breathing fast and deep
- Hands close into clenching fists—white knuckles
- Change of stance—subject going into fighter's stance
- Rocking back and forth or bobbing up and down
- Flanking—subjects positioning themselves behind or to the side of the target trying to create confusion and threats from multiple directions
- Target glance—subject tries to identify the target of his/her first strike

Landlord/Tenant

- Lowering chin to chest
- Removing outer clothing—hat, jacket, bags, or a purse
- Stopping all movement—subject freezes

Actions if a Landlord/Tenant Incident Deteriorates

When the situation deteriorates, your primary goal should be to ensure that no one is injured and to defuse the situation. A good start, especially if you do not have a second constable with you, is to contact local law enforcement and request assistance.

Remember that often the mere presence of a landlord may cause the tenant to become agitated. If this happens, try to remove the landlord from the immediate vicinity.

MOAB® (Management of Aggressive Behavior) techniques may be used to attempt to verbally defuse the situation.

MOAB® Techniques

- Maintain a calm, reassuring voice
- Communicate at the subject's level
- Speak with respect

Landlord/Tenant

- Be in control
- Use paralanguage
 - Volume of speech
 - Tone of voice
 - Rate of speech
- Introduce yourself
- Avoid using “you”
- Ask the subject to repeat or clarify
- Ask open-ended questions
- Clarify implied statements, threats, or key words
- Isolate the problem from the individual
- Redirect anger to the past
- If appropriate, interrupt by using the subject's name
- Use “we”
- Get the subject to sit down with you
- Get the subject to walk with you
- Use pacing techniques
 - Sensory
 - Visual
 - Auditory
- Avoid bias or stereotypes
- Use the substitution technique

Landlord/Tenant

If the situation has escalated to the point where you can anticipate some form of physical confrontation, consider your options. Can you safely leave the location while ensuring the safety of the landlord and any support personnel? If yes, a withdrawal might be prudent.

If retreat is not an option, consider any less-than-lethal devices that you may have on your person. Can you use some of the techniques that you have been taught in your defensive tactics training? Is this a situation where the use of deadly force is warranted?

Key Questions

- Have I followed all the recommendations suggested for preplanning?
- Have I used all of the recommendations presented to maintain my safety?
- Have I observed any nonverbal threat cues suggesting a possible or imminent attack?
- Have I tried using MOAB® techniques to verbally defuse the situation?
- Have I considered all options when the situation becomes physical?

Recommended Safety Measures Serving Protection Orders

Recommended Safety Measures When Serving Protection Orders (Emergency Protection from Abuse and Sexual Violence Victim Protection)

Prior Planning

Essential to the successful service of a Protection Order is thoughtful prior planning. As such, please refer to the prior planning considerations included in the Precautions When Involved in a Landlord/Tenant Incident Section of this guide. In addition, if the court orders the confiscation of firearms (weapons), be sure to understand the details of the order. This is where prior coordination with the Sheriff's Office is critical.

Upon Arrival

- Approach all emergency protection order services as potentially high risk to both you and the victims
- Be alert for assailants leaving the scene and for the use of weapons from doors, windows, or nearby vehicles
- Always employ standard contact-cover measures in approaching the location
- Try to avoid parking in front of the location. The defendant may have been alerted to the issuance of the emergency protection order and may be waiting for you
- Look and listen to see if you can determine whether there are any potential dangers

Recommended Safety Measures Serving Protection Orders

- Watch for vehicles and persons entering or leaving the area
- Observe areas from as far away from the main approach as is practical
- Listen for indications of the type and location of any potential problems
- After you have done your preliminary checks, start your approach. Remember to be careful at doors. Knock and announce your presence

Entering the Location

When the door opens, your arrival can cause rage and panic reactions from the subject.

Reasons Subjects Might React Negatively

- Loss of control of the situation
- Actions being made public
- Embarrassment

Attempt to minimize the shock to the subject over the fact that a protection order process is actually happening. Present a nonthreatening image and identify yourself officially. Upon arrival at the scene, limit physical movement of the parties as much as possible and control their access to any potential weapons. State your reason for being present, being considerate

Recommended Safety Measures Serving Protection Orders

and attentive toward all parties and their perspectives, regardless of your own view or personal reactions toward the matter. You must take immediate control of the situation and, if the other party is present, separate the parties to prevent any violent actions. It is highly recommended that a constable and his/her partner remain within view of one another to avoid any possible allegations of mistreatment and for general constable safety.

Contact with the Parties

Explain the provisions of the protection order to the defendant. It may help to allow the defendant to vent for a few minutes, but after that, you will need to get on task. Ask if the defendant has any weapons at the location. Do not allow the defendant to go into an area, open a door, open a drawer, or touch a garment that you have not checked first. Try to perform your duties as quickly as possible. The longer the defendant is in contact with you, the more likely it is that his or her anger may grow.

When serving an emergency protection order or when you witness any form of domestic abuse taking place during the course of any type of service, you should establish control.

Recommended Safety Measures Serving Protection Orders

Establishing Control after Witnessing Abuse

- Identify potential weapons in the surroundings. Remember that kitchens provide a wealth of weapons of opportunity—knives, forks, pots, pans, boiling liquids, etc.
- Assess injuries, administering first aid, and/or notifying emergency medical services if warranted or requested

General Rules (For when a constable must serve an Emergency Protection Order)

- Always check with local police department to determine if any record of arrests or contacts exists for the defendant
- Use a second constable whenever possible during service
- Separate petitioner and defendant—keep them in different rooms with a constable attending to each person
- Do not permit defendant or petitioner to retrieve firearms/weapons
- Have defendant identify location of weapons
- The constable should NOT take control of weapons. Police or a deputy sheriff must take control of weapons, so implement prior coordination to plan for the potential seizure and storage of weapons

Recommended Safety Measures Serving Protection Orders

- Weapons should be stored by sheriff's office or local police department per county rules
- Where removal of defendant from premises is ordered, a certified constable should escort the defendant from premises
- Leave a copy of the protection order with the local police department with the time and date of service upon defendant
- *Note that the use of a constable to serve an Emergency Protection Order is typically a last resort for an MDJ. An MDJ will first give the order to the local police or sheriff's department before a constable*

Constable Involved Shootings

Constable Involved Shootings Review

Key Facts and Concepts

Steps to Follow Once the Shooter is Controlled and the Situation is Safe

- Handcuff the subject
- Search for and secure weapons
- Provide first aid as needed
- Identify and get witness contact information
- Record registration numbers of vehicles

The Initial 911 Call

- Say you are a constable and how you can be identified
- State that a shooting has happened, the location, and if an ambulance is needed
- State if any actors have fled, as well as what they look like and where they went
- Speak professionally

When the Police Arrive on the Scene

- Don't point your weapon at anyone
- Display your badge in your normal non-shooting hand
- Identify yourself as a constable
- Do what the police ask

Constable Involved Shootings

- Provide a list of witnesses, don't try to get involved in the investigation unless asked

It is suggested that the media be referred to the investigating agency to ensure that no statement made to the press can be used against you.

The District Attorney's decision to prosecute will only affect state criminal charges, not federal or civil charges.

Use of Force Report Writing

Following a Constable Involved Shooting (CIS) it is recommended that you prepare your own narrative to ensure accurate recollection of the incident. Therefore, your ability and need to document use of force incidents are imperative.

If you employ a force option, your report must include critical information related to the event chronology, details, and the people involved. There are some basic characteristics of good report writing, no matter which format you choose to use. They are:

- Factual—these are statements that can be proven
- Accurate—the numbers, such as for an address, and the spelling of names are correct

Constable Involved Shootings

- Objective—the statements are fair and impartial and do not express opinions
- Complete—all of the incident is covered, all appropriate information related
- Concise—get to the point using as few words as possible without leaving out important facts
- Clear—paint a word picture that is easily understood
- Timely—written soon after the incident when it is still fresh in your memory
- Legible—easily read, not like a doctor's prescription
- Mechanically correct—spelling and grammar checked
- Standard English—write using terms that are easily understood, not slang

If you leave out facts or circumstances and do not answer the essential questions, readers will fill in the blanks for themselves. The basic questions to answer are:

- **Who**—Who was involved? Include yourself, any partners, subject of the force, assisting parties, witnesses, nurses, doctors, and judges. Enclosing a person's contact information in parentheses the first time that person is mentioned can be useful
- **Why**—Why were you doing what you did? Why were you present for the incident? The reason for your being there

Constable Involved Shootings

to take an action is very important

- **When**—When did this occur? Did the subject get medical attention and when?
- **What**—What happened at the incident? You should be able to justify why you used lethal force. Do not be afraid to explain why you did something through the law or case law
- **Where**—Where did the events occur? Sometimes answering the question “where” will make clear to the reader why you did what you did
- **How**—How did you do what it was you set out to do? Explain your actions in detail

Truthfulness is paramount in your reports. A deliberate lie can have catastrophic results for your case should it be entered into evidence or used as a prosecutorial tool for another law enforcement officer. Hiding or destroying reports will have the same result.

The use of force is very litigious and can result in criminal charges as well as civil redress. In situations in which you are called upon to use deadly force or force that resulted in inflicting serious bodily injury, you need legal advice. Contact an attorney before giving a written or verbal statement. Your attorney should then advise you on the crafting/finalization of your report regarding these situations.

Constable Involved Shootings

Glossary

Post-Traumatic Stress Disorder (PTSD)—a type of anxiety disorder that's triggered by a traumatic event. You can develop Post-Traumatic Stress Disorder when you experience or witness an event that causes intense fear, helplessness, or horror.

Key Decisions

- Have I completed all the necessary steps immediately following a CIS?
- Have I included all the necessary information in my basic statement?
- Have I notified my insurance carrier?
- Do I need an attorney?
- Have I adequately prepared in the event of a CIS?
- Am I experiencing signs of Post-Traumatic Stress Disorder (PTSD)? After a shooting, it is normal to experience both relief and remorse. It is recommended that you seek medical attention, even if you feel fine. Unfortunately, many people do not know that they have PTSD or do not seek treatment. The below list will provide guidance on what symptoms you may have been experiencing that would indicate PTSD. You may also want to ask a person close to you if you might be outwardly displaying some of these signs.
 - Flashbacks

Constable Involved Shootings

- Bad dreams
- Frightening thoughts
- Staying away from places, events, or objects that are reminders of the experience
- Feeling emotionally numb
- Feeling strong guilt, depression, or worry
- Losing interest in activities that were enjoyable in the past
- Having trouble remembering the dangerous event
- Being easily startled
- Having difficulty sleeping and/or having angry outbursts

People with PTSD may also have other problems. These include:

- Feelings of hopelessness, or despair
- Depression or anxiety
- Drinking or drug problems
- Physical symptoms or chronic pain
- Employment problems
- Relationship problems, including divorce
- Experiencing scary thoughts you can't control
- Fighting with loved ones
- Thoughts of hurting yourself or others
- Feeling alone

Constable Involved Shootings

Sources:

<http://www.ptsd.va.gov/public/PTSD-overview/basics/what-is-ptsd.asp>

<http://www.nimh.nih.gov/health/publications/post-traumatic-stress-disorder-easy-to-read/index.shtml#pub5>

Contact a mental health professional, faith-based organization, or peer support group if you find yourself experiencing symptoms of PTSD.

Pennsylvania has a well-established Critical Incident Stress Management (CISM) Team network poised to respond throughout the Commonwealth. CISM teams are comprised of mental health professionals and peer support personnel who are trained to assist in dealing with the stress of law enforcement oriented professions. The main objective of CISM Teams is to provide crisis intervention during or after critical incidents in order to minimize stress-related injuries. CISM is both a psychological and educational group process designed to:

- Lessen the impact of critical incidents to which law enforcement personnel respond or perform
- Accelerate the recovery process of personnel who suffer from stress-related injuries

Constable Involved Shootings

Information on Pennsylvania's CISM Teams can be found by emailing pehsc@pehsc.org or by telephone at 717-795-0740. A PDF document listing the teams and contact information can also be accessed via:

<http://pehsc.org/wp-content/uploads/2015/01/CISM-Team-List-08032010-updated-2015-01-07.pdf>

This info can also be found in Constables' Training Bulletin 71 dated September 2012.

<http://www.pccd.pa.gov/training/Pages/Constables-Training-Bulletins.aspx#.VVS8lk3bKUK>

Additional reference material on law enforcement stress can be found at:

DAVID BALDWIN'S TRAUMA INFORMATION:

<http://WWW.TRAUMA-PAGES.COM>

NATIONAL LAW ENFORCEMENT OFFICERS MEMORIAL:

<http://WWW.NLEOMF.COM>

CONCERNS OF POLICE SURVIVORS:

<http://WWW.NATIONALCOPS.ORG>

NATIONAL POLICE SUICIDE FOUNDATION INC.:

<http://WWW.PSF.ORG>

INTERNATIONAL CRITICAL INCIDENT STRESS

FOUNDATION INC.: *<http://WWW.ICISF.ORG>*

Personal Safety

Personal Safety: Being Physically and Mentally Fit for Duty

General Wellness

We have discussed many aspects of constable safety in this reference guide, from warrant service precautions to recommended safety measures serving protection orders. But the number one constable safety priority should be your general wellness and being physically and mentally fit for duty. The importance of physical fitness, having good overall health, and a sufficient amount of stamina to accomplish your daily judicial duties should not be overlooked. Eating a well-balanced diet, exercising on a regular basis and getting a good night's sleep each and every night, will go a long way in keeping you healthy. As such you should:

- Exercise at least 20 minutes each day – ideally in the morning to improve your mood throughout the day
- Sleep 7-8 hours a night in order to feel well-rested in the morning

Personal Safety

Social Wellness

We often undervalue the impact of our closest relationships and social connections on our wellbeing. Conversely, our wellbeing is dramatically influenced by the people around us as well as by our friends and our network of relationships. Social wellbeing is about having strong relationships in your life. Three recommendations for boosting your social wellbeing are to:

1. Spend six hours a day socializing with friends, family, and colleagues (this time includes work, home, phone, e-mail, and other communications).
2. Strengthen the mutual connections in your network.
3. Mix social time with physical activity. For example, take a long walk with a friend so that you can motivate each other to be healthy.

Mental Wellness

Staying mentally fit requires an investment of time much like staying physically fit. One way to ensure that you maintain a balance between your physical and emotional wellness is to set goals for yourself. Taking control of your life is the foundation for stress management and a healthier you. Below are 10 tips

Personal Safety

which are also utilized by many as a method to manage and reduce stress.

1. Get plenty of sleep
2. Learn to relax
3. Laugh
4. Do something for others
5. Nurture friendships
6. Avoid unnecessary stress
7. Make time for fun
8. Incorporate physical activity
9. Eat healthy
10. Avoid alcohol, cigarettes, and drugs

On Duty Wellness

While all of this is very important, some of you will ask, “How can I maintain my personal wellbeing while in the performance of my judicial duties? What can help me to stay safe as I serve civil process or during warrant service?” As such, consider the following:

- **Complacency Kills** – What has become routine in your daily schedule? What is your mind-set and how can you change it for the better? Watch for signs of complacency

Personal Safety

in other constables and bring it to their attention. You may be surprised that they quickly return the favor

- Develop and Maintain a Proper Mindset – be ready for any situation and train your mind to react
- Watch Your Speed – most of us drive too fast on a normal basis. Take into account that your job requires a lot of driving and sometimes with passengers (prisoners), that equates to an increase in your potential exposure to tragedy, criminal charges, and civil liability
- Wear Your Seatbelt – this may be one of the most important steps for constable safety and for your passengers
- If You Have a Vest Wear It – for warrant service and civil process alike
- ‘Read’ to Live – Learn to “read” a defendant for suspect behavior that foreshadows an attack
- Respect the Speed of Attack – the average person can present a gun – from a pocket or waistband in one-quarter of a second – stay alert!

Sources:

As police deaths mount, what can you do to stay safe?
– *PoliceOne.com News, July 14, 2011*

Personal Safety

7 Steps to Keeping Campus Cops Safe – Campus Safety –

http://www.campussafetymagazine.com/article/7_steps_to_keeping_campus_cops_safe

Mental Wellness Tips to maintain a healthy mind and body –

<http://www.mhcg.org/uploads/pdfs/mental-wellness-tips.pdf>

The Importance of Physical Well-Being to Law Enforcement – IACP Blog, March 31, 2014

The Five Essential Elements of Wellbeing - http://www.careercoachondemand.com/uploads/The_Five_Essential_Elements_of_Wellbeing_by_Gallup.pdf

Cleaning Your Duty Gear

Various levels of gear can be contaminated on many different levels – some can cause illnesses and even cause serious bodily harm. It only makes sense to keep your duty gear clean at all times to avoid exposure to any type of contaminants. You also want to keep your equipment clean to maintain functionality.

Dirt and grime come from the soil, ground, and environment in which you are training. *Cleaning: To*

Personal Safety

clean this type of dirt and grime you need a non-oil based soap and water with a soft brush to scrub. Be sure to rinse this equipment clean after soaping it up.

Chemical agents like OC, CN, or CS agents get on gear during training or from being worn in a contaminated environment. *Cleaning: To clean these chemical agents you need non-oil based soap and water with a soft brush to scrub. Rinse and repeat until the odor of these chemicals are gone.*

Gear can be a biohazard if you use it in real-world operations; it's generated from the exchange of bodily fluids from sweat, blood, or even feces. *Cleaning: To clean this type of contamination, you need a non-oil based soap and water with a soft bristle to scrub. Rinse this equipment clean, then scrub the equipment again with a certified cleaning solution that will disinfect and sanitize the gear to ensure it is safe for others to handle.*

Irritations caused by dirty gear can be forms of body fungus, skin rashes, ring worm, and even Hepatitis A. Below are a few diseases that may be associated with dirty gear:

- Body fungus infections and skin rashes are easily recognizable. To confirm the diagnosis, your physician will take skin scrapings and look under a microscope.

Personal Safety

It is essential to identify the fungi because many conditions can require different treatments

- Ring worm infections are difficult to treat and the oral drugs given to help have side effects. The best treatment is actually prevention. Fungi are classified as microscopic plant organisms which, unlike bacteria, are made up of numerous cells
- A Hepatitis virus can spread from one person to another quickly and easily. Some Hepatitis viruses spread when an uninfected person comes in contact with infected body fluids, such as blood, semen, or vaginal fluid. Other Hepatitis viruses are spread by contaminated food and water, or by coming in direct contact with the stool (feces) of a person who is infected with the virus. In their early states, the viruses may be difficult to tell apart. However, several weeks to several months after infection occurs, blood tests can show which virus is causing Hepatitis

The bottom line is that it is in your best interest to brush it off, spray it down and clean it up...BEFORE putting it on or using it again.

Abridged from an article by Dave Young, <http://www.correctionsone.com/corrections-training/articles/2031730-Sharing-equipment-Our-dirty-little-secret/>

Personal Safety

Weapon Maintenance

Constables have been permitted to use an array of firearms, so if you do carry, make sure to strictly adhere to individual manufacturers' instruction on the care, cleaning, and lubricating of a handgun.

Preventative maintenance is a systematic procedure of cleaning, inspecting, lubricating, and verifying the functioning of the firearm. The objective is to establish and maintain maximum operational readiness of the constable's handgun.

The constable's role in the performance of preventative maintenance is to:

- Be sure that the handgun has been safely unloaded (check three times, visually, mechanically, and physically) and that all ammunition has been removed from a cleaning area before performing any preventative maintenance
- Properly clean, lubricate, and preserve the handgun and magazines (if a semi-automatic pistol) each time the handgun is fired or exposed to adverse conditions.
- Safely inspect the handgun and perform any routine maintenance on a regular schedule
- Understand any liability issues related to improper maintenance, substandard repairs, or modifications to the weapon system. Use the appropriate tools,

Personal Safety

lubricants, and solvents in the recommended manner when performing weapon maintenance

It is the weapon operator's responsibility to maintain the weapon in a state of maximum operational readiness. This requires cleaning and lubrication at regular intervals. Frequent checks by visually and physically verifying the operational state of the weapon should be performed between maintenance intervals.

Practicing With Your Weapons

Marksmanship and weapons handling are the sum total of the manipulation skills that must be applied in order to be successful in a lethal encounter. Perhaps a more accurate term for these two interrelated skills is that of Weaponcraft. Given the defensive role of the handgun, Weaponcraft is a skill you must be able to recall on demand.

- A shooting confrontation tests the mental conditioning of the constable
- As a constable, you should be mentally prepared as well as skillfully prepared
- A shooting confrontation is not the time to be learning how to stop the threat, but to be responding immediately and hitting the target
- The elements of Weaponcraft must be applied

Personal Safety

consistently in order to be effective when employing any firearm

- The Defensive Tactics and Mechanics of Arrest skills you are learning are perishable skills. Do not believe that you can never practice
- We have the ability to practice before we need the weapon. Do it. This includes practicing with less lethal options such as your baton and OC spray as well
- Failure to practice will cause your skills to deteriorate
- Practicing the skills you have been taught will improve the odds that you survive a deadly force encounter

Communicable Diseases and Infection Precautions

Guidelines for Prevention of Transmission of the Human Immunodeficiency Virus (HIV) and Hepatitis B Virus to Health-Care and Public-Safety Workers

Constables may face the risk of exposure to blood during the conduct of their duties. For example, during the processing of prisoners for transport, constables may encounter blood-contaminated hypodermic needles or weapons. The following section presents information for reducing the risk of acquiring HIV and HBV infection by constables as a consequence of

Personal Safety

carrying out their duties. However, there is an extremely diverse range of potential situations which may occur in the control of persons with unpredictable, violent, or psychotic behavior. Therefore, informed judgment of the individual constable is paramount when unusual circumstances or events arise. These recommendations should serve as an adjunct to rational decision making in those situations where specific guidelines do not exist, particularly where immediate action is required to preserve life or prevent significant injury.

Fights and assaults—Constables are exposed to a range of assaultive and disruptive behavior through which they may potentially become exposed to blood or other body fluids containing blood. Behaviors of particular concern are biting, attacks resulting in blood exposure, and attacks with sharp objects. Such behaviors may occur in a range of situations including arrests, warrant service, and domestic disputes. Hand-to-hand combat may result in bleeding and may thus incur a greater chance for blood-to-blood exposure, which increases the chances for blood-borne disease transmission. Whenever the possibility for exposure to blood or blood-contaminated body fluids exists, the appropriate protection should be worn, if feasible under the circumstances. In all cases, extreme caution must

Personal Safety

be used in dealing with the suspect or prisoner if there is any indication of assaultive or combative behavior. When blood is present and a suspect or an inmate is combative or threatening to staff, gloves should always be put on as soon as conditions permit. In case of blood contamination of clothing, an extra change of clothing should be available at all times.

Cardiopulmonary resuscitation—Constables are also concerned about infection with HIV and HBV through administration of cardiopulmonary resuscitation (CPR). Although there have been no documented cases of HIV transmission through this mechanism, the possibility of transmission of other infectious diseases exists. Therefore, protective masks or airways should be a part of the constable's available equipment along with training in their proper use. Devices with one-way valves to prevent the patients' saliva or vomitus from entering the caregiver's mouth are preferable.

Searches—Constables have potential risks of acquiring HBV or HIV infection through exposures which occur during searches. Penetrating injuries are known to occur, and puncture wounds or needle sticks in particular pose a hazard during searches of persons, vehicles, ...and during evidence handling. The following precautionary measures will help to reduce the risk

Personal Safety

of infection: a constable should use great caution in searching the clothing of suspects. Individual discretion, based on the circumstances at hand, should determine if a suspect or prisoner should empty his own pockets or if the constable should use his own skills in determining the contents of a suspect's clothing. A safe distance should always be maintained between the constable and the suspect. Wear protective gloves if exposure to blood is likely to be encountered. Wear protective gloves for all body cavity searches. Always carry a flashlight, even during daylight shifts, to search hidden areas. If searching a purse, carefully empty contents directly from purse, by turning it upside down over a table. Use puncture-proof containers to store sharp instruments and clearly marked plastic bags to store other possibly contaminated items. Not all types of gloves are suitable for conducting searches. Vinyl or latex rubber gloves provide little protection against sharp instruments, and they are not puncture-proof. There is a direct trade-off between level of protection and manipulability. In other words, the thicker the gloves, the more protection they provide, but the less effective they are in locating objects. Thus, there is no single type or thickness of glove appropriate for protection in all situations. Constables should select the type and thickness of glove which provides the

Personal Safety

best balance of protection and search efficiency. While wearing gloves, avoid handling personal items such as combs and pens that could become soiled or contaminated.

Abridged from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Institute of Occupational Safety and Health. Guidelines for Prevention of Human Immunodeficiency Virus and Hepatitis B Virus to Health-Care and Public-Safety Workers, Washington, DC, 1989, DHHS, CDC, NIOSH.

MRSA

Methicillin-Resistant Staphylococcus Aureus (MRSA) is a staph infection which only responds to the most powerful drugs, and it can be fatal even in children (Mayo Clinic, 2007; CDC, 2001). MRSA appears as a red, swollen, warm, painful sore which may drain pus or other fluids. More serious cases can include chills, rash, shortness of breath, chest pain, headaches, and fever (National Institute of Health, 2007). Initially MRSA is sometimes incorrectly believed to be a spider bite (Moellering, 2006). Because a MRSA infection can spread rapidly and in some cases be fatal, it is important for individuals who develop a red, warm, swollen, painful sore to see a physician right away,

Personal Safety

because laboratory testing is required in order to determine if the lesion is MRSA infected.

Prisoners are a high risk group for having a MRSA infection (CDC, 2003; CDC 2006; Klevens, Morrison & Nadle, 2007; Hota et al.,2007). The Federal Bureau of Prisons estimates that 10-30% of their population are colonized with Staphylococcus Aureus in their noses or breaks in their skin, and some of those prisoners are further colonized with Methicillin-Resistant Staphylococcus Aureus (FBP, 2005).

Constables are exposed to MRSA because their jobs bring them into frequent physical contact with all of the high risk groups which have been identified as carriers of MRSA. Constables can touch contaminated body parts during provision of medical care, during searches, arresting of suspects, and taking samples. Constables are regularly exposed to saliva, vomit, feces, urine, and blood (Mayhew, 2001). Because constables frequently encounter the populations who are spreading MRSA, staff screening is recommended (Lettington, 2002).

The National Institute for Occupational Safety and Health (NIOSH, 2007) indicates that MRSA can be acquired at work, and provides the following precautions:

Personal Safety

1. Uniforms can become contaminated with MRSA. After washing them, fully dry in a hot dryer to kill the MRSA bacteria.
2. Equipment can become MRSA contaminated. Use detergent or disinfectant to decontaminate.
3. Prevention includes hand washing, avoid sharing personal items and equipment, cover wounds, (Mayo Clinic, 2007).

Paraphrased from MRSA FACT SHEET FOR PEACE OFFICERS AND FIREFIGHTERS (040908, v8) by Eric L. Nelson, M.S., M.A.

Personal Safety

Measles

Measles is still common in many parts of the world, including some countries in Europe, Asia, the Pacific, and Africa. People traveling to those areas are susceptible to measles exposure and risk bringing it to the United States. An outbreak results when it reaches groups of people who are unvaccinated.

Measles is a very contagious and potentially severe or deadly viral disease. The virus can remain airborne or survive on surfaces that an infected person came in contact with up to two hours earlier. It is often spread when an infected person coughs or sneezes. According to the CDC website, measles is so contagious that if one person has it, 90 percent of the people close to that person who are not immune will also become infected.

The virus that causes measles is found in the nose and throat of an infected person. Measles starts as a fever, cough, runny nose, conjunctivitis (pinkeye) and a red pinpoint rash that commonly starts on the face and spreads to the rest of the body. People with measles can spread the disease from four days before, until four days after, the onset of a rash. The first symptoms usually appear 10 to 14 days after exposure to an

Personal Safety

infected person. Measles can cause severe health complications, including pneumonia, encephalitis, and death.

The best way to protect you and your family from contracting measles is to ensure everyone is vaccinated. All children should get two doses of MMR vaccine; the first dose at 12 to 15 months of age and the second dose at 2 to 6 years of age. For adults, check your vaccination status. If you do not have evidence of immunity, get vaccinated.

Measles immunization is the key to prevention of this potentially serious infection. Failing to vaccinate puts everyone at risk.

Those with additional questions on the measles are asked to visit www.cdc.gov/measles.

Ebola Quick-Reference Guide

Transmission

Ebola is a viral illness and can only be transmitted person to person through direct contact with blood or body fluids (saliva, vomit, feces, urine, mucous, tears, and/or sweat) of a symptomatic individual. Individuals that are not symptomatic are not infectious.

Personal Safety

Symptoms

Symptoms are consistent with the flu: fever, headaches, nausea, vomiting, diarrhea, stomach pain, and unexplained bleeding/bruising. Symptoms may appear 5-10 days after being infected and may take up to 21 days to present. Illness can cause delirium, with erratic behavior that can place individuals at risk of infection (e.g., flailing or staggering).

Rules of Thumb

- Constable safety is the most important consideration
- Bodily secretions can infect you

Basic Personal Protective Equipment (PPE)

- Disposable gloves
 - Wearing two pairs is recommended
- Disposable face mask
- Eye protection recommended

Preventative Considerations (WHAT TO DO)

- Most situations will warrant only the usual level of precaution against blood borne pathogens
- If you are advised that the individual is suspected of having Ebola, you should put on recommended personal protective equipment

Personal Safety

- Avoid direct contact with the individual and body fluids and secretions (touching, stepping, standing, wiping, splashing, sitting, and kneeling)
 - To minimize potential exposure, it may be prudent to perform the initial screening from at least 3 feet away from the individual
- Limit who comes in contact with the individual
- If direct contact with a symptomatic individual or their body fluids is necessary, wear disposable gloves and face mask
- Wash hands vigorously with soap and water (or hand sanitizer \geq 60% alcohol) after removing PPE or after close contact with an ill person and/or with body fluids or surfaces that may be contaminated
- Report potential exposure to county health care officials
- Constable safety is the most important consideration
- Emergency medical treatment should be provided through local EMS/911 services
 - If a constable is confronted with a medical situation requiring immediate life-saving attention (i.e., CPR, trauma, etc.) follow the local protocol
- If a constable's skin or mucous membranes come into direct contact with blood, body fluids, secretions, or excretions from an individual with suspected Ebola,

Personal Safety

the constable should immediately stop working. They should wash the affected skin surfaces with an alcohol based sanitizer and/or soap and water. Mucous membranes should be irrigated with a large amount of water or eyewash solution

- Report exposure to on-scene EMS personnel if present and follow local policies

When PPE is recommended

- For lifesaving medical treatment
- Direct contact with an individual experiencing symptoms
 - Vomiting, diarrhea, and unexplained bleeding

For more information

CDC: <http://www.cdc.gov/vhf/ebola/>

PADOH: <http://www.health.pa.gov/My%20Health/Diseases%20and%20Conditions/E-H/Pages/Ebola1124-7264.aspx#.VVTQPJMssl>

CONSTABLE FIELD REFERENCE GUIDE

CONSTABLE SAFETY

Guidelines and standards for Pennsylvania Commission on Crime and Delinquency certified constable on:

- Supreme Court Rules
- Warrant Service
 - Review
 - Handcuffing Checklist
 - Handcuff and Restraint Care and Maintenance
- Prisoner Transport
 - Review
- Court Security
 - Review
 - Administrative Office of the Pennsylvania Courts Physical Security Checklist
 - Court Security Threat Assessment
- Landlord/Tenant
 - Review
- Recommended Safety Measures Serving Protection Orders
- Constable Involved Shootings
 - Review
- Personal Safety
 - Being Physically and Mentally Fit for Duty
 - Cleaning Your Duty Gear
 - Practicing With Your Weapons
 - Communicable Diseases and Infection Precautions