

FSD	<i>[Signature]</i>
CSB	<i>[Signature]</i>
GCS	<i>[Signature]</i>

**INTERAGENCY AGREEMENT
BETWEEN THE POLK COUNTY SHERIFF'S OFFICE AND THE
DEPARTMENT OF JUVENILE JUSTICE
FOR OPERATION OF THE JUVENILE DIVISION HOLDING
AREA IN THE
POLK COUNTY COURTHOUSE**

This agreement is made by and between Grady Judd, as Sheriff of Polk County, a Constitutional Officer of the State of Florida (hereinafter "PCSO") and the Department of Juvenile Justice (hereinafter "DJJ").

PURPOSE: To establish a joint agreement between the PCSO and the DJJ concerning the policies and procedures for the operation of the Juvenile Division holding area in the Polk County Courthouse.

SCOPE: This agreement applies to all DJJ personnel assigned to transport juvenile detainees to and from the Polk County Courthouse and to all PCSO Court Security Section members assigned to the Juvenile Division of the Circuit Court.

PROCEDURE: It is the desire of the PCSO and the DJJ to maintain a safe, secure and well operated holding facility. It is the desire of both agencies to ensure that the staffing have the skills, knowledge, ability to manage, operate and control the facility.

TERM: The term of this Agreement shall be for one (1) year, commencing on August 1, 2008, until July 31, 2009, and shall automatically renew each year for the period August 1 until July 31 of each year. Either party may terminate this agreement with sixty (60) days written notice.

If the terms and conditions of this agreement shall extend beyond January 5, 2009, then the terms and conditions are contingent upon the approval of the newly elected Sheriff.

NOW THEREFORE, The PCSO and the DJJ agree as follows:

1. DJJ AGREES TO:

- A. Transport juvenile detainees to and from the Polk County Courthouse in DJJ vehicles.
- B. Escort juvenile detainees through the Juvenile Division sally port into the Juvenile Division holding area and ensure they enter cells as directed by PCSO staff.
- C. Escort juvenile detainees to the courtroom from the Juvenile Division holding area.
- D. Assist bailiffs in maintaining the security, safety and decorum of juvenile detainees while they are in the courtroom.

FSD	M
CSB	AMC
GCS	OSB

- E. Escort juvenile detainees from the courtroom to the Juvenile Division holding area.
- F. Provide supervision for juvenile detainees in the holding cells while waiting for court hearings and while waiting for transport back to the Polk Juvenile Detention Center.
- G. Ensure that juvenile detainees leave the cells and enter DJJ vehicles for transport back to the Polk Juvenile Detention Center.
- H. In any emergencies requiring the evacuation of the Juvenile Division holding area, DJJ personnel will be responsible for the safety and security of juvenile detainees.

2. PCSO AGREES TO:

- A. Have bailiffs be responsible for the safety, order and decorum of juvenile detainees in the courtroom while court is in session.
- B. Be responsible for the operation of the control room and the Juvenile Division holding area.
- C. Be present to open the Juvenile Division sally port for DJJ vehicles transporting juvenile detainees.
- D. Direct DJJ personnel as to the placement of juvenile detainees in the holding cells. PCSO Members will ensure that at no time are juvenile detainees placed in the same cell as adult inmates.
- E. Ensure DJJ personnel are informed and deliver juvenile detainees to the appropriate courtroom at the correct time.
- F. Utilize the assistance of DJJ personnel who are present in the courtroom. At least one DJJ staff member will be present in any courtroom where there is a juvenile detainee present.
- G. In any emergency requiring evacuation of the courtroom, bailiffs will be responsible for ensuring that they evacuate juvenile detainees into the care of DJJ personnel in a way that ensures the juvenile detainees safety and security.
- H. In any situation in the Juvenile Division holding area that requires the use of force or restraint, the PCSO Member operating the Juvenile Division control room will call DJJ personnel trained in the use of force and restraint.

3. ADMINISTRATION

- A. The PCSO and the DJJ will be jointly responsible for the operation of the Juvenile Division holding area.

FSD	
CSB	<i>AM</i>
GCS	<i>DSB</i>

- B. The PCSO control room member along with DJJ staff will provide supervision for juvenile detainees in the holding cells while waiting for court hearings and while waiting for transport back to Polk Juvenile Detention Center. At least one DJJ staff member will be present in the holding facility whenever juvenile detainees are held in the cells.
- C. Only authorized personnel will be allowed entry into the Juvenile Division holding area.
- D. No one entering the Juvenile Division holding area will be armed or in possession of a weapon.
- E. Juvenile detainees will not be left unattended in the Juvenile Division holding area.
- F. A bailiff will search juvenile detainees and secure their property until DJJ personnel arrive. The juvenile detainee will be secured in a holding cell and supervised by a PCSO member until DJJ is contacted and has arrived for transport to Polk Juvenile Detention Center.
- G. Juvenile detainees will not be secured or restrained to immoveable objects.
- H. The PCSO and the DJJ will each maintain records of work performed and of special incidents occurring in the Juvenile Division holding area, as required by each agency's policies and procedures.
- I. The PCSO control room member will be re-assigned to the Judicial Complex court holding control room whenever the member's services are not required in the Juvenile Division holding area.

4. **PHYSICAL STRUCTURE**

- A. The Juvenile Division holding area is owned and maintained by the Polk County Board of County Commissioners. The Juvenile Division holding area will be secure, clean, and sanitary and will be equipped with the following:
 - 1. Lighting that meets the Polk County code for public buildings, and;
 - 2. Air quality according to local public health standards, and;
 - 3. Access to a toilet, wash basin and drinking water.

B. SAFETY AND SANITATION OF THE FACILITY

- 1. All Juvenile Division holding area will have fire evacuation routes, emergency procedures and emergency exits marked and posted throughout the

FSD	<i>[Signature]</i>
CSB	<i>[Signature]</i>
GCS	<i>DSB</i>

facility and approved by the state or local Fire Marshall's Office.

2. All fire equipment by type and location will be clearly accessible to all members of the facility and will be approved in writing by state and local fire officials.

C. PHYSICAL SECURITY AND CONTROL

1. Firearms and ammunition will not be permitted inside the Juvenile Division holding area at anytime. All firearms and ammunition will be secured in lock boxes or trunks of vehicles before entry into the Juvenile Division holding area.
2. DJJ or Court Security Section members will summon assistance if it becomes necessary for DJJ personnel to enter a holding cell. Any situation in the Juvenile Division holding area that requires the use of force or restraint will be handled by DJJ personnel trained in the use of force and restraint. Conditions under which DJJ personnel may enter an occupied cell include:
 - a. A juvenile detainee refuses to exit upon a verbal command.
 - b. A juvenile detainee becomes ill or injured and is in need of medical attention.
3. PCSO members assigned to staff the Juvenile Division holding area will be issued keys from the Judicial Complex court holding control room. PCSO members will enter their name, date out, time out, date in, time in and member number on the key control log when signing for the holding area keys.
4. Doors within the Juvenile Division holding area will remain secured at all times. PCSO members will enter the name, date out, time out, date in, time in, and member number on the key control log when signing for the Juvenile Division holding area keys.
5. The PCSO control room Officer in Charge assigned to the Juvenile Division Control Room will ensure physical inspections are completed before and upon completion of a holding area being used. The control room Officer in Charge will inspect for weapons, contraband and other items that could result in the endangerment of a juvenile detainee or agency member at the beginning of each day. PCSO members will report any broken, malfunctioning or missing Juvenile Division holding area equipment or fixtures to the control room Officer in Charge who will record and report the discrepancies to the Courthouse Building Maintenance Office.
6. Maintenance personnel may be allowed into the Juvenile Division holding

FSD	<i>NY</i>
CSB	<i>LM</i>
GCS	<i>DSB</i>

area while occupied. However, officers will inventory all tools and materials on Tool Inventory Log (PCSO Form 820) upon entry and exit to ensure items have not intentionally or unintentionally been left within the facility.

7. Escape of juvenile detainees from the Juvenile Division holding area will be immediately reported to the proper authority according to PCSO and DJJ policy and procedures.

D. DETAINEE PROCESSING

1. Cells for female juvenile detainees will be separate from male juvenile detainees.
2. Juvenile detainees will be under supervision by video surveillance or personal observation while within the Juvenile Division holding area. At least one DJJ staff member will be present in the Juvenile Division holding area whenever they are supervising juvenile detainees in the cells. DJJ staff will make physical security checks by visually observing juvenile detainees every ten (10) minutes.
3. Juvenile detainees are not permitted any visitors other than attorneys and their investigators.
4. The bailiff will call the Juvenile Division holding area and provide them with the juvenile detainee(s) name(s) and the appearance time for court.
5. Juvenile detainees will be escorted by DJJ personnel from the Juvenile Division holding area through the secure hallway and to the courtroom for appearance.
6. Upon completion of the court appearance, the juvenile detainee(s) will be escorted from the courtroom back to the Juvenile Division holding area, by DJJ personnel.
7. Unless an extreme emergency exists, bailiffs will remain in their assigned courtrooms. Upon direction of the presiding Judge, bailiffs will render assistance to DJJ personnel outside the boundaries of the courtroom.
8. Adults sentenced by order of the court will not be housed in the Juvenile Division holding area. Bailiffs will contact the Judicial Complex Court holding control room and adults will be processed according to established procedures.

FSD	<u> </u>
CSB	<u> </u>
GCS	<u>DSB</u>

DEPARTMENT OF JUVENILE JUSTICE

GRADY JUDD AS SHERIFF

By: Superintendent, Emma Adams
Authorized Representative

By: Bea Dickey
Bea Dickey, Executive Director

Date: 8/25/08

Date: 8/21/2008

**POLK COUNTY SHERIFF'S OFFICE
CONTRACT OR AGREEMENT REVIEW/APPROVAL FORM**

RECEIVED

AUG 14 2008

Company/Agency:	Polk County Sheriff's Office / Department of Juvenile Justice
Contract purpose: (briefly describe)	For Operation of the Juvenile Division Holding Area in the Polk County Courthouse. <small>OFFICE OF LEGAL AFFAIRS</small>

Submitted by:	<i>W. Slaybaugh</i>	8/12/08	W. SLAYBAUGH 2206
Submitting Member's Supervisor Review:			
Submitting Member's Chief/Major/Director:			
Submitting Member's Chief/Executive Director:	<i>B. Grant</i> OIC	8/15/08	Bryant Grant, 1439
	Signature	Date	Name (printed) and Member #
<input checked="" type="checkbox"/> Approved: <input type="checkbox"/> Not Approved: Comments:			
<i>Has been reviewed & approved by Lt. Petato + Capt Holl (see)</i>			

Central Services Bureau:	<i>David J. Rounds</i>	8-21-08	David J. Rounds 6462
	Signature	Date	Name (printed) and Member #
<input checked="" type="checkbox"/> Approved: <input type="checkbox"/> Not Approved: Comments:			

Fiscal Services Division:	<i>Sue Shatec</i>	8-15-08	Sue Shatec 3030
	Signature	Date	Name (printed) and Member #
<input checked="" type="checkbox"/> Approved: <input type="checkbox"/> Not Approved: Comments:			

Office of Legal Affairs	<i>David S. Bergdoll</i>	8-15-08	DAVID S. BERGDOLL #3436
	Signature	Date	Name (printed) and Member #
<input checked="" type="checkbox"/> Approved: <input type="checkbox"/> Not Approved: Comments: <i>Becc</i>			
AUG 21 2008			

Office of Business Affairs Executive Director	<i>Bea Dickey</i>	8/21/08	Bea Dickey 4081
	Signature	Date	Name (printed) and Member #
<input type="checkbox"/> Approved: <input type="checkbox"/> Not Approved: Comments:			