

# Court Executive Team Conference

*Promoting Professional Excellence in the Courts*

December 10, 2019

Crowne Plaza Lansing West

Lansing, Michigan

## Courthouse Security: Role of and Action Plan for the Courthouse Security Committee Under AO 2019-1

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Michigan Judicial Institute  
*Court Executive Team Conference*  
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**Courthouse Security: Role of and Action Plan for the Courthouse Security  
Committee under AO 2019-1**

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*Supplemental Online Resources*



AO 2019-1,  
Establishment of Court Security Committees

Memorandum, Supreme Court Administrative Order 2019-1  
Establishment of Court Security Committees



Learning Objectives

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As a result of this session, participants will:

- Identify next steps for their court security committee; and
- Implement at least one best practice for keeping the courthouse secure.



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**Court Security**

- Agenda
  - Administrative Order 2019-01
  - Security Committee
  - Committee
  - Chair
  - Meetings
  - Security Improvement Plan
  - Security Incidents
  - Annual Reporting
  - Security Videos

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**Court Security**

**Make Security a Priority**

- Security comes from the top down
- Create a Security Committee

Goal: The least paid court staff member should feel as secure as the judge.

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### Administrative Order No. 2019-1

#### Establishment of Court Security Committees

Therefore, it is ordered that each chief judge or, in any facility with multiple chief judges, one chief judge as designated by consensus of the chief judges, establish a standing courthouse security committee to be chaired by the chief judge or his/her designee.

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### Court Security: Establish a Permanent Security Committee

Committee should include representatives from (but not limited to):

- Judge(s) other than the chief judge
- Court administration
- Clerk's office
- Other offices located in the facilities
- Prosecutor's offices
- Local bar
- City attorney
- Sheriff's office
- Local law enforcement
- Court security personnel
- Facilities management
- Emergency management
- Funding unit representatives
- Court employees' union, association, or other employee representatives
- Other important internal and external stakeholders

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### Court Security

#### • Security Improvement Plan

##### • The Security Committee shall:

- Develop and promote security policies and procedures regarding court security and emergency management:
- Establish goals and objectives specific to improving physical security, emergency preparedness, and employee training:
- Review all courthouse security incidents and take appropriate corrective measures to mitigate and/or eliminate security vulnerabilities to prevent future reoccurrences.

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## Court Security

### Security Improvement Plan

The **Security Committee** should conduct a **risk assessment** to determine:

- What personnel, offices, and functions need to be protected
- What are they to be protected against
- Could be formulated as a five-year plan for the ultimate security goal
- Allows you to take incremental steps to achieve that goal

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## Court Security

### Develop & Implement a Security Manual

- A physical security plan
- Routine security operations
- Special operations plans
- Emergency procedures
- A response plan
- Lockdown plans
- Essential services contingency plan a/k/a Continuity of Operations Plan (COOP)

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## Court Security

### Develop & Implement a Security Manual (continued)

- Backup and recovery plan for court records
- Protocol to assist emergency responders
- Incident reporting procedures
- Mail handling procedures
- Threatening or inappropriate correspondence
- Court security officer qualifications & duties
- High risk trial plan

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### Court Security

- Annual reporting
  - Survey Monkey based
  - Key points
    - Court Identifiers
    - Who is responding
    - Committee members
    - Goals and Objectives
    - Meeting dates
    - Anticipated meeting dates

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### Court Security

- Key points
  - Current security policies and procedures
  - Summary of security incidents
    - What happened
    - What failed
    - Corrective action (immediate)
    - Preventative action (future)

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### Court Security

- Security Incidents
  - ***Report only incidents that required the intervention of law enforcement, disrupted court operations, or forced a closure of the court.***
  - Threats – is a statement of an intention to inflict pain, injury, damage, or other hostile action on someone ( court employee or court attendee) or an institution (court building) in retribution for something done or not done in the future.
  - Incident – is an action or communication that causes or threatens to cause personal injury, property damage, or disrupts courthouse proceedings.

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## Court Security

### Create a Single Point of Entry

- Post signs directing people to the single entrance
- One main entrance and exit
- Secure all other entrance/exit doors
- Secure the Courthouse
- Everyone (including employees) entering the court should pass through a single point for observation and screening

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## Administrative Order 2001-1

- No weapons are allowed in the (*courthouse, courtroom, office, or space used for official court business or by judicial employees*). This prohibition does not apply to court security personnel or to uniformed or otherwise properly identified law enforcement officers in the performance of their official duties. The chief judge may authorize additional exceptions in extraordinary circumstances.-
- All persons and their belongings (unless specifically excepted) and all parcels are subject to screening by (*sheriff's deputies, court officers, security personnel*) for the purpose of preventing weapons and other prohibited or restricted items from entering the facility.

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## Administrative Order 2001-1

- If at any time there is an articulable and reasonable suspicion that a weapon may be found, a person or object is subject to search. The search shall be no more intrusive than necessary to protect against the dangers presented.
- Notice shall be posted that "No weapons are permitted in this (*courthouse, courtroom, office, or space used for official court business or by judicial employees*). All persons and parcels are subject to a search for weapons and other prohibited or restricted items as a condition of entry. Persons in violation of this order may be held in contempt of court."
- Persons in violation of this order may be held in contempt of court.

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## Court Security

### Screening for Weapons

- All persons entering the court facilities should be subject to security screening
- Post list of restricted items
- Protocols for seizing, storing, and disposal of confiscated items
- Policy for response to attempts to bring weapons into court

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## Court Security

### Weapons Screening Locations

- Main Entrance(s)
  - Walk Through Magnetometer
  - Hand-held Magnetometer
  - Line Scan or X ray Machine
  - Video Monitors
  - Duress Alarm
  - Duress Alarm Monitor
  - Appropriate Armed Staff

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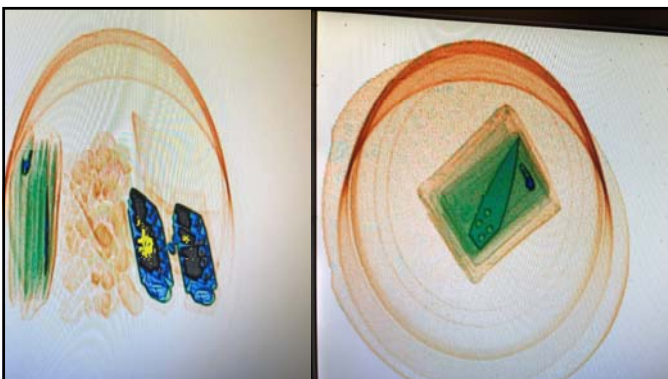
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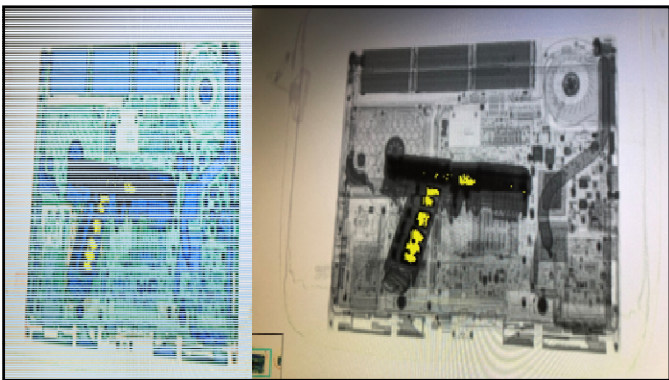
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## Court Security

### Duress Alarms

- Duress alarm are designed to summon immediate help
- Should be affixed (not portable)
- Placed at a various locations
  - Bench
  - Security officer
  - Screening station
  - Probation offices
  - Reporter
  - Front counter
  - Cashier
  - Judge's chamber(s)
- Testing of Security Equipment

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## Ingham County video




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Joshua Harding appears on a video feed for his resentencing hearing, Thursday, Aug. 2, 2018, by Ingham County Judge Richard Garcia. Harding attacked Ingham County prosecutor Jonathan Roth with what officials described as a shank in 2016. (Photo: MATTHEW DAE SMITH/Lansing State Journal)

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### Court Security

#### • Security Training for all Court Employees

- Train when hired
- Train to the policies
- Train employees to their responsibilities
- Conduct emergency drills,
  - Fire, Weather, Evacuation, & Lockdown,
- Conduct refresher training annually

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### Court Security

#### Video Surveillance Systems

- Monitors various locations in real time
- Records activities in the camera range
- Can be used for prosecution
- Alerts security to customer approaches

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## Court Security

### Electronic Access Control

- Card swipe system
- Better than key system and number code locks
- Easy to limit or remove access rights
- Swipe card can double as Identification cards
- Help determine who may be left in the building during an evacuation

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## Court Security

### Secure Parking

- Separate from public parking
- Underground, or fenced
- Secure entrance gate
- Employee entrance to building

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## Court Security

### Service Counters

- Keeps public on the public side
- Limits public from removing items, files, etc.
- Should have protective glass between customers and employees

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### Court Security

- Safety and Security
  - Judges
  - Court employees
  - Prosecutors / Attorneys
  - Citizens
  - In-custody defendants
  - Locked when not in use

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### Court Security

- Court Proceedings
  - Positions
  - Actions
  - Observations
  - Alert Codes
  - Duress Alarms
  - Employees Responsibilities

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### Court Security

- Courtroom Set-up
  - Lay out
  - Distance
  - Visual and Physical barriers
  - In-Custody Defendants
    - Transportation
    - Restraints

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### District Court



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### Court Security

- Defusing Techniques
  - Eye Contact
  - Voice
  - Words
  - Recess
  - Expect the Unexpected

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### Frank Murphy Hall of Justice Video



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## Court Security

- Court Security may not be convenient
- It is critical for all employees and visitors
- Security is a daily process

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Questions?

Thank You

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