



## Arizona State Courts

# Courthouse Security Assessment Checklist

County:

Jurisdiction/Location:

Hours of Operation:

Address:

Point(s) of Contact:

Survey Completed By:

Date Completed:

Updated: July 2017

## Introduction

The Arizona Supreme Court adopted Court Security Standards, effective July 1, 2017.<sup>1</sup> Court security is maintained through an ongoing process of continuous improvement. For a comprehensive approach, oversight of court security should also include business continuity planning and encompass emergency preparedness.

Court Security Standard 1 requires the formation of local and county court security and emergency preparedness committees (“SEPC”). The SEPC, composed of representatives of the court(s), law enforcement, first responders, and other stakeholders, are charged with providing policy direction and planning recommendations on all facets of court security and emergency preparedness.

In order for courts and SEPCs to determine where security improvements are required in light of the Court Security Standards, including the development or updating of security policies and procedures and the establishment of security incident response systems, security risk assessments must be conducted.<sup>2</sup> Court Security involves three interrelated spheres: (1) court operations, (2) facilities and equipment, and (3) training and communication. The efficacy of security policies and practices should be evaluated through periodic drills and audits. This ongoing process will provide SEPCs and judicial leadership with valuable feedback and actionable recommendations to maximize court security.

This checklist is to help individual courts and the SEPCs create a baseline assessment detailing what each court is doing and is not doing to provide security for judges, staff, and the public within each court facility. This checklist should result in a report of needs and be coordinated with checklists from other facilities to help the SEPC create an action plan to meet the needs of every court in attaining the Court Security Standards.

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<sup>1</sup> Supreme Court Administrative Order 2017-015. <http://www.azcourts.gov/Portals/74/CSSC/AO/AO%202017-15.pdf>

<sup>2</sup> Security Standard 3, Appendix to Supreme Court Administrative Order 2017-015. <http://www.azcourts.gov/Portals/74/CSSC/AO/AO%202017-15.pdf>

## Instructions for Completing Checklist:

The Court Security Assessment should be conducted by individual(s) whom have a strong knowledge of both security needs and court related matters. For the best results, follow the steps below:<sup>3</sup>

1. Print the checklist and take a moment to review its contents.
2. It is recommended that key members of the court or designee participate in the completing of the checklist. This will allow for open discussion and a better understanding of the overall situation.
3. Complete the checklists, on items you are unsure about notate “unknown.”
4. If you are able, while walking around to complete your checklist, take photos of areas you want emphasized within your report. Remember a picture is worth a thousand words.
5. After you have gathered all your information and completed your checklist, review the information again and conduct any necessary follow up if needed.
6. Complete a findings report (template provided separately), this is where you would insert photos to bring life to the findings and provide support to your documented recommendations.
7. The findings report template matches the checklist template. However, the findings report is a narrative of your findings for each section of the checklist.
8. The report should detail your recommendations including a summary of those recommendations in the Report Summary. By listing your recommendations in the Report Summary they are easier to identify in the body of the report and the probability they will be read increases.
9. Complete the contact information section at the start of the checklist. All parties that participated in the assessment should be listed. Finally, submit your findings to all appropriate parties.

*Note: The assessment, if completed correctly, will contain sensitive information and should be treated and handled as a confidential document not open to the public per Arizona Supreme Court Rule 123.*

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<sup>3</sup> See Nathan W. Hall, et. al. *Steps to Best Practices for Court Building Security*, September 2016, National Center for State Courts.

**Checklist**

#	Section 1. Courtroom Security Protocols	YES	NO	NA
1	Is there a policy for firearms being carried into the courthouse? Policy has been established for: a. Law Enforcement as witnesses/spectators/on personal matters <input type="checkbox"/> b. Law Enforcement on official business <input type="checkbox"/> c. Bailiffs <input type="checkbox"/> d. Judges/staff/other non-security personnel <input type="checkbox"/> e. Attorneys/others <input type="checkbox"/>			
2	Are there uniformed security personnel in the courtroom?			
3	Are there armed security personnel available?			
4	Are prisoners kept in restraints except when in the courtroom?			
5	Is an agency designated as responsible for inmate movement to and from the courtroom? Agency: _____			
6	Are there protocols in place for processing high risk trials/events?			
7	Are there procedures for emergency evacuations from the courtroom? Policy has been established for: a. Judges <input type="checkbox"/> b. Court Staff <input type="checkbox"/> c. Jurors <input type="checkbox"/> d. Inmates <input type="checkbox"/>			
8	Are all courtrooms locked when not in use?			
9	Is ingress and egress to the courtrooms controlled during operational hours?			
10	Is there an Incident Reporting System for tracking security/safety related matters?			

#	Section 2. Court Security Procedure	YES	NO	NA
1	Is there a designated security officer for the courthouse?			
2	Are security personnel armed?			
3	Are there procedures for routine daily inspections of the courthouse?			
4	Are weapons screening devices always used at public entrance(s)? a. Hand wand <input type="checkbox"/> b. Walk through metal detector <input type="checkbox"/> c. X-ray machine <input type="checkbox"/>			
5	Is the bench reinforced to make it bullet resistant? How: _____			
6	Are routine checks made of duress alarms, emergency lighting, and screening equipment?			
7	Are rooms provided in the courthouse for attorney-client conferences?			
8	Are witness waiting rooms provided?			
9	Do jury deliberation rooms have direct and controlled access into the courtroom?			
10	Is the jury deliberation room searched for contraband before the jury enters?			
11	Is the jury deliberation room locked when unoccupied?			
12	Are signs posted regarding prohibited items such as firearms?			
13	Are signs posted regarding persons being subject to search?			

#	Section 3. Emergency Planning	YES	NO	NA
1	Does the site have an emergency management plan?			
2	Is the plan updated and subject to periodic review?			
3	Are there plans for fire and emergency evacuation to include reentry process?			
4	Have staging areas been identified and communicated to employees?			
5	Have emergency coordinators been designated?			
6	Does the plan include elements for bomb threats and active shooter responses?			
7	Are employees made aware of their responsibilities in the event of an emergency?			
8	Are drills conducted to include debrief? Date of last drill _____			
9	Does the site have COOP established?			
10	Is the chain of command in an emergency clearly identified?			

#	Section 4. Alarms & Cameras	YES	NO	NA
1	Does the building have intrusion alarms?			
2	Is there an emergency power source for all alarms?			
3	Is the security alarm system regularly tested? How often? _____ Where does the system terminate? _____ Who responds? _____			
4	Is the alarm notification list on file and updated? Who is authorized to update the list? _____			
5	Are codes of terminated employees removed from the system?			
6	Are security screening and system maintenance records maintained and available?			
7	Is there a designated entity to perform maintenance on the system?			
8	Does the site have any installed surveillance equipment?			
9	Does the surveillance equipment monitor entry and exit points?			
10	Does the surveillance system monitor parking areas?			
11	Does the surveillance system monitor lobbies and waiting areas?			
12	Is there a dedicated individual(s) who controls and monitors the surveillance system? Designated individual: _____			
13	Any observed weakness within the surveillance system? Please specify: _____			
14	Is there a policy and procedure for releasing video footage?			
15	Does the facility have operational and staffed screening equipment?			
16	Are duress alarms available in courtrooms?			
17	Are duress alarms available in customer service areas?			
18	Are duress alarms available at court entrance/security screening areas?			
19	Are duress alarms tested on a regular basis? If so how often?: _____			
20	Have staff been trained on the appropriate use of duress alarms?			
21	Has the response location for the duress alarms been identified and training on appropriate response been conducted?			

#	Section 5. Employee Training	YES	NO	NA
1	Does staff receive regular security and safety training and drills?			
2	Is information about internal security measures provided to staff?			
3	Is an individual identified as responsible for safety and security training? Name of individual: _____			
4	Does the building have floor or area emergency coordinators?			

#	Section 6. Public Waiting Areas	YES	NO	NA
1	Is a public waiting area available?			
2	Can the public waiting area be monitored by staff?			
3	Does the public have free access into staff areas?			
4	Are safety features in place to physically protect staff from public? (i.e. partitions, tempered/plexi/shatter resistant glass)			
5	Can staff readily summon assistance to the public area? Describe _____			
6	Do any trash receptacles allow easy concealment of contraband?			

#	Section 7. Public Access to Staff Areas	YES	NO	NA
1	Are control measures in place for visitor movement in staff areas?			
2	Are visitors required to check in or sign in before entering staff areas?			
3	Are visitors in staff areas identified in any fashion?			
4	Are visitors escorted by staff?			
5	Is staff trained to confront visitors and ask if assistance is required?			
6	Do all walls extend to the ceiling?			
7	Are drop or removable ceilings used in the courthouse? Locations: _____			
8	Do basement and non-public exterior doors have intrusion alarms?			
9	Are basement doors securely fastened and locked when not in use?			
10	Are public areas routinely searched?			
11	Are waiting rooms next to courtrooms routinely searched?			
12	Are public restrooms routinely searched?			
13	Are restrooms located next to courtrooms?			

#	Section 8. Staff Area	YES	NO	NA
1	Is the access to staff areas controlled?			
2	Are staff office(s) out of view of the public?			
3	Are security checks made in staff areas?			
4	Are fire extinguishers marked and easily accessible?			
5	Is staff required or encouraged to wear ID badges with photographs?			
6	Do employee ID badges require renewal?			
7	Are visitors, not displaying ID badges, confronted/challenged "Can I help you"?			
8	Is the staff lounge/conference room in public view?			
9	Are safety and security reminders posted?			
10	Are BOLO notifications implemented?			
11	Are files or records left out in staff areas other than individual desks?			
12	Do employees have to clear a security process to enter the building?			

#	Section 9. Other Security Systems	YES	NO	NA
1	Does the facility have an electronic card or badge access system?			
2	Do electronic door strikes revert to open when power fails?			
3	Are the extra access cards secured in a locked/restricted manner?			
4	Is the system regularly audited for terminated employees, changes, etc.? Last audit date: _____			
5	Are cards and badges recovered in the employee exit interview process?			
6	Are windows draped to obscure vision from the outside to inside chambers or courtrooms?			
7	Are public address communication systems adequate? Inadequacies: _____			
8	Is a backup public address communication system available in the courthouse? If yes, please specify: _____			
9	Can the phone system be used as an address system to court personnel?			
10	Is there a designated individual for use of the public address system?			
11	Do court security personnel for security purposes use a separate communication system?			
12	Is a radio system in use by court security personnel?			
13	If a radio system is in use by court security personnel, can radios connect with other outside agencies for emergency purposes?			

#	Section 10. Key Control	YES	NO	NA
1	Are locks changed when keys are unaccounted for or a key card deactivated?			
2	Has someone been designated as the key control manager?			
3	Are keys that are not issued kept in a locked container/area?			
4	Are key control records maintained?			
5	Is key recovery part of the exit interview process?			
6	Are building keys issued on limited basis?			
7	Are master keys kept securely locked and issued on a strictly controlled basis?			
8	Do the judges and court officers have a private entrance to the building?			

#	Section 11. Other	YES	NO	NA
1	Are judge's chambers routinely checked for contraband or unsafe items?			
2	Is visitor and vendor access to secure halls/chambers controlled?			
3	Are chambers locked when not in use?			
4	Are judges routinely escorted between parking areas, chambers, and the courtroom?			
5	Do in-custody persons brought from outside the courthouse enter through a public entrance?			
6	Are in-custody persons brought from jail to the reception area in the courthouse by secure access ways? If yes, indicate if by: a. Elevator <input type="checkbox"/> b. Stairway <input type="checkbox"/> c. Tunnel <input type="checkbox"/> d. Bridge <input type="checkbox"/> e. Vehicle <input type="checkbox"/> f. Foot <input type="checkbox"/>			
7	If separate from the public entrance, is the entrance for in-custody persons out of public view?			
8	Are restricted passages for in-custody persons also used by judges and court staff?			
9	Are there temporary holding cells?			
10	Do holding cells lead into secure and restricted passages?			
11	Is at least one holding cell equipped for audio and or visual coverage of courtroom proceedings?			
12	Are in-custody persons kept in restraints while in the holding cells?			
13	Are additional restraining devices available?			
14	Are holding cells routinely searched for contraband?			
15	Are there emergency procedures for emergency evacuations of in-custody persons?			
16	Do security and transportation officers receive training on procedures for emergency evacuation of in-custody persons ?			
17	Is there a procedure for handling the medical emergencies of in-custody persons ?			

#	Section 12. Vertical Movement and Stairwells	YES	NO	NA
1	Is there a separate staff elevator?			
2	Is there a separate elevator for the judges?			
3	Can the staff/judge elevator(s) be programmed?			
4	Can the staff/judge elevator(s) be monitored?			
5	Are there emergency communication devices in the staff/judges elevator(s)?			
6	Are there elevators designated for use by the public?			
7	Can the public elevator(s) be programmed?			
8	Can the public elevator(s) monitored?			
9	Are there elevators for movement of in-custody persons only?			
10	Are in-custody persons elevator(s) be programmed to bypass floors?			
11	Are in-custody persons elevator(s) key controlled access?			
12	Are in-custody persons elevator(s) equipped with bars or grilles?			
13	Are in-custody persons elevator(s) equipped with security devices? If so please designate: a. Alarms <input type="checkbox"/> b. Telephones <input type="checkbox"/> c. Cameras <input type="checkbox"/> d. Other <input type="checkbox"/> Describe: _____			
14	Are non-public stairwells alarmed?			
15	Are "emergency only" exits provided with "crash bars" and alarms?			

#	Section 13. Fire Alarm and Suppression Systems	YES	NO	NA
1	Is there a fire alarm system in the building?			
2	Is there a sprinkler system in the building?			
3	Are sprinkler systems tested and maintained on a regular basis?			
4	Are smoke detectors installed?			
5	Are smoke detectors tested on the regular basis?			
6	Is there secured fire alarm control panel?			
7	Is the fire alarm system connected to automated system?			
8	Is there emergency lighting in the fire stairwells?			
9	Are fire stairwells free of trash & debris?			
10	Are fire exits designed with delayed or alarmed devices?			
11	Does the building have fire extinguishers?			
12	Does the courthouse comply with local fire codes?			

#	Section 14. Utilities & Emergency Power	YES	NO	NA
1	Is the main power source dependable?			
2	Is there a reliable auxiliary power source for emergencies?			
3	Is emergency lighting provided?			

#	Section 15. Doors, Windows, Openings	YES	NO	NA
1	Are all exterior doors properly equipped with cylinder locks, or quality padlocks and hasps?			
2	Are all exterior doors equipped with intrusion alarms?			
3	Are all hinge pins internally located, welded or treated to prevent easy removal?			
4	Are exterior doors needed for public use equipped with self-closing locking features?			
5	Can door jams be spread?			
6	Are exterior locks firmly mounted?			
7	Are all unused doors permanently locked?			
8	Are all windows needed for ventilation secured from access?			
9	Is exterior glass laminated or tempered?			
10	Are there suitable locks on all windows that open?			
11	Are windows equipped with glass break and intrusion alarms?			
12	Is glass obscured, smoked, or tinted to prevent observation from outside?			
13	Are window bars/mesh securely fastened to prevent easy removal?			
14	Are vent coverings securely covered to prevent easy removal?			

#	Section 16. IT Security, Records, and Storage	YES	NO	NA
1	Are separated employees' network and email access terminated?			
2	Are separated employees' phone privileges terminated?			
3	Are separated employees' card access terminated?			
4	Are separated employees' issued property (cell phones, laptops, tablets) recovered?			
5	Is there a secured records holding area?			
6	Are records secured after hours?			
7	Are records secure during business hours?			
8	Is the records holding area equipped with fire suppression?			
9	Is the records holding area monitored?			
10	Are basement, utility rooms, boiler rooms, crawl spaces, and attics locked when not in use?			
11	Are crawl spaces secured from unauthorized entry?			
12	Are dangerous substance stored in the courthouse? If so please designate: a. Weapons <input type="checkbox"/> b. Ammunition <input type="checkbox"/> c. Tear gas <input type="checkbox"/> d. Other <input type="checkbox"/> _____			

#	Section 17. Safes/Vaults	YES	NO	NA
1	Is a safe/vault in use? Describe: _____			
2	Is the safe/vault fire rated?			
3	Is the safe/vault alarmed and monitored?			
4	Is the safe/vault in a publically accessible area?			
5	Are protocols established for the securing of deposits per MAS?			

#	Section 18. Roof Top Access	YES	NO	NA
1	Is internal access to the roof controlled?			
2	Are exterior openings to the building controlled?			
3	Does the roof opening have intrusion alarms?			
4	Is there access to the roof by other means? (fire escape, other buildings, etc.)			

#	Section 19. Building Perimeter	YES	NO	NA
1	Is the perimeter of the facility clearly defined by a fence, or other type of physical barrier? Briefly describe any barriers and their condition: _____ _____			
2	Does the barrier limit vehicle, pedestrian traffic?			
3	Are gates solid and in good condition?			
4	Are gates properly locked and secured?			
5	Are gate hinges secured?			

#	Section 20. Parking Area	YES	NO	NA
1	Is there video or other monitoring of the parking lot?			
2	Are there reserved parking spaces for employees?			
3	Is there controlled entry into the employee parking area? If so describe type of control access used: _____			
4	Is parking reserved for certain positions/departments?			
5	Are reserved parking spots designated by number rather than name?			
6	Is there reserved parking for judges?			
7	Is there reserved parking for jurors and witness?			
8	Is there direct access for judges from the parking area to nonpublic elevators or restricted corridors?			
9	Do reserved spaces block access by fire/police/ambulance?			
10	Are parking lots adequately lighted?			
11	Is parking for staff reasonably close?			
12	Are signs posted indicating reserved parking?			

#	Section 21. Building Exterior Lights	YES	NO	NA
1	Is the exterior of the building lighted? Describe: a. Fully Illuminated <input type="checkbox"/> b. Partially illuminated <input type="checkbox"/> c. Not illuminated <input type="checkbox"/>			
2	Are exterior lights kept on all night?			
3	Is wiring inspected regularly?			
4	Are lights controlled automatically?			
5	Are control switches inaccessible to unauthorized persons?			
6	Is there sufficient light around the building to discourage criminal activity to include: Unlawful entry or placement of explosive device near building walls or trash cans?			
7	Do any exterior or perimeter lights have an auxiliary power source?			
8	Are public areas including walkways and parking areas sufficiently lit to discourage attacks by persons or vehicles?			
9	Are there blind, dark spots for individuals to hide?			

#	Section 22. Exterior Landscaping	YES	NO	NA
1	Do landscape features provide hiding places for individuals to hide?			
2	Are there loose items (bricks, stones, or sticks) that can be used as a weapon?			
3	Is the main entrance facing a major roadway?			
4	Does landscaping block lighting?			
5	Can lighting be improved?			
6	Is property flat and does it provide a clear line of sight?			
7	Are there areas on the outermost ring of landscape in which a person could hide?			
8	Are shrubs, bushes, and trees scheduled for trimming on a regular basis?			

#	Section 23. Control Signs	YES	NO	NA
1	Are signs posted to indicate employee entrances and exits?			
2	Are signs posted to indicate visitor's entrance and exits?			
3	Are signs posted to indicate delivery entrance?			
4	Are signs posted to indicate handicap spaces (statutorily compliant)			
5	Are signs posted to indicate visitor parking?			
6	Are building evacuation routes posted?			
7	Are fire exits designated and properly lit?			
8	Is fire extinguisher signage in place?			
9	Are signs posted to indicate "emergency only" exits?			
10	Is sprinkler system control signage in place?			
11	Are there signs posted containing information about prohibited items?			
12	Are there signs posted that persons are subject to search?			

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