Judicial Council of California . Administrative Office of the Courts

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REPORT TO THE JUDICIAL COUNCIL

For business meeting on: June 24, 2011

Title
Report to the Legislature: Annual Summary of Trial Court Security Plans

Rules, Forms, Standards, or Statutes Affected
None

Recommended by
Working Group on Court Security
Hon. Richard D. Aldrich, Chair
Mr. Malcolm Franklin, Office of Emergency Response and Security

Agenda Item Type
Action Required

Effective Date
June 24, 2011

Date of Report
May 11, 2011

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Executive Summary

The Working Group on Court Security recommends that the council approve its proposed report to the Legislature summarizing locally negotiated court security plans submitted to the Administrative Office of the Courts (AOC) by the trial courts. Annual submission of this report is required under Government Code section 69925.

Recommendation

The Working Group on Court Security recommends that the Judicial Council approve, effective June 24, 2011, its proposed report to the Legislature summarizing locally negotiated trial court security plans submitted to the AOC, in conformance with the requirements of Government Code section 69925 and rule 10.172(e) of the California Rules of Court.

The report to the Legislature is included as Attachment A.

Previous Council Action

The Judicial Council adopted rules 10.172 and 10.173 of the California Rules of Court, effective January 1, 2009, to implement the provisions of Government Code section 69925.

Government Code section 69925 requires that the county sheriff or marshal, in conjunction with the presiding judge of the superior court, develop an annual or multiyear comprehensive court security plan that includes the mutually agreed upon law enforcement security plan to be utilized by the court. It also directs the Judicial Council to:

1. Provide for the subject areas to be addressed in the plan and specify the most efficient practices for providing court security services; and
2. Establish a process for the review of court security plans by the Judicial Council in the California Rules of Court.

Adoption of rule 10.172 fulfilled the requirement to provide for the subject areas to be addressed in court security plans and establish a process for their review.

Rationale for Recommendation

As required by rule 10.172, no later than July 1 of each year, the Working Group on Court Security must submit to the Judicial Council a summary of the submissions received from the superior courts. The summary enables the council to comply with the Government Code section 69925 requirement that it annually submit to the Senate and Assembly Judiciary Committees a report summarizing the court security plans reviewed by the Judicial Council, including, but not limited to, a description of each plan, the cost involved, and whether each plan complies with the rules for the most efficient practices for providing court security services.

In 2010, the Judicial Council submitted a report to the Legislature summarizing submissions received in 2009. These summarized submissions were presented to the council for its review at the August 27, 2010, business meeting.[1] The summary of changes received from the trial courts for the February 2011 deadline (see Cal. Rules of Court, rule 10.172(d)) is provided in Attachment A to this report.

Comments, Alternatives Considered, and Policy Implications

The proposed report was not circulated for comment because the summary information provided is factual and noncontroversial. No alternatives were considered because this report was created in conformance with the Legislature's specific mandate to the Judicial Council.

Implementation Requirements, Costs, and Operational Impacts

Approval of the proposed report will impose no implementation costs on the courts.

[1] The 2010 council report with the summarized submissions is available at *www.courts.ca.gov/20100827item1.pdf*.

Relevant Strategic Plan Goals and Operational Plan Objectives

The proposed report supports Goal II, Independence and Accountability, specifically the related operational plan objective II.B.4, as it assists with measuring and regularly reporting branch performance.

Attachments

1. Attachment A: Annual Report Summarizing Court Security Plans Reviewed by the Judicial Council
2. Attachment B: Government Code section 69925

Attachment A

Annual Report Summarizing Court Security Plans Reviewed by the Judicial Council
Report to the Legislature

July 2011

Introduction

Government Code section 69925 requires the sheriff or marshal, in conjunction with the presiding judge, to develop an annual or multiyear comprehensive court security plan that specifies the practices and procedures for ensuring that appropriate levels of security are provided in each superior court. It also directs the Judicial Council to provide the subject areas to be addressed in court security plans, establish a process for the review of the plans, and report annually to the Legislature summarizing the plans it has received. Court security plans are critical tools for ensuring that the court and the sheriff or marshal address the physical security profile of a court and establish all necessary protocols and procedures to best protect every person who enters the court. Requiring each court to develop a security plan ensures that the individuals responsible for court security consider and address in their practices and procedures all aspects of court security and to update and revise those practices and procedures as appropriate.

Implementation

To implement section 69925, the Judicial Council adopted rule 10.172 of the California Rules of Court, effective January 1, 2009, establishing the areas required to be addressed in each court's security plan, and creating a process for Judicial Council review of the plans. (A copy of rule 10.172 is attached as Appendix A.) Based on the collective input of the members of the Judicial Council's Working Group on Court Security, the judicial branch members and public who submitted comments on the rule of court, and the Judicial Council, the rule identifies areas that need to be addressed for a court to have a comprehensive court security plan reflecting the best and most efficient practices for the delivery of court security.

- Rule 10.172(b) specifies 39 separate subject matter areas that must be addressed in a court security plan. The diversity of the 39 subject matter areas implements the mandate in Government Code section 69925 that a court security plan be comprehensive and ensures that each plan addresses specific areas that were identified as incorporating the best and most efficient practices for court security.

- Rule 10.172(c) requires the court and sheriff or marshal to conduct an assessment of court security at least once every two years. The purpose of this assessment is to ensure that the court security plan is based on the court's most current needs and the most current court security practices.

- Rule 10.172(d) and (e) provide a process for the submission of court security plans to, and their review, by the Judicial Council.

Recognizing that the breadth of areas required to be examined by each court in developing its court security plan might seem overwhelming, the Administrative Office of the Courts (AOC), Office of Emergency Response and Security Unit (OERS) developed an online planning tool courts may use in preparing their court security plans. The online tool allows the reports to be printed as well as stored electronically offsite. OERS also prepared *Court Security Plan Guidelines* to assist the court and sheriff or other security provider in preparing a comprehensive court security plan. (A copy of the guidelines is attached as Appendix B.)

Under rule 10.172 each court was required to submit its court security plan to the AOC by November 1, 2009. On or before February 1, 2011, and each successive February 1, each superior court must report to the AOC whether it has made any changes to its court security plan and, if so, identify each change made and provide to the AOC copies of the current court security plan and current assessment report.

Annual Report to the Legislature

In accordance with section 69925, the Judicial Council will annually submit to the Senate and Assembly Judiciary Committees a report summarizing the court security plans and updates received and reviewed by the Judicial Council.

In 2010, the Judicial Council submitted a report to the Legislature summarizing submissions received from the trial courts in 2009. The summary of changes received for the February 2011 deadline (see Cal. Rules of Court, rule 10.172(d)) follows.

Summary—Description of Each Plan

Each court security plan is required to address, for each court facility, at a minimum, the 39 separate subject matter areas that are required for the best and most efficient trial court security, as specified by rule 10.172(b):

(A) Composition and role of court security committees;
(B) Composition and role of executive team;
(C) Incident command system;
(D) Self-assessments and audits of court security;
(E) Mail handling security;
(F) Identification cards and access control;
(G) Courthouse landscaping security plan;
(H) Parking plan security;
(I) Interior and exterior lighting plan security;
(J) Intrusion and panic alarm systems;
(K) Fire detection and equipment;
(L) Emergency and auxiliary power;
(M) Use of private security contractors;
(N) Use of court attendants and employees;
(O) Administrative/clerk's office security;
(P) Jury personnel and jury room security;

(Q) Security for public demonstrations;
(R) Vital records storage security;
(S) Evacuation planning;
(T) Security for after-hours operations;
(U) Custodial services;
(V) Computer and data security;
(W) Workplace violence prevention; and
(X) Public access to court proceedings.

Each court security plan is also required to address the following law enforcement subject areas:

(A) Security personnel and staffing;
(B) Perimeter and entry screening;
(C) Prisoner and inmate transport;
(D) Holding cells;
(E) Interior and public waiting area security;
(F) Courtroom security;
(G) Jury trial procedures;
(H) High-profile and high-risk trial security;
(I) Judicial protection;
(J) Incident reporting and recording;
(K) Security personnel training;
(L) Courthouse security communication;
(M) Hostage, escape, lockdown, and active shooter procedures;
(N) Firearms policies and procedures; and
(O) Restraint of defendants.

There is a significant variance in the conditions at each of the 500-plus court facilities in the state of California. As a result, not all subject matter areas are relevant in all courts or in all locations (e.g., civil courthouses do not have holding cells and juvenile courthouses do not have jury procedures). If an area is determined by the court and the court's security provider as not relevant for a specific facility, the plan may so indicate. However, by requiring each court and security provider to consider the applicability of all 39 subject matter areas, the Judicial Council is assured that each plan will address, in the fashion most appropriate for each court location, the best practices for providing court security services.

The 2010 report submitted to the Legislature reflected that 39 of the 58 courts had submitted plans, and 30 of the 39 plans submitted addressed all subject areas required by rule 10.172 and were found to be complete under the requirements of rule 10.172. (Plans addressing all of the required subject matter areas were deemed complete. Failure to address all of the required areas resulted in a finding that the plan was incomplete or deficient.)

At the time of this report, 48 of the 58 courts submitted court security plans. This represents an increase of 9 new submissions. All of the courts that previously submitted plans updated those

plans and submitted copies of those updated plans to the Judicial Council if needed, with all changes identified. All of the 48 plans are complete or being revised for completeness. The following table lists the plans that have been submitted and reports that have been made and indicates the status of each plan.

County	2010 – Plan Submitted	2010 – Plan Complete	2011 – Report Submitted and 2010 Plan Updated	2011 – Plan Complete
Alameda	X	X	X	X
Alpine	X		X	X
Amador	X	X	X	X
Butte	X	X	X	X
Calaveras	X	X	X	X
Colusa	X		X	X
Contra Costa	X	X	X	X
Del Norte	X	X	X	X
El Dorado				
Fresno	X	X	X	X
Glenn				
Humboldt				
Imperial	X	X	X	X
Inyo	X	X	X	X
Kern			X	X
Kings	X	X	X	X
Lake				
Lassen	X	X	X	X
Los Angeles	X	X	X	X
Madera	X	X	X	X
Marin	X	X	X	X
Mariposa				
Mendocino	X	X	X	X
Merced	X	X	X	X
Modoc			X	X
Mono			X	X
Monterey			X	X
Napa	X	X	X	X
Nevada	X	X	X	X
Orange	X	X	X	X
Placer	X		X	X
Plumas				
Riverside			X	X
Sacramento	X		X	X

San Benito	X	X	X	X
San Bernardino	X		X	X
San Diego			X	X
San Francisco	X	X	X	X
San Joaquin	X		X	X
San Luis Obispo				
San Mateo	X	X	X	X
Santa Barbara	X		X	X
Santa Clara	X	X	X	X
Santa Cruz				
Shasta	X	X	X	X
Sierra			X	X
Siskiyou	X	X	X	X
Solano	X	X	X	X
Sonoma			X	X
Stanislaus	X	X	X	X
Sutter	X		X	X
Tehama				
Trinity	X	X	X	X
Tulare	X	X	X	X
Tuolumne				
Ventura	X		X	X
Yolo			X	X
Yuba	X	X	X	X

OERS staff reviewed each submission for completeness and asked each court with an incomplete plan to supplement their submission to correct any deficiencies. Any further submissions that are amended or received will be reflected in the Judicial Council's next annual report.

OERS staff did not identify any pattern as to why some courts have not yet submitted plans. Circumstances may vary from court to court; one court offered the following explanation: a new court executive officer had been appointed and needed time to plan with the new sheriff and jail captain.

OERS efforts to assist the trial courts with compliance included providing reminders and offering the help and assistance of its staff. A general reminder was sent once in Court News Update (a weekly electronic news brief). OERS staff contacted by individual e-mail the presiding judges and court executive officers from which plans were not received.

Summary—Cost Involved

Each year, the Judicial Council allocates funds to each court to for court security needs. The Judicial Council may only provide funding for allowable court security expenses, as defined in Government Code section 69927. The amount allocated to each court for the 2009–2010 fiscal

year, is listed below, along with the estimated total amount allocated for fiscal year 2010–2011 as of June 2011.

Court	FY 2009–2010 Security Funding	FY 2010–2011 Security Funding
Alameda	24,472,483	24,345,302
Alpine	11,795	11,745
Amador	551,163	548,817
Butte	2,321,927	2,290,753
Calaveras	281,320	341,844
Colusa	129,380	142,298
Contra Costa	13,086,657	13,167,253
Del Norte	307,572	317,942
El Dorado	2,096,380	2,304,672
Fresno	13,944,182	14,331,334
Glenn	352,963	357,826
Humboldt	1,205,708	1,251,563
Imperial	1,553,754	1,547,954
Inyo	357,535	353,822
Kern	9,042,826	9,541,757
Kings	1,340,345	1,328,041
Lake	664,846	679,162
Lassen	444,664	445,562
Los Angeles	159,020,554	157,269,931
Madera	1,363,919	1,400,620
Marin	2,858,442	2,935,308
Mariposa	189,501	193,552
Mendocino	1,619,633	1,596,237
Merced	2,613,170	2,751,440
Modoc	102,069	101,634
Mono	478,613	460,408
Monterey	4,663,880	4,532,073
Napa	1,836,175	1,839,283
Nevada	1,119,218	1,187,107
Orange	42,315,940	44,171,694
Placer	3,545,088	3,696,091
Plumas	342,505	371,082
Riverside	16,125,496	16,915,627
Sacramento	23,724,860	26,453,239
San Benito	357,581	377,842
San Bernardino	26,523,822	27,949,144
San Diego	31,356,903	32,426,440
San Francisco	11,088,345	10,876,768

San Joaquin	8,564,016	8,466,541
San Luis Obispo	3,922,619	3,988,945
San Mateo	9,003,940	10,355,083
Santa Barbara	6,214,173	6,553,395
Santa Clara	27,053,549	28,752,481
Santa Cruz	2,758,276	2,879,453
Shasta	2,371,640	2,367,543
Sierra	26,464	26,351
Siskiyou	617,240	612,172
Solano	5,496,802	5,822,528
Sonoma	7,317,893	7,315,403
Stanislaus	4,668,210	4,457,361
Sutter	780,773	775,913
Tehama	543,341	545,038
Trinity	418,277	446,436
Tulare	5,321,562	5,395,463
Tuolumne	939,108	989,928
Ventura	11,448,586	11,753,510
Yolo	2,997,471	3,125,936
Yuba	632,365	648,830
Total:	504,507,519	516,091,478

The security funding for fiscal year 2010–2011 reflects reductions in the security allocations consistent with overall reductions to court operations implemented as part of the 2010 Budget Act. For many courts, the total allocation numbers have yet to be finalized.

Conclusion

Providing safe and secure facilities for judicial proceedings is a longstanding Judicial Council goal. Court security plans help to make that possible by addressing essential security measures that help to protect the public, personnel, and judiciary who visit and serve the courts. The Judicial Council will be providing annual reports summarizing court security plans that are submitted by California's trial courts.

This report can be accessed at *www.courtinfo.ca.gov/reference/legislaturereports.htm.*

A printed copy of the report may be obtained by calling 415-865-8991.

Appendix A

California Rules of Court, rule 10.172

Rule 10.172. Court security plans

(a) Responsibility

The presiding judge and the sheriff or marshal are responsible for developing an annual or multiyear comprehensive, countywide court security plan.

(b) Scope of security plan

(1) Each court security plan must, at a minimum, address the following general security subject areas:

(A) Composition and role of court security committees;

(B) Composition and role of executive team;

(C) Incident command system;

(D) Self-assessments and audits of court security;

(E) Mail handling security;

(F) Identification cards and access control;

(G) Courthouse landscaping security plan;

(H) Parking plan security;

(I) Interior and exterior lighting plan security;

(J) Intrusion and panic alarm systems;

(K) Fire detection and equipment;

(L) Emergency and auxiliary power;

(M) Use of private security contractors;

(N) Use of court attendants and employees;

(O) Administrative/clerk's office security;

(P) Jury personnel and jury room security;

(Q) Security for public demonstrations;

(R) Vital records storage security;

(S) Evacuation planning;

(T) Security for after-hours operations;

(U) Custodial services;

(V) Computer and data security;

(W) Workplace violence prevention; and

(X) Public access to court proceedings.

(2) Each court security plan must, at a minimum, address the following law enforcement subject areas:

(A) Security personnel and staffing;

(B) Perimeter and entry screening;

(C) Prisoner and inmate transport;

(D) Holding cells;

(E) Interior and public waiting area security;

(F) Courtroom security;

(G) Jury trial procedures;

(H) High-profile and high-risk trial security;

(I) Judicial protection;

(J) Incident reporting and recording;

(K) Security personnel training;

(L) Courthouse security communication;

(M) Hostage, escape, lockdown, and active shooter procedures;

(N) Firearms policies and procedures; and

(O) Restraint of defendants.

(3) Each court security plan should address additional security issues as needed.

(c) Court security assessment and assessment report

At least once every two years, the presiding judge and the sheriff or marshal are responsible for conducting an assessment of security with respect to all court operations. The assessment must include a comprehensive review of the court's physical security profile and security protocols and procedures. The assessment should identify security weaknesses, resource deficiencies, compliance with the court security plan, and any need for changes to the court security plan. The assessment must be summarized in a written assessment report.

(d) Submission of court security plan to the Administrative Office of the Courts

On or before November 1, 2009, each superior court must submit a court security plan to the Administrative Office of the Courts (AOC). On or before February 1, 2011, and each succeeding February 1, each superior court must report to the AOC whether it has made any changes to the court security plan, and if so, identify each change made and provide copies of the current court security plan and current assessment report. In preparing any submission, a court may request technical assistance from the AOC.

(e) Plan review process

The AOC will evaluate for completeness submissions identified in (d). Annually, the submissions and evaluations will be provided to the Working Group on Court Security. Any submissions determined by the working group to be incomplete or deficient must be returned to the submitting court for correction and completion. No later than July 1 of each year, the working group must submit to the Judicial Council a summary of the submissions for the Judicial Council's report to the Legislature.

(f) Delegation

The presiding judge may delegate any of the specific duties listed in this rule to another judge or, if the duty does not require the exercise of judicial authority, to the court executive officer or other court employee. The presiding judge remains responsible for all duties listed in this rule even if he or she has delegated particular tasks to someone else.

Rule 10.172 adopted effective January 1, 2009.

Advisory Committee Comment

This rule is adopted to comply with the mandate in Government Code section 69925, which requires the Judicial Council to provide for the areas to be addressed in a court security plan and to establish a process for the review of such plans. The Working Group on Court Security is authorized by Government Code section 69927 and established by rule 10.170 for the purpose of studying and making recommendation to the Judicial Council regarding court security matters. For the assistance of the courts and sheriffs in preparing and submitting their court security plans, the Working Group on Court Security has prepared "*Court Security Plan Guidelines*" with respect to each of the subject areas identified in subsections (b)(1) and (b)(2). The courts and sheriffs may obtain copies of the *Court Security Plan Guidelines* from the Administrative Office of the Courts' Emergency Response and Security Unit.

Court Security Plan Guidelines

JANUARY 30, 2009

ADMINISTRATIVE OFFICE OF THE COURTS

OFFICE OF EMERGENCY RESPONSE AND SECURITY

The following guidelines are intended to assist courts and sheriffs in preparing court security plans as required by Government Code section 69925. Courts and sheriffs may consult with the Administrative Office of the Courts' Office of Emergency Response and Security for additional assistance.

GENERAL SECURITY ELEMENTS

A comprehensive security plan will address each of the following items.

Court Security Committee

Identify the members of the court security committee and each subcommittee, including the subcommittee's primary point of contact.

Executive Team

Set forth in detail the courtwide executive team as well as the executive team established for each court facility.

Incident Command System

Establish a court-wide Incident Command System (ICS) that identifies a chain of command for decision-making authority and provides procedures for controlling personnel, facilities, equipment, and communications in the event of an emergency. The ICS for each court must incorporate an ICS for each facility used by the court and must identify representatives and plans of any nonjudicial agencies who share the facility. An organizational chart detailing the ICS chain of command should be included in the court security plan.

Self-Assessments and Audits

At least once a year, the court security plan must be updated with the inclusion of the self-assessment/audit report for that year.

Mail Handling

Procedures for handling mail should be detailed, including point of receipt and x-ray or screening of deliveries from the U.S. Postal Service, UPS, FedEx, and couriers. Include specific procedures for identifying and responding to suspicious packages and letters.

Identification Cards and Access Control

Provide written policies and procedures for identification cards (ID), access, and key control of facilities, including signature receipts and the issuing and reclaiming of IDs, access cards, and keys. Describe procedures for scheduled checks of access and exit doors to ensure locking systems are functioning properly.

Courthouse Landscaping Security Plan

Document procedures for inspections of courthouse landscaping, describing the monitoring and removal of plants, particularly against facility walls.

Parking Plan

Detail each facility's parking program, including areas dedicated to judge's parking, signage, type of controlled entry system, staff security program for winter hours, etc. Include identified deficiencies in annual self-assessment/audit.

Interior and Exterior Lighting Plan

Document procedures for inspecting and maintaining interior and exterior lighting, including emergency lighting and exit signage. Include lighting deficiencies and planned upgrades in the annual self-assessment/audit report.

Intrusion and Panic Alarm Systems

Describe procedures for testing intrusion and panic alarms, including the testing schedule. Describe how employees are instructed to respond to such alarms. Describe instructions or guidelines regarding the use of panic/duress alarms provided to judges and court staff. Provide information on who conducts maintenance and repairs, including contact information. Include deficiencies and planned upgrades in the annual self-assessment/audit report.

Fire Detection and Equipment

Describe procedures for inspecting fire extinguishers, hoses, pull stations, and alarms. Include who is responsible for scheduling these inspections. List vendor and maintenance contact information. Describe any employee fire equipment training at the facility. Include floor plans identifying the location of firefighting equipment, alarm stations, and emergency exits. Floor plans should also identify emergency shut-off locations for gas, electricity, and water.

Emergency and Auxiliary Power

If the facility is equipped with emergency power supplies, describe the areas covered by the system, the testing schedules, fuel supply, checks, etc. Include security measures in place used to protect the system (e.g., fencing, monitored by CCTV, etc.). Provide maintenance contact information and alternate emergency power generator vendor and resource information.

Private Security Contractors

Describe the duties of security contractors (e.g., perimeter screening, patrols, reception, etc.) and reference who administers the contract (e.g., court, sheriff, county, etc.). Include contractor supervisory authority, training requirements, and background check requirements. Include information about whether contract security guards are armed or possess defensive weapons.

Court Attendants and Employees

Describe the use of civil court attendants, the types of court proceedings in which they are used, and their basic court duties.

Administrative/Clerk's Office Security

Describe what systems (e.g., controlled entrances, bullet-resistant screens at public counters, panic alarms, escape route plans, etc.) are in place in administrative offices and the clerk's office. Describe the procedure for responding to bomb threats and under what circumstances, and by whom an evacuation may be ordered. Include specific instructions for the recipient of a bomb threat (e.g., bomb threat checklist, notifications, etc.). Include emergency telephone numbers, such as court security, 911, etc.

Jury Personnel and Jury Rooms

Describe the measures taken to ensure security of jurors, the public, witnesses, and jury rooms, including whether jury rooms have separate restrooms for juror use only.

Public Demonstrations

Describe the specific plans and procedures employed during public demonstrations to ensure the safety and security of staff, visitors, and the facility and to ensure unobstructed access to the courts. Reference applicable legal authority, California Rules of Court, etc.

Vital Records Storage Security

Describe the locations of vital records storage and how these areas are secured. Describe how the storage site was selected and include whether it is onsite or offsite, dry, and secure and has access controls and fire suppression equipment.

Evacuation Planning

Describe the evacuation plans for judicial staff, employees, and visitors. Separate the responsibilities and actions for court employees and the court security provider. If these areas are addressed in existing emergency plans, refer to documentation by manual name, title, and page number. Provide detailed evacuation plans that are regularly tested and drilled. Describe the joint debriefing conducted after each exercise or event.

After-Hours Operations

Describe the policies and procedures for after-hours access to the facility, including authorization process, means of entry (e.g., keys, access cards, escort, etc.), areas available, and authorized hours of access. Include contact names and telephone numbers for after-hours emergencies.

Custodial Services

Detail supervision of custodial personnel, including hours of operation, after-hours work, controls on trash removal, etc. Describe the contract or human resource policy on employee screening and background checks. Include contact information for business hours and after hours.

Computer and Data Security

Describe the policies for training all employees on basic computer security. Basic computer security includes password use, frequency of password changes, backup policies for specific data, offsite storage capabilities, and security of electronic media.

Workplace Violence Prevention

Describe who receives this training, if applicable, and the frequency of any such training.

Public Access to Court Proceedings

Describe policies and procedures for ensuring that security services are provided in a manner that protects the legal rights of criminal defendants to a public trial and the legal rights of public access to court proceedings. Describe the training to be provided to ensure compliance with these policies and procedures. Describe efforts at communicating with local bar groups, the media, and other stakeholders, regarding the formulation and implementation of court security policy and procedures.

LAW ENFORCEMENT SECURITY ELEMENTS

The court security plan must address the following elements with respect to the court and each facility where special policies or procedures are in place:

Security Personnel and Staffing

Describe staffing requirements at each court facility, including the number, classification, roles, and responsibilities of staff for:

Entry screening and perimeter security;
Courtroom security;
Prisoner transportation;
Holding cells;
Public waiting areas; and
Judicial protection.

Perimeter and Entry Screening

Describe the security at each entry point and how many personnel are used at each location. Describe the procedures used to screen all persons and items entering the facility (e.g., laptops, CD/MP3 players, cell phones, pagers, radios, etc.). Describe any special provisions for screening individuals with wheelchairs or baby carriages. Describe the equipment used at each screening station (e.g., metal detectors, x-ray machines, etc.) and the policies covering their use. Describe the type of signage used to notify individuals of the court's screening policies and prohibited items. Include any exceptions to weapons screening for peace officers, employees, etc.

Prisoner and Inmate Transport

Describe inmate transportation and emergency plans and procedures in the event of an escape, attempted escape, or in-transit medical emergencies. Describe the protocols governing the escort of prisoners to and from the courthouse, including staffing levels required to safely escort prisoners. Include juvenile transportation policies.

Holding Cells

Describe the holding areas where inmates, including juveniles, can be detained and supervised by security personnel while awaiting court appearances, during court proceedings, or while returning to jail facilities. Include cell check and well-being check schedules. Describe protocols for the movement of inmates from holding areas to courtrooms, emergency evacuation of inmates, in-custody medical emergencies, administrative segregation, segregation of inmates from the public, and inmate contact with witnesses, families, victims, etc.

Interior and Public Waiting Areas

Describe the procedures for monitoring hallways and public waiting areas, separation of juries, witnesses, and others in a public setting. Include response procedures for incidents in public areas, how incidents are recorded, and which personnel are responsible for handling calls to these areas. If child-care facilities are on the premises, list what ages of children are in that area and the procedures for ensuring children leave with an authorized person.

Courtroom Security

Describe bailiff's duties, including courtroom preparation, security sweeps, and in-session courtroom duties. Document the allocation of court security personnel based on perceived risks posed in a particular calendar or case (e.g., family, criminal, juvenile, etc.). Describe the security of environmental controls, such as lights, heat, etc. Describe any nonverbal communication used by courtroom staff, such as hand signals. Describe the evacuation routes for judges from the bench and for staff from other areas of the courtroom. Identify where ballistic protection is installed, if applicable. Describe witness, spectator, and inmate management procedures. Describe the procedure for emergency medical response in the courtroom. Describe the lockdown procedures for unused courtrooms and procedures for ensuring that potential assault items are removed or secured, such as flagpoles, shelving, books, furniture, etc. Describe security procedures for fire, earthquake, bomb threats, and power failures affecting the courtrooms.

Jury Trial Procedures

Describe jury control procedures, including care of the jury during trial, transportation, deliberations, etc. Include any special security provisions for jurors during high-profile or high-risk trials.

High-Profile and High-Risk Trials

Describe pretrial planning procedures and the measures taken for high-profile or high-risk trials. Include information about the allocation of security personnel based on factors such as the type of trial, number of participants, media coverage, and degree of anticipated risk. Identify specific personnel responsible for managing traffic, parking, and overall security of the court facility, courtroom, perimeter security, media control, housing, and infrastructure. Describe any special accommodations made for witnesses. Identify specific courtrooms that may be specially equipped or suitable for high-security, multidefendant or high media or public interest trials.

Judicial Protection

Indicate whether a judicial protection unit exists, its composition, duties, and responsibilities. Describe the parking arrangements for judges and their movement between chambers and the courtroom. Describe specific methods for securing chambers and parking and for maintaining separation of judges from the general public as they arrive and depart from work. Detail any access control for separate judicial entrances. Describe procedures for handling threats against judicial officers and court staff.

Incident Reporting and Recording

Describe the system for reporting security breaches and incidents. Identify who receives these reports, such as court administration, judges, and the Administrative Office of the Courts. Describe whether the reporting system is standardized and the procedures for maintaining confidentiality of these reports and distribution lists.

Security Personnel Training

Describe the training and frequency of training provided to security personnel on evacuations, emergency procedures, general security awareness, and enhancements to the local security plan. Describe any drills involving all staff and how often these are conducted. Describe the security agency's training and certification in the skills and performance standards required to execute court security roles and responsibilities, including transportation, restraint, court facility procedures, use of force, and dealing with the public.

Courthouse Security Communication

Describe each type of security communication used.

Describe the security information provided to court staff and judges. Identify whether this information is clear and simple and reinforced through security directives, rules, manuals, handbooks, bulletins, announcements, e-mail, and newsletters. List standard publications provided to employees.

Describe if radios or other electronic methods of communicating are available for emergency response, whether all agencies within the court complex share a common frequency, and which channel/frequency is used for court-owned radios.

Describe nonverbal communications used. (See “Courtroom Security” above.)

Describe duress/panic alarm response procedures.

Hostage, Escape, Lockdown, and Active Shooter Procedures

Detail specific procedures provided to all court staff regarding hostage situations, escapes or escape attempts, active shooter situations, and lockdowns. Describe if equipment exists to secure a courtroom from the outside. Describe if procedures are consistent with local agencies managing hostage negotiations and how often those procedures are drilled and tested with those agencies.

Firearms Policies and Procedures

Describe procedures and policies for the following areas:

- Courthouse policies on carrying firearms inside the facility by anyone, including but not limited to the public, judicial staff, and on- and off-duty law enforcement.
- Security staff carrying weapons in holding cell areas, while escorting inmates, and while performing bailiff duties inside courtrooms.
- Availability and use of less-lethal weapons. (Reference existing policy documentation by manual, page number, etc.)

Restraint of Defendants

Describe policies and procedures for restraining defendants in the courtroom. Include types of restraints available and how the court security provider receives authorization from the court to implement additional security measures.

Attachment B

Government Code section 69925

On and after July 1, 2003, the sheriff or marshal, in conjunction with the presiding judge, shall develop an annual or multiyear comprehensive court security plan that includes the mutually agreed upon law enforcement security plan to be utilized by the court. The Judicial Council shall provide for the subject areas to be addressed in the plan and specify the most efficient practices for providing court security services. The Judicial Council shall establish a process for the review of court security plans by the Judicial Council in the California Rules of Court. The Judicial Council shall annually submit to the Senate Judiciary Committee and Assembly Judiciary Committee a report summarizing the court security plans reviewed by the Judicial Council, including, but not limited to, a description of each plan, the cost involved, and whether each plan complies with the rules for the most efficient practices for providing court security services.