

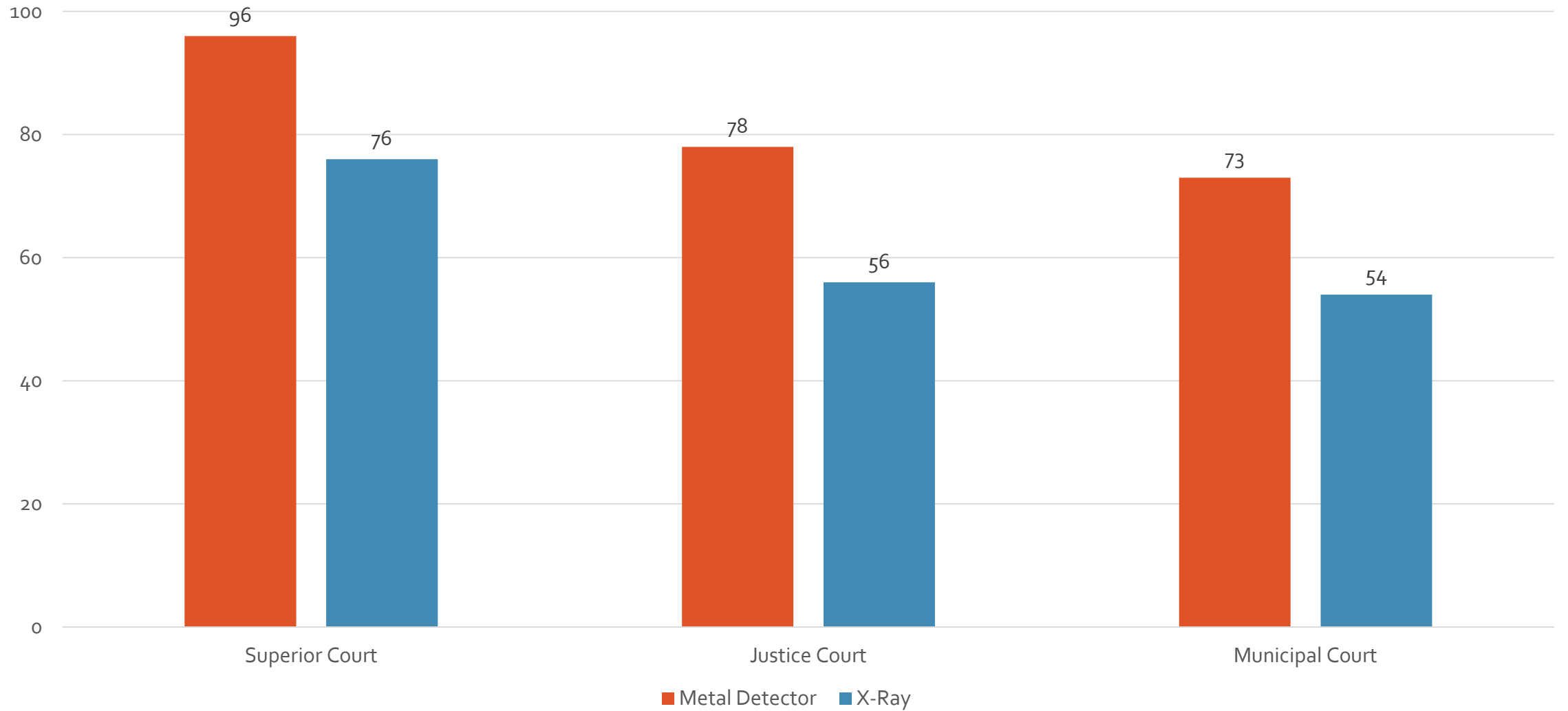
FINAL REPORT OF THE COURT SECURITY STANDARDS COMMITTEE

Presentation to Superior Court Presiding Judges

December 2016



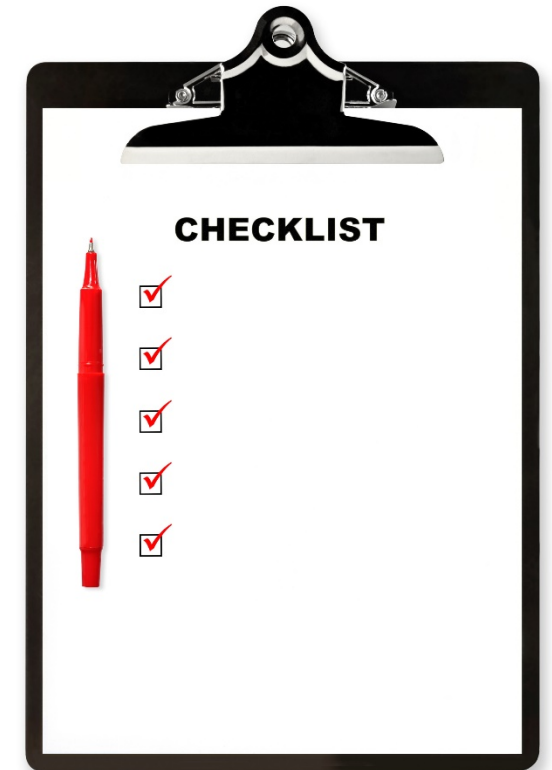
Percentage of Respondents Reporting Screening by Court Type



The Court Security Standards

30 proposed security standards grouped into the following categories:

- Governance and Administration
- Entry Screening
- In-custody Defendants
- Facilities, Alarms, and Equipment
- Training



Court Security Planning

- Phased Implementation of Standards Based On Local Needs Assessment
- Entry Screening Based Upon Court Activity Levels
- Funding Model and Case Studies
- Resources



Court Security Standards Implementation Costs

Proposed Standard	No Direct Cost	One Time Cost	Ongoing Cost	
			State	Local
Governance and Administration Recommendations 1-5	X			
Entryway Screening Recommendations 6 and 7 Recommendation 8				X
	X			
In-Custody Defendants Recommendations 9-11	X			
Facilities, Alarms, and Equipment Recommendations 12-22		X		
Training Recommendations 23, 24 and 28 Recommendations 25, 26, 27, 29 and 30				
			X	
			X	X

Phased Implementation of Security Standards

STANDARD	YEAR 1	YEAR 2	YEAR 3
Governance & Administration Court Security Committee Self-Assessment Security Manual Incident Response and Reporting Policies Policy re: Armed Personnel	✓		
In-Custody Defendants	✓		
Training New Hire Training Annual Training Task Specific Security Officer Firearms		✓	
		✓	
			✓
Facilities & Equipment Duress Alarms Locking Protocols Courtroom, Jury Room, Perimeter Sweeps Secured Access to Non-Public Areas Cameras Exterior Lighting Window Coverings Public Counters, Benches & Clerk Stations Protecting Critical Locations		✓	
Entryway Screening Based on Court Activity Level			✓

Entry Screening Based on Court Activity Levels: Third Year of Phased Implementation

Court Hearings and Judicial Officers	Level of Entry Screening
1. One or more full time judicial officers, court proceedings occur throughout daily business hours and on daily basis	Entry screening during courthouse business hours e.g., business hours are 8:00 a.m. – 5:00 p.m.
2. Full-time or part time judicial officers(s), court proceedings held 2 to 3 days a week and occur only a few hours a day (court proceedings are not daily)	Entry screening during hours of court proceedings e.g., court proceedings occur Tuesday and Wednesday, 8:30 a.m. to noon
3. Single full time judicial officer or part-time judicial officer(s), court proceedings occur infrequently, (generally court proceedings are 1 or 2 days a week and only a few hours each day)	Request for exemption from regular entryway screening standard; however, entryway screening shall occur upon request from judicial officer for high-conflict or high-risk event.

Funding Model

State Funding

- Training

Partial State Funding For One Time Outlays to Supplement Local Funding

- Security Equipment
- Security System Improvements

Local Funding

- Security Personnel
- Ongoing Security-Related Operational Costs

Collaboration with Local Funding Bodies

- Letters to League of Cities and Towns membership, county managers, & Board of Supervisor chairs from Chief Justice Bales calling for support of the security standards, support of legislation creating court security fund, and collaboration in implementation.
- County managers. Overall supportive of goals of increased security measures. One manager raised concern on staffing costs for entryway screening. Take-away was collaboration between AOC and counties to identify funding sources for staffing.
- League of Cities and Towns staff reported they had received no concerns from cities.

Current non-general fund sources for security improvements

- Types of current funding sources:
 - Fill the Gap (local and state) & Local JCEF
 - Local enhancement fees such as security fee or court improvement fee
- Security Enhancement Initiatives:
 - Range from \$1,400 to \$over 100,000
 - Court used security assessments and strategic planning to determine needs and support fund requests
- Ways funds were used:
 - **FTG:** Initial hiring of part-time bailiff until funding secured from regular funding source.
 - **Municipal FTG:** Badge access to courtroom; locking devices for secure areas like chambers and courtrooms; purchase (not maintenance) of metal detectors & x-ray machines; purchase and installation of bollards; adding cameras; adding monitors for viewing camera feeds
 - **Local JCEF:** Salary for bailiff or security guard (until permanent funding approved); security officer equipment; cameras and monitors; doors and locks to control public access to employee areas

Security Enhancement Planning: Case Studies

Williams Justice/Municipal (over 5 years)

- Shared building with other government entities
- 2 part time officers; less than 19 hours week
- \$18,161 (no EREs or benefits required) from general county fund; \$3,751 additional for overages from court enhancement fund
- Screening: hand wand; from 9 a.m. to 3 p.m.; only persons entering for court business
- Security audit used to prioritize other enhancements like hardened public counters, locks, cameras

Green Valley Justice (over 1.5 years)

- Single use building; initially no lobby; remodel to provide lobby
- 1 full-time *contract* security officer; auxiliary volunteers Sheriff's officers
- \$28,000 JCEF and county general fund
- Screening: walk through metal detector & x-ray machine during all business hours; all persons including employees
- Security audit used to identify low or no cost items to implement; JCEF monies for cameras, door locks, panic buttons, punch code locks

Examples of use of JCEF & FTG funds, other funds

- **Casa Grande City Court**

- Hiring of contract court security officer; purchase of additional security cameras
- Worked with City to secure funds from General Fund via court security fee and used MFTG funds to offset some of the one-time costs associated with plan

- **North Canyon Consolidated Court**

- Re-assessment of security needs for additional cameras, monitors for viewing camera feeds, and magnetometer.
- Local JCEF funds for obtaining the equipment

- **Yuma County**

- Created a fee-based bypass/priority system for attorneys at entryway screening
- Attorneys apply for and pay for bypass card
- Attorneys bags and briefcases still scanned
- Background checks conducted

Resources

- Risk assessment tools: Assessment checklist, report template, and network of persons to assist in assessments
- List of resources: for obtaining used security equipment such as metal detectors, desks and monitors for viewing security camera feeds, officer equipment such as Tasers, etc.
- Security policies: model and example policy templates, AOC security standards liaison
- Funding assistance: guides on using data from incident reporting and tracking to support requests for funds; Court Security Fund monies; AOC liaison
- Strategic Planning: Network of mentors

Resources – Samples of checklist inventory

Example 1: Assessing Staff Areas

#	Section 8. Staff Area	YES	NO	NA
1	Is access to staff areas controlled?			
2	Are the office(s) out of view of the public?			
3	Are security checks made in staff area?			
4	Are fire extinguishers marked and easily accessible?			
5	Is staff required or encouraged to wear ID Badges?			
6	Do employee ID badges require renewal?			
7	Are visitors confronted/challenged "Can I help you"?			
8	Is lounge/conference room in public view?			
9	Are security checks made of these areas periodically?			
10	Are safety and security reminders posted?			
11	Are BOLO notifications implemented?			
12	Are files and or records left in this area?			
13	Do employees have to clear a security screening process to entry the building?			

Example 2: Assessing Record Storage Areas

#	Section 14. Storage Areas For Records	YES	NO	NA
1	Is there a secured records depository?			
2	Are records secured after hours?			
3	Are records secure during hours?			
4	Is the record holding area equipped with fire protection?			
5	Is the record holding area monitored?			
6	Are basement, utility rooms, boiler rooms, crawl spaces, and attics locked when not in use?			
7	Are crawl spaces secured from unauthorized entry?			
8	Which of the following dangerous substance are stored in the courthouse: a. Weapons b. Ammunition c. Tear gas d. Other _____			

Questions and Discussion



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