20040079746 RECORDED IN PUBLIC RECORDS LEON COUNTY FL BK: 3149 PG: 2073,
08/25/2004 at 01:16 PM, BOB INZER, CLERK OF COURTS

IN THE CIRCUIT COURT OF THE
SECOND JUDICIAL CIRCUIT, IN
AND FOR LEON COUNTY, FLORIDA

CRIMINAL DIVISION

ADMINISTRATIVE ORDER NO.

RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLA.
DEC 4 39 PM '87
BOOK PAGE
CLERK OF CIRCUIT COURT

ACKNOWLEDGING that there is a security problem with handling prisoners in and out of the courtroom and within the confines of the courthouse. This Order is promulgated: All Court personnel including attorneys of record are hereby ordered to comply with this Order.

1. Inmates will be transported to the courthouse holding cells thirty (30) minutes prior to court convening. This period is to be used by attorneys to confer with their clients.

2. Once the prisoners are placed in the courtroom attorneys and probation officers are prohibited from sitting with or approaching them.

3. When a prisoner is called before the court, and a conference with his attorney is required during the proceeding, the Bailiff will provide and indicate chairs where they may confer. This area will be away from the other prisoners and court staff.

4. When the prisoners are escorted into the courtroom, attorneys, probation officers and other personnel will clear the area in which the prisoners are being moved.

5. When a prisoner is on trial and a recess is called, the prisoner will be moved to the holding cell where the attorney will be permitted to visit with his client. The only instance in which a prisoner will be left in the courtroom to confer with his attorney is by specific order of the presiding Judge.

6. Attorneys are prohibited from escorting prisoners in and out of the courtroom. They will be permitted to walk either in front or behind the prisoner but must keep some distance. This provision is necessary in order for the guards to provide adequate

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control over the prisoners and must not be distrated by those getting in the way.

7. During the trial, the guard will position himself near the Defendant in order to circumvent misconduct or escape.

8. In the event that a witness is a prisoner, the guard will escort him into the courtroom and to the witness stand. He will thereafter position himself as close to the witness as possible without obstructing the view of the Judge, jury or attorneys.

9. Anytime there are four or more VOP's to be handled, they will be taken into the courtroom separate from the other prisoners.

10. Visitation by family or friends to a prisoner in the courthouse holding cell is prohibited. Such visitation could result in security or safety problems and is, therefore, forbidden.

11. Prisoners should only be transported from jail to the courthouse when he or she has a scheduled court appearance or is required at a deposition. Prisoners will not be transported to the courthouse merely for a conference with their attorney. Attorney/prisoner conferences should be conducted at the jail where there are adequate facilities to ensure a private, secure and safe environment.

12. All persons entering the courtroom will be searched by means of a metal detector. All purses, containers or bags will also be examined. The only exceptions to this policy are law enforcement officers, probation officers, attorneys and courtroom staff.

13. If a prisoner is brought to the courthouse for trial and found not guilty, and has no additional charges pending or outstanding warrants of any other type he should be released in the courtroom from further custody. Upon the prisoner's request he may be transported back to the jail to retrieve his personal

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belongings and be processed out of the Leon County Jail or he may return to the Leon County Jail on his own volition to retrieve his personal items.

14. This Order is to include those prisoners handled in Circuit and County Courts in Leon County.

DONE AND ORDERED in Chambers at Tallahassee, Leon County, Florida, this 4th day of December, 1987.

CHARLES D. McCLURE
CIRCUIT JUDGE

cc: State Attorney's Office
Public Defender's Office
Sheriff's Office
Honorable L. Ralph Smith
Honorable J. Lewis Hall, Jr.
All County Judge's
Probation and Parole Commission

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