

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
ADOPTION OF COURT SECURITY) Administrative Order
STANDARDS AND IMPLEMENTATION) No. 2017 - 15
OF COMMITTEE RECOMMENDATIONS)
)
)
_____)

Administrative Order No. 2015-104, entered on November 25, 2015, established the Court Security Standards Committee. Pursuant to Administrative Order No. 2015-104, the Court Security Standards Committee issued its final report in December 2016, recommending mandatory court security standards and related recommendations for the implementation of those standards, including a three-year phased implementation period and a tiered approach to entryway screening. At its December 2016 meeting, the Arizona Judicial Council recommended adoption of the final report, court security standards, and related implementation recommendations.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the Court Security Standards and related implementation recommendations in Appendix A are adopted effective July 1, 2017. All courts shall comply with the court security standards as adopted.

IT IS FURTHER ORDERED that the standards be implemented in a phased three-year period as provided in Appendix B and that entryway screening requirements be established based upon the tiered structure provided in Appendix C.

IT IS FURTHER ORDERED that the Administrative Director of the Administrative Office of the Courts shall have the authority to issue Administrative Directives as necessary to implement these standards including, but not limited to, adopting a process to request an exception to a security standard.

Dated this 8th day of February, 2017.

SCOTT BALES
Chief Justice

APPENDIX A

**COURT SECURITY STANDARDS
AND RELATED RECOMMENDATIONS**

Governance and Administration

1. Court Security and Emergency Preparedness Committees. The presiding judge of the county shall establish a court security and emergency preparedness committee (county SEPC) chaired by the presiding judge of the county or a designee.¹ The county SEPC shall consist of a representative cross-section of each local SEPC in the county. The presiding judge may appoint other members as deemed necessary. The committee shall meet at least twice a year.

The function of each county SEPC includes, but is not limited to, setting goals for implementation of the court security standards, review of local court security plans and self-assessments, coordination of security needs countywide, and ensuring continuous court security improvement.

Additionally, each court building or court complex shall have a court security and emergency preparedness committee (local SEPC) that meets at least quarterly. The chairperson of the local SEPC shall be the presiding judge of the court or a designee and the chairperson shall appoint members of the local SEPC. Local SEPCs shall include at least one representative from law enforcement and a first responder.² Local SEPCs shall meet at least quarterly.

The functions of each local SEPC include, but are not limited to, implementation of court security standards adopted by the Arizona Supreme Court within each court; development and allocation of resources necessary for security needs; and coordination of security self-assessments, security drills, and testing of security equipment.

Comment: The make-up of SEPCs should be based on the needs of the varied geographical size and population of each county as well as the structure of each county's court system. Survey results indicate 57.8% of respondent court employees work in courts co-located in buildings with other agencies or entities. The role other agencies or businesses may play in court safety and security is an important aspect of security and emergency preparedness planning that requires inclusion of representatives from those other agencies or entities.

2. Court Security Manual. The Arizona AOC shall develop and promulgate a court security manual addressing the basic tenets of court safety and security. The manual shall include court security standards, security assessment tools, security incident and threat reporting forms, personal security tips for judges and court personnel, and templates for written policies on evacuations, hostage situations, sheltering in place, and bomb threats. The manual should also include practical tools, checklists, and templates for use by local courts. Each court shall add additional security-related information unique to the needs and security plans of the court.³

¹ See AO-2005-32, Presiding Judges Authority (establishing duties over court security and facilities).

² First Responders as used here refers to medical and emergency personnel such as fire, rescue, or paramedic.

³ Security manuals shall not be open to the public per Rule 123(e)(4), Arizona Rules of Supreme Court.

3. Court Security Self-Assessment. Courts shall conduct a court security self-assessment at least every three years.⁴ The local SEPC shall conduct the self-assessment using a security assessment template or checklist and summarize the assessment in a report.⁵ However, court security assessments may be conducted by an outside team with members who have knowledge of court security best practices or who are not employed by the court being assessed. Reports of court security self-assessments shall be shared with local and county SEPCs for use in developing plans for security improvement and for resource justification.

4. Response to a Negative Event.⁶ Court staff shall have a way to report negative events. Each court shall have access to an emergency phone number or access and contact information for a control center operated by law enforcement. Courts shall develop policies related to reporting negative events and shall train employees on those policies.

5. Incident and Threat Reporting.⁷ The court administrator, lead clerk, or a designee shall report all significant threats made against a court, a judge, or a court employee and all significant incidents that occur within the courthouse or its perimeter. The AOC shall establish a process for reporting incidents and threats and shall develop guidelines for defining criteria for what is a major incident or significant threat.

Recommendation: Two levels of incident reporting are recommended: (a) contemporaneous reporting of significant security threats and incidents to the AOC and to employees and stakeholders to be defined by the AOC, and (b) annual reporting of security incident data by courthouse. Information from the first type of incident report shall be securely shared in real time.⁸ The second form of incident reporting should include reports to local and county SEPCs and the AOC.⁹

The second type of report should serve as a basis for determining areas for security improvement and should provide resource and funding request justification from local funding authorities. Moreover, these reports should be required as part of funding requests for monies from the statewide court security fund. This standard follows the national best practice of maintaining records of all threats and incidents for use in local decision-making related to security measures and funding.¹⁰

⁴ Security assessments and security assessment reports shall not be open to the public per Rule 123(e)(4), Arizona Rules of Supreme Court.

⁵ See Court Security Guide, 2005, pp. 6-8, National Association for Court Management. Committee members reviewed the detailed Court Security Assessment tool and report template used by the Superior Court in Pima County.

⁶ See the Glossary for definition of 'negative event'.

⁷ See the Glossary for definition of 'incident', 'threat', and 'significant threat'.

⁸ The committee recommends use of a tiered alert system as used by many government agencies and colleges around the country for alerting those in need of emergency alert information.

⁹ Incident and threat reports are not open to the public per Rule 123(e)(4), Arizona Rules of the Supreme Court.

¹⁰ See Hall, et. al. *Steps to Best Practices for Court Building Security*, pp. 9-10.

Entryway Screening

6. Entryway Screening.

(a) Entrances. Each court shall establish one main entrance through which the public can enter the court building. Additional entryways for the public are allowed if the additional entryways are staffed and use entryway screening of at least one handheld metal detector (magnetometer). Additional entrances may be established to comply with Americans with Disabilities Act (ADA) standards; however, appropriate screening of individuals using such entrances is required.

(b) Screening Devices. Based upon court activity levels, courts will be categorized into one of three tiers, which will determine the level of entryway screening of visitors to the courthouse, using walk through, or handheld metal detectors (magnetometers). (See Appendix C.) Courts that will not be required to have entryway screening due to low court activity levels shall establish policy and procedure for screening during a high conflict or high-risk event. Courts may also choose to use x-ray (fluoroscope) machines in conjunction with metal detector screening.

Courts that do not have a walk through or handheld metal detector at the time these standards are initially adopted shall obtain at least one handheld device for use in the event of a high-risk event¹¹ until such time as the entryway screening protocol based on the courts activity level can be accomplished. Entryway screening shall be by trained court security personnel or law enforcement.

(c) Prohibited Item Signage. Each court building shall have signage posted at each entrance stating that all persons are subject to search by security personnel and that firearms and dangerous weapons are prohibited pursuant to law. Each court shall provide secure lockers at the entryway for storage of firearms pursuant to law. Law enforcement who come to the court for personal business¹² rather than professional business shall be required to store their firearms in secure lockers the same as other persons.¹³ (See Standard 8, Armed Court Personnel in Courthouses for when law enforcement may carry a firearm in a court building.)

(d) Screening Device Training and Calibration. Court personnel or security personnel who conduct entryway screening shall be trained and receive refresher training on the operation of the devices that they use. Each court shall ensure that regular calibration and testing of metal detectors and x-ray machines occur.

(e) Prohibited items. Courts shall develop a list of items prohibited in the court building.¹⁴ The list shall be a part of the local materials in the court security manual and all employees shall be trained on what are prohibited items.

¹¹ 'High risk event' is defined in the Glossary.

¹² E.g. party to a legal matter, witness in a legal proceeding in a capacity other than official law enforcement duties, or an observer of a legal proceeding where not involved in an official law enforcement capacity.

¹³ See Arizona Supreme Court AO 2005-32 and A.R.S. § 38-1113(C)(2) et. seq. (current through 2016).

¹⁴ E.g., Arizona Supreme Court AO 2005-32 establishing authority for presiding judge of county over court security including prohibiting or regulating possession of weapons of potential weapons in the court; e.g. Superior Court for Pima County AO 2014-05 list of items prohibited in the Superior Court of Pima County; Arizona Supreme Court AO 98-0008, list of prohibited items in the Arizona Supreme Court

Policies and procedures shall be developed for the confiscation, handling, and disposition of prohibited items found during entryway screening.¹⁵ Courts shall track the types and amount of contraband detected through screening and maintain monthly reports reflecting that information.

Comment: It is recommended that the AOC develop a list of standard prohibited items that courts should include as a minimum standard in local administrative orders and policies. This list should be part of the tools available in the court security manual for use by local courts.

7. Court Employee Screening. In jurisdictions that do not conduct full entryway screening of all employees, each court must develop a policy on, and randomly carry out, court employee screening upon entry to the courthouse.

Comment: Unfortunately, workplace violence is all too common. It is the risk of workplace violence that can be mitigated through periodic employee screening for prohibited items.

8. Armed Court Personnel in Courthouses. The presiding judge of the county shall determine whether court security officers may carry firearms in the courthouse for the purpose of maintaining court security.¹⁶ Once the AOC Administrative Director adopts a firearms training program, such training must be completed prior to actively carrying a firearm in the courthouse.¹⁷ Contract security guards with valid armed guard cards shall have six month to complete that training. Moreover, courts with armed court security shall develop protocols for court security officer involved shootings.¹⁸

Presiding judges of the county shall establish written policies on the carrying of firearms for personal safety by judicial officers or other court staff. Specifically, the policy shall address the following points: who may carry a firearm, the process for registering or otherwise notifying the court and court security of the status of being armed, the process for confirming training requirements, type of firearm and ammunition that can be carried, and the conformance with all applicable state and local statutes and ordinances.¹⁹ Additionally, until such time as AOC adopts firearm training standards, judges or other court staff authorized to carry firearms shall meet the requirements of Arizona law.

¹⁵ Such policies and procedures shall be in accord with A.R.S. § 12-941 on the disposal of unclaimed property.

¹⁶ See Arizona Supreme Court AO-2005-32, Presiding Judges Authority (establishing duties over court security). Cf. Arizona Supreme Court AO 98-0008 (weapons in the Arizona State Courts Building); Superior Court of Pima County AO 2014-05 (weapons in Pima County Superior Court).

¹⁷ This training requirement does not apply to law enforcement meeting the training requirements of A.R.S. § 38-1113 (current through 2016) or sheriff's officers who are present pursuant to A.R.S. § 11-411 (current through 2016).

¹⁸ The existing use of force code section for armed probation officers would be an example of a comprehensive use of force policy. See ACJA § 6-112.

¹⁹ Ariz. Rev. Stat. § 13-3102(D) (judges carrying firearms in conformance with orders of presiding judge not subject to offense of misconduct involving weapons).

Comment: It is recommended that courts adopt a policy prohibiting law enforcement officers from carrying firearms in the courthouse unless the officers are appearing for official business, providing court security, or responding to an emergency.²⁰ The committee further recommends all law enforcement officers who are allowed to carry firearms in the courthouse be required to sign in and record the purpose for the officer's presence at the court and the courtroom(s) in which the officer has business. This sign-in process allows court security to be aware of the officers' location in the courthouse and the official purpose for which they are present. As a general guiding principal, in policy formulation, law enforcement officers should not be permitted to carry weapons in the courthouse when they are present for personal business or in a personal capacity, such as a party to a case or witness or observer to a case where they were not acting in an official law enforcement capacity.²¹

In-Custody Defendants

9. Entrance for In-Custody Defendants. Courts shall ensure in-custody defendants are brought into and leave the court building through an entrance separated from any public entrance to the courthouse.

Comment: Courts that cannot meet this standard because of the architectural construction of a building shall have written procedures for ensuring that in-custody defendants are segregated from the public when entering and exiting the court to ensure the safety of all.

10. In-Custody Defendants; Transport and Control. In-custody defendants must be transported, controlled, and monitored at all times by appropriately trained court security personnel or law enforcement officer(s).

11. In-Custody Defendants; Protocols for Taking Individuals into Custody. Courts shall have written protocols for taking individuals into custody and securing individuals into custody for transport to a detention facility. Courts should make every effort to alert security personnel or law enforcement responsible for transporting detainees in advance if it is anticipated a litigant will be taken into the immediate custody of a county jail or correctional facility, or otherwise taken into custody.

Facilities, Alarms, and Equipment

12. Duress Alarms.

(a) At Public Transaction Counters. Courts are required to have at least one active and monitored duress alarm "panic button" behind each public transaction counter.

²⁰ See A.R.S. § 38-1113(C)(2) et. seq. (authority to prohibit officers from carrying firearm unless appearing in official capacity or providing security or responding to an emergency).

²¹ See A.R.S. § 38-1113(C)(2) et. seq.; Arizona Supreme Court AO 2005-32.

(b) In the Courtroom. Courts are required to have active and monitored duress alarm “panic buttons” at the judges’ or other judicial officers’ benches and at the courtroom clerks’ stations.

(c) Training on and Testing of Duress Alarms. The court administrator, lead clerk, or a designee shall physically show all employees working in a court building the location of duress alarm “panic buttons” and how and when to use them. The court administrator, lead clerk, or a designee shall ensure testing of duress alarm systems occurs at least quarterly and that such testing is documented. Reports of duress alarm system testing shall be reported to local and county SEPCs.

13. Locking Protocols.

(a) Locked Courtrooms. Courts shall keep public doors to courtrooms locked at all times when a courtroom is not in use. Courts shall install or obtain a type of locking mechanism that will allow the courtroom and judicial chambers to be locked from the inside to allow for the ability to shelter in place, but will also allow emergency exit, such as crash bars, one way door handles, alarmed doors, or remote locks.

(b) Locked Jury Deliberation Rooms. Courts shall keep jury deliberation rooms locked when not in use, unless jury deliberation rooms are behind secured areas.

14. Courtroom, Jury Room, and Perimeter Sweeps. Court security, bailiffs, or designees of the presiding judge or court administrator, shall ensure sweeps of courtrooms, hearing rooms, jury deliberation rooms, and the perimeter of the court building are conducted at least daily. Reports of these sweeps shall be maintained.

15. Secured Access to Non-Public Areas. Areas of the court not open to the public shall be electronic card-key or hard-key controlled. The court administrator, the lead clerk, or a designee shall ensure that doors remain locked at all times and are not propped open.

16. Security Cameras. Courts shall have video cameras in areas including, but not limited to, entryways and common public areas. Security camera systems shall be equipped with recording capability.

17. Exterior Lighting. Each court location shall have exterior lighting at building entrances and exits.

Comment: Where a court facility includes parking areas, it is recommended such parking areas also have exterior lighting.

18. Protection of Critical Locations. Courts shall prevent unauthorized vehicular access to critical areas with obstacles such as, but not limited to, bollards or natural landscapes.

Comment: Courts that cannot meet this standard because of the architectural construction of a building shall have written procedures for ensuring monitoring of areas where vehicle accessibility is within close proximity to the building.

19. Window Coverings. Court windows shall have coverings to prevent views from the outside into the court building. Window coverings must allow visibility from inside to the outside.

20. Creation of Barriers at Public Transaction Counters. Clerk transaction counters and public service windows shall have a barrier between the public customers and court staff. The type and manner of barrier shall be a local decision, based upon evaluation of each courts' design and operations.

21. Bullet-Resistant Material in Courtrooms. Courtroom benches and staff work areas in courtrooms shall be reinforced with bullet-resistant material.

22. Data Centers and Electronic Equipment. Courts with computer data centers shall have separate, secure electronic key-card or hard-key controlled, limited access areas for computer data centers, network equipment, video recording systems, and other critical electronic equipment. Courts shall maintain disaster recovery "hot sites" pursuant to ACJA § 1-507.

Training

23. New Hire Security Training Requirements. All court employees, including judges, shall participate in and complete, whether in person or online, a course in court security. That course should address general security principals, the court security manual, personal safety on the job, emergency preparedness including what to do in a negative event, evacuation routes, and sheltering in place protocols.²²

Comment: It is recognized that judges are subject to a separate orientation program pursuant to ACJA § 1-302 and that court security is generally addressed in that program. However, the committee emphasizes that court security is not a one-size-fits-all topic. As such, court security training provided to newly hired employees, including judges, should not be limited to a one-size-fits-all course that provides generalized content only. Each court will have its own policies and procedures on court security topics such as, but not exclusively: who provides security, what evacuations routes are, how to respond to negative events, who to report security threats and incidents to, and courtroom and courthouse lockdown procedures. In order for effective training to occur, each new employee, including judges, needs to receive training specific to the courthouse they will be working in. Therefore, the committee recommends that the AOC develop new orientation training on court security that has statewide applicability but that the AOC also work with local courts to develop guidelines for training specific to local courts.

²² The committee notes ACJA § 1-302(J)(2) requires new hire orientation for all staff within 90 days of hire. The committee recommends that an amendment be made to § 1-302(J)(2) reducing this time frame to within 30 days of hire.

24. Annual Security Training Requirements. All employees of the Arizona Judicial branch, including judicial officers,²³ shall be required to engage in court security-related training or drills annually.

Comment: Security training in the form of broadly applicable training videos is useful for many security-related topics; however, local training and drills that require employees to actively engage the security protocols of a given court are proved to be the most effective method of ensuring employees are prepared to appropriately react to and manage security incidents. As such, the focus of annual training shall be local court security-related drills and training.

25. In-Service Court Security Officer Training. Court security officers employed by a court must receive annual training including, but not limited to:

- use of force training;²⁴
- metal detection devices and x-ray machines, based on what is used at the officer's court;
- de-escalation tactics;
- defensive tactics;
- active shooter;
- incident reporting;
- policies and procedures on the handling of prohibited items; and
- emergency preparedness.

26. Contract Court Security Training. Private contract court security officers shall be subject to the minimum court security training standards established by the AOC for in-house court security officers. Once implemented, contract security with valid guard cards shall complete AOC training within 6 months of hire by a court.

27. Security Officer Equipment. Court security officers shall restrict equipment and tools carried on their person to items for which they are trained in the use of and, where applicable, certified in the use of. Security officers shall restrict equipment to items approved by the court security officer-training program adopted by the AOC or otherwise designated by the AOC. Court security officers who are armed shall wear a bulletproof vest that is rated to at least the caliber weapon the officer carries.

28. Courtroom, Jury Deliberation Room, and Perimeter Sweep Training. Court employees or court security assigned to conduct daily courtroom, jury deliberation room, or perimeter sweeps shall be trained on how to conduct such sweeps, identification of suspicious items or

²³ The committee recommends judges should receive the same amount of security-related training as employees because they are an integral part of security in the courts and they face similar security risks. The committee recommends the ACJA be amended to include specific court security requirements for judges in keeping with the training structure set forth in the ACJA.

²⁴ The committee recommends that use of force regulations that are similar to ACJA § 6-112 be adopted for court security officers, excluding law enforcement whom the committee recognizes are governed by separate specific use of force laws and regulations.

conditions, protocols for reporting suspicious items or conditions, and securing of the location if a suspicious item or condition is identified.

29. Court Security Officer Training. Court security officers shall be trained in accordance with a court security officer training program developed by or approved by the AOC Administrative Director. The Committee makes the following recommendations related to court security officer training:

- A security training workgroup should be developed to collaborate with the AOC Education Services Division to determine the specific training curriculum and annual training hours necessary for an effective, security officer training, education, and certification program.
- Trainers be approved by the AOC or AZ POST certified.
- There be a method for establishing the proficiency of current security officers for purposes of determining if any court security officer training program adopted or approved by the AOC needs to be completed in whole or in part by the officer.
- Court security officers, including contracted private court security, be readily identifiable via clothing or some type of marking on their clothing.

30. Firearms Training. Any person providing court security to a court, excluding POST certified law enforcement officers, shall complete training in the use of firearms as designated by the AOC before being allowed to carry a firearm within the court. Contract security with a valid guard card for armed guards shall have six months to complete AOC training.

Comment: The committee recommends that any person, whether court security armed for court security purposes or judges or other court employees authorized to carry a firearm for personal security, complete training similar to that established for Arizona probation officers in the Arizona Code of Judicial Administration. The committee further recommends that firearms standards be adopted for armed court security, excluding POST certified law enforcement officers that are similar to the standards in the Arizona Code of Judicial Administration. The committee recommends that the AOC Administrative Director approve such training and standards.²⁵

²⁵ The committee notes A.R.S. § 13-3102(D) provides for judges to be held to the standard for those who obtain a concealed carry permit. However, the committee strongly encourages that all persons authorized to carry a firearm in a court, excluding law enforcement who have separate training standards, be trained and held to a uniform standard.

IMPLEMENTATION RECOMMENDATIONS

1. The Court Security Standards will be implemented via a three-year, phased implementation period for the court security standards. (See Appendix B.)
2. The AOC has established a preliminary structure of tiers for categorizing courts by activity level, which will be used to determine the level of entryway screening. (e.g., Appendix C.)
3. The AOC has developed a process for courts to seek an exception to the standards at the request of the Presiding Judge based either on a request from the court's funding authority or on the Presiding Judge's own initiative, with exceptions encompassing both delay and timing of implementation or departure from standards. Requests for exceptions shall be made on a yearly basis on the form approved by the Administrative Office of the Courts and shall be submitted to the Administrative Director.
4. The AOC shall pursue legislation to establish a statewide court security fund to assist local courts with one-time outlays for security equipment and security system improvements. The fund will be non-lapsing and non-reverting. The AOC shall determine the best source of monies for the fund.

Local courts will continue to pursue local funding for court security personnel and ongoing security-related court operations.

5. The AOC has secured the services of Donald Jacobson as a consultant to assist in the implementation of the court security standards.
6. The AOC shall develop policies and procedures for assessment of or accountability for compliance with the court security standards, particularly standards that require training, certification, and testing.
7. The term of the Court Security Standards Committee is extended by separate Administrative Order.

GLOSSARY

The following definitions govern the meaning of terms within the standards:

Standard - A court security standard is a policy or measure that is required to be in place in order to improve the general state of security in a court building and to ensure the personal safety and security of the public, judges, judicial officers, court staff, city and county employees, and the law enforcement officers and court security officers that protect them.

Guideline - A court security guideline is a policy or measure that is recommended to be in place in order to improve the general state of security in a court building and to ensure the personal safety and security of the public, judges, judicial officers, court staff, city and county employees, and the law enforcement officers and court security officers that protect them.

Incident - An incident is an action or communication that causes or threatens to cause personal injury, property damage, or disruption of courthouse proceedings.

Hierarchy of seriousness of incident - In descending order: (1) incident against persons, (2) incident against property, (3) threats without violence.

High-risk event – The following characteristics are commonly associated with high-risk events: multiple victims involved in the matter, incidents involving female victims and multiple offenders, homicides that involve intimate partners and family relationships, celebrated or featured articles or media coverage that are associated with the matter, and demonstrations that may occur before, during, or after hearings or otherwise are associated with the events of the case.²⁶

Negative event - A negative event is an event that has potential to, or does cause interruption of court operations or poses a risk to the safety and security of those in and around a court facility. Negative events may include, but are not limited to, threats, such as threats to the physical safety of someone on or associated with a court, bomb threats, or suspicious or unattended packages; security incidents such as physical violence, active shooter, hostage taking; and other incidents such as cyber-attacks, medical emergencies, fires, severe weather, or power outages.

Significant threat – Any threat against court personnel, including judge and court staff that impacts operations of the court.

Threat - A statement of an intention to inflict pain, injury, damage, or other hostile action on someone (court employee) or an institution (court building) in retribution for something done or not done now or in the future. A threat is synonymous with a threatening remark, warning, or ultimatum such as a menace to a person or institution. A threat can be a person or a thing likely to cause damage or danger.

²⁶ See National Association for Court Management, *Court Security Guide* p. 24. June 2005

APPENDIX B

**CHART OF PHASED THREE-YEAR
IMPLEMENTATION PLAN**

Standard	Year 1	Year 2	Year 3
Governance & Administration Court Security Committee (SEPC) Security Self-Assessment & Report Security Manual Incident Response Policies Incident Reporting Policies Policy on Armed Personnel Other Security Policies	✓		
In-Custody Defendants	✓		
Training <div style="text-align: right; padding-right: 20px;">New Hire Training</div> <div style="text-align: right; padding-right: 20px;">Annual Court Employee Training</div> <div style="text-align: right; padding-right: 20px;">Task Specific Training</div> <div style="text-align: right; padding-right: 20px;">Security Officer Training</div> <div style="text-align: right; padding-right: 20px;">Firearms Training</div>		✓	
		✓	
			✓
Facilities & Equipment <div style="text-align: right; padding-right: 20px;">Duress Alarms</div> <div style="text-align: right; padding-right: 20px;">Locking Protocols</div> <div style="text-align: right; padding-right: 20px;">Courtroom, Jury Room, Perimeter Sweeps</div> <div style="text-align: right; padding-right: 20px;">Secured Access to Non-Public Areas</div> <div style="text-align: right; padding-right: 20px;">Cameras</div> <div style="text-align: right; padding-right: 20px;">Exterior Lighting</div> <div style="text-align: right; padding-right: 20px;">Window Coverings</div> <div style="text-align: right; padding-right: 20px;">Public Counters, Benches, & Clerk Stations</div> <div style="text-align: right; padding-right: 20px;">Protecting Critical Areas</div>		✓	
Entryway Screening <div style="text-align: right; padding-right: 20px;">Visitors</div> <div style="text-align: right; padding-right: 20px;">Employees</div>			✓

APPENDIX C

**TIERED ENTRYWAY SCREENING REQUIREMENTS
BASED ON COURT ACTIVITY LEVEL**

Court Hearing Frequency & Judicial Officers	Level of Entryway Screening
1. One or more full-time judicial officers, court proceedings occur throughout daily business hours and on a daily basis	Entryway screening during courthouse business hours e.g., business hours are 8:00 a.m. – 5:00 p.m. ²⁷
2. Full-time or part-time judicial officer(s), court proceedings held to 2 to 3 days a week and occur only a few hours a day (court proceedings do not occur daily throughout the week)	Entryway screening during hours of court proceedings. e.g., court proceedings occur Tuesday and Wednesday 8:30 a.m. to noon.
3. Single full-time judicial officer or part-time judicial officer(s), court proceedings occur infrequently (generally occur 1 to 2 days a week and only a few hours each day)	Request for exemption from regular entryway screening standard; however, entryway screening should occur upon request of a judicial officer for a high conflict or high-risk hearing.

²⁷ National Center for State Courts Best Practices for Court Security, 2016, recommends screening stations be staffed 30 minutes before and after business hours or court proceeding hours.



Judicial Security

Best - Practices

At Work:

- Park in secure areas only. Avoid labeling reserved parking spaces with your name or judicial annotation.
- Always secure your vehicle, even when parked in a secure area.
- Use only accessed-controlled entrances/exits. If unavailable, vary the points of entry and times of day you come and go.
- Establish a word or signal with your courthouse security team which signifies that you are under duress for any reason.
- Coordinate response to incidents within the courthouse with your staff and security team before they occur - "Practices makes perfect".
- Do not wear your judicial robe outside of secure courtroom areas. Disrobe during emergency evacuations or when traveling in common areas.
- Do not permit law enforcement officers to enter your courtroom while armed if they are a party to a case.
- Never hesitate to request additional security for any reason.
- Do not carry a firearm in the courthouse unless you have been trained to use it; and you have established use of force protocols and procedures with your staff and court security team.

At Home

- Restrict access to all house keys and/or codes. Change if they have been compromised for any reason.
- Lock your doors and windows at night or when not in use.
- Get to know your neighbors – they are an extra set of eyes!
- Maintain an unpublished phone number and address.
- Never open the door for unexpected utility workers, deliveries, or unknown persons.
- Invest in a home surveillance system and light timers (i.e. Ring doorbell, ADT monitoring, etc.)
- Teach children how to contact 911 in case of an emergency.
- Establish a word or signal with your family members to signify that one of you are under duress.
- Establish a rally-point in case you have to evacuate your home for any reason.
- Enable GPS-location services on all family used smart devices. Have a working knowledge of the "find my device" or similar app. functionality in the event you cannot locate a family member for any reason.
- Do not place your name on your mailbox.
- If taking magazines or similar publications outside of your home, remove your address label.
- Shred all mail or unwanted documents which contain your name, address, and/or title.

- Never open suspicious mail or packages
 - No return address
 - Unusual/unknown place of origin
 - Unexpected delivery
 - Excessive amount of postage
 - Incorrect spelling
 - Uneven balance or shape
 - Report to local law enforcement if in doubt
- Opt-out of public source information websites
 - <https://www.intelius.com/optout>
 - http://www.zabasearch.com/block_records/
 - http://www.spokeo.com/opt_out/new
 - <http://www.peakyou.com/about/contact/optout/index.php>
 - <http://www.ussearch.com/privacylock>
 - <https://www.peoplefinders.com/manage>
 - <https://www.peoplesmart.com/optout-go>
 - <http://secure.privateeye.com/optout-form.pdf>
 - <http://www.usa-people-search.com/manage/default.aspx>
 - <https://www.mylife.com/privacy-policy>
 - <https://nuwber.com/removal/link>

In Public

- Avoid traveling the same routes to/from work, school, etc.
- Immediately summon 911 in the event you think you are being followed. Do not drive directly to your residence, but rather proceed to the nearest law enforcement facility or location provided by the 911 operator.
- Avoid using your judicial title in public. Remember that keywords such as “judge” may attract unwanted attention.
- Do not use personalized license plates or logo your vehicle with unique identifiers which make it easy to recognize.
- Have a rehearsed cover story in case you are asked what you do for a living by unsolicited sources (i.e. Uber driver, etc.)

Taking Precautions

101 PERSONAL SAFETY TIPS for JUDGES and COURT STAFF

Since the tragic murders of a judge, court reporter, and court service officer at the Fulton County Superior Courthouse in Atlanta, Georgia, on March 11, 2005, deadly shootings and serious security incidents continue to plague our nation's courts. Each one serves as a painful reminder that judges and court staff are at risk and at all times should be aware of their environment, take safety precautions, and use security procedures. The safety tips below are useful reminders for personal safety.

Home and Personal Life

1. Do not let your guard down at home. Practice good safety techniques.
2. Do not keep or carry a weapon unless it is in proper working condition and you have been trained in the correct use of it.
3. Do not answer your door (or any door) without looking through a peephole or knowing who is on the other side.
4. Do not use the title "Judge" on personal checks, credit cards, airline tickets, etc.
5. Do not use your judiciary authority or title to perform peacekeeping functions when you are away from your court. Leave that to the police. Be a good witness.
6. Do not volunteer personal information to strangers or identify yourself as a judge. If asked, identify yourself as an attorney, government employee, etc.
7. Do not unreasonably expose yourself to persons with communicable diseases (e.g. HIV virus, hepatitis, tuberculosis, etc.).

8. Do not forget to have a Personal and Family Information Sheet secured with the local law enforcement agency in your jurisdiction so that it can be used in an emergency situation.

Home Telephone

9. Do not have a listed or published telephone number or address.
10. Do not announce your name and phone number on the outgoing message on your home answering machine.
11. Do not tell anonymous callers on your home telephone your name or the phone number they have reached.
12. Do not allow strangers to overhear your personal telephone calls.
13. Do not expect privacy when talking on a cellular or cordless telephone.
14. Do not return office telephone calls from your residence phone if "Caller I.D." is not in operation in your area and if you do not have "Caller I.D. Blocking." Otherwise, the

person you call will obtain a digital readout of your home telephone number.

15. Do not call "800" numbers or make collect calls unless you want your phone number to appear on the call recipient's phone bill.

Home Mailing Address

16. Do not use your street address on your personal mail's return address if you can use a post office box.
17. Do not put your name on your return address if you use a residence street address or deposit your mail in outgoing office mail.
18. Do not take magazines to the courthouse until you remove mailing labels containing your name and address.

Commuting

19. Do not always drive the same route to and from your home and office.
20. Do not arrive at or leave the courthouse at the same time every day.
21. Do not leave the courthouse during the day without confidentially letting someone know where you are going, what you will be doing, and

when you should be expected to return to the building.

22. Do not be paranoid, but be aware if someone is staring at you or following you.
23. Do not drive to your street of residence if you even *think* someone might be following you. Gas is cheaper than your life, so drive another block or two before deciding whether or not to go home.
24. Do not enter or leave the courthouse in darkness if you can avoid it.
25. Do not transport your judicial robe in your vehicle by hanging it up unless it is covered up. If not concealed, lay it on the seat or in the trunk to hide it.

Courthouse Parking Lot

26. Do not reserve your parking space with a sign that says "Judge" or your name.
27. Do not have a personalized license plate that says "JUDGE" on it.
28. Do not go to your vehicle if someone is watching you that had business within your court. Either wait, or walk to a vehicle first that is not yours, and then act like you forgot something and return to the building.
29. Do not leave your car unlocked or the windows down.
30. Do not enter your vehicle without first looking under

the car and inside for any signs of hidden persons or tampering.

At the Courthouse

31. Do not conduct court sessions or hearings in the absence of a court security officer.
32. Do not sit on or behind a bench that is not elevated.
33. Do not sit on a bench that does not have protective material behind it to stop bullets.
34. Do not run from the bench if shooting begins in your courtroom. Drop behind it and lie flat.
35. Do not allow law enforcement officers to enter your courtroom with a weapon if the officer is a party to a case pending in your court. This is especially important in domestic relations cases.
36. Do not allow anyone to approach the bench without first asking for and receiving your permission.
37. Do not ever let a party or criminal defendant think your decision was "personal" or that you have some personal dislike or animosity toward them.
38. Do not allow disruptive persons to remain in your courtroom if you can have them legally removed.

39. Do not hesitate to request additional security for a high-risk trial or a high-risk person.

40. Do not be reluctant to ask for ask for more money for court security at budget hearings.
41. Do not forget to wear your judicial robe in the courtroom. It will normally command respect, and like a police uniform, it will make you more difficult to recognize off of the bench when you have removed your robe (your 'uniform').
42. Do not operate your court without "Rules of Courtroom Decorum" that are prominently posted and vigorously enforced.
43. Do not allow the number of persons in your courtroom to exceed fire code. In addition to fire safety, this can be used to exclude any unruly or intimidating spectators.
44. Do not drink from glasses or water pitchers that have been left unattended in the courtroom on the bench.
45. Do not think that just because you have never had court violence that it will never happen in your courtroom.

In Your Chamber

46. Do not display family photographs in your chambers where visitors can see them. Turn them toward you.
47. Do not allow persons in the custody of law enforcement to be brought to your residence or chambers. Meet them in the courtroom or police station.

48. Do not hesitate to call a court security officer to your chambers at the first hint of a security problem.
 49. Do not allow anyone to be seated in your office or chambers in your absence without your prior consent.
 50. Do not leave valuables or sensitive papers in sight and unlocked when you leave your office. This is especially important if maintenance or cleaning persons will be entering during your absence.
 51. Do not allow anyone to close the door to your chambers other than you, your court security officer or someone you have instructed to do so.
 52. Do not use hollow core doors on your chambers.
 53. Do not discard sensitive materials or information in your home or office trash can in a legible form that could be read by scavengers.
 54. Do not leave file cabinets, desk drawers, briefcases, etc. unlocked when you leave your office.
 55. Do not photocopy sensitive data without accounting for each original and copy.
- Throughout the Facility**
56. Do not have heavy or sharp items on the bench or your desk where others can grab them. Leave them in drawers.
 57. Do not leave your lunch in a common area accessible to the public. If you do, label it with another name or a symbol.
 58. Do not walk past windows or sit in a courtroom that has windows without blinds.
 59. Do not run into the hallway if you hear gunfire in the courthouse. Seek immediate cover and have your chambers and courtroom secured.
 60. Do not allow the public access to your mail room.
 61. Do not issue combination lock codes or building keys without keeping records and periodically changing codes and locks.
 62. Do not be afraid to visualize court security problems and think about what you can do to reduce risks and what options are available to you if an incident occurs.
 63. Do not assume that duress alarms are in working condition. Test them regularly.
 64. Do not use an audible duress alarm that will force a person to quickly flee or fight. They might fight! Use a silent alarm.
 65. Do not allow intoxicated persons to enter or remain in the courthouse.
 66. Do not leave your court security manual or security materials where others can access them.
 67. Do not allow architects to design your courtroom, chambers, or courthouse without receiving your input.
 68. Do not allow budgets to be prepared without providing for court security.
 69. Do not use the main, public courthouse doors if you can avoid doing so.
 70. Do not be reluctant to have your staff make a "coded" mark on any case file folder that can indicate a potentially violent or unstable person.
 71. Do not hire, appoint, or accept a court security officer until you have reviewed their résumé, personnel file and background check.
 72. Do not allow your staff to tell strangers where you are or give out your schedule.
 73. Do not get onto an elevator with persons you do not know or are not comfortable with.
 74. Do not try to get up if you have been shot. Play dead and do not move. Wait for help. Do not invite another shot.
 75. Do not become physically involved in subduing, chasing, or apprehending disorderly persons or escapees.
 76. Do not forget to teach your staff and your family what you have learned about judicial safety and security.
 77. Do not forget that none of the other judges killed or wounded went to work or home thinking they would be attacked. Be alert and aware!

Telephone and Mail

78. Have a tape recorder and telephone microphone to tape record any office or telephone conversations in both your office and home.
79. Do not continue to talk on the telephone with a person who is hostile or threatening unless the person identifies himself or herself to you.
80. Do not open any envelopes or parcels that look suspicious or have no return address, especially if you were not expecting such.
81. Do not throw away "hate mail." Keep a file containing them (or notes of conversations) that may be helpful to you and detectives down the road.
82. Do not open unlabelled packages or gifts delivered to your home or office.

Public and the Media

83. Make restaurant reservations and give fast food orders using a nickname or a name you will remember and recognize when called but is not so unusual as to attract attention.
84. Do not use public restrooms unless unavoidable.
85. Do not sit near front windows in restaurants.
86. Do not eat food prepared or served by persons you have had in your court as criminal defendants or losing parties.
87. Do not publicly announce

that you are going out of town for work or vacation.

88. Do not wear shirts or caps in public that identify you as a judge.
89. Do not become intoxicated in public, thereby becoming vulnerable.
90. Do not ride in parades unless there are provisions made for security and crowd control.
91. Keep a press-clipping file so you will know what information the public has received about you.
92. Do not be quoted in the news in such a manner as to make the public think that you fear violence or that you think you are not at risk. Such comments can be taken as an invitation or a challenge.
93. Do not tell the media (or publish reports) about the kind of security you have in place or what weaknesses your court has that need to be improved.
94. Do not update photographs on file with the news media or the government if you can avoid it. An exception is the photograph that should accompany the Personal and Family Information Sheet, which is confidentially maintained
95. Do not allow the media to show photographs of

your family or your residence after there has been an incident of court-related violence.

96. Do not allow the media to learn the names, ages, or schools of your children.

Campaign

97. Do not place your residence address on campaign materials.
98. Do not appear at campaign fund raising events unless you have arranged for security. Consider control of admission by invitations or limit ticket sales or distribution.
99. Do not personally post or remove your campaign signs.
100. Do not campaign door-to-door alone.
101. Do not overdo it with your campaign signs at your residence or bumper stickers on your personal vehicles.

NOTE: Review this list periodically to refresh your memory. Awareness of these tips for your personal safety and security will improve your chances for survival in an incident. Tips are used with the permission of the Johnson County, Kansas Sheriff's Department.

Further information contact:
National Center for State Courts
Court Consulting Services
707 17th Street – Suite 2900
Denver, CO 80202
(303) 305-4315



HOME SECURITY AUDIT AND RECOMMENDATIONS

Even though reports indicate that judges and other judicial branch personnel are more likely to be injured in a fall at home or in an automobile accident than in a work-related assault, increased violence in recent years has resulted in three judges being murdered at home. These deaths were directly connected to cases over which they presided. The home security audit that follows is designed to identify security risks and provide judges and other judicial branch personnel with basic personal security recommendations that can be used to protect them and their homes.

PERIMETERS/EXTERIOR OF THE HOME

1. Does the home have perimeter lighting? Yes No

Recommendation: It is important that the entire yard is illuminated at night, without shadows.

Recommendation: Install motion detector lights for interior and exterior protection. Outside motion detector lights can be installed to automatically turn on interior lights, giving the impression someone has entered a room, at the same time the outside lights turn on.

2. Does the home have trees and shrubs that are overgrown to the point where they block easy view from within? Yes No

Recommendation: Trim or remove thick shrubbery from window areas and replace them with shrubs that have thorns, like roses, near windows.

Recommendation: Trim or remove trees that may provide access to upper floor windows or balconies, and make sure trees or shrubs do not block a clear view of entries and windows from the street.

3. Does the home have outbuildings (detached garage, pool house, storage buildings) located on the property? Yes No

Recommendation: Include all outbuildings into the main security system. Install quality residential locks on the buildings.

4. Do all perimeter doors provide protection from intruders? Yes No

Recommendation: All perimeter doors should be solid core wood or steel with a deadbolt lock, in addition to any other locking device.

The door should have a peep hole installed to view any visitors prior to granting access to the home. No glass should be on the door that can be broken to gain entry. It is important that a three-inch strike plate for screws be installed in all entry doors.

Recommendation: Secure sliding glass doors with pins to prevent both horizontal and vertical movement, especially when the home is left vacant for an extended period of time. Sliding glass doors should be hung so that the sliding door is mounted on the inside. The door should be reinforced with a “jimmy-proof” bar to prevent forced entry.

Recommendation: Re-key or replace locks if keys are lost or stolen or if you move into a previously occupied residence. Make sure that you follow strict key control with keys used to access the home.

Recommendation: Be sure to restrict the number of keys to your residence. Keep keys in your possession; **DO NOT** hide keys outside under the mat, over doors, in mail slots, or in potted plants.

5. Are basement windows to the home secured? Yes No

Recommendation: All basement windows should be secured from inside the home. Glass basement windows should be replaced by polycarbonate material or reinforced with decorative security bars. All ground shrubs in proximity to the basement windows should be trimmed or removed so that they do not provide potential intruders with cover from observation.

6. Does the home have an attached garage? Yes No

Recommendation: Whenever possible, park vehicles in the garage. Always enter the vehicle from inside the garage. Always keep the garage doors closed and locked when not in use. In order to limit your exposure outside the vehicle during the hours of darkness, install an automatic garage door opener and make sure all family members know how to operate the garage door manually in the event of an emergency. Ensure that the door from the garage into the main house itself is a solid core door with a deadbolt locking device.

Recommendation: If there is a vehicle parked outside, make sure the area is well-lighted. If at all possible, have a remote starter installed in all vehicles, especially if they are parked outside. This device will allow you to start your vehicle from a safe distance.

7. Does the mail box or the entry of the home personally identify the occupants? Yes No

Recommendation: So judges and their family members cannot be easily identified and then targeted, names of residents should not be displayed on mailboxes

INTERIOR OF THE HOME

1. Does the home have an anti-intrusion alarm system? Yes No

Recommendation: Consider installing an anti-intrusion alarm system in the home that is tied into the local police department or a certified central alarm monitoring organization. Instruct family members on the operation of the system. Consider installing a local enunciation system or siren. The advantage of a siren is to alert neighbors to notify authorities, should the direct-connect alarm lines be compromised.

Recommendation: As an added security measure, alarm systems can be customized to provide monitoring for fire, medical alert, and closed circuit television (CCTV) surveillance of home exterior. The presence of cameras on the outside of the home is a definite deterrent to would-be intruders.

Recommendation: If you have a monitored intrusion detection system, display the monitoring company's decal or sign prominently on doors, windows, and in the yard to announce the presence of a security alarm system in the home.

2. Do you have smoke/heat detectors installed throughout the home? Yes No

Recommendation: Smoke alarms and heat detectors should be installed throughout the home. They should be hard-wired into the home's electrical system with a battery backup in the event of a power failure. In addition, install and maintain all-purpose fire extinguishers throughout the home, especially in the kitchen.

Recommendation: Establish and periodically test fire evacuation procedures for all family members.

3. Is the exterior door leading from the basement to the upper floor made of solid core and equipped with a deadbolt lock? Yes No

Recommendation: As with other exterior doors in the home, it is important that the basement door be of solid core wood or steel construction and equipped with a quality deadbolt lock to prevent entry by intruders.

4. Can the interior of the home be accessed through windows or other openings from the second floor or roof? Yes No

Recommendation: All second floor windows and roof skylights must be secured to prevent access by intruders who could use drainpipes and other means to access the roof or upper floors.

5. Does the home have louver-type windows? Yes No

Recommendation: Louvre windows should be replaced with solid windows made with tempered or shatterproof material.

6. Do all windows have adequate window coverings? Yes No

Recommendation: Windows should be equipped with internal blinds, curtains, drapes, or shutters to prevent someone from seeing inside.

CONDOMINIUM AND APARTMENT SECURITY

Security in condominium and apartment complexes must be a cooperative effort between residents, management, maintenance workers, and police. All must work together to provide the best possible security for the building. Most of the recommendations for single-family dwellings apply to condominiums and apartment complexes. The following is an audit that is particular to those type buildings.

1. Do all doors and windows have locks that will secure the condominium/apartment while it is vacant? Yes No

Recommendation: Examine all locks on doors and windows to ensure they are working properly. Before leaving the condominium/apartment, make sure all doors and windows are locked. Always double-check locked access windows that are at ground level.

2. Does your complex have a separate “Laundromat” area? Yes No

Recommendation: If at all possible, avoid using the Laundromat in your complex by yourself. Always team up with a neighbor who you know and trust.

3. Does your complex have a building association or a way to alert residents of an emergency? Yes No

Recommendation: Develop an apartment alert system with neighbors in the complex to help protect each other’s property. A well-organized and active tenant association will assist in deterring intruders.

Recommendation: Get to know the tenants in the complex. After you meet them, make a personal contact list for future use.

4. Does the complex have an electronic access system to control entry into the building? Yes No

Recommendation: Do not allow access to strangers by “buzzing” them into the building. If someone enters the building by following you in, and that person is unknown to you, do not ride the elevator with them. If needed, exit the building and then re-enter later.

Recommendation: Report suspicious strangers, sounds, or actions to police, then notify the complex manager.

MAIL SECURITY

If you receive mail at your home, be wary of suspicious letters or packages. Do not open a letter that appears to be unusual in any way, particularly if it has a perceptible bump, which might be an explosive device. Notify law enforcement immediately of any unexplained package in or near your home. You should notify law enforcement when mail items have any suspicious features, such as:

- Excessive weight, size, or postage
- Springiness in the top, bottom, or sides of the envelope
- Wires or strings protruding from or attached to the envelope
- Envelope has uneven balance or a peculiar odor
- Stiffening of an envelope with cards or other material (such stiffening could be a spring-loaded explosive striker)
- No return address or the place of origin is unusual or unknown
- Name is misspelled

All such items should be isolated. Only trained law enforcement professionals should be allowed to open suspicious mail.

FAMILY SECURITY RECOMMENDATIONS

Recommendation: If at all possible, your home telephone number should be unlisted.

Recommendation: Family members, including care givers, should never tell anyone you are out of the house. They should be instructed to take messages from callers only.

Recommendation: Emergency police and fire numbers should be programmed into the telephone using the “In Case of Emergency” (ICE) concept. If you do not have a programmable phone, you should post emergency numbers near the main telephone in the home.

Recommendation: Do not discuss family plans with outsiders. Even your friends should not be informed. In general, do not discuss your family’s comings and goings.

Recommendation: Family members should not stop at the same supermarket at the same time on the same day each week. Vary your daily activities.

Recommendation: Children should be instructed not to open doors to strangers. All visitors should be viewed through a peephole with the door locked. Intercom systems should be used to aid in the identification of strangers.

Recommendation: If it is necessary to leave children at home, keep the house well-lighted and notify the neighbors.

Recommendation: Advise your children to:

- Never leave home without advising parents where they will be and who will accompany them.
- Travel in pairs or groups.
- Walk along busy streets and avoid isolated areas.
- Use play areas where recreational activities are supervised by responsible adults and where police protection is readily available.
- Refuse automobile rides from strangers and refuse to accompany strangers anywhere on foot—even if the strangers say mom or dad sent them or said it was okay.
- Report immediately to the nearest person of authority (teacher or police) anyone who attempts to molest or annoy a child.

Recommendation: Be wary of strangers. Be watchful of strange cars that seem to cruise the neighborhood or strange persons who suddenly start to frequent the neighborhood streets. Record information that may be helpful to police.

Recommendation: Observe cars parked in the neighborhood with one or more persons inside or persons who seem to be doing nothing in particular.

Recommendation: Never reveal to any stranger that you are home alone.

Recommendation: Know where your children are at all times. Maintain a daily itinerary and stress the importance of notifying other family members of changes in the schedule.

Recommendation: As mentioned above, have unlisted telephone numbers for ALL family members.

Recommendation: Always request salesmen, repairmen, meter readers, delivery personnel, and even policemen (in civilian clothes) to show their identification prior to admitting them into your home. If in doubt about their identity, place a call to their business to confirm employment. Never accept a phone number that they offer; always use the telephone directory or call the information operator.

Recommendation: Do not put your home telephone number on stationary or on any name and address stickers in order to preclude undesirable telephone calls.

Recommendation: When harassing or obscene telephone calls are received, take action to change your phone number immediately. Family members should never engage in a telephone conversation with unknown or unidentified persons.

Recommendation: Children must follow a school schedule, but if they are driven to school, varied routes should be followed. Children should be escorted to and from bus stops. Neither hiking nor walking to school is recommended.

Recommendation: Inform school authorities that children should not be released from school, athletic events, and club meetings on the strength of a telephone call. Advise the school authorities to confirm the call with your home or office.

Recommendation: Instruct the school administration that if an authorized person does not explain a child's absence from school shortly after school starts, they are to call the child's home or your office to determine the child's status.

Recommendation: Do not open doors to strangers or accept delivery of packages unless the sender is known. Instruct children and in-home help on this procedure. Install a chain lock on the main entry door so that you may accept small packages or letters by partially opening the door. Do not rely heavily on this type of lock, as an intruder can break them away by forcing the door.

Recommendation: Check references of service personnel, domestics and childcare providers, and any other employees who have routine access to your residence or property.

Recommendation: When receiving a wrong number telephone call, never give your name or number. Just state that the caller has the wrong number.

Recommendation: When a stranger requests to use your telephone for an emergency, never allow entry into the home. Offer to summon assistance, and use the phone yourself.

Recommendation: Never answer your telephone with your name; a simple hello is acceptable.

Recommendation: Report all suspicious activity to the local police.

TRAVEL RECOMMENDATIONS

Whether you are going to the store or Europe, the fact that you have left your home or office changes your security status **SIGNIFICANTLY**. Travel decreases your security because you are not adhering to your routine, but instead, you are exposed to unfamiliar surroundings. If you plan to travel outside your home area or overseas, you should check with your director of security for additional security measures that can be taken to protect you and your family.

VEHICULAR TRAVEL RECOMMENDATIONS

Recommendation: Do not pick up strangers or give a ride to a stranger or volunteer your car to a group of strangers even though you may have a friend with you in the car.

Recommendation: If you should have car trouble on the road, drive to the side of the road and place a handkerchief or white cloth on the radio antenna or door facing traffic. Either place a cell phone call or wait for help to come.

Recommendation: If you are driving and an attempt is made to force you off the road, move toward the center of the roadway and quickly proceed to a busy street and seek assistance. As you proceed, blow your horn to attract attention to your plight.

Recommendation: Do not stop to aid other motorists or pedestrians, regardless of the circumstances. If you believe the emergency is genuine, use a cell phone or proceed to a public phone and report the matter to authorities, then let them handle the emergency.

Recommendation: If you suspect you are being followed:

- Circle the block to confirm the surveillance.
- Do not stop or take other actions that could lead to a confrontation.
- Do not drive home.
- Do not try to evade or elude the follower.
- Obtain a description of the vehicle and its occupants.
- Go to the nearest police or fire station and report the incident.
- Have an alternative safe place to go in the event you cannot get to the police station.
- Report the incident to police once you are safe.

Recommendation: Avoid using magnetic key boxes hidden in the wheel well of your car.

Recommendation: Park your car in a secured garage; do not park your car on a public street.

GENERAL SECURITY RECOMMENDATIONS

Recommendation: Place the police emergency telephone number (911), and the police non-emergency number next to the phone in your home for immediate use; program it into your telephone system if possible. Do not answer the telephone with your name or official title.

Recommendation: Ladders and scaffolding should be kept in locked outbuildings or garages.

Recommendation: Advise the local police department of your occupation and address. Complete and submit a judicial profile for you and your family (attached), to the chief security officer for use in emergencies. Judicial profiles should be protected as “confidential-restricted access” documents.

Recommendation: Consider moving all fuse and switch boxes into the home if possible. Place locks on those that remain outside or in outbuildings/garages.

Recommendation: Consider a trained watchdog for the family residence. In addition to being a natural deterrent, it is another means of alarming the home.

Recommendation: Be constantly aware of surveillance. Usually a potential victim is watched for several days before an act of violence is carried out.

Recommendation: Prepare an inventory of household and personal possessions, describing the articles and listing the serial numbers for reference.

Recommendation: In order that personal items (jewelry, appliances, TV sets, radios, etc.) can be identified if lost or stolen, a code number should be engraved on each item with an etching machine.

Recommendation: A small safe or security box, which can be bolted down to a closet floor,

should be used to secure personal jewelry, cash, and personal documents that are frequently used. Consider a safety deposit box for items used less frequently.

Recommendation: When the home is left vacant, install timers on televisions, radios, and lights in order to give the impression that the home is occupied.

Recommendation: Have “Caller ID” for incoming telephone calls to your home. Use “Caller ID” blocking to prevent your telephone number from being displayed on outgoing calls.

Recommendation: Become familiar with the streets and roads surrounding your home. Have a planned escape route from your home to a designated safe place in case of fire or intrusion.

Recommendation: Plan and practice driving to area emergency services, such as hospitals, police stations, and safe places.

Recommendation: Make sure your trash is kept in a secure place, such as a locked outbuilding.

Recommendation: Keep the names, addresses, and telephone numbers for all staff members handy in the event of an emergency.

Recommendation: If you have household employees, make sure they have been screened with background checks.

**For further information contact:
National Center for State Courts
Court Consulting Services
707 17th Street – Suite 2900
Denver, CO 80202
(303) 305-4315**



This document was prepared by Jim O’Neil, NCSC Security Consultant
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