

Title	Court Security Plans (adopt Cal. Rules of Court, rules 10.172 and 10.173, and repeal Cal. Stds. Jud. Admin., std. 10.40).
Summary	The proposed rules would implement the provisions of Government Code section 69925, which directs the Judicial Council to provide the subject areas to be addressed in a court security plan and establish by rule a process for the review of court security plans.
Source	Working Group on Court Security
Staff	<p>Malcolm Franklin, Senior Manager Emergency Response and Security 415-865-8830, <a href="mailto:malcolm.franklin@jud.ca.gov">malcolm.franklin@jud.ca.gov</a></p> <p>Michael I. Giden, Attorney Office of the General Counsel 818-558-4802, <a href="mailto:michael.giden@jud.ca.gov">michael.giden@jud.ca.gov</a></p>
Discussion	<p><u>Introduction</u> Earlier this year, the Working Group on Court Security circulated for public comment proposed rules 10.172 and 10.173. The proposed rules were intended to fully implement the provisions of Government Code section 69925, which directs the Judicial Council to provide the subject areas to be addressed in a court security plan, establish by rule a process for the review of court security plans, and specify the most efficient practices for providing court security services. Based on the comments received during that circulation, the Working Group on Court Security has made revisions to that proposal and is now seeking public comment on the revised proposal.</p> <p><u>Background</u> There are currently no rules that fully implement the provisions of Government Code section 69925.</p> <p>Although standard 10.40 addresses court security plans, its recommendations are inconsistent with section 69925 requirements. Standard 10.40 advises giving trial courts sole authority to approve or reject the court security plan prepared by the peace officer designated as the Court Security Officer; in contrast, section 69925 requires a collaborative effort between the court and sheriff:</p> <p style="padding-left: 40px;">. . . the sheriff or marshal, in conjunction with the presiding judge, shall develop an annual or multiyear</p>

comprehensive court security plan that includes the mutually agreed upon law enforcement security plan to be utilized by the court.

In addition, section 69925 requires the Judicial Council to provide for the subject areas to be addressed in court security plans, specify the most efficient practices for providing court security services, and establish a review process for completed plans:

The Judicial Council shall provide for the subject areas to be addressed in the plan and specify the most efficient practices for providing court security services. The Judicial Council shall establish a process for the review of court security plans by the Judicial Council in the California Rules of Court.

Standard 10.40 does not adequately address these requirements.

Last year, the Working Group on Court Security completed drafts of proposed rules 10.172 and 10.173, which were intended to fully implement the mandates in Government Code section 69925. The proposed rules were circulated for public comment from December 19, 2007, through January 25, 2008. In addition, the Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee Joint Rules Working Group (Joint Rules Working Group) reviewed the proposed rules on January 23, 2008.

#### Revised Proposal

Based on the comments received from the members of the Joint Rules Working Group, from other judges, and from court administrators, the Working Group on Court Security made several revisions to the proposed rules. These changes include:

- listing the subject matter to be included in a court security plan in the text of the rule;
- making the inclusion of facilities personnel on the court security committee optional rather than mandatory; and
- clarifying that the court security committee is advisory.

The key provisions in the revised proposal are summarized below.

*Proposed Rule 10.172*

Proposed rule 10.172 concerns the scope and review of court security plans.

As previously circulated, the proposal did not specify the subject matter areas to be included in court security plans, but referred courts and sheriffs instead to the subject matter areas identified in a template located in the Administrative Office of the Courts' (AOC) *Trial Court Financial Policy and Procedures Manual*. Proposed rule 10.172 now specifies in the text of the rule the subject matter areas required to be in a court security plan. (Proposed rule 10.172(b).)

Those courts or sheriffs that require additional guidance on preparing a court security plan may obtain from the AOC's Emergency Response and Security Unit a copy of the *Court Security Plan Guidelines*, which was prepared by the Working Group on Court Security. A copy of the *Court Security Plan Guidelines* is attached for informational purposes.

Proposed rule 10.172 also requires the court and sheriff or marshal to conduct an assessment of court security at least once every two years. (Proposed rule 10.172(c).) This incorporates the recommendation previously included in standard 10.40(c). The Working Group on Court Security's concluded that such assessments represent a best practice. Moreover, they assure that court security plans do not become static, but reflect the dynamics of changing conditions and strategies for court security.

As required by Government Code section 69925, proposed rule 10.172 provides a process for the submission and review of court security plans. (Proposed rule 10.172(d), (e).)

*Proposed Rule 10.173*

Proposed rule 10.173 requires each superior court to establish a standing court security committee (proposed rule 10.172(a)) and if appropriate, subcommittees (proposed rule 10.173(f)).

The previous proposal authorized the court security committee to prepare court security plans. The revised proposal clarifies that the role of the court security committee is solely advisory. (10.173(b).)

As circulated, the proposed rules would have required that court security committees include representation from the facilities

management office of the entity that holds title to the facility where the court conducts operations. The revised proposal makes representation from the facilities management office optional. (10.173(d).)

As revised, proposed rule 10.172 fully implements the statutory mandate that the Judicial Council provide the subject areas to be addressed in a court security plan and establish a process for the review of such plans. In addition, based on the Working Group on Court Security's determination regarding efficient practices for providing court security, proposed rule 10.173 requires courts to establish and maintain a court security committee.

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Attachments

Standard 10.40 is repealed, and rules 10.172 and 10.173 of the California Rules of Court are adopted, effective January 1, 2009, to read:

1 **Rule 10.172. Court security plans**

2  
3 **(a) Responsibility**

4  
5 The presiding judge and the sheriff or marshal are responsible for developing  
6 an annual or multiyear comprehensive, countywide court security plan.

7  
8 **(b) Scope of security plan**

9  
10 (1) Each court security plan must, at a minimum, address the following  
11 general security subject areas:

12  
13 (A) Composition and role of court security committees;

14  
15 (B) Composition and role of executive team;

16  
17 (C) Incident command system;

18  
19 (D) Self-assessments and audits of court security;

20  
21 (E) Mail handling security;

22  
23 (F) Identification cards and access control;

24  
25 (G) Courthouse landscaping security plan;

26  
27 (H) Parking plan security;

28  
29 (I) Interior and exterior lighting plan security;

30  
31 (J) Intrusion and panic alarm systems;

32  
33 (K) Fire detection and equipment;

34  
35 (L) Emergency and auxiliary power;

36  
37 (M) Use of private security contractors;

38  
39 (N) Use of court attendants and employees;

40

- 1 (O) Administrative/clerk's office security;  
2  
3 (P) Jury personnel and jury rooms security;  
4  
5 (Q) Security for public demonstrations;  
6  
7 (R) Vital records storage security;  
8  
9 (S) Evacuation planning;  
10  
11 (T) Security for after-hours operations;  
12  
13 (U) Custodial services;  
14  
15 (V) Computer and data security; and  
16  
17 (W) Workplace violence prevention.  
18  
19 (2) Each court security plan must, at a minimum, address the following law  
20 enforcement subject areas:  
21  
22 (A) Security personnel and staffing;  
23  
24 (B) Perimeter and entry screening;  
25  
26 (C) Prisoner and inmate transport;  
27  
28 (D) Holding cells;  
29  
30 (E) Interior and public waiting area security;  
31  
32 (F) Courtroom security;  
33  
34 (G) Jury trial procedures;  
35  
36 (H) High-profile and high-risk trial security;  
37  
38 (I) Judicial protection;  
39  
40 (J) Incident reporting and recording;  
41  
42 (K) Security personnel training;  
43

1           (L) Courthouse security communication;

2  
3           (M) Hostage, escape, lockdown, and active shooter procedures;

4  
5           (N) Firearms policies and procedures; and

6  
7           (O) Restraint of defendants.

8  
9       (3) Each court security plan should address additional security issues as  
10 needed.

11  
12 **(c) Court security assessment and assessment report**

13  
14 At least once every two years, the presiding judge and sheriff or marshal are  
15 responsible for conducting an assessment of security with respect to all court  
16 operations. The assessment must include a comprehensive review of the  
17 court's physical security profile and security protocols and procedures. The  
18 assessment should identify security weaknesses, resource deficiencies,  
19 compliance with the court security plan, and any need for changes to the  
20 court security plan. The assessment must be summarized in a written  
21 assessment report.

22  
23 **(d) Submission of court security plan to the AOC**

24  
25 On or before November 1, 2009, each superior court must submit a court  
26 security plan to the Administrative Office of the Courts (AOC). On or before  
27 February 1, 2011, and each succeeding February 1, each superior court must  
28 report to the AOC whether it has made any changes to the court security  
29 plan, and if so, identify each change made and provide copies of the current  
30 court security plan and current assessment report. In preparing any  
31 submission, a court may request technical assistance from the AOC.

32  
33 **(e) Plan review process**

34  
35 The AOC will evaluate for completeness submissions identified in (d).  
36 Annually, the submissions and evaluations will be provided to the Working  
37 Group on Court Security. Any submissions determined by the working group  
38 to be incomplete or deficient must be returned to the submitting court for  
39 correction and completion. No later than July 1 of each year, the working  
40 group must submit to the Judicial Council a summary of the submissions for  
41 the Judicial Council's report to the Legislature.

1 Working Group Comment

2  
3 For the assistance of the courts and sheriffs in preparing their court security plans, the Working  
4 Group on Court Security has prepared "Court Security Plan Guidelines" with respect to each of  
5 the subject areas identified in subsections (b)(1) and (b)(2). The courts and sheriffs may obtain  
6 copies of the Court Security Plan Guidelines from the Administrative Office of the Courts'  
7 Emergency Response and Security Unit.

8  
9 **Rule 10.173. Court security committees**

10  
11 **(a) Establishment**

12  
13 Each superior court must establish a standing court security committee,  
14 chaired by the presiding judge or a judge designated by the presiding judge.

15  
16 **(b) Role of the court security committee**

17  
18 The court security committee and any subcommittees advise the presiding  
19 judge and sheriff or marshal on the preparation of court security plans and on  
20 the formulation and implementation of all other policies and procedures  
21 related to security for court operations and security for facilities where the  
22 court conducts its operations. The presiding judge and sheriff or marshal may  
23 delegate to a court security committee or subcommittee the responsibility for  
24 conducting the court security assessment and preparing the assessment  
25 report.

26  
27 **(c) Members**

28  
29 Each court security committee must include at least one representative  
30 designated by the sheriff or marshal and either the court executive officer or  
31 other court administrator as designated by the presiding judge.

32  
33 **(d) Additional Members**

34  
35 The chair may appoint additional members as appropriate. Additional  
36 members may include representatives from other government agencies,  
37 including, without limitation:

38  
39 (1) the facilities management office of the government entity, or entities,  
40 that hold title to or are responsible for the facilities where the court  
41 conducts its operations;

42  
43 (2) local fire protection agencies,  
44

1           (3) agencies that occupy portions of a court facility, and

2  
3           (4) agencies other than the sheriff that manage local corrections or state  
4           prison facilities.

5  
6   **(e) Facility contact person**

7  
8           In those courts having more than one court facility, the chair of the court  
9           security committee must designate for each facility a single contact person to  
10          coordinate activities in the event of an emergency and to collaborate with the  
11          court security committee, at its request.

12  
13   **(f) Subcommittees**

14  
15          The chair of the court security committee may form subcommittees if  
16          appropriate, including a subcommittee for each court facility. The chair  
17          must determine the composition of each subcommittee based on the  
18          individual court's circumstances.

19  
20   **Standard 10.40. Court security**

21  
22   **~~(a) Court security officer~~**

23  
24          ~~Each trial court should designate a specified peace officer as Court Security~~  
25          ~~Officer to be responsible to the court for all matters relating to its security,~~  
26          ~~including security of courtrooms, buildings, and grounds. The peace officer~~  
27          ~~designated as Court Security Officer should be the sheriff or the sheriff's~~  
28          ~~designee, except that where local conditions dictate otherwise another peace~~  
29          ~~officer may be designated. The Court Security Officer should be in~~  
30          ~~operational command of all peace officers and others charged with a court~~  
31          ~~security function while acting in that capacity and should be responsible for~~  
32          ~~the adequacy of security equipment, the competence training and assignment~~  
33          ~~of security forces, and the effective execution of the Court Security Plan~~  
34          ~~described in (b).~~

35  
36          ~~*(Subd (a) amended effective January 1, 2007.)*~~

37  
38   **~~(b) Preparation of court security plan~~**

39  
40          ~~Each court should require the Court Security Officer to prepare a Court~~  
41          ~~Security Plan for its review and consideration. The Court Security Plan~~  
42          ~~should:~~

1           (1) ~~Be the operational plan for achieving the desired level of security for~~  
2           ~~courtrooms, buildings, and grounds, including the planned allocation of~~  
3           ~~security forces and equipment;~~

4  
5           (2) ~~Describe the place and functional assignment and the dress and arming~~  
6           ~~of all security forces (e.g., bailiffs), and propose plans for maintaining~~  
7           ~~courtroom decorum and safety within courthouses and grounds in high-~~  
8           ~~risk situations; and~~

9  
10          (3) ~~Include an evaluation of the court's security needs, and an assessment~~  
11          ~~of the adequacy and effectiveness of the equipment and forces available~~  
12          ~~to meet those needs.~~

13  
14          ~~*(Subd (b) amended effective January 1, 2007.)*~~

15  
16          ~~**(e) Adoption and review of Court Security Plan**~~

17  
18          ~~Each trial court should adopt, reject, or request modification of the proposed~~  
19          ~~Court Security Plan after giving due consideration to all local conditions~~  
20          ~~affecting its security and to the effect of the plan on the conduct of trials and~~  
21          ~~other proceedings. Each trial court should provide for a periodic review of its~~  
22          ~~security plan and for a periodic assessment of the effectiveness of its~~  
23          ~~execution.~~

24  
25          ~~*(Subd (c) lettered effective January 1, 2007; adopted as part of subd (b) effective July 1,*~~  
26          ~~*1971.)*~~

27  
28          ~~**(d) Wearing of firearms in court**~~

29  
30          ~~No trial court should approve a Court Security Plan that does not limit the~~  
31          ~~wearing of firearms in the courthouse or courtrooms to peace officers and~~  
32          ~~proscribe the wearing of firearms in such places by all other persons.~~

33  
34          ~~*(Subd (d) relettered effective January 1, 2007; adopted as subd (c) effective July 1, 1971.)*~~

35  
36          ~~**(e) Security of Courts of Appeal**~~

37  
38          ~~Each Court of Appeal should review its security needs and, if necessary,~~  
39          ~~should request personnel and equipment deemed necessary to maintain the~~  
40          ~~desired level of security.~~

41  
42          ~~*(Subd (e) relettered effective January 1, 2007; adopted as subd (d) effective July 1, 1971.)*~~

- 1 ~~Standard 10.40 amended and renumbered effective January 1, 2007; adopted as sec. 7 effective~~
- 2 ~~July 1, 1971.~~



# Court Security Plan Guidelines

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MARCH 28, 2008



ADMINISTRATIVE OFFICE  
OF THE COURTS

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EMERGENCY RESPONSE AND SECURITY

The following guidelines are intended to assist courts and sheriffs in preparing court security plans as required by Government Code section 69925. Courts and sheriffs may consult with Administrative Office of the Court's Emergency Response and Security Unit for additional assistance.

### GENERAL SECURITY ELEMENTS

A comprehensive security plan will address each of the following items.

#### Court Security Committee

Identify the members of the court security committee and each subcommittee, including the subcommittee's primary point of contact.

#### Executive Team

Set forth in detail the courtwide executive team as well as the executive team established for each court facility.

#### Incident Command System

Establish a court-wide Incident Command System (ICS) that identifies a chain of command for decision-making authority and provides procedures for controlling personnel, facilities, equipment, and communications in the event of an emergency. The ICS for each court must incorporate an ICS for each facility used by the court and must identify representatives and plans of any nonjudicial agencies who share the facility. An organizational chart detailing the ICS chain of command should be included in the court security plan.

#### Self-Assessments and Audits

At least once a year, the court security plan must be updated with the inclusion of the self-assessment/audit report for that year.

#### Mail Handling

Procedures for handling mail should be detailed, including point of receipt and x-ray or screening of deliveries from the U.S. Postal Service, UPS, FedEx, and couriers. Include specific procedures for identifying and responding to suspicious packages and letters.

#### Identification Cards and Access Control

Provide written policies and procedures for identification cards (ID), access, and key control of facilities, including signature receipts and the issuing and reclaiming of IDs, access cards, and keys. Describe procedures for scheduled checks of access and exit doors to ensure locking systems are functioning properly.

#### Courthouse Landscaping Security Plan

Document procedures for inspections of courthouse landscaping, describing the monitoring and removal of plants, particularly against facility walls.

#### Parking Plan

Detail each facility's parking program, including areas dedicated to judge's parking, signage, type of controlled entry system, staff security program for winter hours, etc. Include identified deficiencies in annual self-assessment/audit.

#### Interior and Exterior Lighting Plan

Document procedures for inspecting and maintaining interior and exterior lighting, including emergency lighting and exit signage. Include lighting deficiencies and planned upgrades in the annual self-assessment/audit report.

#### Intrusion and Panic Alarm Systems

Describe procedures for testing intrusion and panic alarms, including the testing schedule. Describe how employees are instructed to respond to such alarms. Describe instructions or guidelines regarding the use of panic/duress alarms provided to judges and court staff. Provide information on who conducts maintenance and repairs, including contact information. Include deficiencies and planned upgrades in the annual self-assessment/audit report.

#### Fire Detection and Equipment

Describe procedures for inspecting fire extinguishers, hoses, pull stations, and alarms. Include who is responsible for scheduling these inspections. List vendor and maintenance contact information. Describe any employee fire equipment training at the facility. Include floor plans identifying the location of firefighting equipment, alarm stations, and emergency exits. Floor plans should also identify emergency shut-off locations for gas, electricity, and water.

#### Emergency and Auxiliary Power

If the facility is equipped with emergency power supplies, describe the areas covered by the system, the testing schedules, fuel supply, checks, etc. Include security measures in place used to protect the system (e.g., fencing, monitored by CCTV, etc.). Provide maintenance contact information and alternate emergency power generator vendor and resource information.

#### Private Security Contractors

Describe the duties of security contractors (e.g., perimeter screening, patrols, reception, etc.), and reference who administers the contract, (e.g., court, sheriff, county, etc.). Include contractor supervisory authority, training requirements, and background check requirements. Include information about whether contract security guards are armed or possess defensive weapons.

### Court Attendants and Employees

Describe the use of civil court attendants, the types of court proceedings in which they are used, and their basic court duties.

### Administrative/Clerk's Office Security

Describe what systems (e.g., controlled entrances, bullet-resistant screens at public counters, panic alarms, escape route plans, etc.) are in place in administrative offices and the clerk's office. Describe the procedure for responding to bomb threats and under what circumstances, and by whom an evacuation may be ordered. Include specific instructions for the recipient of a bomb threat (e.g., bomb threat checklist, notifications, etc.). Include emergency telephone numbers, such as court security, 911, etc.

### Jury Personnel and Jury Rooms

Describe the measures taken to ensure security of jurors, the public, witnesses, and jury rooms, including whether jury rooms have separate restrooms for juror use only.

### Public Demonstrations

Describe the specific plans and procedures employed during public demonstrations to ensure the safety and security of staff, visitors, and the facility and to ensure unobstructed access to the courts. Reference applicable legal authority, California Rules of Court, etc.

### Vital Records Storage Security

Describe the locations of vital records storage and how these areas are secured. Describe how the storage site was selected and include whether it is onsite or offsite, dry, and secure and has access controls and fire suppression equipment.

### Evacuation Planning

Describe the evacuation plans for judicial staff, employees, and visitors. Separate the responsibilities and actions for court employees and the court security provider. If these areas are addressed in existing emergency plans, refer to documentation by manual name, title, and page number. Provide detailed evacuation plans that are regularly tested and drilled. Describe the joint debriefing conducted after each exercise or event.

### After-Hours Operations

Describe the policies and procedures for after-hours access to the facility, including authorization process, means of entry (e.g., keys, access cards, escort, etc.), areas available, and authorized hours of access. Include contact names and telephone numbers for after-hours emergencies.

### Custodial Services

Detail supervision of custodial personnel, including hours of operation, after-hours work, controls on trash removal, etc. Describe the contract or human resource policy on employee

screening and background checks. Include contact information for business hours and after hours.

#### Computer and Data Security

Describe the policies for training all employees on basic computer security. Basic computer security includes password use, frequency of password changes, backup policies for specific data, offsite storage capabilities, and security of electronic media.

#### Workplace Violence Prevention

Describe who receives this training, if applicable, and the frequency of any such training.

### LAW ENFORCEMENT SECURITY ELEMENTS

The court security plan must address the following elements with respect to the court and each facility where special policies or procedures are in place:

#### Security Personnel and Staffing

Describe staffing requirements at each court facility, including the number, classification, roles, and responsibilities of staff for:

- Entry screening and perimeter security;
- Courtroom security;
- Prisoner transportation;
- Holding cells;
- Public waiting areas; and
- Judicial protection.

#### Perimeter and Entry Screening

Describe the security at each entry point and how many personnel are used at each location. Describe the procedures used to screen all persons and items entering the facility (e.g., laptops, CD/MP3 players, cell phones, pagers, radios, etc.). Describe any special provisions for screening individuals with wheelchairs or baby carriages. Describe the equipment used at each screening station (e.g., metal detectors, x-ray machines, etc.) and the policies covering their use. Describe the type of signage used to notify individuals of the court's screening policies and prohibited items. Include any exceptions to weapons screening for peace officers, employees, etc.

#### Prisoner and Inmate Transport

Describe inmate transportation and emergency plans and procedures in the event of an escape, attempted escape, or in-transit medical emergencies. Describe the protocols governing the escort of prisoners to and from the courthouse, including staffing levels required to safely escort prisoners. Include juvenile transportation policies.

### Holding Cells

Describe the holding areas where inmates, including juveniles, can be detained and supervised by security personnel while awaiting court appearances, during court proceedings, or while returning to jail facilities. Include cell check and well-being check schedules. Describe protocols for the movement of inmates from holding areas to courtrooms; emergency evacuation of inmates; in-custody medical emergencies; administrative segregation; and segregation of inmates from the public and contact with witnesses, families, victims, etc.

### Interior and Public Waiting Areas

Describe the procedures for monitoring hallways and public waiting areas, separation of juries, witnesses, and others in a public setting. Include response procedures for incidents in public areas, how incidents are recorded, and which personnel are responsible for handling calls to these areas. If child-care facilities are on the premises, list what ages of children are in that area and the procedures for ensuring children leave with an authorized person.

### Courtroom Security

Describe bailiff's duties, including courtroom preparation, security sweeps, and in-session courtroom duties. Document the allocation of court security personnel based on perceived risks posed in a particular calendar or case (e.g., family, criminal, juvenile, etc.). Describe the security of environmental controls, such as lights, heat, etc. Describe any nonverbal communication used by courtroom staff, such as hand signals. Describe the evacuation routes for judges from the bench and for staff from other areas of the courtroom. Identify where ballistic protection is installed, if applicable. Describe witness, spectator, and inmate management procedures. Describe the procedure for emergency medical response in the courtroom. Describe the lockdown procedures for unused courtrooms and procedures for ensuring that potential assault items are removed or secured, such as flagpoles, shelving, books, furniture, etc. Describe security procedures for fire, earthquake, bomb threats, and power failures affecting the courtrooms.

### Jury Trial Procedures

Describe jury control procedures, including care of the jury during trial, transportation, deliberations, etc. Include any special security provisions for jurors during high-risk or high-profile trials.

### High-Profile and High-Risk Trials

Describe pretrial planning procedures and the measures taken for high-profile or high-risk trials. Include information about the allocation of security personnel based on factors such as the type of trial, number of participants, media coverage, and degree of anticipated risk. Identify specific personnel responsible for managing traffic, parking, and overall security of the court facility,

courtroom, perimeter security, media control, housing, and infrastructure. Describe any special accommodations made for witnesses. Identify specific courtrooms that may be specially equipped or suitable for high-security, multidefendant or high media or public interest trials.

### Judicial Protection

Indicate whether a judicial protection unit exists, its composition, duties, and responsibilities. Describe the parking arrangements for judges and their movement between chambers and the courtroom. Describe specific methods for securing chambers and parking and for maintaining separation of judges from the general public as they arrive and depart from work. Detail any access control for separate judicial entrances. Describe procedures for handling threats against judicial officers and court staff.

### Incident Reporting and Recording

Describe the system for reporting security breaches and incidents. Identify who receives these reports, such as court administration, judges, and the Administrative Office of the Courts. Describe whether the reporting system is standardized and the procedures for maintaining confidentiality of these reports and distribution lists.

### Security Personnel Training

Describe the training and frequency of training provided to security personnel on evacuations, emergency procedures, general security awareness, and enhancements to the local security plan. Describe any drills involving all staff and how often these are conducted. Describe the security agency's training and certification in the skills and performance standards required to execute court security roles and responsibilities, including transportation, restraint, court facility procedures, use of force, and dealing with the public.

### Courthouse Security Communication

Describe each type of security communication used.

Describe the security information provided to court staff and judges. Identify whether this information is clear and simple and reinforced through security directives, rules, manuals, handbooks, bulletins, announcements, e-mail, and newsletters. List standard publications provided to employees.

Describe if radios or other electronic methods of communicating are available for emergency response, whether all agencies within the court complex share a common frequency, and which channel/frequency is used for court-owned radios.

Describe nonverbal communications used. (See "Courtroom Security" above.)

Describe duress/panic alarm response procedures.

#### Hostage, Escape, Lockdown, and Active Shooter Procedures

Detail specific procedures provided to all court staff regarding hostage situations, escapes or escape attempts, active shooter situations, and lockdowns. Describe if equipment exists to secure a courtroom from the outside. Describe if procedures are consistent with local agencies managing hostage negotiations and how often those procedures are drilled and tested with those agencies.

#### Firearms Policies and Procedures

Describe procedures and policies for the following areas:

- Courthouse policies on carrying firearms inside the facility by anyone, including but not limited to the public, judicial staff, and on- and off-duty law enforcement.
- Security staff carrying weapons in holding cell areas, while escorting inmates, and while performing bailiff duties inside courtrooms.
- Availability and use of less-lethal weapons. (Reference existing policy documentation by manual, page number, etc.)

#### Restraint of Defendants

Describe policies and procedures for restraining defendants in the courtroom. Include types of restraints available and how the court security provider receives authorization from the court to implement additional security measures.

## Item SPR08-32 Response Form

**Title:** Court Security Plans (adopt Cal. Rules of Court, rule 10.172 and 10.173; repeal standard 10.40)

- Agree with proposed changes
- Agree with proposed changes **if modified**
- Do not agree** with proposed changes

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

- Commenting on behalf of an organization

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

City, State, Zip: \_\_\_\_\_

### To Submit Comments

Comments may be written on this form, prepared in a letter format, or submitted online. If you are *not* commenting directly on this form, please include the information requested above and the proposal number for identification purposes. Please submit your comments online or email, mail, or fax comments.

**Internet:** [www.courtinfo.ca.gov/invitationstocomment](http://www.courtinfo.ca.gov/invitationstocomment)

**Email:** [invitations@jud.ca.gov](mailto:invitations@jud.ca.gov)

**Mail:** Ms. Camilla Kieliger  
Judicial Council, 455 Golden Gate Avenue  
San Francisco, CA 94102

**Fax:** (415) 865-7664, Attn: Camilla Kieliger

**DEADLINE FOR COMMENT: 5:00 p.m., Friday, June 20, 2008**

*Circulation for comment does not imply endorsement by the Judicial Council  
or the Rules and Projects Committee.  
All comments will become part of the public record of the council's action.*