

# Courthouse Safety and Security Working Group Recommendations to the District Court Council (DCC) March 2, 2022

At the request of the District Court Council, a court security working group held bi-weekly meetings from November 2021 to March 2022 to review court security issues and provide broad recommendations to the DCC for planning and execution across the twenty-two judicial districts in Montana. This document contains those recommendations. The working group members will continue providing guidance as the court security discussion moves forward.

The Office of the Court Administrator commends the following people who expended considerable time and effort on a biweekly basis to add their expertise to the project:

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## BACKGROUND

Judges, judicial assistants, law clerks, court reporters, clerks of court, attorneys, and litigants feel increasingly vulnerable working in unprotected courthouses. Nearly every day media reports another mass shooting or a bombing at a school, government building, or other other public space. For many, the question is not IF there will be such an event in Montana, but WHEN.

Our 56 county courthouses are largely unprepared for a violent event, and have woefully deficient security to prevent or mitigate an attack. Most courthouses are historic and beautiful, but not designed to protect its occupants from unauthorized entry.

The verbal attacks on the judiciary and escalating gun violence only heighten the anxiety felt by judges and courthouse personnel. Many judges relate stories of litigants who brought guns, knives and other weapons into the courthouse and courtroom, and through some act of fate or fortune, no harm resulted. Most individuals entering with a weapon were never challenged or searched prior to entry.

## PREPARATION OF RECOMMENDATIONS

As a starting point, the Working Group reviewed the recommendations and report from the 2005 security advisory group, which identified concerns based on surveys of parties with an interest in District Court security, combined with the 10 elements for court security planning (Operations Security (OPSEC), Facility Security Planning, Emergency Preparedness and Response, Disaster Recovery, Threat Assessment, Incident Reporting, Funding, Security Equipment, Resources and Partnerships, and Courthouse Design).

The Working Group members elected a holistic approach to the issues of courthouse security given the individual challenges faced by District Courts across the 56 counties of the state. To accomplish this goal, the Working Group organized its work along the 3 categories for court security planning established by the National Center for State Courts (NCSC) as outlined in *Steps to Best Practices for Court Building Security*, revised September 2016 (Exhibit A). These categories include:

- Category A, Fundamental topics that should be addressed first to provide a base on which to place all the other topics.
- Category B, Critical topics to be addressed after the Category A topics.

- Category C, Essential topics to be addressed after the Category A and B topics.

While achieving progress is a challenge everywhere within the NCSC's three categories, the methodology within the NCSC's categories starts with a focus on implementing easily achievable goals, then progresses to increasingly more resource intensive measures over time. The progression is not always linear, and some steps may (or should) be done out of sequence if applicable to specific situations. The recommendations are organized by topics of higher importance or prerequisites to more advanced steps.

At the direction of the DCC, the Office of the Court Administrator will assist in coordinating courthouse security. However, practical development starts with local law enforcement (County Sheriff), in conjunction with the Department of Homeland Security, and other interagency partners, using the NCSC's *Steps for Best Practices*.

We recommend that:

1. Each of the 22 judicial districts should have a courthouse safety and security committee to address in-county procedures and needs. (NCSC Category A-1, phase one.) Each committee should include representatives from the county sheriff's department, justice court, clerk of court's office, county office of emergency management, facilities management, and lawyers (county attorney, public defenders, and private attorneys). The local committee should, at a minimum, ensure the following:
  - a. That judges and staff (state and local staff) in the court system understand the evacuation plan for the courthouse and other relevant parts of the disaster plan;
  - b. That judges and staff understand the threat reporting system use the system to report threats to the courthouse or staff;
  - c. That judges and staff understand the emergency alert (panic button) system in the courthouse, how to activate the system, and who to expect will respond. Such emergency alert systems should be tested regularly;
  - d. That juries and other citizens serving the courts are given information about courthouse evacuation plans at the start of their service as a juror;
  - e. That security problems are identified and addressed quickly by all parties. Using the tagline from the TSA, "if you see something, say something";
  - f. That each local committee should develop, review and implement a comprehensive set of policies and procedures to ensure the consistent application of security measures.
  - g. That each local committee coordinate an annual training day (or week) instruct courthouse users about local safety and security procedures.

This instruction should include active shooter training, bomb threats, fire evacuation, and other disaster preparedness measures.

2. The District Court Council should track threats using a standardized threat reporting system. (Note: a standard form was created by the 2005 security advisory group.) (NCSC Category A-3.) Additional funding may be necessary to accomplish the following:
  - a. Tracking and reporting threats through a web-based, automated system that allows online completion, submission, and distribution. Upon submission, the form would automatically be sent to the local jurisdiction's law enforcement (county sheriff and/or local police), courthouse staff (where appropriate), the Office of the Court Administrator, and the Department of Justice Criminal Investigation Bureau. The Working Group strongly believes a simple, automated system is necessary to expedite the submission and distribution of threat information;
  - b. Evaluating threats by the Department of Justice and, when appropriate, entered such threat information into the DOJ's intelligence system for tracking. DOJ should work with local law enforcement as appropriate to respond to threats;
  - c. Alerting other parts of the court system (clerk's office, youth court, limited court, etc.) to threats that are relevant those institutions and personnel; and
  - d. Reporting annual statistical data on threats by the Office of the Court Administrator. The report should be used to target and support court security steps.
3. Each judicial district should distribute standard operating procedures (example at Exhibit B) for a variety of court-related procedures to county sheriffs and court officials. (NCSC Category A-2.) Each local courthouse committee should prepare the standard operating procedures in coordination with the Department of Justice, county sheriffs, and court staff. This process with an inter-agency team is collaborative and iterative and requires a need to know to gain access to the information, and a commitment to solving challenges. (NCSC Category A-2, phase III and IV.) The procedures must address both rural and urban court challenges due to the differences in facility layout, local resources, staff size, and ability to implement suggested protocol. The procedures should cover a number of items including:
  - a. Prisoner transport to/from/in the courthouse, and protocol in the courtroom;
  - b. Weapons in the courtroom;
  - c. Witness and jury practices;
  - d. Bailiff protocol and support;
  - e. Judicial safety and building safety during trials and volatile court proceedings;

- f. Communications and emergency communications within the courthouse;
  - g. Building security measures (external and internal to the building);
  - h. Emergency measure planning (see section 7 of Exhibit B); and
  - i. Other items affecting safety and security specific to the courthouse and judicial district.
- 4. The Office of the Court Administrator, on behalf of the District Court Council, should request (and develop engagement efforts) for full participation from all Judicial Branch personnel and inter-agency partners. (NCSC Category A-1, phase II.) All parties play a critical role in advancing security and security awareness. In addition, county Disaster and Emergency Coordinators should be specifically asked to communicate with court employees to ensure that courts understand courthouse evacuation plans. The fractured approach to safety and security in most counties, and the divide between state and county personnel within the courthouse severely undermines the collaborative efforts and communication necessary to address courthouse safety and security.
- 5. Within the next year or two, each local committee and county courthouse should obtain an Infrastructure Security, Vulnerability, and Resilience assessment from the U.S. Department of Homeland Security. (NCSC Category A-1, phase III.) The objective of this survey is to identify security vulnerabilities and other security/continuation-of-services problems that may require change. The survey may identify security equipment that should be installed in the various courthouses/courtrooms. The survey will establish a baseline for security needs and equipment in the courts. This information should assist in identifying budget recommendations for security needs. The data acquired from each site survey will be held as Protected Critical Infrastructure Information (PCII) in the DHS infrastructure data base. The IST assessment should provide each county and the Judicial Branch greater situational awareness of security vulnerabilities across the state.
- 6. A state-wide response to courthouse and judicial security is warranted given the county sheriff is principally responsible for the security of the courthouse and since there is significant disparity in resources among county sheriff departments. The Legislature should appoint an interim commission to study options to improve and fund courthouse and judicial security. Such options may include:
  - a. State funding of a courthouse and judicial security officer for each judicial district who would serve under the jurisdiction of the local county sheriff(s) and be charged with coordinating courthouse and judicial security.
  - b. State funding of a robust grant program focused on remedying the following needs:
    - 1. Purchase/development of improved infrastructure such as magnetometers, hand wands, and building upgrades (such as security bollards, metal grates, and bullet-resistant glass), lighting,

- camera systems, security doors, and other equipment to harden the courthouses as a target.
  - 2. Training for courthouse personnel and judicial staff.
  - 3. Hiring of a permanent, full-time position charged with coordinating courthouse and judicial security for the local county courthouse. For more rural judicial district, this may be one position per judicial district rather than per county.
  - 4. The temporary employment of sworn officers or unsworn personnel for increased security at security-sensitive court proceedings.
  - c. State funding of a full-time employee within the Office of the Court Administrator focused on coordinating statewide security efforts, acting as primary staff support to the permanent Courthouse Safety and Security Committee (discussed below), and serving as liaison among local law enforcement, the Judicial Branch, and state/federal law enforcement agencies.
7. The District Court Council/Judicial Branch should maintain a standing Courthouse Safety and Security Committee, which meets regularly (no less than quarterly) to review current security threats and develop proposed policy, protocols and procedures to mitigate security threats. The Committee should assist the OCA in developing budget requests addressing security issues. (NCSC Category A-1, phase IV.)
8. The DCC and Office of Court Administrator should offer, publicize and encourage the following:
- a. Awareness training – awareness of security risks and vulnerabilities is the first step in preventing or mitigating the next security event that may result in the loss of life. The slogan “when you see something, say something” is not a trite saying, but an important awareness step. All Judicial Branch personnel should remain aware of their environment (the unlocked or open door, the person lurking outside chambers, etc.)
  - b. Panic button testing – emergency alert systems (panic buttons) currently in place should be tested immediately and fixed, if needed. Testing of those systems should occur regularly.
  - c. Active shooter training – courthouse personnel should review and/or attend active shooter training. Such training is available through various agencies including the U.S. Marshals, Department of Homeland Security, local law enforcement, and private contractors.
  - d. Expanded safety training – each judicial district should incorporate emergency measures during security training for the following emergencies: earthquake, active shooter, fire, medical, civil disturbance, and disorderly conduct. Personnel must know what to do in each of these situations.

9. The DCC/Judicial Branch and local committees should continue annual (or more frequent) security awareness and training seminars. Security awareness and training must be iterative for proper adoption and practice, with the following best practices:
- a. Orientation training for all new personnel in the Judicial Branch, and in each courthouse.
  - b. Regular training (at least annually) for all Judicial Branch and courthouse personnel.
  - c. Signage and security reminders (like, "did the security door close behind you?")
  - d. Regularly seeking personnel input on perceived security vulnerabilities
  - e. Regularly testing and training with the use of panic button alerts, fire drills, and other response drills
  - f. Regular training with quick reaction teams and response planning

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Courthouse Safety and Security Working Group  
Recommendations to the District Court Council (DCC)  
March 2, 2022

# **Exhibit A**



## STEPS TO BEST PRACTICES *for* COURT BUILDING SECURITY



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## INTRODUCTION

The National Center for State Courts (NCSC), through its Court Consulting Services division, has conducted security assessments of court buildings as well as personal security and safety training throughout the country. In conducting court building assessments, the NCSC has evaluated court security in terms of “best practices” – guidelines describing those security measures that should be in place with respect to a comprehensive set of topics covering court buildings and court operations. These best practices are not only based on the considerable experience of NCSC security experts, but are also a compilation of various guidelines from the United States Marshals Service, National Sheriffs’ Association, Conference of Chief Justices/Conference of State Court Administrators Joint Committee on Court Security and Emergency Preparedness, International Association of Chiefs of Police, Transportation Safety Administration, the Department of Homeland Security, and the National Association for Court Management. The NCSC recommends that leadership in every court building strive to achieve best practices in all topic areas to provide a suitable level of security for all those who work in or visit the court building.

Implementing some of the best practices in court building security may be a challenge in view of constrained or otherwise limited budgetary resources. Accordingly, best practices are set forth in a format of steps and phases, an incremental approach that envisions an effective level of security upon implementation of all measures. These steps may be a useful approach to courts as they strive to implement improvements in court building security. The NCSC wishes to emphasize that an effective level of security will be reached when all the measures at the best practices level are incorporated. The NCSC has provided these steps in phases, so that a court at its discretion can adopt incremental improvements before reaching the level of best practices. These steps in phases are plateaus along an ascending path to improvement – improvement the NCSC recommends that courts achieve over time.

It is important to note that *Steps to Best Practices for Court Building Security* focuses almost exclusively on security matters. With rare exception, issues of emergency preparedness, continuity of operations, and disaster recovery are not within the scope of this document.

*Steps to Best Practices for Court Building Security* is organized by steps, phases, topics, and categories. It will be helpful for the reader at the outset to have a working understanding of each of these terms:

## TERMS USED IN STEPS TO BEST PACTICES

- Steps: These are specific buildings blocks and/or specific actions that courts can take to improve security.
- Phases: These are logical groupings of steps forming a temporary plateau in terms of security measures in place.
- Topics: These are the subject areas into which steps in phases are organized.
- Categories: These are sets of topics. There are three categories listed in priority order, with Category A taking top priority.
  - Category A: These are fundamental topics that should be addressed first in order to provide a base on which to place all of the other topics.
  - Category B: These are critical topics to be addressed after the Category A topics.
  - Category C: These are essential topics to be addressed after the Category A and B topics.

## CATEGORY A: FUNDAMENTAL

The four topics in this category provide an essential foundation for all the other topics in *Steps to Best Practices for Court Building Security*:

- **A-1: Security Committee.** A court building security committee, meeting regularly and empowered to exercise oversight and sustain matters related to security within the court building, is a prerequisite to enable the court and its stakeholders to properly assess and address the myriad of security challenges facing court and stakeholder leadership.
- **A-2: Policies and Procedures.** A cohesive and comprehensive set of security policies and procedures is necessary to assure a thorough and consistent application of security measures aimed at making a court building reasonably safe. The development of policies and procedures is an iterative process. Reference will need to be made to the information included in *Steps to Best Practices for Court Building Security* to further the process of developing a meaningful and effective set of policies and procedures.
- **A-3: Threat and Incident Reporting.** Threat and incident reporting is of paramount importance to the safety of judges, court employees, and the public who visit the court building. Enacting a threat and incident reporting system enables stakeholders to review and develop responses to potential negative events and reinforces security best practices.
- **A-4: Security Training.** Every single person who works in a court building has the potential to materially enhance the safety and security of his or her work environment, to be the “eyes and ears” of a workforce constantly alert to risks and threats. Judges and court staff that have been well trained on well-publicized policies and procedures provide the best means for this eyes and ears function to be effectively discharged.

## TOPIC A-1: SECURITY COMMITTEE

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### PHASE ONE

1. Establish a court building security committee for the court building, to be chaired by a judge (preferably presiding) and having membership of at least the primary security provider and a representative of the county or other funding source.
2. The court building security committee should operate its meetings on an action planning process of “who does what, by when, and what resources are needed.” The committee should initially meet monthly to discuss and implement recommendations contained in this report. Then, it should meet at least quarterly to discuss and propose solutions to other security problems.
3. The judge or court administrator should meet with court security personnel and law enforcement officials on a regular basis and after any negative event to discuss security concerns and improve security at the court building.

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### PHASE TWO

Continue all steps in Phase One, plus add the following:

4. Add security committee members representing all “stakeholders” who have an interest in security at the court building. Stakeholders, by way of example, include county facilities management, the district attorney and public defender, the state or local bar, the probation department, and other non-court tenants of the court building. In terms of the size of the committee, a balance should be struck between inclusivity of stakeholders and the need to keep the committee at a manageable size. (Stakeholders not represented on the committee can be appointed to task forces per Step 6 below.)

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### PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

5. Undertake a self-assessment of the security in place within the court building. Checklists with which to conduct these assessments are available from various sources, such as the National Sheriff’s Association. Assistance in conducting assessments is also available from the NCSC.

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### BEST PRACTICE

Continue all steps in Phases One, Two, and Three, plus add the following:



6. Form task forces to provide the committee with additional research and information gathering capacity. For example, an “Incident Reporting and Contraband” task force could be chaired by a member of the security committee and be responsible to set up an incident reporting and contraband analysis system that not only collects data, but actively analyzes it, reports on actions taken, and presents recommendations for change to the committee. Additional members added to various task forces could include:
  - Court staff members working in the court building, including IT staff
  - Local and state government officials
  - Local and state subject matter experts
7. Add security-based planning responsibility under the committee for court facility design, construction, and renovation projects.
8. Periodically engage an independent professional organization to conduct an audit of security measures in place for the exterior and interior of the court building.

## TOPIC A-2: POLICIES AND PROCEDURES

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### PHASE ONE

1. Under the auspices of the court building security committee (see Topic A-1) the leadership of the court, county (or other funding body), and law enforcement should understand the need for and commit to the development and implementation of effective and comprehensive court building security policies and procedures. It is important to note that judges are particularly at the forefront of court building security. Judicial leadership is crucial in the development and implementation of security policies and procedures.

### PHASE TWO

Continue the step in Phase One, plus add the following:

2. Establish a task force under the direction of the court building security committee, and with the cooperation of the appropriate law enforcement agency(s), to draft a cohesive and comprehensive set of court building security materials, to include such items as policies and procedures, operations manuals, training manuals, contingency plans, and incident reporting and risk assessment instruments and protocols. Subject matters to be covered by this comprehensive set of materials include by way of example:
  - Screening operations and protocols, including the definition of weapons and illegal items/contraband prohibited from the court building. This should also include confiscation, seizure, and removal processes for such instances.

- Management of “negative events” such as:
  - Bomb threat
  - Suspicious package
  - Fire
  - Medical emergencies
  - Violence in the courtroom or elsewhere in the court building
  - Escapes by in-custody defendants
  - Active shooter
  - Severe weather/power outage
- Management of high-visibility trials.
- Prohibiting the use of cameras/cell phones in the courtroom and prohibiting other items that could be used as weapons.
- Defining the roles of Court Security Officers (CSOs) and those responsible for court security in the building.
- Defining who has authority to bring weapons into the court building.
- Developing an emergency management manual, to include, for example, such matters as:
  - Lockdown and evacuation procedures for judges’ chambers and courtrooms, and for all other areas of the court building.
  - Designating a floor warden on each floor to ensure proper response to emergency instructions.
  - Designating a floor warden identified and trained on each floor to respond to medical emergencies (e.g., cardio pulmonary resuscitation (CPR) and use of an automated external defibrillator (AED)), while 911 is called.
  - Designating a safe area for staff to assemble and remain in place during an emergency or negative event.
  - Designating a safe area for a command center during an emergency or negative event.
  - Developing methods for notifying judges and employees of emergencies or negative events, including the use of Communication Warning Codes (see below).
  - Developing evacuation plans that everyone in the court building has been familiarized with.
- Defining specific security policies and procedures for sequestered juries.

### PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

3. Establish communication with employees of all stakeholders that allows for feedback and revision of security materials as follows:
  - Assign a liaison between task forces and stakeholders.
  - Provide periodic briefings in various formats to stakeholders.
  - Solicit formal feedback from stakeholders.
  - Revise court building security materials as necessary based on stakeholder feedback.
4. Officially adopt the court building security materials. Issue appropriate court orders on key security matters. To be successful, security documents need the support of judges. Court orders give legitimacy and enforceability to security policies. Examples of key matters warranting a court order include subjecting visitors to screening and ordering staff to be screened as well.
5. Publish the court building security materials. The level of detail and the audience to whom materials are published should be determined on a need to know basis.

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### PHASE FOUR

Continue all steps in Phases One, Two, and Three, plus add the following:

6. Practice and evaluate the court building security materials as follows:
  - Conduct drills and exercises to test policies and procedures.
  - Evaluate the results of the drills.
  - Evaluate the results of responses to actual negative events and incidents.
  - Revise the court building security materials as warranted based on an evaluation of the results of drills and actual incidents.
7. Invite first responders and SWAT units to walk the court building and grounds with CSOs to familiarize the first responders with the facilities and request that the SWAT unit utilize the court building for training on a periodic basis.

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### BEST PRACTICE

Continue all steps in Phases One, Two, Three, and Four, plus add the following:

8. Review and update policies and procedures on a bi-annual basis and after major incidents, events, and facility renovation projects.
9. Analyze Phases Two, Three, and Four for operational effectiveness.

## COMMUNICATION WARNING CODES FOR COURT BUILDINGS

The NCSC, as well as professional emergency responders, suggest that communication during an emergency be clear, understandable, and simple. Presently, state and local courts use many different warning systems and language to advise court building occupants what to do during an emergency which can be confusing.

As a result of the shootings at Columbine High School in Colorado, color codes were originally developed by a high school administrator in Olathe, Kansas. Since that time, color codes followed by verbal commands have been widely used in schools, in colleges and universities, in hospitals, and in federal and state courts to quickly direct employees what to do when an emergency occurs. The decision whether to stay or leave a court building during an emergency can often be the difference between life and death.

Realizing that clear communication and understandable, simple instructions are vital in any building emergency, courts use color codes, verbal commands, and practice drills to augment their existing evacuation procedures. Using the same color codes followed by verbal instruction in every court building will ensure that court employees can assist other building tenants, jurors, and the public how to react properly to emergencies.

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## RECOMMENDED COLOR CODES

- **Code Red – Imminent Danger**
  - An active shooter is in the court building or there is a hostage situation.
  - Get into an emergency protective posture or in a safe haven per the predetermined emergency response plan (e.g., run, hide, fight).
- **Code Orange – Emergency: Evacuate Building**
  - Listen to instructions from your floor warden.
  - Report to your assigned location away from the court building.
- **Code Yellow – Emergency: Team Responding**
  - An emergency team is responding to or is in the court building.
  - Wait for further instructions from officials.
- **Code Blue – Situational Awareness**
  - Cautionary: Be aware and prepared to react to danger.
  - A dangerous situation may be developing in the court building.
- **Code Green – Administrative/Informational**
  - Return to normal operations.
  - All is well.

## TOPIC A-3: THREAT AND INCIDENT REPORTING

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### DEFINITIONS<sup>1</sup>

**THREAT** – is a statement of an intention to inflict pain, injury, damage, or other hostile action on someone (court employee or court attendee) or an institution (court building) in retribution for something done or not done now or in the future. A threat is synonymous with a threatening remark, warning, or ultimatum such as a menace to a person or institution. A threat can be a person or a thing likely to cause damage or danger.

**INCIDENT** – is an action or communication that causes or threatens to cause personal injury, property damage, or disrupts courthouse proceedings. Courthouse proceedings include activities in the courtroom and outside the courtroom and within the facility, e.g. chambers, clerk's offices, etc. Note: This definition is focused on the potential that an action may manifest physically (personal injury, property damage) or be a threat of the same.

### PHASE ONE

1. Establish a policy requiring threats and incidents to be reported to the appropriate law enforcement agency and to court administration as soon as feasible, but no later than the close of business on the day in which a threat or incident occurred. The more serious the threat or incident, the more quickly it should be reported.
2. Train CSOs, judges, and staff in the court building on how to recognize threats and incidents and how to report them orally and in writing.
3. Develop and use threat and incident reporting forms and submit forms in writing to the proper authorities, at least on a monthly basis, preferably in electronic format so the designated reporters can more easily file their reports, and necessary guidance/assistance can be provided more readily. The court building security committee should receive a copy of all threat and incident reports.
4. Coordinate threat and incident information with interested parties at the state and county level. Establish a “feedback loop” that travels in all directions.

### BEST PRACTICE

Continue all steps in Phase One, plus add the following:

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<sup>1</sup> Source: Implementation Plan: Courthouse Security Pilot, US. Bureau of Justice Assistance, December 18, 2009.

5. Implement a practice for regularly evaluating incident reports and making improvements based on lessons learned from reports with law enforcement officials and the chairperson of the court building security committee (and the committee's incident reporting task force).
6. Provide general feedback to staff on incidents, particularly to those who reported them (e.g., complete the feedback loop).
7. Establish an electronic system for reporting threats and incidents, to enable quick review and deployment of resources, and to enable multiple shareholders to have near-instant opportunities to review and respond. A database should be maintained on all pertinent information, to include organizational responses and any follow-up activities. Databases should be maintained at the local and state level.

#### TOPIC A-4: SECURITY TRAINING

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##### PHASE ONE

1. Acknowledge that training is the glue that binds all court building security measures together. Security training needs to be frequent, repetitive and simple. Without training, staff and CSOs will never be prepared for the unexpected. Every staff member and CSO needs security training. It is essential that training be mandatory and universal. Judges in particular need to participate. Nothing gets staff to buy in to security more than a judge actively participating in security training. The judge sets the tone.
2. New judges and court staff should receive an initial court security orientation briefing that includes such topics as shooter in place and hostage-taking, emergency procedures (e.g., for fire, weather and medical emergencies), building evacuation routes, building emergency color code system, and personal safety procedures for work and home.
3. Judges and court staff should be provided with detailed instructions on reporting threats and incidents received at home or in the court building.
4. CSOs should be trained in basic court security responsibilities. CSOs should receive initial classroom instruction on courtroom security techniques, judicial and staff protection, security screening activities, firearm operation, threat de-escalation techniques and safety and weapons certification.
5. CSOs should receive basic training in emergency response, first-aid, defensive tactics, handcuffing, courtroom security, hostage situations, active-shooters, and judicial protection.
6. Command center staff should be trained in critical incident command and crisis communications.

## PHASE TWO

Continue all steps in Phase One, plus add the following:

7. Establish a judge and staff security continuing education program that deals with workplace violence and personal safety techniques, courtroom security and protection, and personal safety while at work and off-site.
8. All CSOs should receive at least 24 hours of mandatory in-service training on court security each year.
9. Invite first responders, particularly the SWAT team, to do a walk-through of the court building. Encourage the SWAT team to utilize the court building as part of their own training program.

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## PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

10. Establish mandatory, ongoing security and safety education programs for judges and court staff that include topics addressed in the initial security orientation briefing, along with such topics as handling difficult people, anger-management, home safety techniques, safety practices for inside and outside the court building, hostage incidents, and emergency evacuation from the court building.
11. In addition to annual familiarization and qualification courses on firearms and intermediate weapons, establish regularly scheduled mandatory advanced refresher training courses for CSOs, to include such topics as emergency response, first-aid, defensive tactics, handcuffing, courtroom security, hostage situations, active-shooters, and judicial protection.

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## BEST PRACTICE

Continue all steps in Phases One, Two, and Three, plus add the following:

12. Establish mandatory ongoing security and safety education programs for judges and court staff that include high-profile trials, home safety techniques, travel safety tips, suspicious packages, bomb and other threats, and emergency evacuation from the court building.
13. Train judges and court staff on self-defense options, threat de-escalation techniques, and personal safety/security considerations during hostage situations.
14. Establish and schedule advanced court security training programs for CSOs to include threat de-escalation, security assessments, judicial protection, incident response, dangerous individuals, mental health issues, and high threat proceedings.

## CATEGORY B: CRITICAL

### TOPIC B-1: COMMAND CENTER

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#### PHASE ONE

1. Establish a command center<sup>2</sup> in a central, secure, strategically located area of the court building with an assigned court security officer (CSO\*). In smaller facilities where limited resources are available, a command center may consist simply of a monitor at a CSO's desk or workstation. The CSO assigned to the command center is not necessarily required to carry a firearm. For smaller court buildings, the monitoring function of a command center can take place close to the front entrance screening station.
2. Alarms should be constantly monitored at the command center.
3. Provide for telephone/radio communication as a point of contact between a CSO and potentially vulnerable areas of the court building, such as courtrooms and chambers.

*\*Note: A CSO, as referenced throughout this document, is defined as an individual trained and qualified in court building security, and has been specifically trained and qualified to use a firearm and intermediate weapons, e.g., Taser, chemical spray, or restraints (i.e. handcuffs, leg restraints). Additional CSO information can be found under the CSO Staffing Levels topic below at p. 37.*

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#### PHASE TWO

Continue all steps in Phase One, plus add the following:

4. Construct a command center in a secure area located within the court building. If this is not feasible, make sure that there is closely-restricted access to the command center, and that there is ballistic-resistant protection over the command center's doors, windows, and other areas subject to attack.

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<sup>2</sup> A security command center, as referenced in this document, refers to a physical location where all security activities for the court building are controlled and all security infrastructure is monitored. A security 'command center' has a different function than an in-custody defendant 'control room' which is used to manage the transport and housing of in-custody defendants. In some court buildings, the command center and control room are combined into a single facility as a way to gain building and staffing efficiencies.

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5. Install control panels and monitoring equipment for security surveillance cameras, duress alarms, fire alarms or alerts, intrusion detection systems, and telephone and radio communication and dispatch.

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## BEST PRACTICE

Continue all steps in Phases One and Two, plus add the following:

6. Provide additional security personnel as required to supervise and monitor command center activities. The command center should be staffed at all times when the court building is open to the public.
7. The individuals staffing a command center should not be the physical responders to a crisis. Removing them from the command center to the “fight” would result in the loss of a critical element providing situational awareness to emergency responders and staff. The situational awareness provided by the command center allows responders to make the best tactical decisions and staff to decide whether to shelter in place or run.

## TOPIC B-2: IN-CUSTODY DEFENDANTS

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### PHASE ONE

1. Assign at least one CSO or transport deputy to escort in-custody defendants through all non-secure areas and to clear the path ahead of civilians.
2. Assign one CSO to remain with defendants in the courtroom at all times.
3. In courthouses lacking a secure in-custody defendant circulation, efforts should be made to modify schedules so in-custody defendants are escorted through public areas when the presence of people is at a minimum. The public should be cleared to the side of hallways and other areas prior to the escort of in-custody defendants.
4. When escorting in-custody defendants in public hallways, bystanders should be moved to the far end of the hall; not to one side or the other. When escorting in-custody defendants in a public elevator, the elevator should be cleared of all other people.
5. In-custody defendants should be properly restrained while being escorted, using handcuffs, ankle restraints, and belly chains. (They should not be handcuffed from the front.)
6. In-custody defendants should have no contact of any type, physical or verbal, with the public, family, or friends while being escorted or while in court.

## PHASE TWO

Continue all steps in Phase One, plus add the following:

7. Establish a control center to manage the transport and housing of in-custody defendants. The control center should include monitoring capacity and control of all doors and elevators within the secure in-custody defendant circulation area. As stated in the previous section, in some courthouses, this function may be located and managed together with the building security command center.
8. Assign a second CSO or transport deputy to escort an in-custody defendant and clear a pathway. The transport officer closest to the in-custody defendant should be armed with an intermediate weapon, e.g., Taser or chemical spray; the other officer trailing behind should be armed.
9. Make sure all holding cells and areas within the court building are appropriately structured, secured, staffed, and searched before and after each occupation.

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## PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

10. Install security cameras along the entire in-custody defendants' escort route.
11. Establish a secure sally port for in-custody defendants entering the building

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## BEST PRACTICE

Continue all steps in Phases One, Two, and Three, plus add the following:

12. Establish secure circulation for a defendant from the transport bus, through the sally port, to the holding cell and the courtroom to avoid crossing the path of judges, staff, or the public.

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## TOPIC B-3: COURTROOMS

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### PHASE ONE

1. Assign at least one CSO on every floor that has one or more courtrooms, dedicated as a "rover" from one courtroom to the next (unless local or state rules require additional coverage).
2. There must be at least one CSO present throughout the entire court proceeding whenever an in-custody defendant is involved.

3. Install duress alarms in the courtroom at accessible locations:
  - On top or under the working surface of the bench, plainly marked
  - At the CSO station
  - At the clerk's station
4. Train judges and staff on the functionality of duress alarms and on the protocols for use.
5. Test duress alarms regularly (at least monthly).
6. Conduct a sweep in the morning before a proceeding is held and at the end of the day for all trials to court and trials to jury. Note: In any phase, for high visibility trials, use a dog trained with the ability to detect guns, bomb materials, and other explosive contraband. In addition, courtrooms should be cleared and locked during a recess or when the courtroom is otherwise not in use. If individuals are allowed to stay in the courtroom during a recess, a CSO should be assigned to remain in the area.
7. Secure or remove items inside the courtroom that can be used as weapons (e.g., scissors, staplers, metal water pitchers, glasses). As substitutes for these items use Styrofoam or paper products. Use snub nose scissors, bendable pens for defendants, and smaller staplers. Secure or remove all moveable furniture (e.g. moveable or folding chairs). (Such chairs can be secured by fastening them together with plastic ties around their legs.)
8. Install and then regularly test emergency lighting/fire equipment in courtrooms.
9. Always keep front and back doors to courtrooms locked when the courtroom is not in use. It should be possible to easily lock all courtroom doors from the inside.
10. The courtroom door nearest the bench should be kept closed but unlocked while court is in session to allow easy and unfettered egress for the judge at the bench. This assumes that a CSO will be present in the courtroom to prevent any unauthorized attempts to access the chambers area while court is in session. If the presence of a CSO cannot be ensured, a crash bar should be installed along with a card reader override. If a card reader is installed, it will be important to make sure judges keep their access cards handy and in close possession while in court.
11. Use proper and acceptable restraints per state law and a judge's approval on in-custody defendants. In-custody defendants, except during a jury trial or as prohibited by law, should be restrained with handcuffs, leg restraints, and belly chains.
12. Install door scopes (i.e. peepholes) for the judge's entry into the courtroom.
13. Ensure weapons as exhibits are rendered inoperable. Ammunition should always be secured in sealed evidence bags separate from any firearms.
14. Issue orders of decorum for the courtroom.
15. For high-visibility trials, and for other proceedings as warranted, institute other security measures such as leaving the front row of the gallery vacant and/or separate family and friends of the plaintiff or prosecution from family and friends of the defendant.

16. Develop policies to keep defendants seated during pleas and sentencing hearings. A seated defendant is more easily controlled and less likely to be disruptive.
17. Keep presentation tables and podiums a safe distance away from the bench.

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## PHASE TWO

Continue all steps in Phase One, plus add the following:

18. Assign at least one CSO to be present in the courtroom whenever there is any court proceeding being held in the courtroom. A second CSO or transport officer should be assigned when there is an in-custody defendant present. The transport officer maintaining custody (i.e., having direct contact) of the in-custody defendant should be armed with an intermediate weapon (e.g., Taser, stun gun, or chemical spray, etc.) in lieu of a firearm. This will minimize the likelihood of an in-custody defendant obtaining a firearm during confrontations.
19. Install **one** security camera in criminal and family courtrooms. The primary security camera should be installed in the back of the bench facing the gallery. (Refer to later phases for installation of an additional camera.)
20. Holding cells for the courtroom should be properly constructed, safe for the in-custody defendants, and escape-proof.
21. Every three months, a judge should convene a meeting with court staff to debrief on incidents that have occurred in the courtroom and to review procedures related to courtroom security. There should be an immediate debriefing following any significant security incident.
22. Install bullet-resistant materials at the bench and workstations inside courtrooms. Opaque ballistic-resistant material that meets UL Standard 752, Level III, should be installed behind the vertical surfaces on the three sides of the benches and stations that are visible to the public. Bullet-resistant fiberglass panels are a cost effective material that can be field cut or factory cut to specific dimensions and installed on the backside of existing courtroom millwork.

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## PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

23. A second CSO should be assigned to a courtroom whenever any court proceeding is being held. Whether or not there is an in-custody defendant, one CSO should be assigned for the judge and one for the courtroom. A second CSO is not ordinarily needed for civil

cases, unless specifically requested by a judge based on a determination of a higher risk involved in a particular case.

24. Install one security camera in all remaining courtrooms. The camera should be installed in the back of the bench facing the gallery.

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## BEST PRACTICE

Continue all steps in Phases One, Two, and Three, plus add the following:

25. For high-visibility trials, an additional CSO should be assigned to be present in the courtroom.
26. Establish a courtroom in the jail for advisements/arraignments and other hearings. Use video arraignment originating from the jail for in-custody hearings as much as permitted by state law. Video arraignment is the preferred solution to bringing in-custody defendants back and forth for settings and brief hearings.
27. Conduct sweeps of all courtrooms, including the random use of trained dogs.
28. Provide separate working offices (not in the courtroom) for clerks and others to use after courtroom proceedings have been completed.
29. Install two security cameras in all courtrooms:
  - One camera should be installed on the wall in back of the bench to monitor activities in the courtroom as described in a previous step.
  - A second camera should be installed in the back of the courtroom to monitor activities in the courtroom up to and including the well and bench area.
30. Install an automatic electronic lock-down mechanism for the courtroom.

## TOPIC B-4: CHAMBERS

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### PHASE ONE

1. Provide training to judges and court staff regarding personal security and safety in chambers.
2. Install a duress alarm at the judge's desk and in the chamber's reception area.
3. Test duress alarms regularly – at least monthly. Train judges and court staff in how and when to use the duress alarms in chambers.
4. Escort judges when leaving a chambers area for a courtroom if the chambers hall is unsecured.
5. Keep existing chambers window coverings adjusted at all times so that activities cannot be observed from outside the court building.
6. Conduct daily sweeps of chambers in the morning and at the end of the day.

7. Keep entrance doors to chambers area locked. Keep doors to individual chambers locked when judge is not present, especially at night.
8. Provide advance notice to judges so they do not step outside their chambers while in-custody defendants are being escorted in the hallway.
9. Position furniture in chambers with security in mind. For example, the judge's access to the exit door should not be blocked by a visitor's chair. Also, the judge's chair should be positioned if at all possible to avoid a direct line of sight from the outside.

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## PHASE TWO

Continue all steps in Phase One, plus add the following:

10. Install blinds, preferably vertical, as interior window coverings in all chambers.
11. Keep blinds positioned at all times so as to prevent a view into chambers from the outside.
12. Establish a video intercom and remote controlled magnetic door strike system to control access into chambers areas.
13. Plan for and conduct drills regarding emergency situations in chambers areas.
14. Have CSOs escort judges when leaving secure chambers and courtroom areas.

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## PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

15. In locations where there are no dedicated transportation corridors for in-custody defendants, assign at least two CSOs or transport deputies to escort in-custody defendants through chambers hallways, with one to clear the path ahead. The transport officer assigned direct contact with the in-custody defendant should not carry a gun, but be armed with an intermediate weapon such as a Taser or chemical spray; the other officer should carry a firearm in a triple retention holster.
16. Install a sound and light (e.g., strobe) system in the hallways by chambers to alert judges and staff when in-custody defendants are about to be escorted through the hallway.
17. Install ballistic-resistant material in all accessible windows (e.g., ground level, first floor). The recommended ballistic-resistant material should meet UL Standard 752, Level IV, unless a lower level can be justified by an assessment of the risks based on such factors as adjacent structures and geographic features associated with the location of chambers. This level may be reduced based on specific security assessments.
18. Request that cleaning crews clean chambers at the end of the day when court staff is present, rather than at night. Cleaning crews should be supervised by someone who is accountable to the court.

## BEST PRACTICE

Continue all steps in Phases One, Two, and Three, plus add the following:

19. Install security cameras in chambers hallways that lead to the entrance to chambers areas.
20. If feasible given the existing structure of the court building, establish a secure path for judges to go from chambers to courtrooms (no escorting of in-custody defendants). If feasible, establish a secure path to escort in-custody defendants from holding cells to the courtroom without going through chambers hallways.
21. Install ballistic-resistant material in all chambers windows that are located on floors above ground level.
22. Install duress alarms in conference room(s).
23. Cleaning crews should be prohibited from entering judges' chambers unsupervised at any time. Require cleaning during the day or leave waste baskets outside locked chambers area doors at night. The judge or court staff should be present when cleaning crews are physically cleaning/dusting chambers areas during the day.

## TOPIC B-5: ACCESS OF PEOPLE INTO COURT BUILDINGS

### PHASE ONE

1. Establish only one main entrance through which the public can enter the court building. Post signage at the main entrance that states all persons are subject to search by security. This signage should also include a listing of those items that are not allowed to be brought into the building.
  - Keep all other exterior doors locked during all hours, including business hours.
  - Emergency exit bars should be installed on all exterior exit doors. All exit doors should be alarmed, with a ten second delay consistent with local codes. Alarms should sound at the command center. Establish signage that explains the "Exit Only" requirement. (Avoid panic bar alarms with a "local alarm" feature in favor of an alarm that sounds in the command and control center.)
  - Conduct a security "sweep" of the court building in the morning before the building is open to the public and each evening after all areas of the building are closed to the public.
2. Establish protocol for entry (i.e. controlled access) through secured doors.
  - Designate one of the doors to the building (preferably staffed by an armed and qualified CSO) to be used only for one or more of the following: judges, court staff, and other building tenants, to enter with an access card or key. Lawyers and jurors

should not be permitted to use this door but should enter through the public entrance.

- Policies and procedures need to be developed and enforced on prohibiting staff from bringing in others (such as co-workers, family members, and friends) through secure doors. “Tailgating” through secured doors should never be allowed. In this context, tailgating is when an individual(s) enters a court building following a person who is authorized to properly gain entry with an access card or key.
3. Dedicate a full-time CSO position to secure the main public entrance to the court building.
  4. Until a screening station design can be constructed, set up a temporary table and other physical structures (e.g. stanchion ropes, dividers, etc.) to serve as the screening station. Ensure that sight lines from the screening station and the building entrance/exit are unobstructed to allow for appropriate visual assessment and security response.
  5. Screen people coming in the public entrance for weapons by use of a hand wand and physical search of personal items.
    - Provide screener with ability to contact the command center by way of a radio.
    - Provide screener with a weapons identification chart.
    - Provide screener with a list of contraband items.
    - Provide screener with a listing of daily court activities.
    - Provide screener with a list of phone numbers for judges, bailiffs, and other court staff.
  6. Train CSOs in all Phase One tasks.
  7. Provide basic court security orientation training for judges and staff.
  8. Each court building should have access to at least one magnetometer that can be made available for use in high-visibility trials or other special circumstances.

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## PHASE TWO

Continue all steps in Phase One, plus add the following:

9. Install a magnetometer at the main door (public entrance) to the court building.
10. Per system manufacturer specifications, conduct a daily testing and inspection of the magnetometer. Recalibrate the magnetometer as necessary. This should be conducted by an individual who has received the required training.
11. Train CSO(s) in all tasks added in Phase Two, plus provide additional security training for judges, staff, jurors, and others.
12. Replace keys to the court building with access cards for judges, authorized court staff, and other building tenants’ staff. Assignment of access cards must be restricted to an “as required” basis as determined under the purview of the court building security



committee. When keys are utilized, make sure they are double-cut, non-duplicate keys. Develop an inventory list for all cards and keys. When anyone's employment is terminated, cards should be deactivated and keys turned in on the last day that the card or key holder is present in the court building.

13. Install a security camera at the main door (public entrance) to the court building.
14. Install a security camera at any separate entrance(s) for judges, court employees, or attorneys.
15. Install a security camera over each locked exterior door, along with two-way audio capability.
16. Assign a second CSO\* or contract security officer to assist with screening at the main entrance during high-traffic times of the day. During the day, a second CSO occasionally should conduct internal and external walk-around patrols and assist with courtroom security and security monitoring at the judge and authorized staff entrances.
17. Establish a direct line of communication between law enforcement and the courts so screening personnel are aware of potentially dangerous individuals who may seek to enter the court building.
18. Add a duress alarm, telephone, and gun lockers at the screening station.
19. Establish a policy that only law enforcement officers with responsibility for court security, or are inside the building in an official capacity, may bring a weapon into the building. Officers entering the court building on personal business (including uniformed and plain clothes officers) may not bring in a weapon and should be required to check their weapons in a lock box at a secure location adjacent to the screening station(s). Officers that are in plain clothes on official business must wear visible identification while in the court building if they are carrying a concealed weapon.

*\*Note: Staffing level in Phase Two is one full-time CSO at the screening station, plus one additional CSO or contract security officer for high-volume times.*

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### PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

20. Install an x-ray imaging system at the public entrance screening station.
21. The second CSO or contract security officer referenced in step 16 should be assigned as a full-time, permanent CSO\* or contract security officer to operate the public screening station. During slow periods, this second CSO or contract security officer can still be available for additional duties as described in Task 16 above.
22. Train CSOs and contract security officers in all tasks and provide security orientation training for judges and staff.

23. Delivery people and contractors should enter through the main door and be verified by an authorized representative requesting the delivery or service. Delivery people and packages should be screened through a magnetometer and x-ray machine respectively. The same procedure should be followed after verification at the main door to the court building for delivery people and contractors needing to use other external doors for service or delivery. These individuals should be escorted and supervised while in the building.
24. Provide screening staff with ballistic-resistant vests and require staff to wear vests at all times.
25. Install ballistic-resistant shields to protect screening staff.
26. Establish additional policies and procedures for Phase Three operations as follows:
  - Conduct an annual inspection and certification of x-ray imaging system. This equipment must be registered with state health and safety agencies.
  - Provide a detailed, step-by-step manual, training, and continuing education on contemporary screening procedures.

*\*Note: Staffing level in Phase Three is two full-time security officers at the screening station, at least one of whom is a CSO.*

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## BEST PRACTICE

Continue all steps in Phases One, Two, and Three, plus add the following:

27. Assign a CSO\* as the third security officer to staff the public screening station: one to operate the magnetometer, one to operate the x-ray imaging system, and one to handle problems. During low traffic times, the third CSO can assume another assignment. Ideally, all CSOs should be armed, but at a minimum, one should be armed. (Armed CSOs should be outfitted with triple-retention holsters.) All screening staff should be trained and outfitted with non-lethal defense equipment. All screening staff should have body cameras and radio communication equipment.
28. If two or more public screening stations are in operation, assign a fourth CSO as a supervisor to oversee operations.
29. Install a magnetometer, x-ray imaging system, duress alarm, and security camera at the judge/staff entrance. Consider allowing jurors to use this entrance.

30. Assign at least two security officers (at least one of whom should be a CSO) to the judges/staff entrance if staff or jurors use this entrance and at peak hours during the day. Otherwise, assign at least one CSO.
31. Establish a universal screening policy. Universal screening means everyone entering the building is screened. (However, if there is not a separate entrance with a screening station for judges, then judges ought not to wait in a screening line at a public entrance.)

*\*Note: Staffing level in Best Practice is three full-time security officers for each public screening station, at least two of whom should be CSOs. There should also be one additional CSO to supervise multiple stations, and two security officers (at least one of whom should be a CSO) assigned to judge/staff/juror entrance.*

#### Best Practice Elements of Screening Stations

- Two magnetometers for each x-ray machine
- Three full-time security officers for each public screening station, at least two of whom should be CSOs
- Adequately sized for volume of traffic
- Appropriate queuing lanes
- Clear and separate entry and exit lanes
- Ballistic-resistant vests and shields
- Security camera
- Duress alarm
- Tables/chairs located away from screening station for people to get themselves back together after screening

## TOPIC B-6: PUBLIC SERVICE AREAS, COUNTERS, AND OFFICES

### PHASE ONE

1. Install one or more duress alarms at each public counter. Train staff on the functionality of duress alarms and on the protocols for use.
2. Keep window coverings in offices (e.g., drapes, blinds) drawn to restrict observation from outside.
3. Install Plexiglas™-type enclosures at cash counters.
4. Keep cash and checks in a secure, locked area overnight.
5. Ensure all counters are designed with adequate height and depth dimensions to discourage and limit attempts to jump or climb over.
6. If there are chairs provided in a public seating area near the counter, make sure that the chairs are fastened to the floor or tied together.

## PHASE TWO

Continue all steps in Phase One, plus add the following:

7. Install polycarbonate (e.g. Plexiglas™) barriers over all public counters. If there is no screening station at the court building, or if screening is materially deficient, ballistic-rated barriers should be above the counter as well as below the counter.
8. Install duress alarms strategically in the back areas of offices.
9. Install duress alarms in all mediation and conference rooms. Position furniture in mediation and conference rooms with security in mind. For example, staff's access to the exit door should not be blocked by a visitor's chair.
10. Keep cash and checks and daily change locked in a safe overnight.
11. Establish safe room(s) in the courthouse where judges and staff can seek safety in the event of a negative event. Retrofit the locking mechanism on the door so that it can be locked and unlocked from the inside. Reinforce the door jamb to protect against the door being kicked in. Install a duress alarm in the safe room.
12. Provide mobile duress alarms to staff who must share restroom facilities with the public.

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## PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

13. Install security cameras at the back of all public counters to capture the faces of members of the public conducting business at the counter.
14. Install appropriate alarms and sensors (i.e. security, smoke, fire, extreme moisture, and motion) on safes.
15. Provide safe and secure waiting areas for victims and witnesses, those seeking protective orders, and other members of the public who might be at risk of assault.

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## BEST PRACTICE

Continue all steps in Phases One, Two, and Three, plus add the following:

16. Install a security camera overlooking all safes.
17. Require scheduled patrols of all interior areas 24/7.
18. Install doors with glass panes and sidelight windows in all mediation and conference rooms.

## TOPIC B-7: JUDGES PARKING

---

### PHASE ONE

1. Remove all signs in judges' parking areas that identify parking spaces either by name or title of judge. Any signs should simply say reserved along with a number as appropriate.
2. Judges should notify law enforcement officials or a designated CSO of their arrival in the morning and be offered an escort if they park in an unsecured parking area.
3. When departing for the day, if requested, judges should be provided an escort to unsecured parking areas by designated CSOs.

### PHASE TWO

Continue the steps in Phase One, plus add the following:

4. Fence-in the judges' parking lot using opaque materials such as brick or stone. If this is not feasible and instead a chain-link fence is used, install privacy slats in the chain-link.
5. Make sure that in-custody defendants are never afforded a view of judges getting in or out of their vehicles.
6. Install adequate lighting at the parking lot.
7. During high-threat proceedings and heightened security concerns, judges should be escorted to their vehicles and other modes of transportation.
8. Ensure the judges' parking area is equipped with appropriate security and safety lighting. Reference B-8 for additional lighting information.
9. Calibrate the timing of doors or gates to secure parking areas so that the doors or gates do not remain open for too long of a period of time.

### PHASE THREE

Continue the steps in Phases One and Two, plus add the following:

10. Install call boxes and security cameras in the parking lot.
11. Provide judges and court staff a regular CSO patrol presence in the parking areas in the morning, during the lunch hour, and at close of business.
12. Install passive and active security barriers to parking areas, accessible by way of an access card or other appropriate device.

### BEST PRACTICE

Continue the steps in Phases One, Two, and Three, plus add the following:

13. Provide a secure parking area, preferably covered, for judges where they can proceed directly from their car, through screening, to their chambers without traversing any public areas or main court building entrance areas.

## TOPIC B-8: PERIMETER ISSUES

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### PHASE ONE

1. Install appropriate signage to alert the public to what items cannot be brought into the court building (i.e., guns, knives, scissors) and that all persons are subject to search by security.
2. Provide for sufficient lighting around the building perimeter, including parking areas. Lighting should be sufficient to provide a reasonable level of safety for judges and staff going to and from the court building during hours of darkness. It should also be sufficient for perimeter security cameras to capture images.
3. Keep doors locked after hours and allow access only via appropriately authorized key or access cards.
4. Employ a sound crime prevention program through environmental design by properly maintaining landscaping, trees, and shrubs to limit areas of concealment and prevent property damage and undetected access.
5. Conduct daily security checks around the perimeter, particularly at times when the building is closed.
6. Install signage to indicate any areas that are restricted to public access.
7. Relocate all trash receptacles, newspaper kiosks, and any other items that could be used to conceal weapons or hazardous materials to a safe distance away from the court building.
8. Make sure that there are clear, open, and non-congested lines of sight for all areas around the perimeter of the court building.
9. Make sure that there is adequate and unobstructed space for evacuation of the court building and for unfettered access by first responders.

### PHASE TWO

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Continue steps in Phase One, plus add the following:

10. Install intrusion detection systems to cover all exterior doors and accessible windows.
11. Assign CSO exterior patrols both regularly and randomly throughout the day.
12. Use window coverings and ballistic-resistant material on windows to minimize the risk of someone assaulting building occupants from the outside.

### PHASE THREE

Continue steps in Phases One and Two, plus add the following:

13. Install security cameras around the perimeter (at each corner of the court building). Make sure that security cameras have a clear line of sight around the entire perimeter of the court building.
14. Install bollards as required outside selected main entrance doors, shipping and delivery docks, over-sized ground floor windows, and other vulnerable or critical areas.
15. Prohibit motor vehicles from parking or accessing areas adjacent to or within “blast-proximity” of the court building.
16. Enclose and secure all exposed gas, electric, and other utilities from public access or tampering. Secure air ducts or other openings from physical intrusion and from the introduction of any toxic substance.
17. Require scheduled patrols of all exterior areas 24/7.

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### BEST PRACTICE

Continue steps in Phases One, Two, and Three, plus add the following:

18. Install reflective glass so that the public cannot see into the front entrance screening area, but that the screening station staff can see outside.
19. Replace keys with an electronic card access system (except for back-up emergency) on exterior door entrances to the court building.
20. Install emergency call boxes in both staff and public parking areas around the court building.

## CATEGORY C: ESSENTIAL

### TOPIC C-1: AFTER-HOURS ACCESS TO COURT BUILDING

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#### PHASE ONE

1. Permit access into all areas of the court building only via key or electronic card access. Keys and cards should be issued and controlled pursuant to a comprehensive accountability system that has been approved under the purview of the court building security committee.
2. Conduct background checks prior to issuing a key or access card to any person. Background checks should be conducted prior to employment or execution of a contract. All after-hours access should be restricted as much as possible. Good security should not be set aside for convenience.
3. Conduct annual background checks for cleaning crews and any vendors granted after-hours access to the building. Cleaning crews and vendors should be supervised at all times by a person who is accountable to the court. To the extent possible, courtrooms and chambers should be cleaned by crews/vendors during the business day with no authorized access after-hours. Cleaning crews should never be allowed to work in judges chambers' alone.
4. Document and monitor those activities where the public is required to be in the building after-hours. Set policies and procedures to ensure no unauthorized persons are in the building after-hours.
5. When anyone's employment is terminating, access cards should be inactivated and keys turned in on the last day that the card or key holder is present in the court building. Make sure that this has happened prior to the issuance of a final paycheck.

---

#### PHASE TWO

Continue all steps in Phase One, plus add the following:

6. Eliminate the use of keys and implement the use of an access card system. Where keys are required in specific instances, issue double-cut, non-duplicate keys for use in emergencies or building maintenance purposes.

---

#### BEST PRACTICE

Continue all steps in Phases One and Two, plus add the following:



7. Create a single access point into the court building that is secured by a CSO, or contract security officer, who checks identification and signs in all people entering the building after regular hours. As time permits, the CSO should periodically patrol the interior and exterior of the court building.
8. Conduct full security screening operations requiring all persons to go through entryway screening.

## TOPIC C-2: EMERGENCY EQUIPMENT

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### PHASE ONE

1. Install an emergency, battery-generated lighting system in courtrooms, offices, and public areas.
2. Install a fire extinguisher on each floor, with egress floor plans posted.
3. Install fire alarms on each floor.
4. Install an elevator(s) that meets all applicable and updated fire codes.

### PHASE TWO

Continue all steps in Phase One, plus add the following:

5. Install an emergency generator system that is properly fenced-in and protected.
6. Test generator system monthly; keep a log of tests.
7. Determine the time-delay for emergency generators to “power-on” and install uninterrupted power supplies (UPS) for critical systems.
8. Install automated external defibrillators (AEDs) located accessibly on each floor of the court building.

### BEST PRACTICE

Continue all steps in Phases One and Two, plus add the following:

9. Ensure the fire alarm system is equipped with both a strobe and annunciator per code.

## TOPIC C-3: INTRUSION DETECTION SYSTEMS

---

### PHASE ONE

1. All exterior doors should have basic intrusion alarm devices, covering:
  - Building ingress/egress during business and after-hours.

- Emergency exit doors during business and after-hours.

---

## PHASE TWO

Continue the step in Phase One, plus add the following:

2. Install intrusion devices on all accessible windows, either glass-break or motion sensors, on the basement, first floor, and possibly the second floor. This can be accomplished with a passive infrared motion detector (PIR) in each room (or combination of rooms) that has an accessible window or by attaching a motion sensor to each window.

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## PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

3. Establish a fully integrated intrusion system with the following functionalities:
  - When a court building is closed, every external door should be equipped with a device that will trigger an alarm at the command center of the appropriate responding agency and identify the intruded area.
  - During business hours, every door that is kept locked should be equipped with a device that will trigger an alarm that will identify the area intruded at the command center within the building. Every locked door with an emergency exit bar should trigger an alarm whenever anyone uses it, with a ten-second delay consistent with local codes.
  - When the building is closed, the alarm should go to the control center of the appropriate responding law enforcement agency; when the building is open, the alarm should go to the building's command center.
  - Intrusion detection alarm systems should sound locally at the site of the alarm and also at the command center (or at a 911 dispatch center if the court building command center is not staffed when the court building is closed).

---

## BEST PRACTICE

Continue all steps in Phases One, Two, and Three, plus add the following:

4. Integrate security cameras into the system described above so that cameras will be activated in the area(s) of intrusion.

## TOPIC C-4: INTERIOR ACCESS DURING BUSINESS HOURS (CIRCULATION ZONES)

---

### PHASE ONE

1. Establish, as feasible within the courthouse, the concept of circulation zones (separate, restricted, and secured areas and routes) for the following:
  - Judges and court staff (e.g., chambers, administration, jury deliberation rooms, conference rooms, staff-side of public counters, private elevators, secure stairways).
  - In-custody defendant transport (e.g., routes for entering and exiting the building, to and from holding areas/courtrooms).
  - Public (e.g., restrict the public to public zones).
2. All doors that are required to be locked, in accordance with the court building circulation zone concept should be kept secured at all times. Such doors should never be left propped open and unsecured.
3. Have a key or access card system to control access based on a system approved by the administrative authority of who needs to have access to which areas. Cards or keys should be issued on the basis of need, not convenience. Keys should be double-cut and not subject to duplication. This system should:
  - Be under the control of a central authority.
  - Require background checks for all card or key holders.
  - Include effective procedures for retrieving keys or canceling cards when situations change (e.g., employment termination).
  - Require an up-to-date inventory on all access cards and keys.
4. Require, when employment is terminated, that cards be inactivated and keys turned in on the last day that the card or key holder is present in the court building, and to ensure that this has happened prior to the issuance of a final paycheck.

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### PHASE TWO

Continue all steps in Phase One, plus add the following:

5. Eliminate keys and require access cards. Maintenance staff and emergency responders should retain keys.
6. Include sufficient information on the face of the access card to allow a security officer to challenge the person in possession of the card in order to make sure that the person is in fact the properly authorized holder of the card. In this regard, it is helpful for face of the access card to contain a photograph of the authorized holder.

7. Establish door scopes (peepholes) to prevent non-authorized access through secured courtroom doors.

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### PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

8. Establish a video intercom and remote controlled magnetic door strike system to allow access into secure areas.
9. Continue to improve definition and enforcement of circulation zones.
10. Install a security camera system in all secure areas of the court building to monitor suspicious activities and inappropriate or threatening behaviors.

---

### BEST PRACTICE

Continue all steps in Phases One, Two, and Three, plus add the following:

11. Establish and maintain complete separation among zones (e.g., in-custody defendants are not escorted through secure or public hallways; judges do not pass through public areas when going to and from their cars, through screening, and to and from chamber areas). As warranted, security zones should run vertically (floor to floor) as well as horizontally (on the same floor).

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## TOPIC C-5: PUBLIC LOBBIES, HALLWAYS, STAIRWELLS, AND ELEVATORS

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### PHASE ONE

1. Provide emergency lighting in the court building including backup generator powered lighting and lighted emergency egress signage.
2. Establish egress/ingress standards regarding stairwells, hallways, and elevators. For most court facilities, there should no re-entry for persons exiting into stairwells. Entry from the stairwell-side should be by controlled access only. For court buildings considered “high-rise” facilities, certain floors, as determined via security assessment and life safety analysis, may allow for re-entry.
3. Establish emergency procedure and evacuation diagrams. Post floor diagrams in hallways of the court building.

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### PHASE TWO

Continue all steps in Phase One, plus add the following:

4. Designate secure and public elevators.
  - Provide secure elevator(s) for judges.
  - Provide a secure elevator for in-custody defendant transport.
5. Conduct regular CSO interior patrols by CSOs assigned to work in the court building, focusing on crowded hallways.

---

## BEST PRACTICE

Continue all steps in Phases One and Two, plus add the following:

6. Install security cameras in court building lobbies, hallways, stairwells, elevators, and at elevator landings. Provide secure elevator(s) with electronic card access.
7. Assign a CSO to regularly patrol these areas in accordance with an assigned schedule.
8. Install a public address system in the building to facilitate announcements and emergency codes.

## TOPIC C-6: JUROR SECURITY AND CIRCULATION

---

### PHASE ONE

1. Provide jurors with court security information before they report for duty by placing information on the jury summons they receive. For example:
  - Where to enter the court building.
  - What items (e.g., knives, nail files, scissors) may not be brought into the court building.
  - Not to discuss cases with anyone before and during jury service.
  - Not to wear juror identification badges outside the court building.
  - Who to contact regarding security and safety concerns or jury tampering.
2. Screen jurors as they enter the court building or before they report to the jury assembly area.
3. Give a basic security and building evacuation orientation and identification badge to jurors at the assembly area before going to the courtroom. Cover such matters as what to do in case of an emergency and how to respond to a coded emergency announcement. Instruct jurors to not wear or display the identification badge off-site; and whom to notify if it is missing or lost.
4. Assign a CSO or bailiff to remain with the jury during the entire trial and outside the deliberation room.

## BEST PRACTICE

Continue all steps in Phase One, plus add the following:

5. Assign a CSO to provide security inside and outside the jury assembly room when jurors are present.
6. Assign a CSO to escort jurors to and from the courtroom. If jurors who are serving on a jury trial are dining as a group outside the court building, a CSO should accompany them. If an elevator is used to transport jurors, one CSO should supervisor the loading of jurors and another CSO should meet the jurors on the floor on which they disembark.
7. Install a duress alarm in each jury deliberation room and in the jury assembly room.
8. Provide restrooms for juror use only, with no public access.
9. Provide secure ingress and egress for jurors to the court building and to their vehicles to avoid the threat of intimidation or attempt to influence.

## TOPIC C-7: CASH HANDLING

### PHASE ONE

1. Develop and train court staff on procedures for handling cash. The procedures should:
  - Determine who should collect the money.
  - Determine how to safeguard money during the daytime work hours and overnight.
  - Train staff on how to verify checks and reconcile fees.
  - Determine and implement industry standards for deposits.
  - If employees are responsible for depositing funds, vary scheduled departure times and routes and employees assigned; and notify designated persons when departing for and completing the deposit.
2. Install protective barriers and duress alarms at cash counters.
3. Use a securely-installed office safe for money storage.

### PHASE TWO

Continue all steps in Phase One, plus add the following:

4. Install security cameras at counters and in offices where cash is handled.

### PHASE THREE

Continue all steps in Phases One and Two, plus add the following:

5. Use an armored car service or the bank's personnel to pick up funds daily.

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#### BEST PRACTICE

Continue all steps in Phases One, Two, and Three, plus add the following:

6. Require two people – one court staff and an armed CSO – when carrying cash in and/or out of the court building.

#### TOPIC C-8: SCREENING MAIL AND PACKAGES

---

##### PHASE ONE

1. Provide routine visual inspection of all mail/packages coming into the court building, to include addressee verification and examination of suspicious items.
2. Require staff to attend training on postal security, recognition points, and package identification techniques as provided by the United States Postal Service (USPS).
3. Develop and practice a response protocol with law enforcement when a package is identified as suspicious or dangerous.
4. Develop specific policies and procedures to confirm mail/package senders and recipients, and whether the mail/package has been tampered with.

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##### PHASE TWO

Continue all steps in Phase One, plus add the following:

5. Require all mail and packages to be processed through an x-ray imaging system.
6. Require everyone delivering mail or packages to pass through the magnetometer.

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#### BEST PRACTICE

Continue all steps in Phases One and Two, plus add the following:

7. Establish a single and separate offsite screening station or location for all mail and packages delivered to the court building. It may not be feasible for smaller courts to have an offsite location dedicated exclusively to its use. Smaller courts may work with the USPS, county, or other local officials to find shared offsite space for this purpose. Best practices for operating the mailroom for larger courts include the following:
  - All mail, packages, and parcels from USPS, FedEx, UPS, DHL, and other carriers should be thoroughly screened (x-ray and explosive trace detector, if suspicious)

upon being received at the mailroom. This includes all USPS mail delivered and picked up by court staff from the local post office.

- Deliveries of flowers, candy, food, gifts, etc., to any person located in a court building should be cleared through the mailroom first, be verified and vouched for by the recipient, screened as appropriate, and then delivered.
- Mailroom staff should sort incoming mail and packages off site by building, division, and/or department and prepare them for acceptance by designated representatives of each court office or division.
- Designated representatives of each court office or division should go to the mailroom, pick up mail for distribution to their offices, and identify questionable items. All authorized court and other staff mail handlers should attend training on handling suspicious mail. Local USPS or postal inspectors may conduct advanced training for state and local government agencies.



## STAFFING, DURESS ALARM, AND SECURITY CAMERA RECOMMENDATIONS INCLUDED IN THE BEST PRACTICES

NOTE: Staffing, duress alarm, and security camera recommendations summarized here have been previously described in the steps, phases, and categories listed previously.

### COURT SECURITY OFFICER (CSO) STAFFING LEVELS

*A CSO, as referenced in this document, is defined as an individual trained and qualified in court building security, and has been specifically trained and qualified to use a firearm and intermediate weapons, e.g., Taser, chemical spray, or restraints (i.e. handcuffs, leg restraints). An armed CSO should be outfitted with a triple-retention holster. All CSOs should be outfitted with a radio that can communicate with the command center and a body camera. The CSO assigned to the command center is not necessarily required to carry a firearm.*

1. One CSO should be permanently assigned to the main entrance of the court building during business hours.
2. One CSO or transport deputy should be assigned to the courtroom while there is an in-custody defendant in the courtroom.
3. Assign at least one CSO on every floor that has one or more courtrooms, dedicated as a rover from one courtroom to the next. There must be at least one CSO or transport officer present throughout the entire court proceeding whenever an in-custody defendant is involved.

*Note: It is estimated that each CSO post requires an appropriate relief factor. Typical relief factors range from 1.2 to 1.3 full-time employees to cover for sick and annual vacation, training, etc.*

4. As additional CSOs become available, assign in the following priority per recommended phases leading up to best practice level in each relevant topic:
  - To meet recommended staffing guidelines at screening station (Topic B-5).
  - To meet recommended staffing guidelines for the courtroom (Topic B-3).
  - To meet recommended ratios for transporting in-custody defendants (Topic B-2).
  - To assign patrols for the interior and exterior of the building (Topics B-8 and C-5).
5. Achieve full recommended staffing guidelines for the following topics:
  - Screening stations (Topic B-5).
  - Courtrooms (Topic B-3).
  - Transporting in-custody defendants (Topic B-2).
  - Regular patrols of building interior and exterior (Topics B-8 and C-5).

## DURESS ALARMS

1. Install duress alarms in the courtroom and at the bench, clerk's station, and CSO station. Training should be provided on the functionality of duress alarms and on the protocols for use (Topic B-3).
2. Alarms should be tested at least monthly. Alarm batteries should be tested semi-annually.
3. Install alarms in each chamber and reception area (Topic B-4).
4. Install alarms at screening stations (Topic B-5).
5. Install alarms at public counters, cash areas, and other offices where the public has access, including those without counters (Topic B-6).
6. Provide mobile duress alarms to staff who must share restroom facilities with the public (Topic B-6).
7. Install alarms in the interview and mediation rooms that are used by members of the public.
8. Install alarms and 911 contact ability at the childcare center, if the court building includes such a center.
9. Install an alarm in the jury assembly room and in each jury deliberation room (Topic C-6).
10. Install duress alarms in the holding cell area.
11. Install a duress alarm in the loading dock area (Topic B-8).
12. Install a duress alarm in the mailroom.
13. Integrate duress alarm and camera systems so the closest security camera is automatically activated for monitoring and recording when alarms sound.

## SECURITY CAMERAS

Security cameras should have the following functional capacity:

- Capacity to focus on targeted areas. Two types of cameras that have traditionally been used at court buildings are (a) pan/tilt/zoom cameras, and (b) fixed cameras. More recently, high-definition digital cameras with wide angle lenses and digital pan/tilt/zoom capability have become popular and in some places have supplanted the use of more traditional pan/tilt/zoom cameras. Wide angle cameras, when equipped with sufficient image resolution quality, provide the capability for the user to focus digitally on targeted areas without losing the overall wide angle coverage provided by the camera, thus avoiding the limitations inherent to traditional pan/tilt/zoom cameras (i.e., pan/tilt/zoom cameras might be panning and zooming at location X while another event may be happening at location Y).

- Color. This is standard in current systems. Black-and-white images cannot tell the full story. Important features are indistinguishable. Only with a color monitor can faces and other specific objects be clearly identified.
- Network streaming capacity. Security systems can utilize various kinds of technology to transmit video images and to provide system access and control. Many systems now utilize an internet protocol (IP) to transmit data and control signals over a network using a broadband link providing access to CSOs, first responders, and court personnel. Courts are encouraged to explore and adopt the ever advancing new technologies that best suit their needs and budgets.
- Recording capacity. The camera system should have digital video recording capacity enabling a CSO to view incidences at a later time. This recording function is essential for identifying perpetrators for the purpose of apprehension as well as conviction. Recordings should be retained for at least ten working days.
- Activation capacity. The operation and recording function of a camera can be set to activate by either motion or sound, or by setting off duress or intrusion alarms.

Security cameras should be installed in the following locations:

1. Security camera notification signage should be conspicuously placed to inform the public that security cameras are operating and recording activity in the area.
2. Install a digital and color security camera system at the entry screening station and in the courtroom(s) facing the gallery.
3. Install security cameras (with tamper-resistant housings) in detention areas to monitor activities in holding cells and in-custody defendant circulation areas (Topic B-2).
4. Install security cameras with protective environmental housings on the court building perimeter. Use the camera system to detect suspicious activities and incidents, and to monitor parking and adjacent areas (Topic B-8).
5. Install security cameras to monitor activity at public counters and in offices where the public may visit (Topic B-6).
6. Install security cameras at the loading dock (Topic B-8).
7. Install security cameras in hallways (Topic C-5).
8. Install security cameras in each courtroom (Topic B-3).
9. Install security cameras in elevators and stairwells (Topic C-5).
10. Install additional security cameras at security screening stations (Topic B-5).
11. Install security cameras in hallways that access chambers (Topic B-4).
12. Install security cameras in the mailroom.
13. Install security cameras in the childcare area, if such an area exists.

14. Install security cameras to cover all pathways through which an in-custody defendant may be escorted (Topic B-2).

## CONCLUSION

Operating a courthouse today is by its very nature a risky business. Day in and day out, courthouses are visited by a large volume of disgruntled and even law-breaking citizens. Moreover, courthouses can be seen as an important symbolic target for those in our midst who wish to wreak mischief or terror.

Courthouse security is not a one-time achievement. It is a serious and continuous goal requiring constant vigilance. Security is a total team effort. Every court employee is an integral part of the “security team.” From court clerks, to county employees, to law enforcement officers, every person has a role. “See something, say something” must be the constant mantra. Judges need to be actively involved and supportive of the security effort. When judges are committed to security, a trickle-down effect on court employees will follow. When judges are not supportive of security, staff never will play their full necessary role in security efforts. The leadership role of judges cannot be overstated. Further, security must be a number one priority every single day for all those interested and involved in the process. The risks involved in court building operations are great and varied, and generally can never be eliminated. However by exercising due diligence and devoting the appropriate attention, incidents can be both minimized and mitigated. Adhering to the stated principles and recommendations contained in this *Steps to Best Practices for Court Building Security* document will greatly assist the courts in this regard.

Courthouse Safety and Security Working Group  
Recommendations to the District Court Council (DCC)  
March 2, 2022

# **Exhibit B**

# Courthouse Procedure Manual



Version 7. 12-13-2021

## Revision history

Outline prepared  
Rev 1  
Rev 2  
Rev 3  
Rev 4  
Rev 5  
Rev 6  
Rev 7

07/20/05  
07/30/05  
12/27/05  
03/26/08  
06/18/15  
02/08/18  
11/19/20  
12/13/21

# **Courthouse Staffing**

- **Courthouse Supervisor**                      **Cpl. Jay Groskreutz**
- **District Court Deputy**                      **Travis Grove**
- **Justice Court Deputy**                      **Shane Powell**
- **Civilian Bailiff**                              **Chrissy Gollahon**
- **Civilian Bailiff**                              **Alden Mort**
- **Transport Officers**                      **10 Detention Officers**

**NOTE:** Civilian Bailiffs and Detention Transport Officers are unsworn and thus DO NOT have the power of arrest and CAN NOT take a person into Custody. Only sworn Deputy Sheriff's and Reserve Deputy Sheriff's have the authority to take a person into custody. Transport Officers have authority over and custody of inmates. If a Judge orders a Bailiff or Transport Officer to take a person into custody, they need to inform the Judge they do not have that authority and call for a Deputy Sheriff.

## **General Information and Definitions**

### **1) Initial Appearances**

Initial appearances are seen by District Judges regarding felony cases and JP for misdemeanors. If the defendants are incarcerated, the initial appearance is done on Vision Net from the Detention Center. If the defendant has bonded out, or was just issued an NTA, he/she will appear in person. The charges are read to the defendant. The defendant is advised of his/her rights, the maximum penalties for the violation and the bond is set. A Bailiff is required if the situation dictates it.

### **2) Arraignments/Answer Hearings**

Defendants are given their rights and asked to plead guilty or not guilty. The District Court Judge's take turns doing arraignments. Each Judge presides over arraignments for three months. The time of day the arraignments are held varies with the presiding Judge. Defendants in custody appear before the Judge by Vision Net within the Detention Center. Inmates appearing in person will be transported and guarded by a Transport Officer (only on special circumstances). A Bailiff is required if the situation dictates it.

### **3) Uncontested and Arraignments rotation**

The District Court Judges take turns presiding over arraignments for three months, and then presiding over uncontested court for three months. This rotation continues until all Judges have taken a turn and then the cycle repeats.

4) **Omnibus Hearings**

A hearing where the defense and prosecution notify the court and each other what strategies, evidence, types of witnesses, etc., they will be using at trial. The defendant does not need to be at this hearing unless he/she is pro se or the defense wants the defendant there. These hearings are generally held in the Law Clerk's Conference Room and are presided over by the law clerks. These hearings do not require a Bailiff but do require a Transport Officer if the defendant is in custody and present.

5) **Scheduling Conferences**

Generally used for non-criminal actions. Opposing counsels meet with the Judge or the Judge's secretary to schedule hearings and the trial. Usually this is held in chambers, or the secretary's office. Bailiff is not needed.

6) **Hearings**

Can be any of the following actions in front of the Judge:

Bail reduction	Motions/briefs	Change of Plea
Status	Sentencing	Youth Detention
Youth in Need of Care	Temporary Restraining Orders	Parenting Plans
Sanity hearings	Show Cause	Initial Appearance
Arraignments	Divorce	Probate

Hearings require all parties and their counsel (if any) to be present in the courtroom, either personally or electronically. Counsel is not required for initial appearances or arraignments. If any parties are in custody (including mental health patients) a guard is required if the person is in the courtroom. A Bailiff should be present but generally must prioritize due to multiple actions going on at one time. In any hearing where a guard is present the guard may assume some of the Bailiff duties allowing the Bailiff to be at different action.

7) **Uncontested Hearing**

This is a hearing before the Judge where the parties have already reached an agreement. This generally involves divorces and civil cases. One party comes before the Judge and tells the Judge an agreement has been reached. The Judge then decrees the agreement official. Uncontested court is scheduled every Wednesday. The District Court Judges take turns on a three-month rotation presiding over uncontested court. A Bailiff is not generally needed.

8) **Treatment Courts**

There are 4 Treatment Courts in Cascade County:

1. Adult Treatment Court
2. Veterans Treatment Court
3. Mental Health Treatment Court
4. Juvenile Treatment Court

These programs except drug and alcohol abusers who are arrested for qualifying offenses and are given an alternative sentence and or prosecution for participating in a specific



Treatment Court. District Court Judges preside over each “Treatment Court” every week. Sanctions imposed by Treatment Court can include ordering a participant taken into custody. Those participants that are in custody will require a guard and transport to the Detention Center and or Court. A Bailiff is not needed in Treatment Court, except to notify the District Court Deputy that he or she needs to take custody of a participant sanctioned to jail.

9) **Trials**

There are bench trials and jury trials. A bench trial is conducted before the Judge only. The Judge is the trier of facts and decides the verdict. A Bailiff is required if the situation dictates it or the Judge orders that a Bailiff be present.

A jury trial is before a six, or a twelve-person jury. The jury is the trier of fact and decides the verdict. A Bailiff is mandatory during the entire jury trial and this duty takes precedence over all other Bailiff duties.

10) **Coroner’s Inquest**

A coroner’s inquest is normally conducted by a Coroner outside of Cascade County. The inquest is generally conducted when a person’s death is related to law enforcement involvement or in a Detention Center. The purpose of the inquest is to determine the manner of death and to what extent the law enforcement agency is culpable. The Chief Coroner of the Sheriff’s Office will make the proper arrangements to hold and handle the inquest. A Bailiff is required.

11) **Justice Court**

Justice Court or “JP Court” is a court of limited jurisdiction and performs most of the same actions as done in District Court, but only for misdemeanor offenses or small claims. The Justice Court Deputy performs Bailiff and security duties for JP Court. In the absence of the Justice Court Deputy, a Patrol Deputy may be used. Performance of Justice Court Deputy duties should not interfere with the Bailiff’s normal duties. (Refer to Justice Court Deputy Job Description and Posting)

12) **Officers of the Court**

The following personnel are considered Officers of the Court. Officers of the Court will have certain duties and responsibilities that will be covered elsewhere in this document.

1. The Judge
2. All the Attorneys
3. Clerks of Court
4. Court Reporters
5. Sworn Jurors
6. Guardians’ ad Litem
7. All those sworn to uphold the law (Bailiff, Law Enforcement/Transport Officers, Youth & Adult Probation & Parole etc.)

**13) Parties**

These are people or entities with business before the court. In a criminal case the parties are the State of Montana and the defendant. In a civil suit the parties are the plaintiff and the defendant. In other civil actions the parties are the petitioner and the respondent. Any of the parties can be an individual person, a group of people or a person appearing for an entity (corporation, partnership, estate, trust, the state of Montana etc.

**14) Witnesses**

The individuals called to testify before the court. These individuals can be anybody including the parties but not the officers of the court for the current case. The attorneys and Judges are responsible for the witness; however, the Bailiff protects the jury against any outside contact.

**15) Audience/Gallery**

Except when an individual's right to privacy outweighs the public's right to know, all court sessions are open to the public. Anyone, except witnesses when excluded, can attend open court and be part of the audience or gallery. Youth in Need of Care (YINC) and sanity hearing/trials are closed to the public. The audience in closed court is limited to those with an interest in the case.

**16) Courthouse Campus**

The Courthouse Campus is all County property and buildings, to include the Annex, County Attorney's Office, Treasurer's Office and Clerk and Records Office, the Commission Office, the Auditors Office, the Planning Office, the Courthouse and the Old Jail.

# **Court Schedules**

## **1) District Court Calendars**

There are daily calendars and weekly calendars. The daily calendars are posted on a bulletin board outside of each courtroom every morning. During the morning security tour, the District Court Deputy and Bailiff should become familiar with each court calendar to assist in prioritizing where the Bailiff should be during the day, and notifications of courtrooms to the Transport Division. This will also determine which courtrooms will be in used and will require a full security sweep.

**a. District Courtroom Assignment** Courtrooms that are scheduled for use during the day will have security checks done and are locked when not in use with the lights turned on. If courtroom is not scheduled to be unused it should be left dark and locked.

**i. Courtroom #1**

Judge Kutzman, whose office is at the west end of the 3<sup>rd</sup> floor hallway, normally uses Courtroom #1, which is the Blue Courtroom on the 3<sup>rd</sup> Floor.

**ii. Courtroom #2**

Judge Grubich, whose office is at the east end of the 3<sup>rd</sup> floor hallway, normally uses Courtroom # 2, which is the Red Courtroom on the 3<sup>rd</sup> Floor.

**iii. Courtroom #3**

The Standing Master, whose office is in the east wing of the 3<sup>rd</sup> Floor, normally uses Courtroom #3.

**iv. Courtroom #4 (2 Judges)**

Judge Parker, whose office is at the east end of the 2<sup>nd</sup> floor hallway, normally uses Courtroom #4.

Judge Best whose office is at the east end of the 2<sup>nd</sup> floor hallway, normally uses Courtroom #4.

**NOTE:** If there is a scheduling conflict in courtroom #4 or courtroom #4 is not big enough to accommodate a trial, either second floor Judges will use courtroom 1, 2 or 3.

**b. Justice Courtroom Assignment**

The two presiding Justice of the Peace judges share the JP courtroom. Visiting Judges can use any courtroom. Coroner's Inquests are typically held in courtroom #1 or courtroom #3. State conducted hearings (workers Compensation

etc) are held in courtroom #3, or the conference room. Mediation is typically done in the law clerk's office, conference room or one of the jury rooms. Omnibus hearings are done in the law clerk's office. Arraignments and initial appearances are held in any district courtroom.

## 2) Trial Schedules

Each District Court's Judicial Assistant keeps a calendar of upcoming trials for her/his Judge's court. There are numerous trials scheduled to start on the same day, at the same time in the same court. Due to negotiations, most trial issues are settled before the trial begins. These negotiations can, and often do, continue right up to the start of the trial. Trial schedules are at best tenuous. The Bailiff needs to check with each court secretary on Thursdays and Fridays to plan for any trials starting on Monday. Judges Best and Parker also tend to start trials mid-week so the Bailiff will have to check with those secretaries Mondays and Tuesdays for the status of those trials.

Some information from these negotiations can help determine if a trial is likely to occur. The district court's judicial assistant generally knows if there are motions, settlements or changes of plea that will vacate or continue a trial waiting to be signed by the Judge. The Judges generally rule favorably on such motions but not always. If a trial is likely, then the lawyers for each side will get jury questionnaires from the jury clerk responsible for the jury. If at the close of the business day there is still some doubt whether or not the trial will be held, call the Judge's Clerk of Courts phone line. The clerk will have left a message to the prospective jurors telling them to report for jury duty or not.

Judge Grubich's Clerk 454-6894	Judge Kutzman's Clerk 454-6897
Judge Best's Clerk 454-3950	Judge Parker's Clerk 771-6566

## 3) Understanding the Docket Case Numbers

Docket numbers allow all officers of the court and civilians to know what court their case is assigned to. In Docket number **BDC-19-2356**, the First Letter **B** shows the case is assigned to Judge Best. The Second Letter is always a **D** for District Court. The last letter notes if the case is a Criminal Case **C**, a Civil Case **V** or a Juvenile Case **J**, in this case its criminal, **C**.

District Court Judge Grubich -	Department letter <b>A</b>
District Court Judge Best -	Department letter <b>B</b>
District Court Judge Kutzman -	Department letter <b>C</b>
District Court Judge Parker -	Department letter <b>D</b>

The middle two numbers show what year the case was filed. In this instance the case was filed in **19** which is year 2019. The last four numbers **2356** show that case was the two thousand three hundred fifty sixth case filed in the 7<sup>th</sup> Judicial District in the year 2019.

# **Courtroom Etiquette**

## **1) Judge's Entrance/Exit**

Each time the Judge enters the courtroom the Bailiff, if present, announces in a loud, clear voice "All Rise". This must be done even if everyone is already standing. In the absence of a Bailiff, another officer of the court (Clerk of Court) will announce the Judge. All talking and movement in the courtroom ceases and everyone remains standing until the Judge invites everyone to be seated. All open doors in the courtroom must be closed after the Judge enters.

Etiquette requires that the "All Rise" be given when the Judge leaves the bench. However, the practice (as sanctioned by the Judges) at the Cascade County Courthouse is the "All Rise" not be given. Instead, all officers of the court stand, without being told, when the Judge leaves the bench. If the Judge does not leave through a private exit, the Bailiff should hold the door to the courtroom open for the Judge. No person including jurors are permitted to leave the courtroom before the Judge.

## **2) Jury's Entrance/Exit**

When the Jury enters or exits the courtroom, all officers of the court except the Judge will stand. The Bailiff should open/hold/close the door for the jury coming and going. The Bailiff must help jurors having trouble getting in or out of the jury box. He will also attend to the needs of a juror in distress while court is in session, i.e.: coughing, kleenex, water.

## **3) Restricted Courtroom Apparel**

No one will be allowed to wear hats, or other head coverings (dew rags scarves etc.) while in the courtroom. Sunglasses will not be worn over the eyes or on the head of a person in the courtroom.

Risqué or other minimal clothing styles which expose or accent intimate parts of the body and are not commonly acceptable in a professional setting.

Exceptions are religious or ethnic head coverings, scarf or other covering that conceal or dresses a medical condition that would cause undue embarrassment to the individual if the covering were removed.

## **4) No Talking, Disruptions**

It is paramount that the Court Reporter and the Judge are able to hear everything being said in the Courtroom. Essential communications should be done in a low whisper or taken outside the courtroom. Communications in the courtroom must not interfere with what is being said for the record, or cause distractions for other people in the courtroom. Persons making noise will be warned to maintain order in the court. People making

persistent noise will be removed from the courtroom. Portable objects that are making noise will be removed from the courtroom. Stationary noise making objects will be turned off if possible. Infants/young children are strictly prohibited by some Judges but are allowed by other Judges if they are quiet. Contact between inmates and anybody is forbidden. Those persons in the gallery will be warned once, and if it continues, they will be asked to leave the courtroom.

**5) No Cell Phones, Pagers, Radios**

There will be absolutely no active cell phones, pagers and/or portable radios allowed in the courtroom unless an active item is used as evidence. The Bailiff must always make sure their issued phone, and the Transport Officers and Guards portable radios are on low volume if equipped with a separate microphone/speaker. If a cell phone rings, the person will be removed from the courtroom until it is turned off.

**6) Essential Movement Only**

Certain officers of the court may from time to time have to move about in the courtroom. Movement should be as unobtrusive as possible. Never walk between speaking parties. Bailiff should move behind counsel tables or down the center isle when moving about the courtroom. Prisoners should only be moved in or out of the courtroom between cases.

**7) Food and Drink**

No food or drink is allowed in the courtroom except water. Jurors and Officers of the Court are allowed to have individualized water bottles and drinking containers.

**8) Outside Noise**

Crowds outside of the courtroom must be not allowed to distract a court in session. A Bailiff, or other officer of the court, may have to order the crowd to be quiet. A Bailiff, or other officer of the court, may have to temporarily halt construction, maintenance or cleaning if these activities interfere with order in the courtroom.

**9) Contempt**

Judges holding an individual in Contempt will give specific instructions to the sanctioned person. A Bailiff may be asked to remove a sanctioned individual from court. If a sanctioned individual is ordered into custody this can only be done by a Deputy Sheriff who has the power of arrest.

# **Courtroom Security**

## **1) Before Court is in Session**

- a.** Check all drawers in counsel and Bailiff tables. With the exception of the Bailiff's table, all drawers should be empty. The Bailiff's table drawers can contain papers the Bailiff is using and gun safety locks. Look for things that don't belong like unattended bags, boxes, briefcases, knapsacks or the like.
- b.** Carefully check the areas where inmates/defendants are seated for contraband. Places that are easy to hide contraband include the underside of chairs or tables the inmates will be sitting at. The undersides of the podium, or in the witness stand area if the inmates are testifying. Refer to the Detention Center Transport list and determine the number of inmates that will be in each session. Place enough folding chairs out on the north side of the courtroom by the Bailiff's desk to accommodate the inmates expected. In courtroom #4, ensure there are enough chairs placed in front of the jury box, and the undersides of the chairs are checked for contraband. Extra chairs for courtroom #4 are in the vault at the northeast corner of the courtroom. Make sure chairs are placed so the guards/transport officers have a place to sit near the inmates.
- c.** During a specific threat, or if there is a high-profile case, extra preliminary steps may include any or all of the following:
  - i.** Check in, around and under the seats in the gallery seating area.
  - ii.** Check seating, garbage containers, planters etc. in the area outside the courtroom.
  - iii.** Communicate with the Judge, attorneys, and other officers of the court that there is or may be an increased personal safety issue.
- d.** If situation requires more security, advise the Judge that a screening of everyone entering the courtroom is needed. The metal detector is located in the holding cell lockers, and the operating instructions are printed on the handle. The walk-through detector can also be used.
- e.** If inmates are involved, notify Adult Detention Administration of the threat, or the need for heightened security awareness.
- f.** Contact the Patrol Lieutenant or Sergeant to get extra help. This should be done any time more security is needed, or if any party to the action has a genuine concern for their own or other's safety. Get extra help if you feel the situation warrants it. If in doubt get help.

## **2) Security when Court is in Session**

The Bailiff is responsible for the Jury and basic order within the courtroom. Based on this requirement, the Bailiff should position themselves in a location where they can continually see the courtroom they are in and the hallways outside.

The District Court Deputy and the Justice Court Deputy are responsible for the security of the entire courthouse. Based on this requirement Deputies should patrol the entire courthouse and have open lines of communication with all officers of the court so they are aware of potential problem hearings or aggressive parties.

## **3) In Custody Parties**

Inmates that are waiting in courtrooms #1 or #2, before or after their hearings, will be placed on folding chairs that are set out for them just before the session starts. If female inmates are present, they will be placed in folding chairs behind the male inmates. Inmates in courtroom #4 are to be placed on the chairs in front of the jury box. Inmates may be placed in the courtroom #4 jury box if there are more inmates than the chairs will hold, or there is a need to segregate female inmates. It is not practical to have inmates in courtroom #3 since there is no safe place for them to sit. On the rare times, if inmates are in courtroom #3, they must sit behind the bar or along the west wall of the courtroom.

## **4) Inmate – Attorney Communication**

Inmates whose cases are not being heard at the time are only allowed to talk with their attorney or other officer of the court at a recess so as not to disrupt the court and then, only if it is deemed safe to do so by the Guard/Transport Officer. Any authorized person wishing to communicate with an inmate must get the guard/transport officer's permission first, and only if it will not pose a security concern. Inmates may not verbally, or non-verbally, communicate with members of the audience or each other. Close attention must be paid to inmates with family or friends in the audience, especially when the inmate is at the counsel table. A person seated in the gallery can be removed from the courtroom if they do not heed warnings and cause distractions.

Under no circumstance is an inmate allowed to make physical contact with anyone in the courtroom. Nor are any object to be passed to or from an inmate. An inmate may only receive or deliver official paperwork to or from an officer of the court.

## **5) Standing Court Dangers**

Sheriff's Office Staff needs to know and understand that every party before the court stands to lose one of the following: Money, Property, Custody, Family, or Freedom. As such, no matter what type of action is before the court there is always the possibility that the proceedings will distress someone to the point of becoming unruly or combative. Conscientiousness of the type of action, the possibility of an adverse outcome, the demeanor of the involved/interested parties is essential to maintaining order in the courtroom. Constantly scan all the unknown people in the courtroom for visual signs that trouble may be coming. When two hostile parties leave the courtroom at the same time, the Deputy should follow them out to ensure there is no confrontation outside of the courtroom. Bailiff's will instruct Parties to leave the courtroom separately to avoid



confrontation. Beware of people getting up suddenly, or unexpectedly, even if it is to leave the courtroom. Be aware of hostile, combative, agitated or distressed people in the courtroom and gallery. It is the Bailiff's responsibility to escort persons from the courtroom that are disrupting the order of the court. If necessary, contact the Deputy to escort them out. Pay attention to what people entering the courtroom are wearing or carrying.

# **TRIALS**

## **1) Types of Trials**

### **a. Civil Trial**

A trial in which a plaintiff seeks damages or other remedy from a Defendant. The Finding of liability is only based upon a preponderance of the evidence. The verdict is based upon a majority decision by the Jury.

### **b. Criminal Trial**

A trial in which a legal team tries to provide enough evidence to convict an accused person of a crime. The finding of guilt must be based on proof beyond a reasonable doubt. The verdict is based upon a unanimous decision by the Jury.

### **c. Bench Trial**

A Civil or Criminal Trial where the finding of liability, guilt or innocence is determined by the presiding Judge.

## **2) Bailiff Preparation**

- a.** Must organize coverage for the entire trial
- b.** Must perform security checks
- c.** Organize transport and guarding of the party(s) if in custody.
- d.** Care and custody of the Jury

## **3) Judges Instructions**

No two Judges conduct every aspect of a trial the same, so the Bailiff should get any additional instructions or concerns from the Judge before the trial starts. The Bailiff will need to find out if there is any possibility the jury will be sequestered. The Bailiff must communicate safety issues to the Judge. The Judge will need to know the Bailiff's name so the Bailiff can be introduced to the jury pool.

## **4) Communicate with Courthouse Deputies**

The Bailiff must communicate with both the District Court Deputy and the Justice Court Deputy, who will communicate with the Patrol Lieutenants and Sergeants if additional manning is needed. The Patrol Lieutenants and Sergeants need to be made aware of the start date, and probable duration of upcoming trials. Since most trial issues are settled before the trial begins, do not notify Patrol too early as this will result in the schedule being changed twice if the trial is canceled. Request extra security if the nature of the trial dictates a higher-than-normal level of concern. Request an extra Bailiff if more than two jury trials are occurring at one time. Let the Patrol Lieutenants, Patrol Sergeants, and the Adult Detention Center transportation staff know if the defendant is incarcerated and will need to be transported and guarded. This notification will include if the possibility

exists the jury may be sequestered at any time. Use of the Special Trial Form will help prepare Patrol for any exigent circumstances that may arise.

The Courthouse Supervisor will communicate weekly with the Patrol Division Supervisors via e-mail as to the next weeks court calendar. This e-mail will contain any added manning requirements needed for the next week. This would include trials, hearings or any other manning needs as they arise.

It is the Bailiff's responsibility to relay special needs and situations to the District Court Deputy. It's the District Court Deputies responsibility to relay special needs and situations to their supervisor utilizing the chain of command as quickly as possible.

### **5) Communication with Clerk of Court**

The Clerk of Court will provide the Bailiff two copies of the jury pool list prior to the start of the Trial. One will be a random list and the other an alphabetized list. Find out which Jury Clerk is responsible for the jury pool for your specific court as they will have contact information for all jurors who fail to show up.

As no two Judges conduct every aspect of the trial the same, neither do any two Clerks of Court. Specifically, the Bailiff can assist in:

- a. Passing out parking passes to the jurors
- b. Notifying the Judge when the court is ready, and all Jurors are present
- c. Putting out enough chairs for the Voir Dire panel
- d. Putting away the extra chairs after Voir Dire
- e. Passing out jury instructions
- f. Notifying the audience about pagers and cell phones.

### **6) Communicate with Transport Guards**

If the defendant is in custody, communicate with the transport/guard about where and when the inmate will change into civilian clothing; they are generally transported in civilian clothes the day of trial. The best place to do this is at the Detention Center before the inmate is transported. If the inmate does not change at the Detention Center, a place to change and remove the inmate's restraints must be determined beforehand that will not allow the inmate to be seen by jurors, or prospective jurors, before he/she is in civilian clothes and free of restraints. If it becomes necessary to place the inmate in the holding cell area to prepare him/her for trial, the Bailiff must ensure that there are no jurors, or prospective jurors, in the area that will be able to see the inmate.

If the inmate is not transported back to the Detention Center at lunchtime, the Transport/Guard will have to bring a sack lunch for the inmate.

## **7) Communicate with Courthouse Campus Personnel**

If there are routine duties the Bailiff performs with or for other courts, they will need to be notified of the Bailiff's limited ability to perform these duties during a jury trial. Maintenance will need to know if multiple trials are happening so they can prepare for larger than normal crowds.

# **Jury Selection**

## **1) Start of the Trial**

The prospective jurors will have received instructions telling them to report to the Clerk of Court's office (Room 200a) at or before a specific time on the day the trial starts. The prospective juror will be checked in, be given a parking pass and told where to wait. Most of the prospective jurors will check in as instructed. Those that are present, and did not check in, will simply be in the waiting area. If prospective juror appears lost or confused, the Bailiff should verify if the person has checked in and direct the person the room 200a if he/she has not checked in.

Absolutely no member of the jury pool is allowed in the courtroom before the Judge asks that the jury pool be brought in. The members of the jury pool should be in the area outside of the courtroom, in the jury room or in the rotunda. Those jurors that need air, or to smoke, can be allowed to go outside the north entrance on the first floor. The exception is when the jury pool must be removed from the area in order to bring a restrained inmate to the holding cell area.

The Bailiff is responsible for controlling the noise level of the jury pool outside of the courtroom while a court is in session.

The Bailiff is allowed to talk to the prospective jurors about anything except the case being tried, or to answer legal questions. Prospective jurors will inform the Bailiff of reasons they (the jurors) cannot do jury duty. The Bailiff needs to remind to these jurors to inform the Judge of their reasons, when asked.

On the Bailiff's desk you will find blank jury lists at the start of a Jury Trial. There will also be an alphabetized list, a randomized list of the Jury Pool that was called for this specific trial. Once the jury is chosen, ask the Clerk for a copy of the jury finalized list. Have the jury and the alternates provide you with a good contact number in case you need to contact them.

If the Jury lists are not on the Bailiff desk, ask the Court Clerk. Looking over these lists will provide an idea as to how many jurors have been called for jury duty and will help the Bailiff put names to jurors if any are missing after a break. When the Court Clerk calls roll, check each juror off your list so you will know who is missing as you may be requested by the Judge to contact the missing jurors.

## 2) **Voir Dire**

If motions are to be heard, the Bailiff needs to remain in or near the courtroom, so he/she will be aware of when the Judge wants the jury pool brought in. If the motions take an extended period of time (20-30 minutes), advise the Jury Pool of the delay. Instruct the prospective jurors that they will need to remain in the area except to take a break outside of the north entrance to smoke.

The Bailiff will tell everyone in the jury pool to turn off all pagers and cell phones prior to entering the courtroom.

When the Judge orders the jury pool to be brought into or returned to the courtroom the Bailiff needs to go among the jury pool and announce in a loud clear voice that it is time to enter the courtroom. The prospective jurors enter the courtroom through the double doors in back and are to be seated in the gallery area of the courtroom. After checking the area around the courtroom for stragglers, the Bailiff will enter the courtroom closing the double doors.

The Judge will greet the jury pool and thank them for being there. The Judge will then have the Clerk of Court conduct roll call. During roll call, the Bailiff will mark his or her jury list of those present and not present. The Clerk of Court will then swear in the jury pool and the Judge may give some additional instructions or information.

The Clerk will call the Voir Dire panel up the jury box area from the random list. Each prospective juror is assigned a specific seat so that the court staff will know who is in what seat.

Once the entire Voir Dire panel is seated the Voir Dire examination will begin. At this time the Bailiff will take the jury list to room 200a and give a list of those that did not answer roll call to the Jury Clerk. The Bailiff will return to the Bailiff's desk in the courtroom while the Jury Clerk attempts to locate the absentees. The Jury Clerk will come into the courtroom and hand the Bailiff a list of the absentees and the results of the effort to contact them. The Bailiff will hand the list to the Clerk of Court. On the rare occasion, if a missing Juror is unable to drive or cannot get to the Courthouse, the Judge may order a Deputy to go and pick up the missing Juror. If this occurs, contact the District Court Deputy so Patrol can be notified to pick up the Juror in question.

During Voir Dire, prospective jurors may be challenged for cause. If the Judge excuses the juror, the Clerk will call up another prospective juror from the random list to take the excused juror's place.

The Bailiff needs to keep track of tardy prospective jurors entering the courtroom after Voir Dire has begun and make contact with them. The Bailiff will note the time, the tardy juror's name and pass the information onto the Clerk of Court. The Bailiff needs to keep track of the jury pool during breaks and make sure everyone gets back into the courtroom after a break. All members of the jury pool must be in the courtroom during

Voir Dire since any member of the pool is subject to being called up to the Voir Dire panel and is responsible for knowing what questions have already been asked.

From time to time, the court may find it necessary to do individual Voir Dire examinations. In these situations, except for those people needing individual Voir Dire, the jury pool can be recessed. The Bailiff will be responsible for having a list of those panelists needing individual Voir Dire, keeping them together and seeing to it the panelist is escorted to the designated room when he/she is needed.

Once Voir Dire is complete and the Jury Panel is passed for cause, each side is allowed to remove a preset number of panelists without cause. Once this step is complete, the correct number of jurors and alternates will have been selected.

Once the final jury and alternate(s) are in place, the Judge will read the preliminary jury instructions and the trial begins.

## **The Trial**

### **1) Recess**

Court is normally in session for approximately one hour at a time before taking a break, but every Judge handles the scheduling of breaks differently. When the Judge announces a recess, everyone must stand, but no one is allowed to leave the courtroom, or move around the courtroom until the Judge exits, unless otherwise instructed. If the Judge does not use a private entrance/exit, the Bailiff will open the south door for the Judge. The jury and/or jury panel must remain in the jury box until the Judge leaves the courtroom. After the jury leaves the courtroom, the Bailiff will unlock the jury room. Jurors are allowed to go anywhere they would like, except the courtroom, during a recess as long as they are back at the required time.

### **2) Jury Integrity**

Jurors are not allowed to discuss the case amongst themselves, or with anyone else before deliberations. Jurors are not allowed to talk to any of the attorneys, parties or witnesses for any reason whatsoever. Jury conversations with ANY of the parties or witnesses can cause a mistrial. The jurors are not allowed to read, listen to or watch news accounts of the trial. Jurors should not be near others who are having conversations about the trial, or near the courtroom if motions are being heard outside the presence of the jury. The Bailiff must report any juror violating these jury instructions to the Judge. The only persons allowed to use the jury room and associated restrooms are members of the jury or jury panel. Jurors concerns or questions should be written down, signed with the time and date by the Bailiff upon receipt, and given to the Judge.

### **3) Returning from Recess**

The Bailiff will conduct a security check of the courtroom for anything obviously amiss. If either counsel indicates there are motions to be heard before the jury is brought in, the Bailiff must check with the Judge before the jury is brought in. Once the Bailiff has

permission, or the trial is continuing after a short recess, the Bailiff will secure the jury room and return the jury to the same seats they were in before the break. The Bailiff will advise the Judge and the Clerk of Court when all of the jury, all officers of the court, all parties and the witness testifying are present and ready for the trial to resume. Report missing jurors to the Judge at once and follow his/her instructions for dealing with the situation. Often times, the other members of the jury will know where the missing juror is.

#### **4) Jury Care**

During a trial, the jury is the Bailiff's primary responsibility. The Judge has instructed the jury to contact the Bailiff for all of the jury's needs. The Bailiff must stay aware of the jury while Court is in session so he/she can respond if a juror is trying to signal the Bailiff. The Bailiff should be aware of jurors that are coughing or are emotional so they Bailiff can provide water or tissue to the affected juror. The Bailiff should also pay close attention to the Judge and Clerk of Court for any signals these individuals may be giving. The attorneys will take care of any witnesses that need water or tissues.

On second and subsequent days of the trial, the Bailiff will pass out parking passes to the jurors if the Clerk of Court does not do so. Any parking passes refused by jurors should be destroyed. The Clerk of Court normally ensures there are hot drinks and snacks available to the jury before session and during breaks. The drinks and snacks in the jury room are for the jury's use only. For the protection of juror's personal property, the jury room is to remain locked any time the jury is in court. The Bailiff must unlock the jury room in a timely manner when the jury is given a break.

#### **5) Defendants in Custody**

While the inmate is in the Courtroom, the Transport Officer or Guard must always keep the inmate within his/her span of control, except when the inmate is on the witness stand. The Transport Officer or Guard must be in a position where he/she can observe the inmate's hands and actions at all times. The Transport Officer or Guard's only concern is the security, safety and control of the inmate. The Transport Officer or Guard must be prepared, and in a position to react to any threat posed by the inmate, his/her family or friends, or other spectators in the courtroom. The District Court Deputy can and should when other duties permit, relieve the Guard for periodic breaks.

When Court is in recess for extended periods, the inmate will be either transported back to the Detention Center or secured in the holding cell. The Guard will not leave the courthouse when an inmate is in the holding cell. The Guard must do periodic checks on the inmate while in the holding cell to ensure there are no medical or safety issues. The District Court Deputy may assume this responsibility from the Guard for a short time if necessary. Communication between the Bailiff, the District Court Deputy and the Guard is essential for the security and safety of the inmate and the court.

## **6) Weapons as Evidence**

When guns are to be submitted into evidence, the attorney submitting the gun should notify the Bailiff prior to bringing the gun into the courtroom. The Bailiff will notify the District Court Deputy make sure that the gun is clear, and any ammunition is kept separate during the trial. Once the gun is safe and clear, the Deputy will use one of the gun safe locks that are kept in the Bailiff desk to secure the gun with an open action. Once the gun safe lock is installed, the Bailiff can at a glance determine the gun is safe to handle. On the rare occasion the operation of the action, trigger or safety needs to be demonstrated to the Judge or jury, the Judge can order the Bailiff to remove the gun safe lock during the demonstration. Other weapons that may come into the courtroom as evidence include anything that can cut, stab, club, injure, or kill a human. The Bailiff and Guard (if any) should be on a heightened level of awareness and be prepared to react anytime a weapon that has not been rendered harmless is within the reach of a defendant or unknown witness. Any weapons will be kept out of reach of the defendant or anybody else. The Bailiff and the District Court Deputy must talk with the County Attorneys to ensure proper procedure and safety.

## **7) Conclusion of the Trial**

After both sides have rested their case, the Judge will normally call a recess. This is normally a good time (if not already done) for the Bailiff to get day and night phone numbers for the following people:

- a. Judge
- b. Clerk of Court
- c. Court Reporter
- d. Alternate Juror(s)
- e. Lead Attorney on each side (or parties if Pro Se)
- f. Victim/witness representative if he/she wants to be contacted for the verdict
- g. Any others the Judge or you feel should be contacted for the verdict

If jury instructions have not yet been settled, the Judge and the attorneys will settle them at this time. If the jury instructions are settled someplace other than the courtroom and the defendant is an inmate, the Guard and inmate must be in the room where the jury instructions are settled. Once the jury instructions are settled and printed, the court will be called back into session and jury will be called back in. Unless the Clerk of Court has done so, or will do so, the Bailiff will be handed the jury instructions to pass out to each member of the jury. The Judge will read the jury instructions to the jury and closing arguments will begin. At the conclusion of the trial the Judge will ask the Clerk of Court to swear the Bailiff in and deliberations begin. The Bailiff will inform the alternate juror(s) that the Judge will want to see them when the main jury has left the courtroom. Also inform the alternate juror(s) that the Bailiff will contact them after the verdict has been reached to let them know that he/she/they will no longer be needed.



# **Jury Deliberations**

## **1) The Bailiff will be Sworn as Follows:**

### **a. Keep the jury together in a private and convenient place.**

This means that when the jury leaves the courtroom they must stay together. Jurors cannot leave the group to make phone calls, go to the vending machines, or to use the restroom. The jury must be placed into the jury room as soon as practical and are to remain there until deliberations are complete and/or the jury is ordered back into court. When the Bailiff has the jury in the jury room, he/she can instruct the jury which restrooms the jurors can use. In jury rooms #1 and #2 the jurors can use the restrooms in the vestibule outside the jury room. The jury room door will be left unlocked. The Jury room on the 2<sup>nd</sup> floor has a restroom immediately outside the jury room and will be the restroom the jurors are allowed to use.

Jurors are the only persons allowed to use any of rest rooms mentioned above. No one, including the Bailiff, is to be near the jury room in such a manner in which they could observe or hear the deliberations. The blinds on 2<sup>nd</sup> floor jury room door should be closed during deliberations.

The Bailiff might have to bring the verdict form and/or all of the evidence the jury is allowed to have into the jury room. If this is the case, the Bailiff will have to ask the jury to wait until he/she returns. An operational gun and its ammunition will not be placed in the jury room at the same time. If the gun is rendered in inoperable by a gun safe lock, then the ammunition can be in the jury room at the same time if allowed by the Judge.

### **b. Permit no one to communicate with them**

This means the Bailiff must collect all cell phones, or other electronic devices capable of communicating outside of the jury room. There is a basket in the Clerk of Court break room for this purpose. No one is allowed to pass notes or speak to the jurors. The Bailiff is allowed to call a juror's family to make notification that the juror is in deliberation and may not be home at the expected time.

### **c. Nor do so yourself unless instructed to do so by the court**

It is permitted to give the instructions and information described herein and information on how to contact the Bailiff when the jury needs to. The Bailiff may communicate with jurors about their basic physiological needs or concerns (restrooms, drinks, food, climate control etc.). If the jury wants to eat, the Bailiff will tell the jury that he/she will pass the request on to the Judge. Only the Judge can decide when the jury will get fed. The Bailiff will not indicate to the jury how long to expect the deliberations to go into the night.

If the jury has questions or comments about anything, other than their health and wellbeing, the Bailiff will advise the jury to write the question down and he/she will deliver the question to the Judge. The Bailiff will sign and note the time and date prior to giving it to the Judge. If the question is about the case or concerns a matter of law, the Judge may order the court back in session to address the question in open court. If this is the case, the Bailiff will notify all officers of the court and patrol if the defendant needs to be brought back from the Detention Center. Once all parties are back in the courtroom, the Bailiff will notify the Judge and the Judge will read the question and hear arguments from both sides. Once the answer to the problem is agreed on, the Judge will have the jury brought into the courtroom and give the answer, or the Judge may respond back to the jury in writing. Any time the jury is out of the jury room, the door must be locked to protect the evidence in the jury room. The Bailiff will then return the jury to the jury room to continue deliberations.

**d. Nor will you ask them if they have agreed upon a verdict**

When the jury has concluded deliberations, they will notify the Bailiff that they have reached a verdict, or they may inform the Bailiff a decision could not be reached. The Bailiff will not ask any questions of the jury, nor will he/she accept the verdict form if it is offered. The Bailiff will tell the jury to wait in the jury room while the Judge is notified, and the court is brought back into session.

**e. But return them into court when they have so agreed and are ordered to do so by the court**

The Bailiff will notify the Judge a decision has or has not (if the Bailiff is aware) been reached. The Judge will have the Bailiff contact all parties to bring the court back into session. This includes Patrol or Transport if the defendant needs to be brought from the Detention Center. The Bailiff will periodically keep the jury informed of the progress of getting the court back into session. Once all parties are back in the courtroom, the Judge will instruct the Bailiff to bring the jury into the courtroom. The Bailiff will get the jury from the jury room and inform the jury to leave the jury instructions and evidence in the jury room. The Bailiff will remain by the jury box after the jury is seated. The Judge will ask the jury if a verdict has been reached. If the jury indicates a verdict has been reached, the Judge will ask the foreperson to hand the verdict form to the Bailiff. The Bailiff will take the verdict form to the Judge who will read it and pass it to the Clerk of Court. The Clerk will then read the verdict out loud and ask the jury if this is their verdict.

If the jury indicates a verdict has not been reached, the Judge may read further instructions to the jury and send them back into deliberations or declare a mistrial.

## **2) Other Deliberation Duties**

Once the Bailiff is sworn in, he/she must stay outside the jury room while the jury is deliberating except to deliver messages to the Judge. Another Bailiff or Deputy cannot relieve the original Bailiff unless that Bailiff or Deputy is sworn in by the Judge on the record in open court.

If the Judge orders the jury to be fed, the Bailiff is responsible for getting food and drink to and for the jury. The Bailiff will work directly with the Clerk of Court to ensure each juror will write his or her name, food order, drink order and give it to the Bailiff. When the food arrives, the Bailiff will ensure the order is correct, sign the bill, and get a receipt from the restaurant. Make sure that the restaurant's name is on the receipt.

If court is called into session after hours, the Bailiff must advise everyone to use the north entrance to the courthouse. There is a doorbell on the high right side of the door jam.

The press may ask the Bailiff to contact them when a verdict is reached. This will be done as the court proceeding is a public matter.

The alternate juror(s) must be contacted after the verdict to notify them they are no longer needed or if the Judge orders a juror replaced.

If jury deliberations go late into the night, the Judge will order the court back into session so a determination can be made as to what will occur. Normally the jury is recessed to go home for the night with instructions to return at a specific time the following day, or after the weekend. When the jury is recessed to go home, the Bailiff is free to leave but must be back before the jury is scheduled to be back.

## **3) Sequestering of the Jury**

The sequestering of a jury is a very logistical effort with the need to plan for the personal needs of the jury, along with the Security required of the Jury. If the Jury is to be sequestered, the Bailiff will have to work with the District Court Deputy and Patrol so arrangements can be made to move and supervise the jury into a suitable lodging for the night that provides appropriate security.

The Judge, the District Court Deputy and the Bailiff will have to pre-plan for the occurrence of a sequestered jury. The people needing to be included in the preplanning are the Judge, the District Court Deputy, Bailiff, Clerk of Court, and a representative of the County Commission. Planning needs to cover the number of Bailiffs and Deputies needed to move and keep the jurors secure, how to move the jurors, time schedules allowed to make the movements, the courts approval of the required documentation and logs needed, location and physical condition of the overnight lodging of the jurors. The jurors need to be informed of their required conduct, the restrictions of being sequestered, applicable court orders, media access, and conduct and contact with family. Planning for medical and emergency situations

with jurors both male and female need to be addressed. Do not take the sequestering of a jury lightly. It is a very time intensive and fiscally draining function where one breach can cause a costly mistrial.

#### **4) After the Verdict is Reached**

Patrol Deputies are usually called and asked to respond to keep order in the courtroom when the verdict is read on a high-profile criminal case.

After the jury reaches their verdict, or the Judge declares a mistrial, the Judge will thank the jury, give one final instruction and release the jury. At this time, the Bailiff will remind the jury to pick up their cell phones from the basket in the courtroom, and collect any personal property left in the jury room. The Bailiff will ensure the evidence in the jury room is safe until turned over to the Clerk of Court and or a respective Law Enforcement Agency for permanent storage. If a non-incarcerated person is found guilty of a crime, the prosecution may request the Judge to revoke bail. If the Judge revokes bail a Deputy must take the defendant into custody and either transport the defendant to jail or make arrangements to have the defendant transported.

The Bailiff must notify maintenance once the trial is complete. During the trial maintenance is not allowed in the court room to clean because of the evidence left in the courtroom overnight.

# **CORONER'S INQUEST**

A Civilian Coroner from a neighboring jurisdiction outside of Cascade County will preside over an inquest. The Coroner in charge of an inquest receives all the same honors and etiquette due a District Court Judge. When a Coroner's inquest is needed, the Chief Deputy Coroner from the Cascade County Sheriff's Office will be assigned to help coordinate the local efforts toward ensuring a smooth and orderly inquest. Typically, the Chief Deputy Coroner will arrange for or do the following:

1. Contact the Clerk of Court to reserve a courtroom for the date of the inquest. The date will be determined by the presiding Coroner. There will be a jury, so either courtrooms 1, 2 or 4 will have to be used. Offsite courtrooms may also be used.
2. Contact the Justice Court Clerk to get a potential jury pool list (20-40).
3. The presiding Coroner will send Jury Summons to the selected jurors
4. The Chief Deputy Coroner will forward the juror list to the presiding Coroner, who in turn will telephonically contact potential jurors. If a potential juror correctly answers the list of questions, he/she will be placed on the jury.
5. The Coroner's Inquest Jury will have between six and eight jurors.
6. Schedule the Bailiff for the inquest. If one the regular courthouse Bailiffs is available, he or she can act as Bailiff for the inquest. If the courthouse Bailiffs are unavailable, the Chief Deputy Coroner, or a Deputy Sheriff, will act as the Bailiff.
7. The presiding Coroner will hire his/her own court reporter for the inquest. There will not be a Clerk of Court for the inquest.

## **The Inquest**

Inquest can be very loosely ran, depending upon the presiding Coroner, their previous experience, how they want things done, and their attention to detail. Be prepared, as most times the presiding Coroner was the Coroner who investigated the death and he or she would have collected the evidence your witnesses may be entering and testifying to. This makes it very awkward as they do not follow established rules of evidence, allow hearsay and or for the most part care do not care about a chain of custody. The presiding Coroner can and will interject his or her testimony into yours.

1. The presiding Coroner will have the jury meet in the jury room associated with his/her courtroom ½ hour before the inquest is set to begin.
2. During the jury meeting, the presiding Coroner will explain the procedure to the jurors and have them sign a jury roster. The Bailiff will take the jury roster and

make 3 copies of it. One copy will go to the Chief Deputy Coroner for submission, and one to the Sheriff's Accountant so the jurors can be paid out of the Sheriff's Coroner Budget. One copy will go to the Jury Clerk so the jurors' names can be removed from the jury pool. The Bailiff will keep one copy for managing his or her jury. The original goes back to the presiding Coroner.

3. Typically, the presiding Coroner will give the Bailiff a list of witnesses and an agenda for the inquest. The Chief Deputy Coroner will be the one calling witnesses when asked to do so by the presiding Coroner.
4. Witnesses will be excluded from the courtroom prior to their testimony but will be allowed to remain in the courtroom after he/she has testified.
5. The Bailiff and all witnesses need to understand that in a Coroner Inquest, the jurors are allowed to ask all witnesses any follow up question they want.
6. The County Attorney is the only council present in an Inquest, there is no "Prosecution" and "Defense". The County Attorney presents all the facts to the jury and questions the witnesses, the jury can then ask any follow up questions they so desire.
7. After the testimony is complete, the presiding Coroner will give the jury instructions and send the jury into deliberations.
8. The deliberations are the same as for a criminal trial. The exception being that if a meal is provided the Sheriff's Office will pay for it.

# **CAMPUS SECURITY**

## **1) Courthouse Campus**

Other duties permitting, the District Court and Justice Court Deputies should conduct at least two tours of all the county buildings and offices within the Courthouse Campus daily. There should be a morning tour as soon as the Deputies arrive on campus to help ensure the campus is safe to begin the business of the day. There will be an afternoon tour as well. The main purpose of the afternoon tour is to check the integrity (windows closed, and the doors locked) of the courtrooms, holding cells, offices and records storage areas. Additionally, these tours are reassuring to our fellow employees, so they know we are concerned about their welfare and a deterrent to the public, so they know there is a Law Enforcement presence around the Campus at all times. The Bailiff's, when practical, also should be doing tours of the Courthouse and reporting any issues to the Courthouse Deputies. Tours should include all of the following:

- a. Looking for persons, conditions or items that pose, or could pose a security threat to the officials, employees or property of Cascade County. Using Sheriff's Office procedures, Deputies must be prepared to take appropriate action to neutralize a perceived or actual threat.
- b. Checking unoccupied/unused areas for integrity issues (i.e., broken windows, leaking pipes, malfunctioning heating/cooling plant equipment, etc.) that are, or have the potential to disrupt the functioning of county buildings or damage county property.
- c. Deputies should note soiled areas which need cleaning, damage to county property or structural issues that should be brought to the attention of the Building Maintenance Department. Depending on the nature of the problem, the Deputies should notify maintenance either orally or in writing as soon as practical.
- d. Pay attention to safety concerns (i.e., spills, icy conditions, loose handrails, etc.) that need to be brought to the attention of maintenance staff. Document any of these requests.
- e. Be aware of persons loitering (especially during bad weather) in the courthouse and campus buildings (restrooms are the preferred place to hide) or in the shrubs and trees outside the courthouse. The Bailiff must escort these people off the property and warn them not to return. Repeat offenders can be charged with misdemeanor criminal trespass to property if they fail to heed the warning.
- f. Look for contraband in the areas that prisoners are moved into or through. The inside of the handrail in the elevator is the most popular place to hide contraband for the prisoners. Most campus personnel are good at notifying Deputies when they notice contraband in the Courthouse. All instances of contraband being found by the Deputies, Bailiffs, Transport Officers or other campus personnel must be documented

in an Incident Report. The Court House Deputies will write an incident report, enter the contraband into evidence and attach a copy of the day's transport list.

- g. Making daily contact with a wide variety of campus personnel, and observing office routines, will enable the Deputies to better detect abnormalities that may need investigating. This will also raise the security consciousness of the entire campus and enhance a spirit of cooperation about security issues.
- h. Perform a pre-session security check of all courtrooms that will be in use after the morning or noon tours. The calendar outside each courtroom will indicate if the courtroom is scheduled to be used during the morning, afternoon or both. Justice Court is normally scheduled for use every day and will always be checked by the Justice Court Deputy.
- i. The transport schedule is emailed to both the District Court and Justice Court Deputies each day. Use the schedule to help determine the Bailiff's priorities. If inmates are scheduled to be in two different courtrooms at the same time, or the inmate's custody level is high enough to require more than one guard, the District Court Deputy (other duties permitting) may be needed to help guard inmates.
- j. During the afternoon tour, Deputies and the Bailiff should make sure all of the windows are closed, the lights are turned off and the doors locked in all of the Courtrooms. Make sure the cell doors and the holding cell area door are locked (except Friday evening for weekend cleaning). Check for unwanted persons in the courthouse before it is closed for the day.

## **2) Holding Cell Area**

- a. The Holding Cell area is cleaned by maintenance staff each weekend. As such, first thing every Monday morning Deputies and the Bailiff need to conduct a complete search of the area and resecure it for the week's business.
- b. The Holding Cell area will always remain locked when not in use during the court of the work week.
- c. A security check of the entire holding cell area must be performed before any prisoners are housed in the holding cells every day, not just Mondays. The holding cell area requires special attention since it is an ideal place for an inmate to get, or transfer contraband. The inmates can be left for extended periods of time without being under observation.
- d. In the cells, a check under and behind the benches. Also look for missing or loose hardware the inmates have managed to unscrew. Use caution while checking in the cell because inmates will urinate in the cell when they are not being watched. Look in and under the table and chairs in the holding cell area for contraband.



- e. Check in and around the towel dispenser and under the counter tops in the sink area.
- f. In the restroom, check under the toilet tank lid and under the toilet tank. A shank was once found in the toilet paper roll dispenser, and several times inmates have tried to take the spring out of the roller that goes through the toilet paper roll.

### **3) Weapons on the Courthouse Campus**

State Law (MCA 45-8-356) allows a person who possess a Concealed Weapon Permit to carry a concealed firearm in county owned buildings, excluding the Courtroom, and the secured areas of the Sheriff's Office. Open carry of any firearm in these areas is prohibited

Deputies and the Bailiff should watch and observe persons in the Courthouse, especially when they are entering or moving around the courtroom. Watch for weapons and any other item that could be used as a weapon. Weapons are defined in MCA Title 45 Chap. 8 and include any knife with a blade over 4", and OC or Pepper Spray. All of these types of weapons are not allowed into the Courtroom. Refer to MCA 45-8-351, 45-8-356 and Cascade County Ordinance No. 3

### **4) Mandatory Bailiff - Deputy Attendance**

A Courthouse Deputy or a Bailiff must be in the courtroom during any of the following:

- a. Anytime so requested by the Judge (Deputy or Bailiff)
- b. A jury is in the courtroom (Bailiff)
- c. There is a possibility a non-inmate will be sentenced to incarceration (Deputy)
- d. The Deputy is guarding or helping to guard inmate(s)
- e. The Deputy is made aware of any safety or security concerns
- f. When officers of the court are concerned about the reaction to a decision (Deputy)
- g. The case is high profile (Deputy or Bailiff)

### **5) Courthouse Supervisor**

The Courthouse Supervisor should be aware of upcoming conflicts that will require the courthouse Deputies and Bailiffs to be in more than one courtroom at a time. In these circumstances, the Courthouse Supervisor, as early as possible, should notify the Patrol Lieutenants or Sergeants of the possible need of additional personnel.

### **6) Holding Cell Procedures**

When inmates are in the holding cell area, the senior Transport Officer is responsible for the following rules:

- a. All the lights in ALL the rooms will be turned on for officer safety.
- b. The outside door and the cell doors are to be locked at all times, except when actually moving inmates into and out of the cells.
- c. High-risk Inmates, Suicidal Inmates and Inmates of the opposite sex will not be left unattended in the holding cell area. Remote observation from security cameras is permitted.
- d. All inmates housed in the holding cell area will always remain secured with restraints, unless they are using the restroom or eating, and then only one hand will be released. All leg irons will be left on at all times.
- e. The cell doors should be left open after the last inmates are removed on Friday afternoons so maintenance can clean the holding cell area early. On Monday morning a thorough security check of the cell area must be done and the cell doors relocked.
- f. Access to inmates in the holding cell area is at the District Court Deputies' discretion and then is limited to the following personnel:
  - 1. Attorneys
  - 2. Assigned DFS Caseworker
  - 3. Adult Probation & Parole
  - 4. Treatment Court Staff
- g. No juveniles are allowed in the cell area any time adult inmates are present.
- h. Inmate safety and security is essential while they are in the holding cells. There must always be a Deputy or Transport Officer with immediate access to the cells.
- i. Transport Officers are responsible for their inmate(s) and have primary cell security and safety responsibility. Transport Officers must have rapid access to the cell, meaning he or she should have keys and immediate access to the cell area and key lock box.
- j. Transport Officers responsible for inmates in the holding cell area WILL NOT for any reason, leave the courthouse when there are inmates in the holding cells. Transport Officers must check on the inmates in the cells periodically.
- k. Transport Officers must know how to safely evacuate inmates from the cell area in the event of an emergency.
- l. Temporary cell security and safety responsibility can be accepted by any Deputy, Guard, Transport Officer, or Police Officer.
- m. The basic needs and comfort of the inmates in the holding cell area is a must and is the responsibility of the senior Transport Officer.

## **7) Inmate Movement**

Anytime inmates are expected in the courthouse, Deputies and the Bailiffs or Transport Officers and or Guards in the Courthouse Deputies and Bailiff's absence, must check for contraband in the areas the inmates will be passing through or using. The areas that need the most attention are the inside of the elevator (especially inside the handrail), the courtroom and the holding cell area.

Access to inmate(s) is strictly prohibited when the inmates are moved around courthouse campus. The inmates are not allowed to contact, talk to, or otherwise communicate with anyone but Transport Officers, Guards, Courthouse Deputies or Bailiff's while they are moving. During movement outside, in the halls and in the courtroom, the inmates must move in single file and the lead Transport Officer or Guard will request the public to clear a path for the inmates. While the inmates are in the elevator no civilians will be allowed to enter. Inmates must face the back of the elevator and are to be stacked three to a row with the females closest to the door. No one is allowed on the elevator if it is being used by inmates. If the inmates are waiting outside of a courtroom, they must be next to the wall and facing it.

Unless requested by the Judge, inmates should only be moved into or out of the courtroom between cases. Inmates are never allowed to walk behind the County Attorney's table. In courtrooms #1 and #2, the inmates will be seated on folding chairs on the north side of the courtroom by the Bailiff's desk. In courtroom #3 the inmates will be seated behind the bar on the right side of the courtroom. In courtroom #4 the inmates will be seated on the black chairs in front of the jury box. Inmates can be at the defense table or the witness stand while their case is being heard.

Inmates can only use the toilet in the holding cell area. No other restrooms are swept regularly for contraband.

The Transport Officers or Deputies will sign all District Court commitment/confinement orders issued by the court. These documents are to be transported with the inmate back to the Detention Center and turned over to the Transportation Coordinator.

## **8) Un-Securing an Inmate**

From time to time, a defense attorney may request an inmate be uncuffed during a court action (other than a trial). The Transport Officer or Guard will tell the defense attorney only the Judge can order the inmate to be uncuffed. The Judge will generally check with the Transport Officer or Guard to see if it is safe to do so. At that point, the Transport Officer or Guard will always deny the request. However, the Judge has the ultimate authority to order the cuffs removed from anyone. If the purpose of the removal of the handcuff is to facilitate the signing of documents, remove only the strong hand cuff and keep the cuff on the weak hand.

The Transport Officer or Guard is the person responsible for the inmate care and custody status. Only they can make the determination whether it is safe to remove one (1) cuff so an inmate can use the toilet facility and can adequately clean themselves afterward,

depending on the function needed. The same holds true for injured or handicapped inmates.

Inmates are never allowed to keep pin's used to sign paperwork and all staples and paper clips must be removed from any paperwork the inmate has in his/her custody.

#### **9) Courthouse Alarm System**

There are duress/panic alarms located throughout the courthouse. There is a duress/panic alarm permanently mounted under the Judges Bench in each courtroom, and at each District Court Judge's secretary's desk. Each Judge (District and Justice) has a personal alarm issued to him/her. These personal alarms are supposed to be carried by the Judges while he or she is in the courthouse.

#### **10) Alarm System Tests**

The District Court Deputy and the Justice Court Deputy will test the **ENTIRE** Alarm System on the afternoon of the first Friday of each month. Courthouse Deputies will physically locate all the alarms. If they Judges are in, they will know where their personal alarms are. If they are out, the Judges Secretaries generally know where the body alarms are kept.

Schedule the test with maintenance (406-788-3332). This must be done so someone from maintenance will be available to reset and record the alarms as they are tested.

Notify Alarm Services (406-761-1500) and Dispatch (406-454-6978) of the impending test. Inform the alarm company operator of the time the tests will start. The alarm company will know not to call dispatch and will also keep a log of each test.

#### **11) Testing**

Go to each alarm and have the person that would normally use the alarm push and hold the button for at least 2 full seconds. Note the time the alarm was pushed on the log. The Courthouse Deputies and or the Bailiff will test the alarm in the absence of the person that would normally push the button. Wait at least three minutes before testing the next alarm. This will allow the system to be reset and readied for the next test.

Maintenance will reset the alarm after each test and record the time of the alarm.

#### **12) At the End of the Test**

Meet with maintenance staff to see if there are any problems that need to be fixed or addressed. If a test did not set off the alarm in maintenance, the problem will have to be fixed (generally a battery change) and the test run that specific alarm again.

Notify Dispatch when the test is over, and the alarms are active again. Contact Alarm Services and let the operator know the test is completed. Get the results of the Alarm log telephonically and record the results onto the alarm test log and file. There should be a time and location logged at Alarm Services for each test conducted at the courthouse.

Notify maintenance and Alarm Services of any discrepancies. Record abnormal conditions or problems found on the alarm test log.

**13) The Courthouse Deputies should notify Dispatch when:**

- a. He/she arrives on campus or leaves the campus
- b. He/she is on campus but not available
- c. There are crimes committed on campus
- d. There are crimes reported to him/her that were committed in the city
- e. When they need assistance or during emergencies
- f. When they need help transporting prisoners taken into custody to the Jail
- g. When they are transporting prisoners

**14) The Courthouse Deputies should notify the Court when:**

- a. There may be a delay in getting Bailiff or a specific service for a session of court
- b. The Deputy becomes aware of threats against a Judge or other officers of the court
- c. The Deputy becomes aware of exigent circumstance that may affect District Court personnel
- d. When Normal staff will be taking time off and there will be a replacement in the courthouse.

**15) The Courthouse Supervisor will notify the Chain of Command when:**

- a. Deputies are needed as Guards and/or extra Bailiffs are needed for trial.
- b. Security issues requiring extra manpower
- c. He/she is taking time off
- d. There are or were emergencies on campus
- e. There are crimes committed on campus
- f. There are threats against the campus or campus personnel

- g. There will be a special trial that involves change of venue or the sequestering of the jury
- h. There are threats, or actual attacks by bomb, chemical, or biological agents
- i. There is contamination by a known or unknown hazardous substance

**16) The Courthouse Deputies Will Notify Building Maintenance when:**

- a. They notice structural or functional issues with the building or equipment
- b. They find safety issues on campus
- c. They observe soiled areas which are offensive or give a poor appearance to the public
- d. Jury Deliberations (let maintenance know you will be working late.)

**17) The Deputies Will Notify the DC Transportation Office when:**

- a. A Judge is using a courtroom he/she does not normally use
- b. A location of a scheduled hearing was changed
- c. A prisoner needs transportation
- d. There are upcoming or pending jury trials involving inmates
- e. They become aware of circumstances that may adversely affect prisoner movement, i.e.: elevator repair or maintenance issues
- f. They become aware of threats made by inmates or families against anyone.

# **CUSTODY/TRANSPORTATION**

All Deputies need to know and understand, per MCA 46-6-102, all officers of the Court, which include “Judges, Attorneys, Clerks, Sheriff’s, and Other Court Officers shall be privileged from arrest while attending court and while going to and returning from court”.

A Bailiff or Transport Office may be ordered to take citizen or non-custodial defendant into custody when a Judge sentences the person to confinement or commitment to Montana State Prison, the Dept. of Corrections, Juvenile Detention, Montana State Hospital or Jail. As noted, Bailiffs and Detention Officers do not have this Authority and they need to call for a Deputy Sheriff assigned to the Courthouse. In instance like this the Court usually notifies a Courthouse Deputy that this could occur prior to the hearing.

The exceptions would be if Adult or Youth Probation and Parole want custody, the Judge stays execution of the sentence or the Judge allows the person to self-transport to the place of confinement.

Deputies may be requested to take non-inmates into custody when the person is found guilty at trial and the Judge orders the bail/bond revoked.

Deputies may be required to take non-inmates into custody after initial appearances if the person has had a bail set, increased or revoked. This includes people the Judge wants booked into the Detention Center and then released. Exceptions would be if the Judge allows the person to post bail with the Clerk or allows the person to self-transport to the location of confinement.

Deputies may be requested to take any non-inmate into custody when the participant is sentenced to immediate incarceration as a sanction of treatment court. The exception would be if the Judge allows the person to self-transport. This may include transporting the person to Pre-release.

Deputies may arrest and take into custody any person with an outstanding warrant, or a warrant served by the Judge during court.

Courthouse Deputies will arrest persons violating the law if done in accordance with MCA Code.

After a person is taken into custody, the person will be searched for weapons and contraband in accordance with Sheriff’s Office Policy and Procedure.

## **1) Custody Requirements**

A Deputy may not take into custody, arrest or transport to the Detention Center any non-inmate unless one of the following exist:

- a. The Deputy has a Confinement/Commitment order signed by the Judge.
- b. There is/are active confirmed warrant(s) for the person.
- c. There is an arrest in accordance with MCA Code.

- d. There is a commitment to a mental health facility with a Signed Court Order.
- e. A Deputy or Police Officer is temporarily holding the person awaiting one of the above.

## **2) Non-Inmates Taken into Custody**

All non-inmate civilians taken into custody are to be searched and restrained according to CCSO policy. When the Deputy takes a person into custody, they should immediately take possession of all handbags, knapsacks, packages etc. The Deputy should have the detainee remove all personal property and jewelry from his/her person and clothing. If the person being taken into custody has friends or relatives in the courthouse, the Deputy should try to ask the detainee to allow the Deputy to turn the personal property over to the friend or relative.

After a person is taken into custody, the person will be searched for weapons and contraband in accordance with Sheriff's Office Policy and Procedure. When a person is in custody, the Deputy is responsible for all the personal property removed from the person in custody.

The person who was ordered "taken into custody" will not be transported from the Courthouse without the Judges signed court order, dictating such direction.

## **3) Transportation**

Other duties permitting, a Courthouse Deputy may transport a person taken into custody to the place of confinement if it is safe to do so and another Deputy will remain at the Courthouse. The most practical way to transport detainees from the Courthouse to the Detention Center is to send them with the jail shuttle, if it is present and the Transport Officers can safely transport. Courthouse Deputies can also call a Patrol Unit for Transport.

If there are more detainees than the Deputy can safely transport, either the Deputy or the sentencing court will have to contact the Transportation Division or Patrol Division to arrange for transport.

When a Deputy is transporting non-inmates, he/she will contact dispatch to find out if there are any warrants on the person(s) being transported. Deputies will let Dispatch know they are transporting a person taken into custody at the Courthouse and provide their starting and ending mileage to the Detention Center.

When a Deputy transports a non-inmate, the detainee must be remanded to the Detention Center, based on the signed court order of confinement. The remanding sheet, the court order and the detainee's personal property are the only items that need to be turned over to the booking staff.



If there is a County or out of County Warrant on a person with a court ordered detention the Deputy will serve the warrant on the detainee at the Detention Center. If the person has a GFPD Warrant, they will serve it. The Deputy must obtain a CFS and an Incident Report number from Dispatch for the "Warrant Arrest" and include the IR number and the warrant information on the remanding sheet along with the confinement information from the court order. The original and service page of the warrant stays with the court order, remanding sheet and the detainee's personal property. A written report is required for the warrant arrest.

If a warrant is served at the courthouse and no other confinement order is in effect, the arrest is handled in accordance with Sheriff's Office Policy, and a wanted report must be completed.

#### **4) Assistance**

Deputies may be asked to help adult, or youth Transportation Officers move and guard inmates in the courthouse. This is required when the guard to inmate ratio requirements, scheduling conflicts or safety risks overwhelm the onsite Transportation Staff.

The Justice Court Deputy is responsible for the transportation of justice court detainees but when there are more detainees than the Justice Court Deputy may ask for assistance for transport.

# **JUSTICE COURT DEPUTY**

The Justice Court Deputy along with the District Court Deputy, is responsible for the security and safety of the Courthouse Campus and the protection of all Campus employees. The Justice Court Deputies main focus is the 1st Floor of the Courthouse and all Justice Court employees. Additionally, the Justice Court Deputy will respond to all security and safety concerns within the Campus area along with the District Court Deputy. In the absence of the District Court Deputy, the Justice Court Deputy will act on his behalf.

The Justice Court Deputy acts as the Bailiff for any Justice of the Peace while court is in session, and when requested to attend any session by a Justice of the Peace.

There may be events where the Justice Court Deputy will ask for assistance in the security of Justice Court or with the arrest of a person. Assistance will be given when requested or when security risks come to the attention of the District Court Deputy.

Justice Court Deputies duties and responsibilities will include, but not be limited to:

1. Attend Justice Court when in session for both civil and criminal hearings
2. Serve all Justice Court papers, evictions, orders of protection, subpoenas, summons
3. Conduct the Sheriff's Office mail run
4. Conduct the Justice Court Bank Deposit
5. Conduct the Sheriff's Office Bank Deposit
6. Conduct the Treasures Office Bank Deposit
7. Conduct the District Court Bank Deposit
8. Conduct the Expo Parks Mail Run and Bank Deposit
9. Assist the Civil Deputies and District Court Deputy when necessary.
10. Transport of all persons ordered into custody by a Justice of the Peace

# CASCADE COUNTY COURTHOUSE EMERGENCY RESPONSE PLAN



## BOMB CHECKLIST

**Information- remarks**

1. if received by phone, ask
  - a. who is this \_\_\_\_\_
  - b. where is the bomb \_\_\_\_\_
  - c. when will it explode \_\_\_\_\_
  - d. what does it look like \_\_\_\_\_
  - e. why did you plant the bomb \_\_\_\_\_
2. **KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE!! DO NOT HANG UP THE PHONE- EVEN IF THE CALLER DOES!**
3. time/date of call \_\_\_\_\_
4. time/date the caller hung up \_\_\_\_\_
5. have somebody notify 911 while caller is kept on line
6. once the caller hangs up document the following
  - a. your name \_\_\_\_\_
  - b. origin of call if known    local                      long distance                      number
  - c. identity of caller \_\_\_\_\_
  - d. voice type    male                      female                      loud                      soft                      intoxicated  
deep                      high-pitched                      raspy                      other \_\_\_\_\_
  - e. language-    good                      poor                      foul                      other \_\_\_\_\_
  - f. speech                      fast                      slow                      distinct                      other \_\_\_\_\_
  - g. manner                      calm                      angry                      nervous                      incoherent                      coherent  
deliberate                      emotional                      other \_\_\_\_\_
  - h. accent    local                      ethnic                      regional                      other \_\_\_\_\_
  - i. background noise                      bar                      music                      office                      animal                      street  
voices
7. did the caller seem familiar with the building/ operations/ personnel y    n  
To what extent \_\_\_\_\_
8. Describe what the caller said. What was the exact words used \_\_\_\_\_

**EMERGENCY RESPONSE GUIDE**  
**THREAT CHECKLIST**

**HOSTAGE SITUATION**

Information- remarks

1. number/ names of hostage takers \_\_\_\_\_
2. number/ names of hostages \_\_\_\_\_
3. location of hostage takers \_\_\_\_\_
4. location of hostages \_\_\_\_\_
5. hostages with known medical problems \_\_\_\_\_
6. known injuries to hostages \_\_\_\_\_ takers \_\_\_\_\_  
what \_\_\_\_\_
7. what areas do they have access to \_\_\_\_\_
8. what type of weapons do they have \_\_\_\_\_
9. describe clothing, physical, equipment \_\_\_\_\_
10. known demands/ motives \_\_\_\_\_
11. any indication of alcohol/ drugs \_\_\_\_\_
12. other observations \_\_\_\_\_

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**Most people killed in a hostage situations are killed in the first few minutes. Here are some things to be aware of and think about. STAY CALM and LISTEN to the demands of the hostage takers. Remember time is on your side Talk softly and don't make any quick actions. WHEN RESCUE COMES DROP TO THE FLOOR< LISTEN AND FOLLOW INSTRUCTIONS.**

**\*\*Fumes/Gases are the most dangerous!!**

**Determine type of hazard (liquid/powder/airborne), location (inside/outside), and direction of movement.**

**IF THERE IS ANY UNKNOWN SUBSTANCE FOUND IN A PACKAGE FOLLOW THE SUSPICIOUS SUBSTANCE GUIDELINE CONTACT 911**

**If the package is received unopened:**

-Determine how and why the envelope or package is suspicious (stains leakage, no return address, excessive postage, discrepancies in how it is marked, wires, etc).

-**DO NOT** pick up, open, empty, shake or smell envelope or package.

-Leave the package where it is located and leave the room, closing windows and doors as you leave. Turn off any ventilation. Keep others from entering the room or coming into contact with item. **Contact 911** and give as much information about the substance, package, as possible. Meet with the first responders and brief them of your observations. Note everybody who was present at the time on the room.

-No decontamination is needed. Wash with soap and water. Consult medical advice as needed

**If the envelope or package is open:**

- **DO NOT touch or attempt to clean up the powder or substance.**

- Leave the room closing the windows and doors as you leave and keep others from entering the room or coming into contact with item. Turn off any ventilation. **Contact 911** give as much information about the substance, package, as possible. Meet with the first responders and brief them of your observations. Note everybody who was present at the time in the room.

-Wash exposed skin with soap and water.

-Be prepared to place clothing in plastic bags and be decontaminated on scene **if necessary.** Consult medical advice as needed.

**DO NOT LEAVE THE SCENE BEFORE HAVING HAD CONTACT WITH EMERGENCY PERSONAL FOR EITHER SCENERIO**

**Prior to administering first aid direct another person to call 9-1-1**

**Rescue breathing**

- Lay the person on their back
- Clear the airway of any obstructions, tilt head. Lift chin, pinch nose shut
- Give 2 breaths- watch chest raise; check pulse-**If pulse is present**, give 1 breath every 5 seconds for 1 minute, 12 breaths
- Recheck pulse and breathing
- Continue until breathing on own or relieved by medical personnel
- **if no pulse start CPR**

**Cardio-pulmonary resuscitation (CPR)**

(One person)

- Give 2 breaths
- Place heel of hand centered on the chest with 2 fingers above the lower edge of the rib cage. With shoulders directly above your hands and arms straight, compress chest 1 ½- 2"; quickly release compression
- Do compressions 12- 15 in the same manner
- Give 2 breaths, check pulse
- Continue until relieved by medical personnel, or pulse starts

(Two person)

- Compress chest 5 times
- Give 1 breath

**Choking victim**

(Unconscious person)- not breathing, breaths do not go in

- Re-tilt head try breaths again- still do not go in
- Straddle victim; placed heel of your hand against middle of abdomen
- Give 5 upward thrusts
- Sweep mouth for foreign object
- Repeat until object is dislodged or relieved by medical personnel

(Conscious person)- gasping, but breathing hard

- Get behind victim, place arms around victim; make a fist place thumb Knuckle against middle of abdomen, cup other hand over fist
- Give quick upward thrusts, pulling your hands toward yourself
- Continue until object is dislodged. If victim becomes unconscious or is too large to get arms around, administer thrusts as stated above

**Bleeding**

- Apply direct pressure to the wound. Use clean bandages if possible
- Elevate wound above heart
- Treat for shock
- Use tourniquet only as last resort (life or death)

**Injuries, serious bodily injury and death may occur by accident or intentionally caused and could happen in a single incident or in mass.**

**Should you encounter an injury to person CONTACT 911 and administer first aid. Continue with first aid until medical personnel arrive. If there are more than one injured persons render prioritize the severity of injury and provide first aid to the most injured.**

**If in doubt whether the person has expired render first aid until medical personnel arrive.**

**If the person is deceased do not touch the body or alter the scene. Help keep others from disturbing the area.**

**BE AS OBLIVIOUS AS POSSIBLE SO INFORMATION CAN BE GIVEN TO LAW ENFORCEMENT AND MEDICAL PERSONNEL**

**After incident follow up**

**After major incidents information must be accurate and release of it controlled in order to reduce misinformation and confusion. A single point of contact should be used to provide the information to the community and others.**

**The use of post traumatic stress teams should be considered. To give workers emotional support and access to help networks.**

## **GUNSHOTS**

**If you hear gunshots in or around the building immediately shut and lock the doorway into the office, close any blind and stay close to the ground and hide behind a barrier. Use the phone to call 911 to notify and give as much information as possible.**

**DO NOT OPEN THE DOOR OR LEAVE THE OFFICE UNTIL YOU ARE DIRECTLY ADVISED TO DO SO IN PERSON BY LAW ENFORCEMENT**

**Law enforcement will open the door. Be prepared for them to quickly enter and make the room safe. Once law enforcement has made contact with your office *do not make any quick movements*. DO NOT RUN TOWARD THEM. STAY IN POSITION UNTIL YOU ARE DIRECTED WHAT AND HOW TO DO SOMETHING. If you have any first hand knowledge, or descriptions about the situation tell them about it.**



Natural disasters (severe weather, tornados, earthquakes, flooding) happen with and without warning. Local officials should listen to local weather forecasts each day. The National Weather Service (453-2081) can provide weather information 24 hours a day. If severe weather develops during the work day local officials are notified.

Immediate action for unwarned emergencies is basically the same for natural disasters, except earthquakes and flooding. The difference in response will be determined by the location and time of strike.

#### **IF INSIDE**

- **DON'T PANIC.** Move to the inner most part of the building. Take cover under a desk; crouch in a doorway, or by an interior wall to protect yourself from falling debris- cover head. Stay away from outside walls, windows, and glass. Keep doors shut to minimize jamming- close all windows if possible. Do not run through building.

#### **IF OUTSIDE- severe weather/ tornado**

- **Move into a building if possible, to the inner most portion of the building; follow inside immediate actions. If not, lie flat on the ground face down. Low ground protection from wind and debris. Stay away from trees, power lines, etc. watch for flooding, downed power lines. Do not light fires or touch downed power lines.**

#### **IF OUTSIDE – EARTHQUAKE**

- **MOVE AWAY FROM BUILDINGS/ OVERHEAD THREATS.** Lie flat on the ground, face down until shocks cease. Do not start fires or touch downed power lines.
- **Be alert for flooding, power outages, gas leaks**
- **Account for co-workers and members of the public known to be in the area prior to the shocks.**
- **Determine if medical is needed. Give first aid if needed.**
- **Determine if evacuation is feasible. Coordinate efforts with emergency personnel. If able to evacuate go to the pre- arranged location away from the building. Improvise if needed to escape and save lives.**
- **Notify 911 if possible**

Evacuation plans and procedures must be established published and practiced prior to any emergency. If these are not done small incidents may turn into major catastrophes.

### **EVACUATION ROUTES - SEE ATTACHED FLOORPLAN ESCAPE ROUTES**

**FIRST FLOOR-** for the purpose of quickly evacuating the building the offices and courtroom located on the west end of the building will exit through the west door. Offices on the east end of the building will exit the east doors. The offices in the center of the courthouse (maintenance, accounting, and rotunda) will exit through the north doors.

**SECOND FLOOR-** all offices and courtroom located on the second floor will exit through the south doors on that floor.

**THIRD FLOOR-** all offices and courtrooms located on the third floor will exit the building by walking down the stairway to the second floor and out the south doors on that level.

- Any evacuation plan may have to be modified and changed due to the situation at hand\*

### **SAFE AREAS**

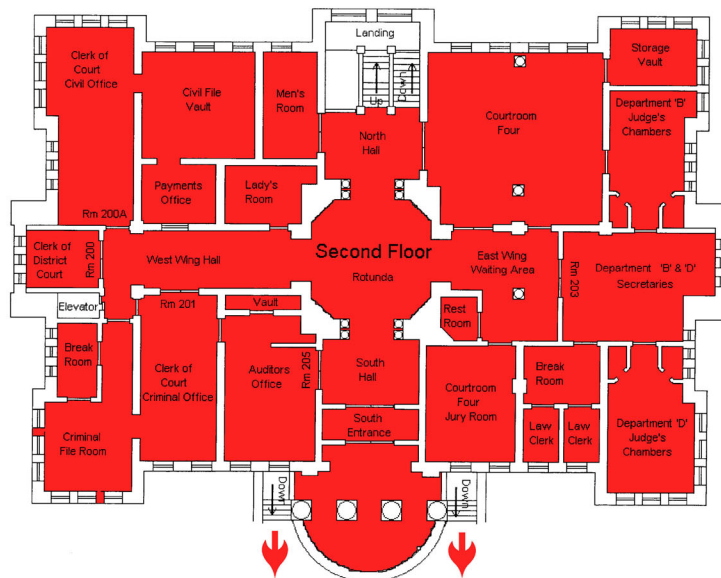
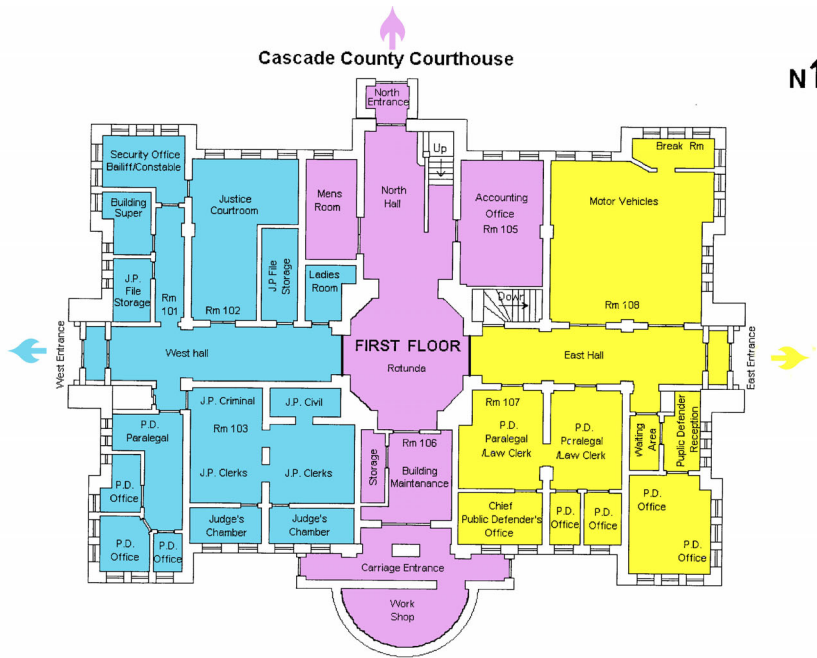
Once persons leave the building they need to go to a safe area. The safe area is someplace away from the building where people will be out of danger and where everybody can be accounted for by their department head. The distance of the safe area will be determined by the threat (i.e. a fire will be closer that a bomb threat, wind direction).

**1<sup>ST</sup> SAFE AREA-** This area will be located in the parking lot on the corner of 2<sup>nd</sup> Avenue North and 4<sup>th</sup> Street, across from the Annex and County Attorneys Office. This will be for low impact/threat evacuations such was fire alarms and general evacuations.

**2<sup>ND</sup> SAFE AREA-** This area will be on the ground floor of the parking garage located on the corner of 1<sup>st</sup> Avenue North and 4<sup>th</sup> Street, across from NEW. This will be for high impact/threat evacuations such as bomb threat, hostage situations, etc.

After arriving at the safe areas department heads will account for all personnel present and notify emergency responders of anybody missing and/or injured.

# Evacuation Route Diagrams



Third Floor Evacuation Route

