

# Requesting Protective Measures at Court

(Revised 03/16/18)

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## Procedure

If CWS has any reason to believe there is a threat to the safety of **anyone** at Juvenile Court (clients, staff, witnesses, etc.), this procedure will be followed:

Step	Who	Action
1	CWS Staff	Immediately contact the Court Unit PSS or any Court Officer and explain the nature of the threat, including: <ul style="list-style-type: none"><li>the name/DOB/description of who is making the threat</li><li>whether or not the person has (or has access to) weapons (if known)</li><li>the make/model/license plate number of the person's vehicle (if known)</li><li>the date(s)/time(s), location(s), means, etc. of potential threat (if known)</li><li>the name(s) of person(s)/entities being targeted</li><li>any other relevant information.</li></ul>
2	Court Officer	Immediately provide the above information to the Sheriff's Office at court, including the CWS Staff person's contact information, so the Sheriff can take all appropriate security measures.  If an incident or threat occurs while <b>at</b> court, notify a Sheriff's Deputy immediately.

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## Alignment with SET

This policy supports SET [Value 5: A Strong Working Relationship with the Legal System](#), by collaboration with Law Enforcement partners to ensure the safety of people who may be threatened with harm.

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