



# United States Marshals Service POLICY DIRECTIVES

## JUDICIAL SECURITY

### 10.4 SECURITY ALERT ADVISORY AND PLAN

**A. Purpose:** to create guidelines for the U.S. Marshals Service (USMS) to follow when notifying districts and divisions of any significant national or international event that may affect personnel, protectees, or facilities.

**B. Authority:** The Director's authority to establish these guidelines is outlined in [28 U.S.C. § 566](#).

#### **C. SECURITY ALERT/ADVISORY PROCESS:**

##### **1. Policy**

- a. Each division, at the direction of the Director, Deputy Director or its Assistant Director, will issue a security advisory to notify all USMS districts and divisions of any significant national or international event that may affect USMS protectees, personnel or facilities.
- b. Security advisories will be issued immediately in the form of a memorandum, with copies provided to all U.S. Marshals, Chief Deputy U.S. Marshals, Judicial Security Division Chief Inspectors, Court Security Senior Inspectors and Operational Support Team members.

##### **2. Procedures:**

- a. A security advisory will contain the following six headings:

**ACTION REQUIRED:**

**CLASSIFICATION:** (for law enforcement use only)

**SUMMARY OF INCIDENT:**

**STATUS:** (provides pertinent information on the status of the incident)

**CONTACTS:** (JSD personnel available to respond)

**MISCELLANEOUS:** (additional information, such as media concerns)

- b. The Action Required section will be directly below the memo's subject line and will describe the specific action the recipients must take. This could range from a requirement that the recipient immediately read and disseminate information to specific instructions on implementing the security alert plan at a particular location. The security alert plan will establish a uniform approach to fulfilling USMS responsibilities to courts during a wide range of potentially threatening situations. Once implemented, this plan will do the following:
  - 1) Simultaneously inform multiple districts of a potential threat
  - 2) Communicate information quickly with a single call or fax
  - 3) Escalate or de-escalate security responses as changing situations dictate

- 4) Establish standard, universally recognized procedures
  - c. Personnel will be notified by pager, e-mail and fax that a security advisory has been issued. Both on and off duty, recipients must call the number provided to confirm they received the advisory and understand the action to take. Depending on the situation and the number of districts affected, the Emergency Operations Center may be activated, which will ensure that representatives from all divisions are available to respond and make appropriate notifications.
3. **Responsibilities:**
- a. **Assistant Director:** issue a security advisory to all districts and divisions when ordered to by the Director or Deputy Director, or when he or she determines this is necessary.
  - b. **Districts and Divisions**
    - 1) Perform the action listed in the Action Required section of the Security Advisory.
    - 2) After receiving a security advisory, the district should call the JSD contact number provided to answer any questions. It is the responsibility of each division to track the advisory with a control number. The number should begin with the division acronym (e.g., JSD, PSD, ISD), followed by the year and a sequential number (e.g., JSD-99-001).
  - c. **Emergency Operations Center:** If activated, the center will coordinate the activities of participating districts or prepare for a USMS operational response.