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COURT SECURITY

AUDIT CHECKLIST

Michigan Supreme Court

Security and Emergency Management Division

Hall of Justice

925 W. Ottawa Street

P.O. Box 30052

Lansing, MI 48909

517-373-2222

Date:

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Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Judge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Court Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Court Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Court Security: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security Audit Tea m completing audit:**

Member Name Title and Officer

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Initial Inspection □ Follow-up

BRIEF DESCRIPTION OF BUILDING (DESCRIBE THE NUMBER OF STORIES, SQUARE FEET, CONSTRUCTION MATERIAL, OTHER BUILDING OCCUPANTS, NORMAL TRAFFIC PER DAY, NUMBER OF PUBLIC ENTRANCES, NUMBER OF PRIVATE ENTRANCES, ETC.). ATTACH FLOOR PLANS IF AVAILABLE:

Briefly describe the city or community where the building is located (population, main businesses, urban, suburban, rural, community highlights, etc.):

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Briefly describe the immediate environment of the building in all directions (business, urban, suburban, residential, high crime, e t c.):

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Which floors contain judicial facilities?

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What is the type of building construction (concrete, brick, glass, siding, steel framed, etc.)?

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Building construction date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building addition date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Judicial area last renovated date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the building a historically registered landmark? □Yes □No

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|  | ADMINISTRATIVE ISSUES Security Advisory Committee | YES | NO | N/A |
| 1. | Is there an established Court Security Advisory Committee? |  |  |  |
| 2. | To whom doe s the committee rep ort? | | | |
| 3. | Ho w frequently do they meet? When was the last meeting? | | | |
| 4. | Is there a formalized procedure for:  □ announcing meetings  □ documenting an d reporting to  □ Court □ County officials |  |  |  |
| 5. | What is the committee's mission or stated goals? | | | |
| 6. | What is the composition of the members of the committee?  □ Judges □ Court administration □ Others:  □ Court staff □ Sheriff  □ Court security officers □ County administration  □ County Commissioners □ Local bar association  □ Law enforcement agencies □ Emergency manage men t authority | | | |
| 7. | Does the committee have established duties or written goals and objectives? |  |  |  |
| 8. | Has the committee done any strategic or long-term planning? |  |  |  |
| 9. | Is the committee responsible for oversight of the  □ Security Procedures Manual □ Emergency Procedures Manual |  |  |  |
| 10. | Does the committee review all security and emergency related incident reports? |  |  |  |
| 11. | Does the committee verify that emergency drills, and testing and maintenance of security and emergency equipment have been completed? |  |  |  |
| 12. | Has a prior security survey been conducted?  By whom and when? |  |  |  |

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|  | ADMINISTRATIVE ISSUES Security Advisory Committee | YES | NO | N/A |
| 13. | How well have security recommendations in prior reports been implemented?  Comment:  What significant recommendations have not been implemented? | | | |

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|  | ADMINISTRATIVE ISSUES Emergency Procedures | YES | NO | N/A |
| 1. | Does the court have an emergency procedures manual? |  |  |  |
| 2. | Is the manual?  □ Loose leaf □ Organized by subject  □ Uniformly numbered □ Standard section format  □ Indexed □ Pages dated/revised  □ Periodically reviewed/updated □ All copies updated |  |  |  |
| 3. | Does the manual have phone numbers easily accessible for:  □ Ambulance □ Fire/Rescue  □ Local police □ Court/Building security  □ Sheriff dept. □ State police  □ Utility - gas □ Utility - water  □ Utility - electric □ Building maintenance |  |  |  |
| 4. | Are there written emergency procedures for:  □ Medical emergency □ Fire  □ Bomb threat □ Criminal activity  □ Civil disorder/Disturbance □ General evacuation  □ Natural disaster □ Power/Utility failure  □ Tornado □ Civil disorder  □ Severe weather □ Hostage situation  □ Flood □ Prisoner escape  □ Winter/Cold □ Disaster recovery |  |  |  |
| 5. | Does each section:  □ identify key decision-makers □ define who declares an emergency  □ list authorized actions □ define chain of command  □ give uncomplicated directions |  |  |  |
| 6. | Who has the final authority to declare an emergency? | | | |
| 7. | Are security plans coordinated with appropriate local, state, and federal agencies? |  |  |  |

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|  | ADMINISTRATIVE ISSUES Emergency Procedures | YES | NO | N/A |
| 8. | Does the manual contain:  □ Directory of building tenants and their phone numbers  □ Floor plans showing  □ windows, doors, and fire exits □ utility shutoffs  □ control panels □ HV AC controls  □ alarm system controls □ first aid kits & AEDs  □ elevator controls □ fire extinguishers, hoses, and suppression systems |  |  |  |
| 9. | Are floor plans showing emergency exits, fire hoses, and extinguishers posted throughout the building? |  |  |  |
| 10. | Are periodic security/emergency procedures meetings held with:  □ judges □ staff  □ attorneys □ tenants  □ supervisory staff □ custodial/maintenance personnel |  |  |  |
| 11. | Are other tenants given periodic instruction about the various emergency procedures? |  |  |  |
| 12. | Is there a policy and procedure for reporting incidents? |  |  |  |
| 13. | What types of incidents are required to be reported? | | | |
| 14. | Who are incidents reported to, and how quickly must they be reported? | | | |

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|  | ADMINISTRATIVE ISSUES Alarm Policies | YES | NO | N/A |
| 1. | Is there an alarm policy? |  |  |  |
| 2. | Does the policy define all of the following?  □ who is responsible for setting alarms  □ when they will be set  □ who is responsible to turn them off  □ when they will be turned off  □ how after-hours access will be allowed  □ who is responsible for responding to alarm s |  |  |  |
| 3. | What types of alarms are utilized?  □ duress or panic, number & locations  □ glass breaking  □ building entry  □ fire  □ flood |  |  |  |

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|  | ADMINISTRATIVE ISSUES Emergency Equipment and Staff | YES | NO | N/A |
| 1. | Have appropriate court staff received copies and signed for relevant security policies and procedures? |  |  |  |
| 2. | Has court staff been trained in relevant policies and procedures (e.g. first aid, CPR, AED, fire suppression, evacuation, bomb searches)? |  |  |  |
| 3. | Is first aid equipment, including AEDs, oxygen, and universal precautions, provided throughout the courthouse? |  |  |  |
| 4. | How frequently is that equipment checked and tested? | | | |
| 5. | Is staff used in key roles in an emergency (e.g. floor monitors for evacuation, fire brigade, first aid response)?  If yes, how: |  |  |  |

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|  | ADMINISTRATIVE ISSUES Fire Planning | YES | NO | N/A |
| 1. | Does the local fire marshal/inspector routinely inspect the courthouse? |  |  |  |
| 2. | When was the courthouse last inspected for fire safe ty? | | | |
| 3. | Does the courthouse com ply with local fire codes? |  |  |  |
| 4. | Does the building have fire alarms? |  |  |  |
| 5. | Does the building have smoke detectors?  List locations (e.g., halls only, in offices, etc.) |  |  |  |
| 6. | Does the building have fire extinguishers? |  |  |  |
| 7. | Does the building have an automatic sprinkler system? |  |  |  |
| 8. | Does the building have emergency fire hoses? |  |  |  |
| 9. | Does the building have standpipe s? |  |  |  |
| 10. | Are extinguishers and hose s clearly marked and placed appropriately? |  |  |  |
| 11. | When was the last time the following were checked or tested?  □ fire alarms  □ smoke detectors  □ fire extinguishers  □ automatic sprinkler system  □ emergency fire hoses  □ standpipes | | |  |
| 12. | How are fire extinguishers checked?  By whom? | | | |
| 13. | Are emergency exits clearly marked with illuminated signs? |  |  |  |

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|  | ADMINISTRATIVE ISSUES Fire Planning | YES | NO | N/A |
| 14. | Are emergency exits and passages kept clear and in usable condition? |  |  |  |
| 15. | What is the estimated response time for the fire department? | | | |

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|  | ADMINISTRATIVE ISSUES Jury Procedures | YES | NO | N/A |
| 1. | Are there specific security policies, procedures, and guidelines for juries relative to:  □ orientation  □ first day of trial  □ barring discussion  □ seclusion  □ site viewing  □ custody during deliberation  □ conduct  □ calls  □ meals  □ medication  □ communications to court |  |  |  |
| 2. | Are there emergency plans for  □ juror illness  □ medical emergency  □ emergency evacuation  □ an offsite backup location to take the jury in an emergency |  |  |  |
| 3. | Is security staff forbidden from discussing any trial related matter with jury members? |  |  |  |
| 4. | Are jurors issued buttons or identification badges? |  |  |  |
| 5. | Is there a generic or model plan for handling a sequestered jury? |  |  |  |
| 6. | Does the sequestered jury plan include:  □ establishing a special task force on the high-risk trial jury  □ secured transport of the jury  □ housing for jury and security staff  □ meals and entertainment  □ handling communications and visitation  □ handling illnesses and medical emergencies  □ emergency evacuation  □ model orders and model forms  □ media limitation and regulation  □ methods to harden the grounds , courthouse , and courtroom  □ family visitation  □ increased security screening  □ establishing a high profile case task force |  |  |  |

**ADMINISTRATIVE ISSUES**

CONCERNS: Briefly describe the major concerns regarding this section.

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|  | **P ERIMETER Public Perimeter Area** | **YES** | **NO** | **N/A** |
| 1. | Does security staff patrol the perimeter of the building? |  |  |  |
| 2. | How frequently are uniformed or plain clothed patrols and inspections made of the perimeter area? | | |  |
| 3. | Are any perimeter areas monitored by a security camera system? Where?  : |  |  |  |
| 4. | Are there any "restricted area" signs posted in the perimeter area?  What is their wording? |  |  |  |
| 5. | Are there any duress alarms in the perimeter area? Describe the number and locations: |  |  |  |

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|  | PERIMETER Fences and Gates | YES | NO | N/A |
| 1. | Is the perimeter of the courthouse grounds clearly defined by a fence, wall, or other type of physical barrier? |  |  |  |
| 2. | Briefly describe the barrier:  Location:  Condition:  Base/Anchor:  Material:  Top: | | | |
| 3. | Does the barrier limit or control vehicle access to the courthouse? |  |  |  |
| 4. | Does the barrier limit or control pedestrian access to the courthouse? |  |  |  |
| 5. | Are gates solid and in good condition? Type of gate: |  |  |  |
| 6. | Are gates locked properly? Type of lock: |  |  |  |
| 7. | Are gate hinges secure and in good condition? |  |  |  |

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|  | PERIMETER Lights | YES | NO | N/A |
| 1. | Is the perimeter lighted? |  |  |  |
| 2. | Are public perimeter areas (including parking and walkways) sufficiently illuminated to discourage attacks against persons or vehicles, and allow a person to avoid a hazard? |  |  |  |
| 3. | De scribe the lighting (coverage, type, etc.) of:  Walkways and sidewalks:  Parking areas:  Other public areas: | | | |
| 4. | Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful entry attempts, vandalism, or placement of explosives against the walls? |  |  |  |
| 5. | Are lights on all night? If no, list hours: |  |  |  |
| 6. | Are light fixtures suitable for outside use (i.e., weather- and tamper-resistant)? |  |  |  |
| 7. | Are lights and wiring inspected regularly? If so, by whom? |  |  |  |
| 8. | Lights are controlled:  □ automatically □ manually | | | |
| 9. | Are lighting control switches secured to prevent tampering? |  |  |  |
| 10. | Do exterior lights have an auxiliary power source? |  |  |  |

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|  | PERIMETER Parking Areas | YES | NO | N/A |
| 1. | How is entry to, and exit from parking areas controlled?  □ security officer □ attendant  □ electronically operated gate □ not controlled | | | |
| 2. | Who provides the guard /attendant services? What hours is it staffed? | | | |
| 3. | Are parking areas monitored by a security camera system? |  |  |  |
| 4. | How frequently are inspections made of parking area and vehicles, for areas not guarded or monitored through a security camera system? | | | |
| 5. | Is a reserved parking lot or area:  □ on courthouse grounds  □ secured during nonbusiness hours  □ protected by a fence or w all that restricts vehicle access  □ protected by a fence or w all that restricts pedestrian access |  |  |  |

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|  | PERIMETER Parking Areas | YES | NO | N/A |
| 6. | Are restricted area signs posted there? What do the signs say? |  |  |  |
| 7. | Do reserved parking spaces block access to the courthouse for fire or other emergency vehicles? |  |  |  |
| 8. | How is parking reserved for judges?  □ Name □ Title  □ Number □ Other  Describe proximity to building: | | | |
| 9. | How is par king reserved for court staff?  □ Name □ Title  □ Number □ Other  Describe proximity to building: | | | |
| 10. | How is parking reserved for witnesses and jurors? Describe proximity to building: | | | |
| 11. | Are parking spaces rotated? |  |  |  |
| 12. | Where do police vehicles park? | | | |
| 13. | Are there duress alarms in the parking area? Describe number and location. |  |  |  |
| 14. | Are there adequate communications equipment and an alarm in the guard station in the  garage? |  |  |  |
| 15. | Is there direct access for judges from the parking area to nonpublic elevators or corridors? |  |  |  |

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|  | PERIMETER Landscaping | YES | NO | N/A |
| 1. | Do landscaping features provide p laces for potential assailants, intruders, or explosives to hide (height, c lean lines, line of sigh t, etc.)? |  |  |  |
| 2. | Describe landscaping features: | | | |
| 3. | Are there items or materials that could be used as weapons, missiles, or tools (trash receptacles, ashtrays, stones, bricks, fencing)? |  |  |  |
| 4. | Describe: | | | |

**PERIMETER SECURITY**

**CONCERNS:** Briefly summarize the major concerns identified in this section.

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|  | BUILDING EXTERIOR Exterior Walls and Doors | YES | NO | N/A |
| 1. | Describe the building exterior walls (construction, clean lines, line of sight, etc.): | | | |
| 2. | Are all exterior doors at least:  □ 1 3/4 inch steel □ metal clad  □ solid core wood doors |  |  |  |
| 3. | De scribe all exterior doors (lo cation, construction, use, etc.): | | | |
| 4. | Are all exterior doors properly equipped with:  □ cylinder locks -deadbolts □ fire crash bars  □ quality padlocks and hasps □ proximity card readers |  |  |  |
| 5. | Are all exterior lock s:  □ easily rekeyed (removable co res)  □ mounted so that they cannot be pried off  □ bolts at least 1" long and constructed or protected to prevent being cut |  |  |  |
| 6. | Are exterior padlocks:  □ locked to the hasp when the door is unlocked  □ hasps installed so that hasp screws cannot be removed  □ hasps constructed of a grade of steel that is difficult to cut |  |  |  |
| 7. | Is the number of doors in use reduced to the minimum necessary? |  |  |  |
| 8. | Are there any exterior doors with windows? |  |  |  |
| 9. | How are exterior doors with windows secured? What measures are taken to prevent access to the lock through the window? | | | |
| 10. | Are exterior doors equipped with intrusion alarms? |  |  |  |
| 11. | What alarm devices are used? | | | |
| 12. | How are emergency doors secured to prevent unauthorized use?  □ local alarm □ alarm to central location  □ delayed exit device □ other: | | | |

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| --- | --- | --- | --- | --- |
|  | BUILDING EXTERIOR Exterior Walls and Doors | YES | NO | N/A |
| 13. | How are exterior door hinge pins secured to prevent easy removal?  □ locate d intern ally □ welded  □ other: | | | |
| 14. | How are emergency doors secured when the building is not in use? | | | |
| 15. | Are emergency doors secured to prevent unauthorized access but equipped to allow emergency egress? |  |  |  |
| 16. | Are exterior locks sufficient, or exterior door frames built, so the door cannot be forced open by spreading the frame? |  |  |  |
| 17. | Are all unused doors locked to re strict access? |  |  |  |
| 18. | Are all unused doors alarmed? |  |  |  |

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|  | BUILDING EXTERIOR Windows | YES | NO | N/A |
| 1. | How are windows that could be accessed for intrusion secured?  □ locking devices w/o key □ locking devices w/key  □ metal bars □ mesh  □ intrusion alarms □ glass break  □ foil tape □ motion sensor  □ other: | | | |
| 2. | Are metal bars and mesh securely fastened to prevent easy removal? |  |  |  |
| 3. | Are any accessible windows made of tempered glass? |  |  |  |
| 4. | Are any accessible windows made of impact resistant plastic? |  |  |  |
| 5. | How are all other windows protected? | | | |
| 6. | Are all windows not used for ventilation permanently sealed or locked? |  |  |  |

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|  | BUILDING EXTERIOR Roof | YES | NO | N/A |
| 1. | Is the exterior roof accessible by:  □ fire escape □ another building  □ a pole or tree □ other mea ns: | | | |
| 2. | How is internal access to the roof controlled? | | | |
| 3. | Are all roof openings (doors, skylights, etc.) locked or securely fastened from the inside? |  |  |  |
| 4. | Are all roof openings alarmed? |  |  |  |

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|  | BUILDING EXTERIOR Other openings and emergency power | YES | NO | N/A |
| 1. | Are other openings to the buildings (tunnels, utility and sewer manholes, culverts, service ports) secured to prevent unauthorized access? |  |  |  |
| 2. | Is the main power source dependable? |  |  |  |
| 3. | How many power-related problems or disruptions have they had in the last year? | | | |
| 4. | Describe the emergency power source: | | | |
| 5. | Is the emergency power source in a secured area? |  |  |  |
| 6. | How is the emergency power source maintained? | | | |
| 7. | How often is the emergency power source tested?  Who tests it?  When was it last tested? | | | |

**BUILDING EXTERIOR SECURITY**

**CONCERNS** Briefly summarize the major concern s identified in this section.

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: E QUIPMENT Intrusion Alarms | YES | NO | N/A |
| 1. | Does the building have an intrusion alarm system? |  |  |  |
| 2. | Who is responsible for setting alarms? | | | |
| 3. | When is the alarm system set? | | | |
| 4. | Who is responsible to turn the alarm system off? | | | |
| 5. | When is the alarm system turned off? | | | |
| 6. | Who is responsible for responding to alarms? | | | |
| 7. | Is after-hours access allowed after the system is set? |  |  |  |
| 8. | Is there a schedule to test all components of the intrusion alarm system? |  |  |  |
| 9. | Is the schedule being followed (verify logs)? When was the last time it was tested? |  |  |  |
| 10. | How is the alarm system tested?  Who tests it? | | | |
| 11. | Does the alarm system have an auxiliary power source? |  |  |  |
| 12. | Is the system covered under a service and maintenance contract? |  |  |  |
| 13. | Who is the alarm service and maintenance provider? | | | |
| 14. | Are system vendors:  □ Licensed by the State Police  □ Install U/L approved equipment | | | |
| 15. | Where is the alarm system monitored?  □ sheriff's department □ sheriff's department dispatch  □ local law enforcement office □ central dispatch  □ commercial central station □ proprietary system (e.g. security office)  □ local alarm (e.g. audible alarm on building exterior)  Name: | | | |
| 16. | Who maintains records of all alarm signals (e.g. time, date, location, cause, and action taken)? | | | |
| 17. | What is done to review the alarm records? | | | |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: E QUIPMENT Intrusion Alarms | YES | NO | N/A |
| 18. | List the EXTERIOR components (e.g. magnetic contact, glass break, motion sensor, etc.):  Walls:  Roof: Doors:  Windows:  Describe weaknesses or gaps: | | | |
| 19. | List the PUBLIC INTERIOR components (e.g. magnetic contact, photoelectric beam, motion sensor, etc.):  Doors:  Hallways/Stairway:  Elevator:  Describe weaknesses or gaps: | | | |
| 20. | List the JUDICIAL AREA AND COURT-RELATED OFFICES components (e.g. magnetic con tact, photoelectric beam, audio detection, motion sensor, etc.):  Office Interior:  Doors:  Hallways/Stairway:  Describe weaknesses or gaps: | | | |
| 21. | List the HIGH RISK AREA components (e.g. magnetic contact, proximity, pressure mats, motion sensor, etc.):  Evidence locker:  Safes/vaults:  Describe weaknesses or gaps: | | | |
| 22. | Has a floor plan designating each alarm been developed? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: EQUIPMENT Access Control: Electronic | YE S | NO | N/A |
| 1. | What are the components of the electronic access control system?  □ None  □ Keypad  □ fixed position pad □ electronically scrambled pad  □ Card-key  □ swipe □ card reader  □ proximity □ other :  □ Biometrics  □ fingerprint □ hand geometry  □ palm □ voice  □ signature □ iris recognition/retina scan  □ other:  □ Remote re lease lock monitored by:  □ security camera system □ intercom  □ visual inspection □ other:  □ Other: | | | |
| 2. | Who is responsible for the electronic access control system?  □ supervisory level person Name: | | | |
| 3. | How are the places and times that an individual's card key or code number is allowed to enter determined to limit access? | | | |
| 4. | Is there a system in place to temporarily give after hours or weekend access, as opposed to open access? |  |  |  |
| 5. | Are access control cards/codes easily changed or deactivated? |  |  |  |
| 6. | Can the access control official tell which cards/codes each individual has been issued? |  |  |  |
| 7. | Can the access control official determine who has access to any given area? |  |  |  |
| 8. | How is card access controlled for any given area? | | | |
| 9. | Is any written authorization required before cards/codes are issued? |  |  |  |
| 10. | Does the written authorization specify exactly which areas the individual should be given access to? |  |  |  |
| 11. | How often are combinations to electronic touch pad locks changed? | | | |
| 12. | Are codes changed or cards deactivated if lost, or not surrendered by terminated employee? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: E QUIPMENT Access Control: Electronic | YES | NO | N/A |
| 13. | How much information is available in the access control records (e.g. individual, entry time, places, etc.)?  How long is the information maintained? | | | |
| 14. | If staff forgot or lost their card, what do they do? | | | |
| 15. | How is entry to the access control system secured? | | | |
| 16. | Are keys issued that bypass use of the electronic system?  When are they used? |  |  |  |
| 17. | Does an alarm ring if keys are used instead of the electronic system?  What is the response to the alarm? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: EQUIPMENT Access Control: Mechanical Locks | YES | NO | N/A |
| 1. | Are any mechanical push button locks used?  List locations: |  |  |  |
| 2. | How often are combinations to mechanical locks changed? | | | |
| 3. | When was the combination changed last? | | | |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: EQUIPMENT Access Control: Key Control | YES | NO | N/A |
| 1. | Who is responsible for the key control system? | | | |
| 2. | Is the key control function handled by a supervisory level person? |  |  |  |
| 3. | Are locks easily rekeyed (e.g. changeable cores)? |  |  |  |
| 4. | Can the key control official replace locks and keys at their discretion? |  |  |  |
| 5. | Is an inventory record maintained to identify all locks (e.g. key number and location) in the building? |  |  |  |
| 6. | Can the key group and lock number for each location be identified from the key control records? |  |  |  |
| 7. | Can the key control official tell which keys each individual has been issued? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: E QUIPMENT Access Control: Key Control | YES | NO | N/A |
| 8. | Can the key control official determine who has access to any given area (including master keys)? |  |  |  |
| 9. | How is distribution of keys controlled for any given area? | | | |
| 10. | Is written authorization required before keys are issued? |  |  |  |
| 11. | Does the written authorization specify exactly which areas the individual should be given access to? |  |  |  |
| 12. | Does a person receiving keys sign a receipt for them? |  |  |  |
| 13. | How is distribution of building entrance keys controlled? | | | |
| 14. | Is a separate key (group) required for exterior access to the building? |  |  |  |
| 15. | Rather than issuing keys, is there a sign-out or check-out system in place to get keys for after hours or weekend access? |  |  |  |
| 16. | Is a system in place to periodically change lock cores or locks? |  |  |  |
| 17. | As areas are rekeyed, are all keys accounted for?  How? |  |  |  |
| 18. | Are areas rekeyed if keys are lost or not surrendered by terminated employees? |  |  |  |
| 19. | Are building locks zoned to allow use of submasters in a particular zone or office? |  |  |  |
| 20. | Are all keys stamped "RESTRICTED-DO NOT DUPLICATE"? |  |  |  |
| 21. | Must duplication of keys be approved by the key-control officer? |  |  |  |
| 22. | Are keys stored in a locked cabinet? |  |  |  |
| 23. | Where is the key to the key storage cabinet secured? | | | |
| 24. | How many extra sets of lock cores are maintained? | | | |
| 25. | How many master or grand-master keys have been issued? How are they secured? | | | |

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|  | BUILDING INTERIOR: E QUIPMENT Weapons Screening | YES | NO | N/A |
| 1. | Is any screening done to search for weapons or contraband? |  |  |  |
| 2. | Are there written weapons screening polices or administrative orders? |  |  |  |
| 3. | Are there signs posted at all entrances announcing weapons screening? |  |  |  |
| 4. | What do the signs say? | | | |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: EQUIPMENT Weapons Screening | YES | NO | N/A |
| 5. | List the lo cation of each weapon screening station, and list the number of staff assigned to each location: | | | |
| 6. | Are all people and packages searched at all public entrances for weapons and explosives? |  |  |  |
| 7. | Who is allowed to use private entrances that are unscreened? | | | |
| 8. | Who is allowed to bypass weapons screening at public entrances? | | | |
| 9. | How are individuals screened (list manufacturer and model)?  □ Metal detector – walkthrough  □ Metal detector – hand-held  □ Visual inspection  □ Other: | | | |
| 10. | How are purses, briefcases, and packages screened (list manufacturer and mod el)?  □ Visual inspection  □ X-ray  □ E-scan □ Other: | | | |
| 11. | Are searches conducted uniformly not to unfairly or arbitrarily single out any person or group? |  |  |  |
| 12. | What is considered a weapon and/or contraband? | | | |
| 13. | How are situations handled when a weapon or contraband is found?  For legally possessed weapon/contraband?  For illegally possessed weapon/contraband? | | | |
| 14. | Has security staff been trained to conduct searches? |  |  |  |
| 15. | Are individuals who set off a metal detector allowed to leave without being searched, if they choose to? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: EQUIPMENT Weapons Screening | YES | NO | N/A |
| 16. | How frequently is the screening equipment tested/recalibrated? | | | |
| 17. | When was the screening equipment last tested? | | | |
| 18. | How is the screening equipment tested? | | | |
| 19. | Who provides maintenance for the screening equipment? How frequently? | | | |
| 20. | How is staff at screening stations relieved for breaks, etc.? | | | |
| 21. | Have any audits been conducted to insure staff compliance with screening? | | | |
| 22. | Does the staff adequately screen:  □ wheelchairs □ babies  □ strollers □ diaper bags □ purses □ briefcases □ attorney or staff parcels | | | |
| 23. | Stand back and watch each post:  Is anyone allowed to bypass security screening?  What is the potential of someone circumventing system?  Are all parcels being screened?  If someone is searched further, how thorough is the search? | | | |
| 24. | What accommodation is made to assist officers faced with having to search the  opposite gender? | | | |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: EQUIPMENT Courtroom Security Devices | YES | NO | N/A |
| 1. | Is the bench equipped with, or contain ballistic resistant protective materials?  □ Type I □ Type II-A  □ Type II □ Type III-A □ Type III □ Type IV  □ Other: □ Describe: |  |  |  |
| 2. | Is weapons screening available for use for high security trials?  List components: |  |  |  |
| 3. | Are duress alarm buttons installed at:  □ none □ the bench  □ clerk's station □ bailiff's station  □ judges’ chambers □ judge's secretary's desk  □ other (specify): |  |  |  |
| 4. | Describe the duress alarm button:  □ one button □ two buttons or designed to prevent false alarm  □ fixed □ portable | | | |
| 5. | W here does the duress alarm ring? | | | |
| 6. | Is there an acceptable response capability for courtroom duress alarms?  Who responds to the alarm?  Who backs up responder? |  |  |  |
| 7. | Is there a "no call back" policy in place? |  |  |  |
| 8. | Does this alarm have an audio-monitoring and /or security camera monitoring capability? |  |  |  |
| 9. | Is a sound level sensor duress system in place? |  |  |  |
| 10. | Are routine checks/tests made of (include last date tested):  □ duress alarms  □ intrusion alarms  □ emergency lighting  □ metal detectors |  |  |  |
| 11. | Does each courtroom have:  □ telephone □ public address system  □ radio transmitter □ video arraignment equipment  □ bailiff equipped with a portable 2 -way radio |  |  |  |
| 12. | Does the bailiff's 2-way radio network with:  □ sheriff's base station  □ security office  □ other (specify): |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: E QUIPMENT Courtroom Security Devices | YES | NO | N/A |
| 13. | What covert restraints are available for use on high risk prisoners? | | | |
| 14. | Are additional restraining devices available for use in the courtroom?  List type and location stored. |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: E QUIPMENT Safes and Vaults | YES | NO | N/A |
| 1. | Are safes and vaults equipped with an intrusion alarm system?  List the components (e.g. magnetic contact, proximity, pressure mats, motion sensor, etc.) |  |  |  |
| 2. | Are combinations routinely changed when personnel leave? |  |  |  |
| 3. | When was the combination last changed? |  |  |  |
| 4. | Are safes weighing less than 750 pounds securely fastened to the floor, wall, or set in concrete? |  |  |  |
| 5. | Does the safe or vault area have fire suppression equipment? Describe type. |  |  |  |
| 6. | Does the safe or vault area have fire detection equipment? Describe type. |  |  |  |
| 7. | Is the safe or vault fire rated? List UL rating. |  |  |  |

**BUILDING INTERIOR: EQUIPMENT SECURITY**

CONCERNS: Briefly summarize the major concerns identified in this section.

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: PUBLIC Interior Walls | YES | NO | N/A |
| 1. | Are drop or removable ceilings used in the courthouse?  List locations: | | | |
| 2. | Is the building designed to separate:  □ public □ secured court areas  □ prisoner transport/holding zones |  |  |  |
| 3. | Do all walls extend to the ceiling (especially between public, court related, and prisoner zones)? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: PUBLIC Utility Control, Attics, Basement, Crawl Spaces, Air-Conditioning, and Heating Ducts | YES | NO | N/A |
| 1. | Are all utility and plumbing access plates and doors locked or sealed when not in use? |  |  |  |
| 2. | Do basement doors have intrusion alarms? |  |  |  |
| 3. | Are basement doors securely fastened or locked when not in use? |  |  |  |
| 4. | Are doors to utility rooms, boiler rooms, and attics locked when not in use? |  |  |  |
| 5. | Are all utility control panels located in public areas locked? |  |  |  |
| 6. | Are crawl spaces locked or secured to prevent unauthorized entry? |  |  |  |
| 7. | Are air-conditioning and heating vent openings in public areas secure from tampering? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: PUBLIC Elevators | YES | NO | N/A |
| 1. | List the number of elevators and locations  General Public:\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Private (judges):\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prisoner:\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 2. | Are prisoner and private elevators marked "Not for Public Use"? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: PUBLIC Elevators | YES | NO | N/A |
| 3. | Are prisoner elevators equipped with:  □ access control system  □ bypass unnecessary floors  □ bars/grates separate prisoners from escorts  □ duress alarms  □ telephones  □ security camera system  □ other (specify) | | | |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: PUBLIC Public Areas | YES | NO | N/A |
| 1. | Does uniformed security staff routinely patrol the interior of the building? |  |  |  |
| 2. | Are signs and building directories posted at all public entrances? |  |  |  |
| 3. | Are public waiting areas/rooms:  □ near the courtrooms  □ routinely searched  □ equipped with drop or removable ceilings |  |  |  |
| 4. | Do any trash receptacles, furnishings, or other features in public areas allow easy concealment of contraband or explosives? |  |  |  |
| 5. | Are restrooms:  □ routinely searched  □ near the courtrooms  □ equipped with drop or removable ceilings |  |  |  |
| 6. | Do any trash receptacles or other features in restrooms allow easy concealment of contraband? |  |  |  |
| 7. | Are emergency directions (directions and floor plans, if appropriate) clearly posted in all public areas? |  |  |  |
| 8. | Are there any furnishings that could be used as weapons or thrown (e.g. seating secured, bolted down, etc.)?  List: |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: PUBLIC Witness Waiting | YES | NO | N/A |
| 1. | Are witness waiting rooms provided? |  |  |  |
| 2. | Is it possible to separate prosecution and defense witnesses? |  |  |  |
| 3. | What is the policy or protocol for use of witness waiting rooms? | | | |
| 4. | How well publicized is the availability of witness waiting rooms? | | | |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: PUBLIC Witness Waiting | YES | NO | N/A |
| 5. | What are the procedures for handling:  □ opposing witnesses  □ hostile individuals  □ threatened witnesses | | | |
| 6. | Is there a procedure for escort or security of threatened witnesses? |  |  |  |
| 7. | Are lighting control switches readily accessible? | | | |
| 8. | Describe the furnishings in the witness waiting area (are they secured or loose):  lamps: tables: seating: | | | |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: PUBLIC Attorney/Client Conference Rooms | YES | NO | N/A |
| 1. | Are rooms provided in the courthouse for attorney-client conferences? |  |  |  |
| 2. | Describe the furnishings in the conference area (are they secured or loose):  lamps: tables: seating: | | | |
| 3. | How secure are these facilities to handle conferences with in-custody prisoners? Do the rooms have drop or removable ceilings?  Can the rooms be locked? |  |  |  |
| 4. | Are the rooms routinely searched for contraband before and after use? |  |  |  |
| 5. | Are conferences with prisoners visually observed at all times? |  |  |  |
| 6. | How are attorney conferences with prisoners controlled? | | | |

**BUILDING INTERIOR PUBLIC AREA SECURITY**

CONCERNS: Briefly summarize the major concerns identified in this section.

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| --- | --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: RESTRICTED Storage Areas for Arms and Dangerous Substances | YES | | NO | N/A |
| 1. | Which of the following are stored in the courthouse?  □ weapons  list type and location:  □ ammunition  list type and location:  □ tear gas  list type and location:  □ other flammable, solvents, hazardous substances  list type and location: | | | |  |
| 2. | Are items listed above stored in a:  □ restricted area □ secured room | |  |  |  |
| 3. | Does the storage area have:  □ intrusion alarm  □ door at least 1 3/4 inch metal, metal clad, or solid core wood  □ fire rated door  □ properly equipped with cylinder or deadbolt lock, or quality padlock and hasp  □ hinge pins concealed or welded to prevent removal  □ windows secured with steel bars, or mesh, or permanently sealed  □ good ventilation  □ fire detection equipment; describe:  □ fire suppression equipment; describe: | |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: RESTRICTED Evidence Storage Areas | YES | NO | N/A |
| 1. | Are there policies and procedures to ensure that evidence is protected from tampering, theft, and damage or destruction? |  |  |  |
| 2. | Are there controls established for handling evidence:  □ in court during proceedings  □ during breaks  □ overnight |  |  |  |
| 3. | Do policies define who is responsible for handling evidence:  □ in court during proceedings  □ during breaks  □ overnight |  |  |  |
| 4. | Do evidence procedures include recording its removal from a secured area? |  |  |  |
| 5. | Is evidence stored in a safe or vault? |  |  |  |
| 6. | Is evidence stored in a secure reinforced room or closet? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: RESTRICTED Evidence Storage Areas | YES | NO | N/A |
| 7. | How is access to the evidence storage area limited and controlled?  □ Intrusion alarm  □ Electronic locks  □ Combinations  □ Biometric devices  □ Card key  □ Door at least 1 3/4 inch metal, metal clad, or solid core wood  □ Properly equipped with cylinder or deadbolt lock, or quality padlock and hasp  □ Hinge pins concealed or welded to prevent removal  □ Windows secured with steel bars, or mesh, or permanently sealed | | |  |
| 8. | Does the evidence storage area have:  □ fire rated door  □ fire detection equipment; describe:  □ fire suppression equipment; describe: |  |  |  |
| 9. | Are there special accommodations for handling large sum s of cash, drugs, or other valuable objects? |  |  |  |
| 10. | Are there procedures for periodically inventorying and accounting for evidence? |  |  |  |
| 11. | Are there special precautions for securing or disabling any evidence that could be used as a weapon?  □ guns □ knives  □ flammable liquids □ chemicals  □ blunt objects |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: RESTRICTED Storage Areas for Records | YES | NO | N/A |
| 1. | Where are files stored and secured:  □ in the clerk’s office  □ outside of the clerk’s office  □ in the courtroom |  |  |  |
| 2. | Is the area equipped with an intrusion alarm system?  List the components (e.g. magnetic contact, proximity, pressure mats, motion sensor, etc.) |  |  |  |
| 3. | Does the area have fire detection equipment? Describe type. |  |  |  |
| 4. | Does the area have fire sup press ion equipment? Describe type. |  |  |  |
| 5. | Are current records store d in locked room s or locked filing cabinets during nonbusiness hours? |  |  |  |
| 6. | Are records storage areas inaccessible to unauthorized persons? |  |  |  |
| 7. | Are there check-out procedures for all records? |  |  |  |
| 8. | Who is allowed to remove files from the clerk's office? | | | |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: RESTRICTED Storage Areas for Records | YES | NO | N/A |
| 9. | Is space available in or near the clerk's office for the public to review the documents? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: RESTRICTED Offices Handling Money | YES | NO | N/A |
| 1. | Is access to the cashier's area restricted? |  |  |  |
| 2. | Does the cashier's window have security features:  □ Ballistic resistant protective material  □ Pass-through tray  □ Communication device  □ Duress alarm (list termination point)  □ Locking register or cash drawer  □ Separate drawers maintained for each cashier  □ Other: |  |  |  |
| 3. | Is a significant amount of cash held in the office overnight or on weekends? |  |  |  |
| 4. | Is money held after-hours in a safe, vault, or strongbox? |  |  |  |
| 5. | Are de posits made daily, depo siting that day's or previous day’s receipts? |  |  |  |
| 6. | Who escorts the employee carrying the deposit to the bank?  □ No one □ Sheriff department  □ Local police □ Court security officer  □ Other: |  |  |  |
| 7. | Is the deposit taken to the bank by a private courier? List. |  |  |  |
| 8. | Supreme Court Finance Audit issues resolved (list): | | | |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: RESTRICTED Courtroom | YES | NO | N/A |
| 1. | Do spaces above, below, and next to the judicial facility or courtroom present a security hazard? |  |  |  |
| 2. | Are all unused doors secured? |  |  |  |
| 3. | Is the courtroom locked at all times when unused? |  |  |  |

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|  | BUILDING INTERIOR: RESTRICTED Courtroom | YES | NO | N/A |
| 4. | Are the keys to all doors strictly controlled?  Who has keys? |  |  |  |
| 5. | Are there separate entrances into the courtroom for:  □ judges, court staff, jurors  □ in-custody defendants  □ spectators |  |  |  |
| 6. | Are windows draped or tinted, (i.e. judicial bench) to obscure vision from outside? |  |  |  |
| 7. | Is the prisoner entry door far enough from public areas to prevent passing weapons or contraband? |  |  |  |
| 8. | Is prisoner seating 6-8 feet from public areas to prevent passing weapons or contraband? |  |  |  |
| 9. | Is there emergency lighting in the courtroom?  □ battery □ generator |  |  |  |
| 10. | How are lighting control switches secured to prevent tampering? | | | |
| 11. | Is the litigation well or arena separated from the spectators by a barrier?  Describe the barrier:  Describe gate and lock: |  |  |  |
| 12. | Is the judge's bench closed at both ends to prevent access from the well and witness stand? |  |  |  |
| 13. | Are the defendant's chair and the witness chair constructed to allow use of restraints? |  |  |  |
| 14. | Are spectator seats solidly built and fastened to the floor? |  |  |  |
| 15. | Are regular searches of the courtroom made before each session? |  |  |  |
| 16. | Are potential weapons, such as drinking glasses, water carafes, etc., kept out of the defendant's reach? |  |  |  |
| 17. | Are microphone stands secured to prevent use as a weapon? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: RESTRICTED Courtroom Procedures | YES | NO | N/A |
| 1. | Are policies and procedures:  □ agreed between sheriff/security and chief judge  □ signed by sheriff/security and chief judge  □ administratively ordered by the chief judge |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: RESTRICTED Courtroom Procedures | YES | NO | N/A |
| 2. | Do courtroom policies:  □ require that all doors are locked at times when not in use; who is responsible?  □ require regular systematic searches of the courtroom; who is responsible:  □ specify what conduct will or will not be allowed in the courtroom and security staff response  □ allow for restrain t/removal of disruptive individuals  □ require all to obey directive of officers  □ require that spectators stay seated during proceedings  □ restrict approaching bench and entering litigation arena  □ restrict packages an d parcels  □ restrict weapons for  □ public /litigants □ police spectator /litigants  □ police witnesses □ security officers |  |  |  |
| 3. | Are any administrative orders posted outlining conduct not allowed in the courtroom? |  |  |  |
| 4. | When are security staff in the courtrooms:  □ all times while in session  □ other: | | | |
| 5. | Are there enough court security staff to :  □ observe each in-session courtroom  □ patrol the building at large  □ provide high visibility at court entrances |  |  |  |
| 6. | Is there a process that may be used to request additional security staff? |  |  |  |
| 7. | Is any risk analysis done to verify that enough staff is available for any given proceeding? |  |  |  |
| 8. | Is there a written agreement between the sheriff and/or security service provider, and the court outlining the security policy? |  |  |  |
| 9. | Does the policy regarding security staffing:  □ set staffing levels  □ designate who may be assigned  □ provide for regular rotation of officers between posts  □ provide for regular rotation of officers between judges  □ suggest placement of officers during hearings and different contingencies  □ specify procedures for controlling the public in the courtroom |  |  |  |
| 10. | How familiar are security officers with the policy on duties and authority? |  |  |  |
| 11. | Is security staff in uniform or similarly attired? |  |  |  |
| 12. | Does security staff have adequate time and attention to devote to their security function (i.e., clerical or other functions do not take precedence over security)? |  |  |  |
| 13. | What nonsecurity duties are security staff required to perform? | | | |
| 14. | Are prisoners primarily supervised by security staff in the courtroom? |  |  |  |
| 15. | Are prisoners kept in restraints except when in the courtroom? |  |  |  |

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|  | BUILDING INTERIOR: RESTRICTED Courtroom Procedures | YES | NO | N/A |
| 16. | Are there procedures for the emergency evacuation from the courtroom? |  |  |  |
| 17. | Per policy, who is responsible for ordering evacuation:  □ Judges  □ Court administrator  □ Security | | | |
| 18. | Have bailiffs or security staff been trained in the procedures for the emergency evacuation of:  □ prisoners  □ judges  □ jurors |  |  |  |
| 19. | Is there a procedure for a weapons and contraband search operation for entry to courtrooms? |  |  |  |
| 20. | Are persons facing sentencing searched prior to entering court? |  |  |  |
| 21. | Has court staff been trained in relevant policies and procedures? |  |  |  |
| 22. | Have appropriate court staff receive d co pies an d signed for relevant:  □ security policies and procedures  □ emergency policies and procedures | | | |
| 23. | Have judges been trained on procedures and their role in emergency evacuation of the courtroom? |  |  |  |
| 24. | Has court staff been trained on procedures and their role in emergency evacuation of the courtroom? |  |  |  |
| 25. | Do policies and procedures appear to be uniformly applied throughout the court facility and in all courtroom s? |  |  |  |

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|  | BUILDING INTERIOR: RESTRICTED Judicial Chambers | YES | NO | N/A |
| 1. | Is there a private secured traffic pattern that allows access to court offices, chambers, and courtroom? |  |  |  |
| 2. | Are prisoners transported through the chambers area?  If yes, list precautions: |  |  |  |
| 3. | How is visitor access to chambers controlled?  □ electronic release locks with:  □ security camera system □ intercom  □ visual □ other:  Who is responsible for screening visitors?  Who escorts visitors? | | | |
| 4. | Are judges' chambers routinely searched? |  |  |  |

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|  | BUILDING INTERIOR: RESTRICTED Judicial Chambers | YES | NO | N/A |
| 5. | Who screens the judges’ mail?  How are suspicious packages or letters examined before delivery to judges? | | | |
| 6. | Do the chambers have more than one entry/exit? |  |  |  |
| 7. | Does each chamber have:  □ More than one entry/exit  □ Lock on each door  □ Doors with automatic closing and locking hardware  □ Duress alarm  □ portable  Where does the duress alarm ring  □ Emergency lighting  □ Telephone  □ Windows  □ covered (curtains, reflective film, tinting, etc.)  □ screened  □ ground level  □ barred  □ ballistic resistant |  |  |  |
| 8. | Are the chambers routinely locked when the judge is not present? |  |  |  |
| 9. | When occupied by the judge, are the chambers' doors usually:  □ open □ closed  □ locked |  |  |  |
| 10. | Are outside views into chambers (especially of judges' desk) obscured? |  |  |  |
| 11. | Do any judges wear their robes outside of the courtroom and chambers? |  |  |  |
| 12. | Does the doo r between the chambers and courtroom automatically lock? |  |  |  |
| 13. | Is the lock secured when the judge is not on the bench? |  |  |  |
| 14. | Are ballistic resistant vests available to judges:  □ routinely □ during high-risk or sensitive trials |  |  |  |
| 15. | Are judges escorted between parking areas, chambers, and the courtroom:  □ routinely □ during high-risk or sensitive trials |  |  |  |
| 16. | Do any judges carry firearms? |  |  |  |

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|  | BUILDING INTERIOR: RESTRICTED Jury Deliberation Room | YES | NO | N/A |
| 1. | Is the jury deliberation room attached to the courtroom or accessible through a controlled passage? |  |  |  |
| 2. | Are rest rooms provided as an integral part of the deliberation area? |  |  |  |

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| --- | --- | --- | --- | --- |
|  | BUILDING INTERIOR: RESTRICTED Jury Deliberation Room | YES | NO | N/A |
| 3. | Does each deliberation room have:  □ Lock on the door  □ Emergency lighting  □ Windows  □ covered (curtains, reflective film, window tinting, etc.)  □ screened  □ ground level  □ barred  □ ballistic resistant |  |  |  |
| 4. | Is the deliberation room soundproofed well enough to prevent unauthorized persons from eavesdropping? |  |  |  |
| 5. | Is the deliberation room searched for contraband before occupancy? |  |  |  |
| 6. | Is the deliberation room locked when unoccupied? |  |  |  |

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|  | BUILDING INTERIOR: RESTRICTED Prisoner Entry | YES | NO | N/A |
| 1. | Are prisoners brought from jail to the court facility by (mark all that apply):  □ tunnel  □ bridge  □ vehicle  □ foot  □ other | | |  |
| 2. | Are prisoners brought into the court facility through (mark all that apply):  □ sally port □ public entrance  □ private entrance □ secured stairway  □ secured elevator □ private hallway  □ public hallway □ other: | | |  |
| 3. | Is the prisoner entrance area equipped with gates/doors that can close the area to the public? |  |  |  |
| 4. | Is there more than one way for vehicles to exit the area? |  |  |  |
| 5. | Are gates electronically controlled from a remote station? |  |  |  |
| 6. | Is an interlocking system used so that the outer gate/door can be closed and locked before the interior door is opened? |  |  |  |
| 7. | Are law enforcement officers required to leave guns in locked cabinets before entering secure prisoner areas? |  |  |  |
| 8. | Is this area used exclusively for prisoner movement? |  |  |  |
| 9. | Which of the following prisoner areas are monitored by a security camera system?  □ Prisoner entry/reception □ Holding c ell  □ Prisoner passageway □ Secured elevator  □ Prisoner stairway |  |  |  |

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|  | BUILDING INTERIOR: RESTRICTED Prisoner Entry | YES | NO | N/A |
| 10. | Which of the following prisoner areas have duress alarms:  □ Prisoner entry/reception □ Holding c ell  □ Prisoner passageway □ Secured elevator  □ Prisoner stairway |  |  |  |
| 11. | Is the entrance for prisoners out of public view? |  |  |  |

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|  | BUILDING INTERIOR: RESTRICTED Prisoner Holding Cells | YES | NO | N/A |
| 1. | Are temporary holding facilities located in the court building?  □ Central holding area □ Holding cells adjacent to courtrooms |  |  |  |
| 2. | If not, where and how are prisoners held? | | | |
| 3. | How many holding cells are there?  List location, capacity, and proximity to the courtrooms. | | | |
| 4. | Do temporary holding cells open directly into:  □ the courtroom  □ a restricted passage |  |  |  |
| 5. | Does each cell have adequate:  □ size (70 sq. ft. minimum)  □ fixed benches  □ toilet facility  □ wash basin  □ lighting  □ controlled from outside the cell  □ emergency lighting  □ view of entire cell  □ in-door observation p orts |  |  |  |
| 6. | Are cells built securely and in a way that reduces opportunities for self-inflicted injuries by prisoners (metal bars, phone cords, etc.)? |  |  |  |
| 7. | Is at least one holding cell equipped for audio and/or visual coverage of courtroom proceedings? |  |  |  |

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|  | BUILDING INTERIOR: RESTRICTED Prisoner Holding Cells | YES | NO | N/A |
| 8. | How are cell doors locked and unlocked:  □ electrically □ manually  □ remote command center  □ directly (e .g. w/key)  □ both re motely and directly | | | |
| 9. | Are keys issued to people other than security personnel for:  □ temporary holding cells  □ prisoner elevators  □ secured passageways |  |  |  |
| 10. | Are temporary holding area keys ones that cannot normally be duplicated commercially? |  |  |  |
| 11. | Is security staff prohibited from removing keys from the building? |  |  |  |
| 12. | Are prisoners searched prior to entering or leaving a holding cell? |  |  |  |
| 13. | Are cells and areas used by prisoners searched for contraband before and after use? |  |  |  |
| 14. | Are prisoners kept in restraints except when in the cell? |  |  |  |
| 15. | Are additional restraining devices available?  What are they?  Where are they located? |  |  |  |
| 16. | Are juveniles separated (by sight and sound) from other prisoners? |  |  |  |
| 17. | Are female prisoners separated (by sight and sound) from male prisoners? |  |  |  |
| 18. | Are there appropriate accommodations for mentally ill and handicapped prisoners? |  |  |  |
| 19. | Are there written procedures for the emergency evacuation of prisoners from temporary holding area s? |  |  |  |
| 20. | Is the emergency evacuation route secured? |  |  |  |
| 21. | Are a complete set of emergency keys maintained in a secured area?  How are they secured? |  |  |  |
| 22. | Is a self-contained breathing apparatus available?  List locations. |  |  |  |
| 23. | Have security and transportation officers been trained on procedures for emergency evacuation of prisoners from temporary holding areas? | | | |
| 24. | Is there a procedure for handling the medical emergencies of prisoners? |  |  |  |
| 25. | Have officers been trained in procedures for handling medical emergencies? |  |  |  |

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|  | BUILDING INTERIOR: RESTRICTED Prisoner Secured Passageways | YES | NO | N/A |
| 1. | Do prisoners walk through public areas when going from temporary holding are as to courtroom? |  |  |  |
| 2. | Are prisoners brought from the courthouse holding area in the courtroom by (mark all that apply):  □ public elevator □ secured elevator  □ stairway □ public hallway  □ private hallway □ private entrance  □ public entrance |  |  |  |
| 3. | Are restricted passages also used by judges and court staff? |  |  |  |
| 4. | Are keys to secure passageways issue d to people other than sheriff's personnel?  If so, to whom? |  |  |  |
| 5. | Are the stairways used for prisoner movement adequately lighted? |  |  |  |
| 6. | Are stairways and stairwells enclosed with protective metal grills? |  |  |  |

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|  | BUILDING INTERIOR Gun Cabinets | YES | NO | N/A |
| 1. | Are the number of gun cabinets adequate? |  |  |  |
| 2. | Are gun storage areas locked with keys that cannot normally be duplicated commercially? |  |  |  |

**BUILDING INTERIOR RESTRICTED AREA SECURITY**

CONCERNS: Briefly summarize the major concerns identified in this section.

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|  | SECURITY STAFF Equipment | YES | NO | N/A |
| 1. | Is the security force issued or allowed to carry:  □ Handguns □ Handcuffs  □ Batons □ Flashlights  □ Tear/pepper gas □ Ballistic resistant vests  □ Tasers □ Two-way radios |  |  |  |
| 2. | Does the court mandate/app rove the type of weapon and ammunition carried by security staff? |  |  |  |
| 3. | Are radio communications adequate as observed by security officers? |  |  |  |
| 4. | If not, what is needed? |  |  |  |
| 5. | What communications are available in the courthouse?  □ telephone □ radio  □ pagers □ voice mail  □ fax □ public address system  □ other (specify): |  |  |  |
| 6. | Is there more than one communication system used exclusively by security personnel? |  |  |  |
| 7. | Radios in the courthouse consist of:  □ sheriff's base station  □ unit in security/bailiffs office networking to sheriff's base station  □ hand -held portables used by bailiffs  □ hand-held portables used by security officers  □ other (specify): |  |  |  |
| 8. | Can radios network with:  □ sheriff's department  □ local police  □ state police  □ other (specify): |  |  |  |
| 9. | Is maintenance of radio equipment adequate according to the users? |  |  |  |
| 10. | Do base stations have an auxiliary power source? |  |  |  |
| 11. | Is there a duress code sign al? |  |  |  |
| 12. | Do all telephones go through a building switchboard? |  |  |  |
| 13. | Does the switchboard have any security safeguards? |  |  |  |

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|  | SECURITY STAFF Selection and Responsibilities | YES | NO | N/A |
| 1. | List the security providers and describe the responsibilities of each provider.  Provider Responsibility | | | |
| 2. | List the security provider for each of the following area s:  □ Parking areas  □ Perimeter  □ Public interior  □ Judicial facility  □ Courtroom  □ Prisoner transport  □ Prisoner holding  □ Prisoner in courtroom | | |  |
| 3. | How have applicant qualifications for security officers been established (e.g., based on job study, N SA standards, etc.)? | | | |
| 4. | What job related testing does an applicant have to pass to be considered for employment as a court security officer? | | | |
| 5. | Are background investigations completed on all security staff?  If so, by whom? |  |  |  |
| 6. | What is done to investigate an applicant's background? | | | |
| 7. | Is all court security staff directly accountable to one person designated as responsible for court security functions? |  |  |  |
| 8. | Do court security staff have written job descriptions and clearly defined job expectations? |  |  |  |

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|  | SECURITY STAFF Training | YES | NO | N/A |
| 1. | Is security staff certified as police officers by MLEOTC? |  |  |  |
| 2. | How many hours of formal instruction or training is given to staff newly assigned to court security functions? | | |  |
| 3. | Is security staff required to complete and pass court security specific training? |  |  |  |
| 4. | Has security staff been trained in relevant policies and procedures? |  |  |  |
| 5. | Have appropriate staff received copies and signed for relevant security policies and procedures? |  |  |  |
| 6. | Does security staff receive instruction on the court's "shoot, don't shoot" policy? |  |  |  |
| 7. | How often are security staff required to qualify with the weapons and ammunition that they carry on the job? | | | |
| 8. | Do security staff receive in-service training and are they certified, retrained, or refreshed in high risk areas on a regular basis in:  □ Handguns  □ Less lethal or nonlethal weapons (taser, mace, batons, etc.)  □ First aid and CPR  □ Restraints and use of force  □ Self-defense  □ Other: |  |  |  |
| 9. | Are opportunities offered for ongoing training or refresher courses in the following  areas?  □ Behavioral psychology  □ Laws of arrest, search, restraint, and use of force  □ Use of lethal, less lethal, and nonlethal weapons, and weapons retention  □ Controlling violent persons and court disruptions  □ Bombs and bomb detection  □ Securing court facilities  □ Concealed and disguised weapons, and contraband identification and detection  □ Crowd and riot control  □ Use of all security equipment and devices  □ Fire safety and control  □ Cultural and ethnic sensitivity  □ Commands in foreign languages common to the area  □ Hostage situations  □ Protection of persons at risk  □ Jury management and sequestered juries  □ High risk trial policy and procedures  □ Prisoner control and transport  □ Court structure, protocol, operations, and procedures  □ Legal processes  □ Familiarization with local processes, procedures, and policies  □ Emergency response  □ Other: |  |  |  |
| 10. | How many hours of annual in-service training are required? | | | |

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|  | SECURITY STAFF Training | YES | NO | N/A |
| 11. | What training records are maintained? | | | |
| 12. | Are trainees and officers thoroughly tested to make certain that they are knowledgeable and can correctly perform each task? |  |  |  |
| 13. | Do records reflect what each person was taught, how they tested, and whether the person was required to be retested until the skills were learned? |  |  |  |

**SECURITY STAFF SECURITY CONCERN**S

CONCERNS: Briefly summarize the major concerns regarding security staff responsibilities, selection, training, and general guidelines.