

Law Enforcement

Pennsylvania Judicial Council

Committee on Judicial Safety & Preparedness

Courts

Final Report

County Government



Policy Studies Inc.
1899 Wynkoop Street, Suite 300
Denver, CO 80202

**STUDY OF JUDICIAL SAFETY AND
PREPAREDNESS IN PENNSYLVANIA:
FIRST YEAR STUDY REPORT**

November 2004

Prepared for:
Pennsylvania Judicial Council
Committee on Judicial Safety and Preparedness

Prepared by:
Steven Steadman
Steven Weller

POLICY STUDIES INC.

**PENNSYLVANIA JUDICIAL COUNCIL
COMMITTEE ON JUDICIAL SAFETY AND PREPAREDNESS**

EXECUTIVE SUMMARY

Committee on Judicial Safety and Preparedness

In May 2003 Policy Studies Inc. (PSI) began working with the Administrative Office of the Pennsylvania Courts (AOPC) and the Pennsylvania Judicial Council on a project to improve courthouse safety in all of Pennsylvania's 67 Courts of Common Pleas and 566 District Justice Courts. PSI Senior Consultants Steven Steadman and Steven Weller served as PSI staff on the project. This report summarizes the tasks and accomplishments of the project from May 2003 through the end of the first phase in June 2004.

PROJECT GOALS AND APPROACH

This project is taking a system-wide approach to address courthouse safety and security issues, including emergency preparedness and business continuity, throughout the Commonwealth of Pennsylvania. The project is aimed at improving the safety of all who work in or visit a court facility by:

- (1) Developing an overall court system safety framework that integrates policies and procedures, personnel, and equipment;
- (2) Identifying low cost court safety enhancements;
- (3) Enhancing the overall working relationship between courts and other justice system partners;
- (4) Reducing the reliance on a hierarchical approach to improving court system safety;
- (5) Providing coordinated training of court administrators and law enforcement officers;
- (6) Educating local government officials as to the need for better courthouse safety and available options; and
- (7) Developing comprehensive safety plans that cover policies, procedures, technology, and personnel.

The underlying premise of the project is that providing safe and secure court facilities is a fundamental court administrative function for which responsibility must fall initially on court leaders from all levels of the judiciary and court administration. It takes strong court leadership to address the inherent challenges in providing courthouse safety and security. These leadership duties include: determining the roles and responsibilities of courts and executive agencies in this shared undertaking; incorporating the security views of non-judicial agencies housed in shared court facilities; dealing with architectural and organizational issues; and balancing safety needs with available resources.

The Pennsylvania court system is focusing improvement efforts in these three critical areas:

- ✓ **Protecting People.** The court's most valuable resources are its judges and staff. Key leaders must be prepared to lead the court after any disaster. The court system must also be concerned about the safety and security of the public and keep the public advised of the court system's plans to make them safe at any court facility.
- ✓ **Protecting Property.** The court system's buildings and equipment represent a major investment. That investment must be protected. The court system must consider how different disaster scenarios could potentially render these buildings wholly or partially unusable. If equipment is damaged, how it will be repaired or replaced, and who will make that decision, quickly come into play.
- ✓ **Protecting Information.** Record keeping is a central function of all courts. The information maintained by the courts is critical to the functioning of an orderly society. Courts must be able to restore information, while at the same time maintain the ability to create new records as part of any disaster recovery plan.

THE COMMITTEE ON JUDICIAL SAFETY AND PREPAREDNESS

Part of taking a system-wide view is identifying partners in agencies and other branches of government. This includes reaching out to groups that the court may not have actively worked with in the past or even considered as a resource. To that end, the Judicial Council and the AOPC formed an oversight committee, the Pennsylvania Judicial Council Committee on Judicial Safety and Preparedness (the Committee). Chaired by Madam Justice Sandra Schultz Newman, it is composed of representatives from:

- ✓ Courts of Common Pleas;
- ✓ District Justice Courts;
- ✓ The AOPC;
- ✓ The Sheriff's Association;
- ✓ The County Commissioners Association;
- ✓ The Domestic Relations Association of Pennsylvania;
- ✓ Adult Probation and Parole;
- ✓ The Pennsylvania Commission on Crime and Delinquency; and
- ✓ Trial Court Administrators.

For part of its work at each meeting, the Committee divided into two subcommittees: (1) the Judicial District Committee to work on issues regarding the Courts of Common Pleas; and (2) the District Justice Committee to work on issues regarding the District Justice Courts.

PROJECT COMPONENTS AND OUTCOMES

The major components of the project, described in detail in the discussion that follows, have included the following:

- (1) Work of the Committee and its subcommittees;
- (2) Security assessments for the Common Pleas Courts;
- (3) Pilot test of the on-line security incident reporting form;
- (4) Site visits to 15 courts;
- (5) Advice and consultation;
- (6) Creation of local court safety and security committees;
- (7) Identification of alternate court sites;
- (8) Requesting and receiving a \$5.1 million dollar legislative appropriation for court security improvements; and
- (9) Preparation of a comprehensive security manual and related materials.

The project capitalized on the substantial prior work completed by the AOPC, President Judges, District Justices, Pennsylvania Sheriffs' Association, individual boards of county commissioners, and many others.

Work of the Committee and Its Subcommittees

The Committee and its subcommittees have met five times in Mechanicsburg, on July 23, 2003, October 9, 2003, January 22, 2004, April 16, 2004, and August 26-27, 2004. PSI staff Steadman and Weller assisted in developing the meeting agendas and facilitated the meetings. A final meeting in Phase I is scheduled for June 24, 2004. The following summarizes the accomplishments of the Committee as a whole and its two subcommittees.

District Justice Committee

The District Justice Courts Committee worked on four tasks: (1) a cost/risk matrix for security improvements; (2) a security incident reporting system, based on the work of Don Harris and his staff in creating an on-line reporting form; (3) a courthouse safety training curriculum; and (4) a list of priority security measures for district justice courts.

The cost/risk matrix provides a valuable tool for district justice courts as they begin to make safety and security improvements. The matrix allows these courts to assess the relative expense of a variety of security and safety improvements balanced against the reduction in risk that the improvement provides. The security incident data collection system provides a first of its kind on-line reporting system for security incidents occurring at or near a district justice court.

With regard to training issues for district justices and staff, the committee identified key training issues, created a preliminary list of potential faculty, determined that regional

training sessions may be the best way to offer training for staff, and decided to investigate the possibility of offering training for the district justices at the District Justice Association annual meeting.

Judicial District Committee

The Judicial District Committee also completed three major tasks: (1) developing a three level courthouse safety classification system for the Courts of Common Pleas; (2) organizing and leading an assessment of common pleas court facilities; and (3) designing a security incident reporting form. The classification system sets standards for minimum court safety and security features and further specifies two levels of enhancements above the minimum standards where funding is available. In establishing the three classification levels, the committee factored in cost and risk reduction with an emphasis on protecting the public at the courthouses. The classification levels were approved by the committee of the whole.

The security incident reporting form is similar in purpose to the form devised and piloted in four district justice courts.

Committee of the Whole

The Committee of the Whole reviewed and approved the three-level security classification system for the Courts of Common Pleas, the cost/risk matrix developed by the District Justice Committee, and the security incident reporting form. It also decided that there should be one security incident reporting form for both levels of courts in the state. The committee also discussed a variety of implementation and monitoring issues with regard to the use of the reporting form, particularly for the pilot test.

Security Assessments for the Common Pleas Courts

Teams of sheriffs, court administrators, county commissioners, and other court staff conducted security assessments of all Common Pleas courthouses and court facilities. The assessment form was developed by PSI staff and reviewed by the Judicial District Committee. PSI staff then conducted a training session for all assessment team members on the use of the form. The training included a test assessment of the Dauphin County courthouse. Teams of three people then visited all of the Courts of Common Pleas in the state, with each team taking responsibility for 3-4 courts.

Pilot Test of the On-Line Security Incident Reporting Form

A prototype of the on-line reporting system was subjected to a pilot test in district justice courts in Allegheny, Bucks, Blair, and Montgomery counties. The Committee, with the assistance of PSI staff, reviewed the on-line form and developed procedures for implementing the pilot test. All staff were encouraged to try out the form.

Site Visits

PSI staff conducted site visits to nine Courts of Common Pleas and six District Justice Courts. The purpose of these visits was to give the consultants an opportunity to get a sense of what is already in place and what still needs to be improved.

Advice and Consultation

PSI staff spoke regularly with AOPC staff and committee members regarding committee meeting agendas, tracking progress of assessments, project reporting and progress, and miscellaneous advice and input on various issues.

Preparation of a Comprehensive Security Manual and Related Materials

PSI staff prepared three deliverables for Committee review: (1) a comprehensive courthouse safety manual, written to be a reference guide for court administrators and presiding judges; (2) a desk guide for all judges and staff, designed to be more accessible than the full manual; and (3) a quick reference guide of initial steps to take for key problems that may arise.

POLICY STUDIES INC.

PENNSYLVANIA JUDICIAL COUNCIL COMMITTEE ON JUDICIAL SAFETY AND PREPAREDNESS

YEAR ONE REPORT

In May 2003 Policy Studies Inc. (PSI) began working with the Administrative Office of the Pennsylvania Courts (AOPC) and the Pennsylvania Judicial Council on a project to improve courthouse safety in all of Pennsylvania's 67 Courts of Common Pleas and 566 District Justice Courts. PSI Senior Consultants Steven Steadman and Steven Weller served as PSI staff on the project. This report reviews the tasks and accomplishments of the project and presents findings and recommendations for the Judicial Council of Pennsylvania.

Introduction

Providing safe and secure court facilities is a fundamental court administrative function. It is incumbent on President Judges, court administrators, county commissioners and their home-rule counterparts (hereafter referred to as county executives), sheriffs, and other justice system stakeholders to share this important responsibility. It will take strong court leadership to address the inherent challenges in providing courthouse safety and security. That leadership must include:

- ♦ Determining the roles and responsibilities of courts and executive agencies in this shared undertaking;
- ♦ Incorporating the security views of non-judicial agencies housed in shared court facilities;
- ♦ Dealing with architectural and organizational issues; and
- ♦ Balancing security needs with available resources.

In 2004 there have been a number of significant court security and safety incidents including:

- ♦ A physical assault of a court interpreter by an in-custody inmate;
- ♦ A defendant shot by a deputy while trying to attack the judge and escape at a sentencing hearing; and
- ♦ The three day closure of the Erie County Courthouse after the introduction of a possible biological agent.

Project Goals and Approach

This project is taking a system-wide approach to address courthouse safety and security issues, including emergency preparedness and business continuity, throughout the Commonwealth of Pennsylvania. The project is aimed at improving the safety of all who work in or visit a courthouse or court facility by:

- (1) Developing an overall court system safety framework that integrates policies and procedures, personnel, and equipment;
- (2) Identifying low-cost court safety enhancements;
- (3) Enhancing the overall working relationship between courts and other justice system partners;
- (4) Reducing the reliance on a hierarchical approach to improving court system safety;
- (5) Providing coordinated training of judges, court administrators, court staff, sheriffs, and others involved in court safety and security;
- (6) Educating local government officials as to the need for better courthouse safety and available options; and
- (7) Developing comprehensive safety plans that cover policies, procedures, courthouse design, technology, and personnel.

The project has addressed these issues by initiating three simultaneous efforts:

1. Developing and encouraging the cooperation of the key groups that need to be involved in courthouse safety. This cooperation is required to gain political support and bring needed resources to bear;
2. Developing and providing protocols and tools necessary to improve safety and security at every courthouse or court facility in the Commonwealth; and
3. Focusing initial improvements on low- and no-cost options.

The sections that follow describe the work that is being done and the results that are being achieved in these three areas. The overall goal of the project is to put into place a set of effective business practices that assure the safety of jurors, victims, witnesses, and the public at any courthouse or court facility.

The Pennsylvania court system is focusing improvement efforts in these three critical areas:

- ✓ **Protecting People.** The court's most valuable resources are its judges and staff. Key leaders must be prepared to lead the court after any disaster. The court system must also be concerned about the safety and security of the public and keep the public advised of the court system's plans to make them safe at any courthouse or court facility.

- ✓ **Protecting Property.** The court system's buildings and equipment represent a major investment. That investment must be protected. The court system must consider how different disaster scenarios could potentially render these buildings wholly or partially unusable. If equipment is damaged, how it will be repaired or replaced, and who will make that decision, quickly come into play.
- ✓ **Protecting Information.** Record keeping is a central function of all courts. The information maintained by the courts is critical to the functioning of an orderly society. Courts must be able to restore information, while at the same time maintain the ability to create new records as part of any disaster recovery plan.

The Committee on Judicial Safety and Preparedness

Part of taking a system-wide view is identifying partners in agencies and other branches of government. This includes reaching out to groups that the court may not have actively worked with in the past or even considered as a resource. To that end, the Judicial Council and the AOPC formed an oversight committee, the Pennsylvania Judicial Council Committee on Judicial Safety and Preparedness (the Committee). Chaired by Madam Justice Sandra Schultz Newman, it is composed of representatives from:

- ✓ Courts of Common Pleas;
- ✓ District Justice Courts;
- ✓ The AOPC;
- ✓ The Sheriffs' Association;
- ✓ The County Commissioners Association;
- ✓ The Domestic Relations Association of Pennsylvania;
- ✓ Adult Probation and Parole;
- ✓ The Pennsylvania Commission on Crime and Delinquency; and
- ✓ Trial Court Administrators.

For part of its work at each meeting, the Committee divided into two subcommittees: (1) the Judicial District Committee to work on issues regarding the Courts of Common Pleas; and (2) the District Justice Committee to work on issues regarding the District Justice Courts.

Project Components and Outcomes

The major components of the project, described in detail in the discussion that follows, have included the following:

- (1) Work of the Committee and its subcommittees;
- (2) Security assessments for the Common Pleas Courts;
- (3) Pilot test of the on-line security incident reporting form;
- (4) Site visits to 15 courts;

- (5) Advice and consultation;
- (6) Creation of local court safety and security committees;
- (7) Identification of alternate court sites;
- (8) Requesting and receiving a \$5.1 million dollar legislative appropriation for court security improvements; and
- (9) Preparation of a comprehensive security manual and related materials.

The project capitalized on the substantial prior work completed by the AOPC, President Judges, District Justices, Pennsylvania Sheriffs' Association, individual boards of county commissioners, and many others.

Work of the Committee and Subcommittees

The Committee and its subcommittees have met five times in Mechanicsburg (July 23, 2003, October 9, 2003, January 22, 2004, April 16, 2004, and August 26-27, 2004). PSI staff Steadman and Weller assisted in developing the meeting agendas and facilitated the meetings. The following summarizes the accomplishments of the Committee and its two subcommittees.

District Justice Committee

The District Justice Courts Committee worked on four tasks: (1) a cost/risk matrix for security improvements; (2) a security incident reporting system, based on the work of Don Harris and his staff in creating an on-line reporting form; (3) a courthouse safety training curriculum for District Justice Court judges and staff; and (4) a list of priority security measures for district justice courts.

The cost/risk matrix provides a valuable tool for district justice courts as they begin to make safety and security improvements. The matrix allows these courts to assess the relative expense of a variety of security and safety improvements balanced against the reduction in risk that the improvement provides. The security incident data collection system provides a first of its kind on-line reporting system for security incidents occurring at or near a district justice court.

With regard to training issues for district justices and staff, the committee identified key training issues, created a preliminary list of potential faculty, determined that regional training sessions may be the best way to offer training for staff, and decided to investigate the possibility of offering training for the district justices at the District Justice Association annual meeting. Copies of the cost/risk matrix and incident reporting form are attached as appendices to this report.

The list of District Justice Court priority security measures appear below:

1. Video arraignments and central booking for nighttime operations;
2. Security personnel, including law enforcement and constables, present for non-criminal proceedings such as landlord/tenant actions and civil trespass and assumpsit cases;
3. A single point of entry for the public;
4. Duress alarms, fixed or wireless, that can be easily accessed by staff as well as the district justice, located in the staff area and on the bench in the courtroom;
5. Video monitoring and surveillance in the courtroom as well as the public areas, easily viewed through a monitoring system by the staff or, if cost permissible, by an outside agency;
6. Separation between the staff and the public, with an emphasis on shatterproof glass at the transaction counter and restricted access to staff areas and the courtroom, such as by a walled-off secured section that would be accessed only by a buzzer;
7. A door between the courtroom and the district justice's chambers;
8. Weapons screening for district justice offices, through hand held or walk through magnetometers and x-ray machines manned by trained security personnel who can physically remove any type of weapon from an individual should it be detected;
9. A means to secure defendants for criminal proceedings, such as a holding cell, a handcuff rail, or a chair secured to the floor of the facility; and
10. A dignified appearance in the courtroom and the public area, with secured furniture so that it could not be used as a potential weapon

Judicial District Committee

The Judicial District Committee completed three major tasks: (1) developing a three-level courthouse safety classification system for the Courts of Common Pleas; (2) organizing and leading an assessment of common pleas court facilities; and (3) designing a security incident reporting form. The security incident reporting form is similar in purpose to the form devised and piloted in four district justice courts.

The classification system sets standards for minimum court safety and security features and further specifies two levels of enhancements above the minimum standards where funding is available. In establishing the three classification levels, the committee factored in cost and risk reduction with an emphasis on protecting the public at the courthouses. The Committee approved the classification levels.

MINIMUM COURTHOUSE OR COURT FACILITY SECURITY STANDARDS

Level One Standards

- ♦ Adequate security personnel based on size and level of risk;
- ♦ Updated operations and emergency procedures (e.g., patrol and inspection of courthouse or court facility, bomb threats, alternative business locations, mail inspection);
- ♦ Perimeter safety plan (**may** include the following);
 - ♦ Magnetometer/hand screening
 - ♦ Baggage screening
 - ♦ Single point of access/controlled point of access
 - ♦ Parking lot safety plan
- ♦ Duress alarm system for judges and staff;
- ♦ Identification badges for authorized personnel;
- ♦ Safety and security committees;
- ♦ Controlled access to chambers and county offices (including after hours and handling terminated employees);
- ♦ Weapons policy (evidence, contraband), authorized firearms policy;
- ♦ Appropriate signage (notices and evacuation routes); and
- ♦ Employee orientation programs for safety and emergency preparedness.
 - ♦ New employee
 - ♦ In service

Level Two Standards

- ♦ All Level One Standards;
- ♦ Perimeter safety plan (**must** include the following);
 - ♦ Magnetometer/hand screening
 - ♦ Baggage screening
 - ♦ Single point of access/controlled point of access for the public
- ♦ Regularly scheduled emergency/disaster drills;
- ♦ Approved business continuity plan including data and record protection;
- ♦ Judge's bench reinforced with bullet resistant material; and
- ♦ CCTV (technology).

Level Three Standards

- ♦ All Level One and Two Standards;
- ♦ Separate public, private, and prisoner circulation areas;
- ♦ Courthouse or court facility patrolled at all times;
- ♦ Controlled access and monitored parking facility; and
- ♦ Closed circuit television (CCTV) monitoring system, manned at all times (viewing no more than ten video screens).

The Committee

The primary purpose of The Committee has been to develop and encourage the cooperation of the key groups represented on the committee. This cooperation is required to gain political support and bring needed resources to bear. The Pennsylvania courts cannot achieve success in this area on their own. The committee has forged new partnerships based on openness and inclusion. These partnerships not only serve the purpose of the project but also enhance the image of the courts with its co-equal branches.

The Committee reviewed and approved the three-level security classification system for the Courts of Common Pleas, the cost/risk matrix developed by the District Justice Committee, and the security incident reporting form. It also decided that there should be one security incident reporting form for both levels of courts in the state. The Committee also discussed a variety of implementation and monitoring issues with regard to the use of the reporting form, particularly for the pilot test.

Security Assessments for the Common Pleas Courts

The Purpose of Courthouse or Court Facility Assessments

A physical security assessment is a fundamental component of any courthouse safety and security plan. The strengths and limitations of the court's physical plant dictate, in large part, the policies, procedures, and staffing deployment developed by the local courthouse safety and security committee. In addition to these factors, courthouse or court facility assessments can:

- Provide baseline data used to develop safety and security improvements;
- Identify strengths and limitations; and
- Provide data for comparison.

Courthouse or court facility assessments are not meant to prescribe improvements or dictate that changes to the physical plant are warranted.

The Role of Facility Assessments

For courts in Pennsylvania, facility assessments will be maintained as an on-going database. To maintain the viability of these data it is necessary that:

- At a minimum, each courthouse or court facility in Pennsylvania undergo a reassessment on a biennial basis;
- The facility assessment tool be revised to keep current with trends and system needs;
- A reassessment be conducted after any new construction, remodeling, or renovation; and

- ♦ Reassessments are conducted using teams comprised of members from outside the judicial district of the court being reassessed.

To this end, it will be critical that the AOPC maintain the skill set required to perform facility assessments in the future.

This skill set was initially developed in November 2003. Teams of sheriffs, court administrators, county commissioners, and other court staff conducted security assessments of all court buildings for the Courts of Common Pleas. The assessment form was developed by PSI staff and reviewed by the Judicial District Committee. At the request of the AOPC, an additional set of questions regarding the Court of Common Pleas Criminal Court Case Management System (CPCMS) were added to the form. Working with the Committee and the AOPC, 14 teams were recruited to conduct the facility assessment. The teams were selected on a regional basis.

In November of 2003 PSI staff conducted a training session for all assessment team members on the use of the form, basic court security issues, and making arrangements for site visits. The training included a practicum test assessment. The teams were transported to the Dauphin County courthouse where they conducted a practice assessment of the facility. Between December 2003 and February 2004 teams of three to four people then visited all of the Courts of Common Pleas in the state, with each team taking responsibility for 3-5 courts. In all, assessments were conducted on 83 common pleas court facilities from the 67 counties in Pennsylvania.

Secondary benefits of this “train the trainers” approach included:

- ♦ Creating a trained group individuals within Pennsylvania who will be able to conduct subsequent facility assessments;
- ♦ Expanding the number of people involved and interested in the overall project. These individuals enhance the ability to communicate the purposes and goals of the project; and
- ♦ Improving the interaction among AOPC, local courts, sheriffs, and county commissioners.

A data summary of the results appears on the pages that follow. A complete electronic file of all data captured in the assessment is maintained by the AOPC and will serve as the baseline to measure improvements to the courts’ facilities. A copy of the facility assessment form is appended to this report.

**Administrative Office of the Pennsylvania Courts
Physical Security Assessment Data Summary**

	Yes	No
Perimeter (e.g., fences and gates)		
1. Is the perimeter of the courthouse grounds clearly defined by a fence, wall, or other type of physical barrier?	24	57
2. Does the barrier limit or control vehicle or pedestrian access to the courthouse?	23	55
Lights		
1. Is the entire perimeter lighted?	60	22
2. Are light fixtures suitable for outside use (i.e., are they weather- and tamper-resistant)?	64	15
3. Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful entry attempts or placement of explosives against the walls?	55	26
4. Are public areas (including parking spaces and walkways) sufficiently lighted to discourage attacks against persons or vehicles?	53	30
Parking Areas		
1. Is a reserved parking lot on courthouse grounds?	61	21
2. Is the reserved area closed or locked during non-business hours?	20	57
3. Are parking spaces reserved by name?	27	56
4. Are parking spaces reserved by number?	31	52
5. Is there direct access for judges from the garage to nonpublic elevators or restricted corridors?	18	64

	Yes	No
6. Can unattended vehicles park near or next to the courthouse?	77	6

Landscaping

1. Do landscape features provide places for potential intruders to hide?	36	46
2. Are there items such as bricks, stones, or wooden fence pickets which could be used by intruders as weapons, missiles, or tools?	14	68
3. Does landscaping (bollards, benches, site elevation, or declination) impede a vehicle from being driven into the building?	33	46
4. Are jersey-type barricades used to block access to certain exterior areas?	4	79

Doors, Windows, and other Openings

1. Are all exterior doors at least 1¾-inch solid core wood, metal clad, or metal?	44	38
2. Are all hinge pins internally located, welded, or otherwise treated to prevent easy removal?	56	24
3. Are exterior locks designed or exterior doorframes built so that the door cannot be forced by spreading the frame?	63	17
4. Are all unused doors permanently locked?	71	11

	Yes	No
5. Are windows that could be used for entry protected with:		
a. locking devices	60	21
b. metal bars	11	68
c. mesh	9	69
d. intrusion alarms	8	71
e. other	14	24
6. Are windows on the ground floor made of tempered glass or ballistic plastic?	26	53
7. Is the roof accessible by means of:		
a. fire escape	4	79
b. another building	8	75
c. a pole or tree	1	81
d. other	16	26
8. Are openings to the building (e.g., tunnels, utility and sewer manholes, culverts, and service ports) properly secured?	51	23
9. Do judges and court officers have a private entrance to the building?	28	53
10. Is there security screening at that private entrance?	13	47 ¹
Ceilings and Walls		
1. Do all walls extend to the ceiling?	53	26
2. Are drop or removable ceilings used in the courthouse?	75	4

¹ Some teams answered in the negative when there was no private entrance.

	Yes	No
Alarms		
1. Does the courthouse have an intrusion alarm system?	32	50
2. Is the system regularly tested?	31	14 ²
3. Where does the alarm system terminate?		
a. sheriff's department	17	27
b. local law enforcement office	3	39
c. commercial controls station	9	35
d. other	22	13
Attics, Basements, Crawl Spaces, and Air Conditioning and Heating Ducts		
1. Are doors to basements, utility rooms, boiler rooms, crawl spaces, and attics locked when not in use?	60	21
2. Are crawl spaces secured from unauthorized entry?	52	17
3. Are air-conditioning and heating vent openings in public areas secure from tampering?	48	32
Elevators		
1. Are private elevators provided for judges?	13	66
2. Are certain elevators used exclusively to move prisoners?	20	56
3. Are prisoner elevators marked "Not for Public Use"?	10	43
4. Are prisoner elevators controlled by key?	25	26
5. Are prisoner elevators programmed to bypass floors?	17	34
Public Area (waiting areas, rest rooms, and hallways)		
1. Are waiting rooms next to courtrooms?	47	33

² Some teams answered in the negative when there was no intrusion alarm system.

	Yes	No
2. Is the number of waiting rooms sufficient to separate parties to a case?	21	50
3. Are drop or removable ceilings used in waiting rooms?	41	29
4. Are public rest rooms routinely searched?	38	44
5. Are rest rooms next to courtrooms?	47	34
6. Are drop or removable ceilings used in rest rooms?	47	34
7. Do any trash receptacles allow easy concealment of contraband?	66	15
8. Are directions (directories and floor plans, if appropriate) clearly posted in all public areas?	57	25

Offices Handling Money

1. Does the cashier's window have security features?	30	45
2. Who escorts the employee carrying money to the bank?		
a. sheriff	27	35
b. local police	1	54
c. state police	0	54
d. no one	36	27
e. other	20	20
3. Is the bank deposit made at varying times each day?	42	26

Courthouse Procedures

1. Is there a procedure for routine daily inspection of the courthouse?	53	29
2. Is the court facility patrolled 24 hours a day, seven days a week?	24	58

	Yes	No
3. Are tenants given periodic instruction about the various emergency procedures?	64	18
4. Are periodic fire and evacuation drills held?	59	23
5. Are public, private, and prisoner circulation patterns separated and well defined?	26	54
6. Is there a routine inspection of packages and shipments entering the courthouse?	31	49
7. Is there a policy concerning personal package deliveries made to the courthouse?	34	48
8. Does the court have an emergency management/continuity of operations plan (COOP)?	51	27
9. Does the court have a safety and security committee?	65	17

Courtrooms: Location

1. Do spaces above, below, and next to the courtroom present a security hazard?	27	54
---	----	----

Courtrooms: Doors, Windows, and Other Openings

1. Are all unused doors secured?	52	27
2. Are there separate entrances into the courtroom for:		
a. judges	64	14
b. in-custody defendants	34	43
c. spectators	44	35
3. Is the prisoner entry door far enough from the public seating area to prevent passing contraband?	41	31
4. Are all windows draped to obscure vision (particularly of the bench) from outside?	59	14

	Yes	No
Courtrooms: Lights		
1. Is there emergency lighting?	68	12
Courtrooms: Furnishings		
1. Is the main area or well separated from the spectators by a barrier?	56	17
2. Is there a physical barrier between the well and the judge's bench?	46	28
3. Is the judge's bench closed at both ends to restrict access from the well?	15	60
4. Are potential weapons, such as drinking glasses, water carafes, and ashtrays, kept out of the defendant's reach?	34	47
Courtrooms: Security Devices		
1. Is the bench reinforced to make it bullet resistant?	21	55
2. Is there a duress alarm in the courtroom?	67	14
a. Does the duress alarm also indicate location?	66	6
3. Are duress alarm buttons installed at:		
a. the bench	63	10
b. clerk's station	17	55
c. bailiff's station	7	60
d. chambers	47	25
e. judge's secretary's desk	42	26
f. other	28	16
4. Does the courtroom have a telephone?	59	22
5. Does the courtroom have a public address system?	47	33
6. Does the courthouse have a public address system?	31	48

	Yes	No
Courtrooms: Security Procedures		
1. Is there a policy for firearms to be carried into the courtroom by:		
a. bailiffs	46	26
b. law enforcement officer witnesses	62	16
c. law enforcement officer spectators	60	17
d. other	35	17
2. Are bailiffs armed in the courtroom?	43	26
3. How many bailiffs provide court security on a daily basis?	67	16 ³
a. Fixed post only	26	
b. Roving post only	4	
c. Both fixed and roving post	37	
4. Courthouse security is provided by: (check all that apply)	76	7
a. Sheriff only	64	
b. Private Security Agency only	4	
c. Sheriff and Private Security Agency	8	
5. Are there procedures for the emergency evacuation from the courtroom of:		
a. prisoners	63	15
b. judges	58	19
c. jurors	54	16
6. Is there a policy to secure weapons and other contraband offered as evidence?	49	16
Judges' Chambers and Related Offices		
1. Is visitor access controlled by clerks, bailiffs, or secretaries?	67	8

³ Nine court facilities reported no fixed or roving security and seven court facilities did not answer.

	Yes	No
2. Do these chambers have more than one means of entry and exit?	54	15
3. Are the chambers routinely locked when the judge is not present?	53	22
4. Are outside views, particularly of judges' desks, obscured?	51	24
5. Do chambers have duress alarms?	52	24

Witness Waiting Room

1. Are witness waiting rooms provided?	42	37
2. Is it possible to separate prosecution and defense witnesses?	51	25
3. Is public access to waiting rooms restricted?	23	44

Jury Deliberation Room

1. Is the jury deliberation room next to the courtroom or accessible through a controlled passage?	52	12
2. Are the windows draped?	54	6
3. Are rest rooms provided as an integral part of the deliberation area?	57	10
4. Is the deliberation room routinely searched for contraband before occupancy?	39	29
5. Is the deliberation room locked when unoccupied?	29	39

Pilot Test of the On-Line Security Incident Reporting Form

A prototype of the on-line reporting system was subjected to a pilot test in district justice courts in Allegheny, Bucks, Blair, and Montgomery counties. The Committee, with the assistance of PSI staff, reviewed the on-line form and developed procedures for implementing the pilot test. All staff were encouraged to try out the form.

The courts reported back to the AOPC using simulated security incidents to test its operation. Additionally several actual security incidents were reported and collected during the test.

The pilot test revealed several important issues that need to be addressed prior to the rollout of actual reporting system and form(s). Those issues include:

- ♦ Developing and distributing information about the use of the form to all district justice courts;
- ♦ Training on use of the reporting system including definitions and examples of reportable incidents; and
- ♦ Distribution and access to completed reports.

Site Visits

PSI staff conducted site visits to nine Courts of Common Pleas and six District Justice Courts. The purpose of these visits were to give the consultants an opportunity to get a sense of what is already in place and what still needs to be improved. During the site visits, PSI staff met with President Judges, Common Pleas Court Judges, District Justices, County Commissioners, Sheriffs, Risk managers, Facility managers, District Court Administrators and court staff, and other individuals involved in county safety and security matters. Staff from the AOPC accompanied PSI staff and provided invaluable assistance in making logistical arrangements.

Advice and Consultation

PSI staff spoke regularly with AOPC staff and Committee members regarding Committee meeting agendas, tracking progress of assessments, project reporting and progress, and miscellaneous advice and input on various issues.

Creation of Local Court Safety and Security Committees

The committee and AOPC have been instrumental in the creation of local court safety and security committees. Key members of each committee include:

- The President Judge;
- The County Executive;
- The District Court Administrator;
- The Sheriff; and
- Other members as designated by the President Judge.

One of the first tasks undertaken by the committees will be to prepare, submit, and coordinate proposals for security improvements for district justice offices within their county.

Identification of Alternate Court Sites

At the request of the AOPC, all judicial districts designated an alternate site to conduct court business in the event that their courthouse was wholly or partially unusable.

Appropriation for Court Security Improvements

Under the leadership of Madame Justice Sandra Schultz Newman, the Committee proposed and received a \$5.1 million dollar appropriation from the State Legislature to begin undertaking court security improvements in district justice offices throughout the Commonwealth. Local improvements will be coordinated on a collaborative basis between the AOPC and local court safety and security committees.

Preparation of a Comprehensive Security Manual and Related Materials

PSI staff prepared three deliverables for the review by the Committee: (1) a comprehensive courthouse safety manual, written to be a reference guide for court administrators and presiding judges; (2) a desk guide for all judges and staff, designed to be more accessible than the full manual; and (3) a quick reference guide of initial steps to take for key problems that may arise concerning emergency preparedness and business continuity.

Project Features and Outcomes

The following are the key outcomes for the project:

1. **Support from the Pennsylvania Supreme Court** – the on-going support that has been offered to this project by the Supreme Court, and especially Madame Justice Sandra Schultz Newman, has had a number of significant positive results:

- a. Securing the participation of key groups, including the Pennsylvania Sheriffs' Association, County Commissioners Association of Pennsylvania, and justice system agency leaders.
 - b. Identifying and securing the participation of judicial leaders from both the common pleas and district justice court systems.
 - c. Sending an unambiguous message about the importance of the project. The net effect of this level of leadership is to create a sense of positive urgency both within the judicial branch and with other justice system agencies and branches of government.

2. **Committee structure and composition** – the Committee's structure and composition has produced good results and good work products. This has been accomplished by achieving the right combination of leaders of important stakeholder groups and practitioners from all types and levels of courts and court-related agencies. *The Pennsylvania Court Safety & Security Manual* sets forth the structure and composition of local safety and security committees that is based on the success achieved by the Committee.

3. **The court system is leading on an important issue** – the significance of this change should not be overlooked. This project has provided a prime opportunity to improve relationships with groups such as the county commissioners and sheriffs. Instead of reacting to a courthouse tragedy or closure, the Pennsylvania court system is better able to serve the public in safer courthouses with better trained and prepared court staff and judges.

4. **This project is about making Pennsylvania court facilities safer for the public, witnesses, victims of crime, and litigants** – the Committee initially decided to focus improvements on making the users of the court system safer. This message has proved to be very effective at garnering political support for this project.

5. **This project is about adopting effective business practices** – protecting the physical and capital assets that taxpayers have invested in their court facilities is another theme developed by the Committee that resonates with the public.

6. **This project emphasizes going after low- and no-cost improvements as the initial steps in improving courthouse safety and security** – the Committee has recognized that fiscal constraints are a reality. The need for court safety improvements competes with the need for good roads, good schools, and the other funding requirements of state and local government.

7. **The AOPC, Courts of Common Pleas, and District Justice Courts are well positioned to achieve success on this project** – the combined effort of the Committee, AOPC staff, and the facility assessment teams has created significant

momentum for change in this area. This provides the opportunity to move from project initiation to project implementation. The assessment of common pleas court facilities has shown that almost every court has adopted some safety and security improvements.

8. **The project has established inter-branch and inter-agency cooperation as the basis to move forward on this issue** – because the courts cannot successfully address this issue unilaterally or hierarchically, cooperation and collaboration have been established as the norm for work on this project. The answer to the question, “Who is in charge,” is best answered by giving courts and counties a common approach and structure to deal with this issue locally. It is their collective responsibility to act to make the public safe and secure at the courthouse.
9. **A security manual and this report are not enough to make the changes necessary** – the Committee has determined that information and training must reach **every** member of the judiciary and court staff. *The Pennsylvania Court Safety & Security Manual* serves as the foundation for the information and training needed. The Committee has developed and reviewed several quick reference tools that can be widely distributed within the court system. Training on specific and general safety and security topics should serve as the vehicle to take the concepts developed by the Committee and integrate them into the court system’s administrative structure and courts.
10. **Infrastructure is required to maintain this court administrative function** – the AOPC has established an office that will be tasked with monitoring security incidents and incident reporting, maintaining and updating the facility assessment database, assisting in on-going training, and developing resources. The difference between “one-shot” efforts to improve safety and security for courts and the more sustained effort truly required indicates the need and importance of this office.

Recommendations

The following are our recommendations for the future of courthouse safety improvements in Pennsylvania:

1. **The Pennsylvania Court System should continue to seek state funding to support both capital and personnel improvements** - a possible model for funding these improvements could be in the form of sub-grants administered by the AOPC. Courts and counties would be required to have a plan to implement a certain set of improvements as a condition of funding.
2. **The Judicial Council and its Committee should move this project from the initiation phase to an implementation phase** – the best way to achieve this goal is the adoption of practices, protocols, and plans for court security and emergency preparedness.

3. **The Pennsylvania Court System and Judicial Council should consider modeling other court initiatives in a manner similar to the structure, governance, and composition of this Committee** – the value of proactively developing mutually beneficial partnerships should be recognized as an effective way to increase trust and confidence in the court system.
4. **Improvements in courthouse safety and security should be recognized** – the court system should begin discussions with the Insurance Department, Department of Labor and Industry, the Pennsylvania Counties Risk Pool, and the Pennsylvania Counties Worker Compensation Trust around the subject of reducing liability insurance premiums for counties whose courts meet certain standards of compliance with safety and security improvements.
5. **Courts should form local court safety and security committees** – courts in the 67 counties should create a separate and distinct local court safety and security committee. The membership of the committees should reflect a balance of leaders and individuals with domain expertise and be convened by the President Judge. The primary role of the committee is to lead and guide courthouse safety and security improvements on the local level.
6. **Courts should begin their efforts by focusing on low- and no-cost improvements** – baseline data regarding court facilities has been collected and analyzed as part of this project. This data serves as the starting point for making decisions about which improvements should be made. The improvements should be further prioritized to begin with those that cost the least but yield significant safety and security improvements.

Conclusion

The Pennsylvania Judicial Council Committee on Judicial Safety and Preparedness has produced the tools that the Pennsylvania Court System needs to improve courthouse safety and security and maintain court operations in the event of natural or man-made disasters. The AOPC has created the infrastructure to bring these tools to bear for the safety of the public, judges, and court staff.

While much work remains, the Pennsylvania Court System has positioned itself to better serve the citizens of the Commonwealth and serve as a leader for other courts around the nation.

APPENDICES

**DISTRICT JUSTICE COST/RISK MATRIX
SECURITY INCIDENT REPORT FORM
FACILITY ASSESSMENT FORM**

Risk reduction legend:

HIGH
MODERATE
LOW

District Justice Security Matrix: Updated with Cost Approximations

SECURITY ZONE	COST and RISK REDUCTION	NOTE
PARKING		
Adequate lighting	\$3-10,000.00	Wall pacs and poles
Camera/video monitoring	\$ 2,000.00	Clerical duty
Security guard	\$23,000.00	Per year, w/ benefits
Motion detector	\$100.00	Supply and install
Controlled access	?	Gates
WEAPONS		
Screening ¹	\$ 7,000.00	Plus operator
Lockers/check-in ²	\$ 600.00	Supply and install
Warning signs	\$ 100.00	Supply and install
ENTRANCES AND EXITS		
After-hours intrusion alarm	\$ 2,000.00	Supply and install
After-hours deadbolt lock	\$ 100.00	
Security guard (business hours)	\$ 23,000.00	Plus benefits
Video monitoring (business hours) ³	\$ 2,000.00	Clerical duty
Landscaping, outdoor maintenance	\$ 1,000.00	?
EXTERIOR WINDOWS		
Locking device	\$ 100.00	Supply and install
Alarm	\$ 300.00	Motion detector
Treated glass	\$ 100.00	Per window
Wire mesh	\$ 150.00	Per window
Metal bars	\$ 100.00	Per window
PUBLIC AREA		
Shatterproof glass in transaction area ⁴	\$ 20.00	Per sq.foot, supply and install with frame
Procedures for separating parties ⁵	N/A	
Full view of waiting area:		

¹ Assuming a free-standing (not handheld) magnetometer

² Statutorily mandated

³ Cost may vary significantly with type of system

⁴ Wide transaction counter

⁵ At least one separate conference room

SECURITY ZONE	COST and RISK REDUCTION	NOTE
Bubble mirrors;peepholes;entry buzzer	\$ 200.00	
Camera	\$ 500.00	With existing system
Signage	\$ 100.00	
Secured furniture	\$ 50.00	One chair
Professional/dignified appearance ⁶	\$ 250.00	Base, pole and flag
STAFF AREA		
Buzzer controlled or locked door	\$ 100.00	
Enclosed with walls of appropriate height	\$ 28.00	Per lineal foot
Emergency staff exit ⁷	\$ 500.00	
DEFENDANTS IN CUSTODY		
Designated parking for law enforcement	\$ 200.00	Striped areas
Holding cell or locked room	\$ 2,000.00	
Scheduling procedures ⁸	N/A	
Handcuff railing	\$ 50.00	Supply and install
COURTROOM AND CHAMBERS		
Security personnel	\$ 25,000.00	Per year, w/ benefits
Video conferencing	\$ 2500.00	Supply and install
Physical barrier between bench and litigants	\$ 1,000.00	Rail
Locked door between courtroom and chambers	\$ 250.00	
DURESS ALARMS		
In staff work area	\$ 4,000.00 per building, supply and install	
At transaction counter		
In courtroom and chambers		

⁶ State flag, Commonwealth seal (awareness of weapons of opportunity)

⁷ Not necessarily to the outside; ability to escape danger

⁸ Minimizing defendant traffic / overlap

UNIFIED JUDICIAL SYSTEM OF PENNSYLVANIA

Security Incident Fact Sheet

DATE OF INCIDENT

January

1

2003

TIME OF INCIDENT

12

00

a.m.

Check Boxes Only Where Applicable

WHAT WAS THE NATURE OF INCIDENT?:

You may choose multiple items from each area below.

You may enter another type of incident by typing a 2- or 3-word description in the "Other" box.

Personal

Disorderly Person(s)

Other (Describe below)

Physical Assault

Threat

Bomb

Other (Describe below)

Suspicious Package

Verbal

Threat Mode

Direct Contact

E-mail

Other (Describe below)

Mail

Telephone

Property Damage

Arson

Other (Describe below)

Theft

Vandalism

Drugs

Drugs or Contraband

Other (Describe below)

Emergency

Contamination Exposure

Medical

Other (Describe below)

Explosion

Prisoner Escape

Fire

Weather

WHAT WAS THE EXTENT OF INJURIES?:

None

Don't know

Minor

Medical attention required

Description of injuries:

WEAPON INVOLVED?:

You may choose multiple items and/or provide other description.

None

Box cutter

Hands/feet

Razor blade

Biological agent

Chemical agent

Knife

Rifle

Blunt object

Handgun/pistol

Pepper spray

Shotgun

Other: (Describe weapon(s) at right)

IN RELATION TO THE COURTHOUSE, WHERE DID THE INCIDENT OCCUR?:

You may choose multiple items and/or provide other description.

Chambers

Grounds

Lobby

- | | | |
|------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Courtroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Parking lot |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Holding cell | <input type="checkbox"/> Staff area |

Off-site. Indicate address or location. (Describe at right)

WAS AN ALARM ACTIVATED?:

- No
- Duress/Panic button
- Emergency call (911)
- Magnetometer/X-Ray

Other: What agencies were notified?

WHO WAS INVOLVED IN THE INCIDENT?:

You may choose multiple individuals and write in any not listed. If names are available, please provide them.

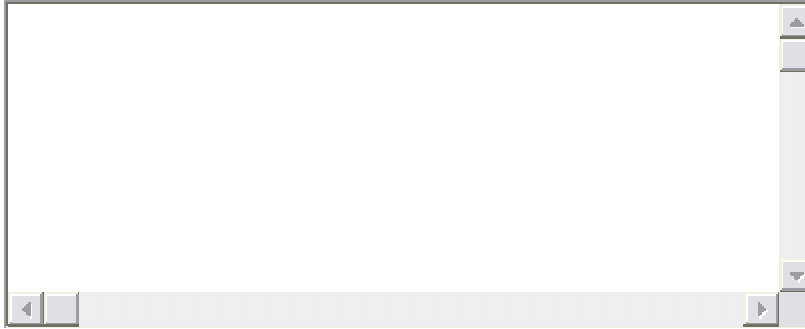
- | | | | |
|--------------------------------------|---|---|---|
| <input type="checkbox"/> Court Staff | <input type="checkbox"/> Defense counsel | <input type="checkbox"/> Municipal police | <input type="checkbox"/> Prosecutor |
| <input type="checkbox"/> Constable | <input type="checkbox"/> District Justice | <input type="checkbox"/> Plaintiff | <input type="checkbox"/> Security officer |
| <input type="checkbox"/> Defendant | <input type="checkbox"/> Member of public | <input type="checkbox"/> Prisoner | <input type="checkbox"/> Sheriff |
| | | | <input type="checkbox"/> State police |

Other (Describe at right)

Name(s):

SUMMARY OF FACTS:

Please include the name of each agency that responded to the incident (e.g., sheriff, state police, fire department) as well as the circumstances leading up to the event.



NAME OF INDIVIDUAL FILING THIS REPORT:

**Administrative Office of the Pennsylvania Courts
Physical Security Checklist**

Court Facility _____

**Date Facility
Constructed:** _____

Date of Site Visit _____

Team Members _____

	Yes	No
Perimeter (e.g., fences and gates)		
1. Is the perimeter of the courthouse grounds clearly defined by a fence, wall, or other type of physical barrier?	_____	_____
2. Does the barrier limit or control vehicle or pedestrian access to the courthouse?	_____	_____

Yes

No

3. Comments: _____

Lights

1. Is the entire perimeter lighted? _____

2. Are light fixtures suitable for outside use (i.e., are they weather- and tamper-resistant)? _____

3. Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful entry attempts or placement of explosives against the walls? _____

4. Are public areas (including parking spaces and walkways) sufficiently lighted to discourage attacks against persons or vehicles? _____

5. Comments: _____

Parking Areas

1. Is a reserved parking lot on courthouse grounds? _____

2. Is the reserved area closed or locked during non-business hours? _____

3. Are parking spaces reserved by name? _____

4. Are parking spaces reserved by number? _____

5. Is there direct access for judges from the garage to nonpublic elevators or restricted corridors? _____

6. Can unattended vehicles park near or next to the courthouse? _____

7. Comments: _____

Yes

No

Landscaping

- | | | |
|---|-------|-------|
| 1. Do landscape features provide places for potential intruders to hide? | _____ | _____ |
| 2. Are there items such as bricks, stones, or wooden fence pickets which could be used by intruders as weapons, missiles, or tools? | _____ | _____ |
| 3. Does landscaping (bollards, benches, site elevation, or declination) impede a vehicle from being driven into the building? | _____ | _____ |
| 4. Are jersey-type barricades used to block access to certain exterior areas? | _____ | _____ |
| 5. Comments: _____ | | |
-

Doors, Windows, and other Openings

- | | | |
|---|-------|-------|
| 1. Are all exterior doors at least 1¾-inch solid core wood, metal clad, or metal? | _____ | _____ |
| 2. Are all hinge pins internally located, welded, or otherwise treated to prevent easy removal? | _____ | _____ |
| 3. Are exterior locks designed or exterior doorframes built so that the door cannot be forced by spreading the frame? | _____ | _____ |
| 4. Are all unused doors permanently locked? | _____ | _____ |

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

Ceilings and Walls

1. Do all walls extend to the ceiling?	_____	_____
2. Are drop or removable ceilings used in the courthouse?	_____	_____
3. Comments: _____		

Alarms

	Yes	No
1. Does the courthouse have an intrusion alarm system?	_____	_____
2. Is the system regularly tested?	_____	_____
3. Where does the alarm system terminate?		
a. sheriff's department	_____	_____
b. local law enforcement office	_____	_____
c. commercial controls station	_____	_____
d. other (specify): _____	_____	_____
4. Comments: _____		

Attic, Basements, Crawl Spaces, and Air Conditioning and Heating Ducts

1. Are doors to basements, utility rooms, boiler rooms, crawl spaces, and attics locked when not in use?	_____	_____
2. Are crawl spaces secured from unauthorized entry?	_____	_____
3. Are air-conditioning and heating vent openings in public areas secure from tampering?	_____	_____
4. Comments: _____		

Elevators

1. Are private elevators provided for judges?	_____	_____
2. Are certain elevators used exclusively to move prisoners?	_____	_____
3. Are prisoner elevators marked "Not for Public Use"?	_____	_____
4. Are prisoner elevators controlled by key?	_____	_____
5. Are prisoner elevators programmed to bypass floors?	_____	_____
6. Comments: _____		

	Yes	No
Public Area (waiting areas, rest rooms, and hallways)		
1. Are waiting rooms next to courtrooms?	_____	_____
2. Is the number of waiting rooms sufficient to separate parties to a case?	_____	_____
3. Are drop or removable ceilings used in waiting rooms?	_____	_____
4. Are public rest rooms routinely searched?	_____	_____
5. Are rest rooms next to courtrooms?	_____	_____
6. Are drop or removable ceilings used in rest rooms?	_____	_____
7. Do any trash receptacles allow easy concealment of contraband?	_____	_____
8. Are directions (directories and floor plans, if appropriate) clearly posted in all public areas?	_____	_____
9. Comments: _____		

Offices Handling Money

1. Does the cashier's window have security features?	_____	_____
2. Who escorts the employee carrying money to the bank?		
a. sheriff	_____	_____
b. local police	_____	_____
c. state police	_____	_____
d. no one	_____	_____
e. other (specify): _____	_____	_____
3. Is the bank deposit made at varying times each day?	_____	_____
4. Comments: _____		

Yes

No

Courthouse Procedures

- | | | |
|---|-------|-------|
| 1. Is there a procedure for routine daily inspection of the courthouse? | _____ | _____ |
| 2. Is the court facility patrolled 24 hours a day, seven days a week? | _____ | _____ |
| 3. Are tenants given periodic instruction about the various emergency procedures? | _____ | _____ |
| 4. Are periodic fire and evacuation drills held? | _____ | _____ |
| 5. Are public, private, and prisoner circulation patterns separated and well defined? | _____ | _____ |
| 6. Is there a routine inspection of packages and shipments entering the courthouse? | _____ | _____ |
| 7. Is there a policy concerning personal package deliveries made to the courthouse? | _____ | _____ |
| 8. Does the court have an emergency management/continuity of operations plan (COOP)? | _____ | _____ |
| 9. Does the court have a safety and security committee? | _____ | _____ |
| 10. Comments: _____ | | |
-

Courtrooms: Location

- | | | |
|---|-------|-------|
| 1. Do spaces above, below, and next to the courtroom present a security hazard? | _____ | _____ |
| 2. Comments: _____ | | |
-

Courtrooms: Doors, Windows, and Other Openings

- | | | |
|----------------------------------|-------|-------|
| 1. Are all unused doors secured? | _____ | _____ |
|----------------------------------|-------|-------|

	Yes	No
2. Are there separate entrances into the courtroom for:		
a. judges	_____	_____
b. in-custody defendants	_____	_____
c. spectators	_____	_____
3. Is the prisoner entry door far enough from the public seating area to prevent passing contraband?	_____	_____
4. Are all windows draped to obscure vision (particularly of the bench) from outside?	_____	_____
5. Comments: _____		

Courtrooms: Lights

1. Is there emergency lighting?	_____	_____
2. Comments: _____		

Courtrooms: Furnishings

1. Is the main area or well separated from the spectators by a barrier?	_____	_____
2. Is there a physical barrier between the well and the judge's bench?	_____	_____
3. Is the judge's bench closed at both ends to restrict access from the well?	_____	_____
4. Are potential weapons, such as drinking glasses, water carafes, and ashtrays, kept out of the defendant's reach?	_____	_____
5. Comments: _____		

Yes

No

Courtrooms: Security Devices

- | | | |
|---|-------|-------|
| 1. Is the bench reinforced to make it bullet resistant? | _____ | _____ |
| 2. Is there a duress alarm in the courtroom? | _____ | _____ |
| a. Does the duress alarm also indicate location? | _____ | _____ |
| 3. Are duress alarm buttons installed at: | | |
| a. the bench | _____ | _____ |
| b. clerk's station | _____ | _____ |
| c. bailiff's station | _____ | _____ |
| d. chambers | _____ | _____ |
| e. judge's secretary's desk | _____ | _____ |
| f. other (specify): _____ | _____ | _____ |
| 4. Does the courtroom have a telephone? | _____ | _____ |
| 5. Does the courtroom have a public address system? | _____ | _____ |
| 6. Does the courthouse have a public address system? | _____ | _____ |
| 7. Comments: _____ | | |
-

Courtrooms: Security Procedures

- | | | |
|--|-------|-------|
| 1. Is there a policy for firearms to be carried into the courtroom by: | | |
| a. bailiffs | _____ | _____ |
| b. law enforcement officer witnesses | _____ | _____ |
| c. law enforcement officer spectators | _____ | _____ |
| d. other (specify): _____ | _____ | _____ |
| 2. Are bailiffs armed in the courtroom? | _____ | _____ |

- | | Yes | No |
|--|-------|-------|
| 3. How many bailiffs provide court security on a daily basis? | | |
| a. Fixed post _____ | | |
| b. Roving post _____ | | |
| 4. Courthouse security is provided by: (check all that apply) | | |
| a. Sheriff _____ | | |
| b. Private Security Agency _____ | | |
| c. Other (specify) _____ | | |
| 5. Are there procedures for the emergency evacuation from the courtroom of: | | |
| a. prisoners | _____ | _____ |
| b. judges | _____ | _____ |
| c. jurors | _____ | _____ |
| 6. Is there a policy to secure weapons and other contraband offered as evidence? | _____ | _____ |
| 7. Comments: _____ | | |

Judges' Chambers and Related Offices

- | | | |
|--|-------|-------|
| 1. Is visitor access controlled by clerks, bailiffs, or secretaries? | _____ | _____ |
| 2. Do these chambers have more than one means of entry and exit? | _____ | _____ |
| 3. Are the chambers routinely locked when the judge is not present? | _____ | _____ |
| 4. Are outside views, particularly of judges' desks, obscured? | _____ | _____ |
| 5. Do chambers have duress alarms? | _____ | _____ |
| 6. Comments: _____ | | |

Yes

No

Witness Waiting Room

- | | | |
|--|-------|-------|
| 1. Are witness waiting rooms provided? | _____ | _____ |
| 2. Is it possible to separate prosecution and defense witnesses? | _____ | _____ |
| 3. Is public access to waiting rooms restricted? | _____ | _____ |
| 4. Comments: _____ | | |
-

Jury Deliberation Room

- | | | |
|--|-------|-------|
| 1. Is the jury deliberation room next to the courtroom or accessible through a controlled passage? | _____ | _____ |
| 2. Are the windows draped? | _____ | _____ |
| 3. Are rest rooms provided as an integral part of the deliberation area? | _____ | _____ |
| 4. Is the deliberation room routinely searched for contraband before occupancy? | _____ | _____ |
| 5. Is the deliberation room locked when unoccupied? | _____ | _____ |
| 6. Comments: _____ | | |
-

Data Processing and Court Records

- | | | |
|--|-------|-------|
| 1. Is a back-up record made for electronic court records each day? | _____ | _____ |
| 2. Is electronic court data stored off-site? | _____ | _____ |
| 3. Has a "black bag" containing valuable court documents, orders, and computer information been assembled? | _____ | _____ |
| 4. Is the door to the location in which computer servers are located locked at all times except for | _____ | _____ |

authorized users?

Yes

No

5. Is the fire suppression system for the computer server location zoned (if sprinkler type) or chemical?

6. Comments: _____

In the event of a courthouse emergency, the following questions are being asked by the AOPC to provide the county with on-going operation of the Common Pleas Criminal Court Case Management System (CPCMS)

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

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

IMMEDIATE ACCESS USERS

LONG TERM REMOTE ACCESS USERS

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

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

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