

# IMPLEMENTING ARIZONA'S COURT SECURITY STANDARDS

Webinar, March 2017

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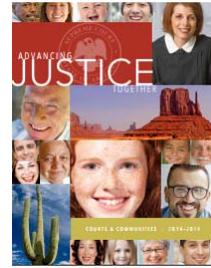
## Webinar Agenda

- The charge and work of the Court Security Standards Committee;
- An overview of the Court Security Standards adopted by AO-2017-15, including the three-year phased implementation schedule;
- Presentation on the three steps of implementing the first phase of the Court Security Standards; and
- Q & A.

## Committee Charge: AO 2015-104

Charge:

- ✓ Develop and conduct a survey of court security measures in Arizona,
- ✓ Develop recommendations on standards for courthouse and courtroom security,
- ✓ Develop recommendations on security officer training, and
- ✓ Submit a final report summarizing the Committee’s work and recommendations to the AJC

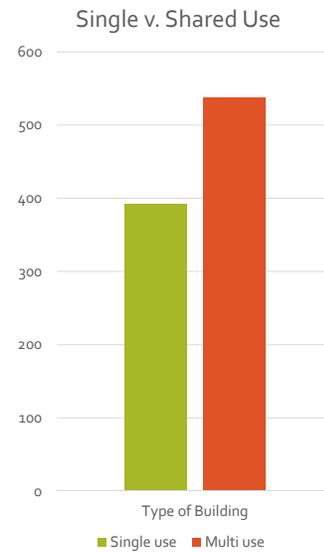
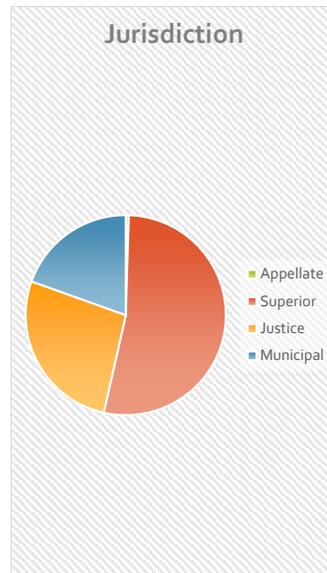


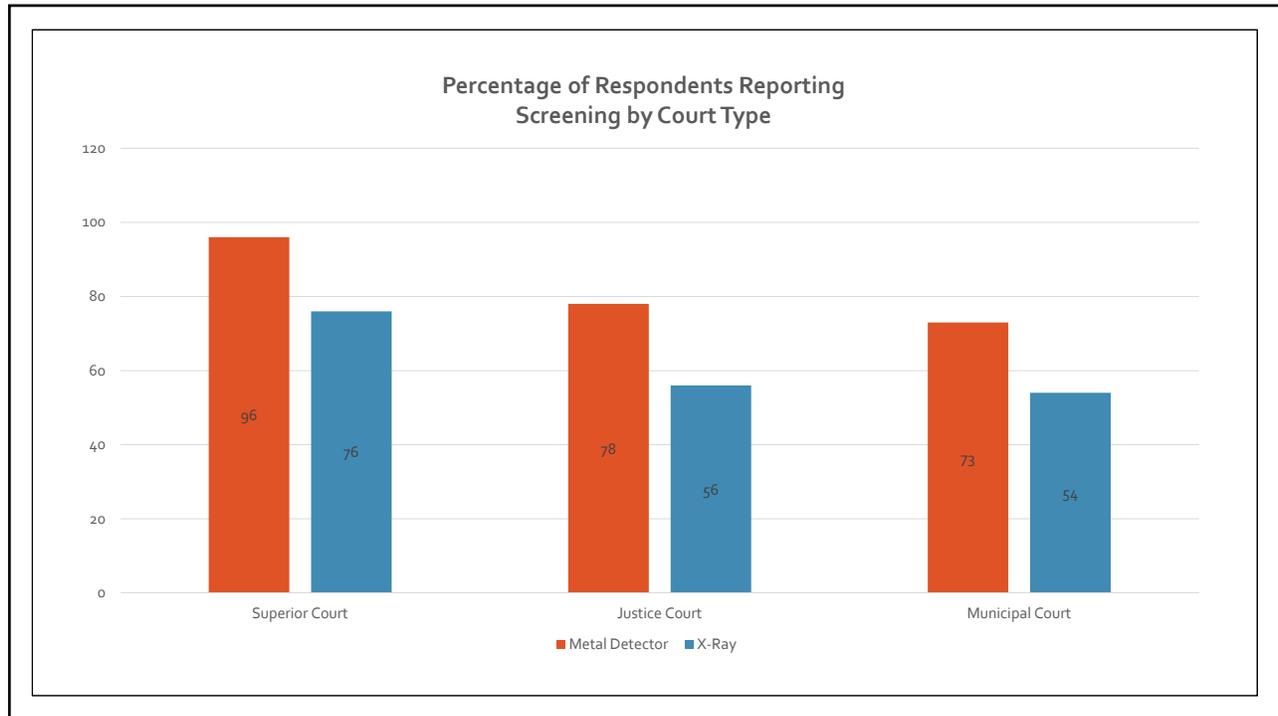
## Court Security Survey

929 partial responses and 830 completed surveys

Judges and other judicial officers, clerks of court and staff, court administrators, chief probation officers

Every county provided sufficient responses for data to be representative



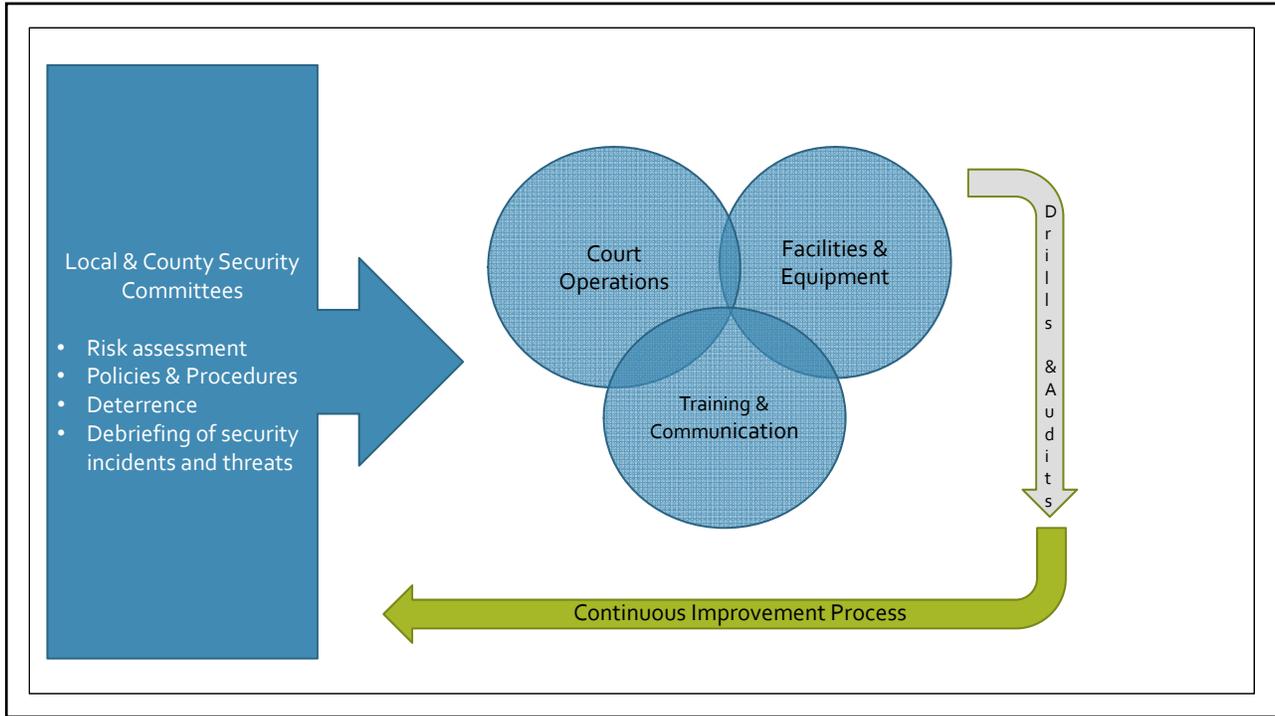


## The Proposed Security Standards

30 proposed security standards grouped into the following categories:

- Governance and Administration
- Entry Screening
- In-custody Defendants
- Facilities, Alarms, and Equipment
- Training

Security planning and standards built on a continuous improvement model



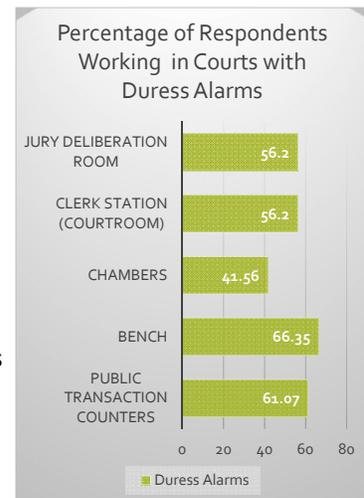
### PHASED IMPLEMENTATION OF SECURITY STANDARDS

STANDARD	YEAR 1 - FY 2018 (July 2017-June 2018)	YEAR 2 – FY 2019 (July 2018-June 2019)	YEAR 3 – FY 2020 (July 2019-June 2020)
<b>Governance &amp; Administration</b> Court Security Committee Self-Assessment Security Manual Incident Response Policies Incident Reporting Policies Policy re: Armed Personnel	✓		
<b>In-custody Defendants</b>	✓		
<b>Training</b> New Hire Training Annual Training Task Specific Security Officer Firearms	✓	✓	✓
<b>Facilities &amp; Equipment</b> Duress Alarms Locking Protocols Courtroom, Jury Room, Perimeter Sweeps Secured Access to Non-Public Areas Cameras Exterior Lighting Window Coverings Public Counters, Benches & Clerk Stations Protecting Critical Locations		✓	✓
<b>Entryway Screening</b> Visitors Employees, (random screenings)			✓

## Governance & Administration

(Year 1 implementation period)

- Court Security and Emergency Preparedness Committees (Std. 1)
  - County-wide security committee
  - Court building or court complex committee
- Court Security Self-Assessments (Std. 3)
- Court Security Manuals (Std. 2)
- Policies on Responding to Negative Events (Std. 4)
- Incident & Threat Reporting Policies (Std. 5)
  - Real-time secure sharing of information about major security incidents
  - Annual reporting of incident and threat data



## Leadership and Coordination

- Standards 1-3 in governance and administration section – local and county security committees, security assessments, security manuals - create a leadership base and allow create cooperative relationships with stakeholders
- Standards 4-5 in governance and administration section – procedures for responding to negative events, incident reporting and data gathering; creates detailed information to compare to assessment data and determine priority of security needs
- These standards are no-cost standards that will allow leadership to assess security needs and create plan for implementation for Years 2 and 3 of the phased implementation period
- Knowing a courts needs and creating a plan allows courts to gather data to support funding requests.

## In-custody Defendants

(Year 1 implementation period)

- ❑ Separate entrance for in-custody defendants (Std. 9)
  - 80.60% of survey respondents work in courts that already meet this standard
  - Where separate entrance not possible, policy on segregating public from in-custody transports when entering building
- ❑ In-custody persons transported and escorted at all times by trained personnel (Std. 10)
- ❑ Protocols for taking individuals into custody (Std. 11)



## Facilities, Alarms, Equipment

(Year 2 Implementation period)

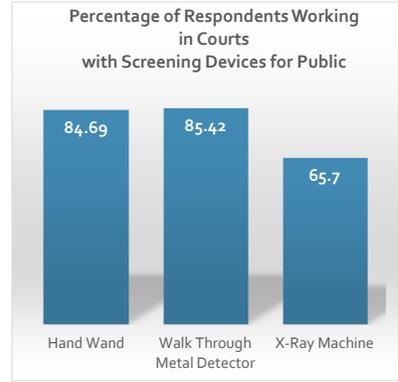
- Duress Alarms (Std. 12)
- Locking Protocols; Secured Access to Non-Public Areas (Stds. 13, 15)
- Courtroom, Jury Room, Perimeter Sweeps (Std. 14)
- Security Cameras (Std. 16)
- Exterior Lighting (Std. 17)
- Protection of Critical Areas (Std. 18)
- Window Coverings (Std. 19)
- Public Transaction Counter Protection (Std. 20)
- Courtroom Protection (Std. 21)



# Entry Screening

(Year 3 implementation period)

- One main entrance for public, unless others are fully staff with full screening for prohibited items (Std. 6(a))
- Prohibited item policy; posted signage re: prohibited items and Being subject to search (Std. 6(c) & (e))
- All visitors screened with at least a metal detector device (Std. 6(b))
- Random screening of court employees (Std. 7)
- Written policies on armed security personnel (Std. 8)
  - Also policies on who can be armed for personal security



## Entry Screening Based on Court Activity Levels: Third Year of Phased Implementation (FY 2020)

Court Hearings and Judicial Officers	Level of Entry Screening
1. One or more full time judicial officers, with court proceedings most of the day and on a daily basis	Entry screening during courthouse business hours , e.g., business hours are 8:00 am – 5:00 pm*
2. Full-time or part time judicial officers(s), court proceedings held 2 to 3 days a week and occur only a few hours a day (court proceedings do not occur daily throughout the week)	Entry 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, on-going entry screening standard; however, entryway screening should occur upon request of a judicial officer for high conflict or high risk hearings

# Training

(implemented over the course of all three years)

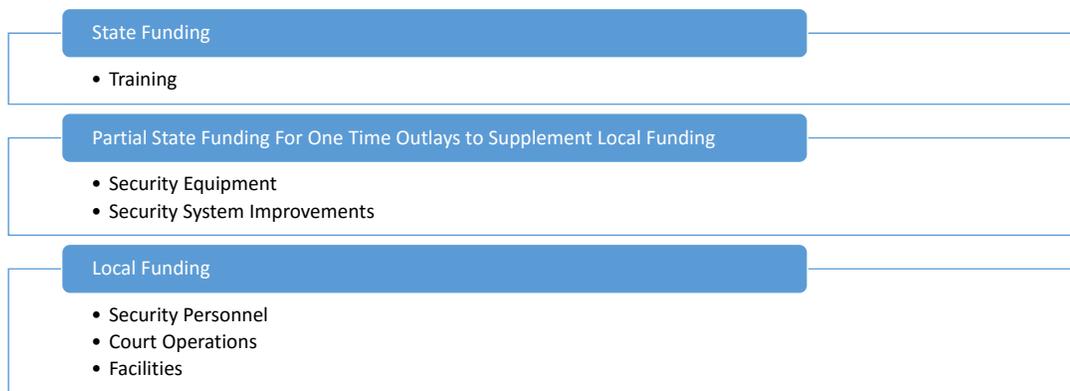
## Training for All Employees

- New Hire Training on Court Security
  
- Annual Training Requirements
  - Statewide - live and online
  - Local – local policy and procedure specific; drills

## Training for Court Security Officers

- In-service Court Security Officer training and annual training
- Private Security to meet same standards as court-employed security officers
  - 6 month grace period for temporary guards and extended absences of regularly hired guards
- Firearms training
- Equipment training and certifications (when applicable)
- Information on training content and requirements will be shared with courts as development and deployment begins

# Funding Model



## Statewide Court Security Fund

- SB 1161 Courthouse Security Fund
  - As of February 28, 2017 – passed Senate and awaiting House action
  
- Monies for the Fund
  - Increase in filing fees based on increase to the Consumer Price Index
  - Will not cause reduction to other sources funded by filing fees
  
- Applications for Funds
  - Grant process will be developed and administered by AOC
  - Grant will be for one-time outlays

## Security Enhancement Strategies: Case Studies

### Williams Justice/Municipal (over 5 years)

Shared building with other government entities

2 part time officers, each less than 19 hours week

\$18,161 (no EREs or benefits required) from general county fund; \$3,751 additional for overages from court enhancement fund (began with Temp Employee fund and worked with county to get primarily funded over time from general fund)

Screening by hand wand; from 9 a.m. to 3 p.m.; only persons entering for court business; court tries to limit hearings to these times.

Additional security measures such as hardened bench and public counters, cameras, and locking doors

### Green Valley Justice (over 1.5 years)

Single use building; initially no lobby; remodel to provide lobby

1 full-time *contract* security officer; additional assistance from auxiliary volunteers Sheriff's officers

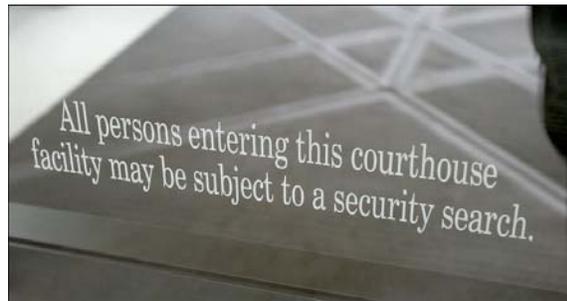
\$28,000 primarily from JCEF and offset by county general fund

Screening by walk through metal detector and x-ray machine from 7:45 a.m. to 4:45 p.m.; all persons entering including employees

After security audit, identified low or no cost items to implement and used JCEF monies, e.g., cameras, door locks, panic buttons, and punch code locks for courtroom

## Steps of Implementation

- 1 - Set up security program infrastructure
- 2 - Identify the opportunities and needs
- 3 - Put the plan into action



## 1: Set Up Security Program Infrastructure

1A : Identify lead person(s) for security of the Courts in your County



## 1: Set Up Security Program Infrastructure

### 1B: Establish A Security and Emergency Preparedness Committee

- Develop an Administrative Order for your County, the order should include:



- Membership of the committee
- Meeting frequency
- A charter of responsibilities and reporting requirements

## 1: Set Up Security Program Infrastructure

1C: Establish the Countywide Security & Emergency Preparedness Committee (SEPC) by Administrative Order



## 1: Set Up Security Program Infrastructure



1D: Have SEPC start to meet (*see step 1A*)



## 2 - Identify Opportunities and Needs



2A: The first task of the SEPC should be to:

- Perform an assessment of the security infrastructure for all the courts within the County
- Use the Courthouse Security Assessment Checklist or similar tool

# Sample From Security Assessment Checklist

## e.g., Section 10. Key Control

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

## e.g., Section 1, Courtroom Security

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

## 2: Identify Opportunities and Needs



2B: Compile results of the assessment. This compilation will not only be used to determine action items, but can become an addition to the development of the Security Manual (see 5 below)

## 2: Identify Opportunities and Needs

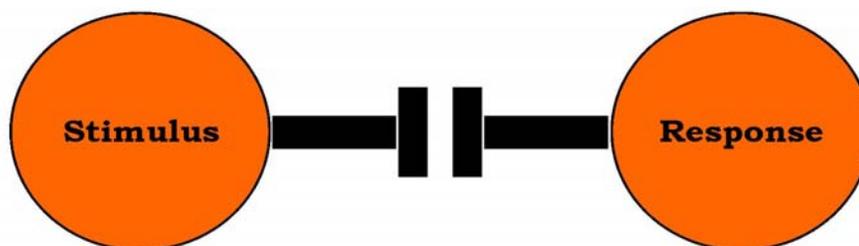
2C: Review assessment results with the SEPC



## 2: Identify Opportunities and Needs

2D: Develop a response to the identified security gaps and establish priorities. Prioritization may be done by a combination of:

- Volume of courthouse use
- Obvious need
- Ease of implementation
- Resource availability (money and personnel)



Between stimulus and response there is a space. In that space is our power to choose our response. ~ Victor Frankl

## Developing a Strategy

1. **Discovery:** pulling together current intelligence on the market and customers.
2. **Strategic Thinking:** using a structured set of questions, models and frameworks to generate new insights that become the foundation for truly differentiated strategy.
3. **Strategic Planning:** channeling the new business insights into an action plan designed to achieve goals and objectives.
4. **Strategy Rollout:** a thoughtful approach to communicating and translating the strategy throughout the functional group, business unit or organization.
5. **Strategy Tune-up:** a monthly or quarterly meeting to review the key questions, frameworks and models to determine changes in the business and any appropriate modifications of strategy.

29

## 2: Identify Opportunities and Needs



2E: Create a Security Manual that can be used by all courts in the County.

- Manual can be a single countywide document or tailored to individual courts, as long as all manuals are coordinated on a countywide basis.
- All policies and procedures should be coordinated and take into account existing COOPS.

### 3: Put The Plan Into Action



3A: Create and implementation strategy; develop and use an action item form

### 3:Put The Plan Into Action

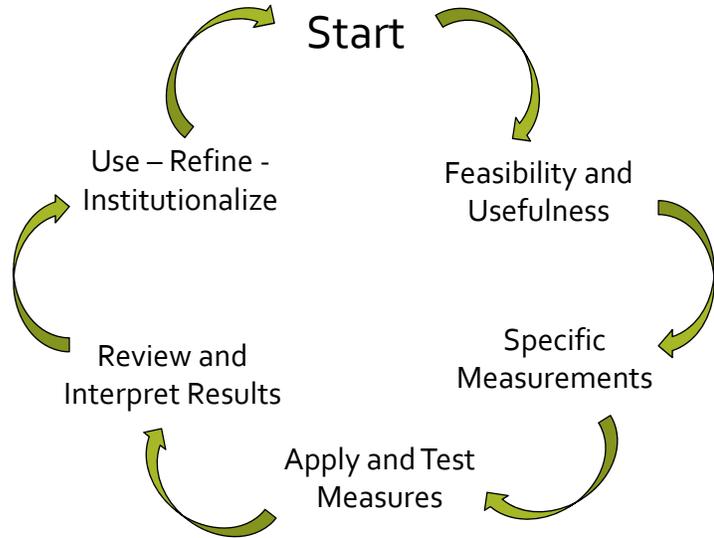
3B:Obtain funding and other resources needed for implementation, including:

- Local funding sources
- State funding sources
- Grant funding



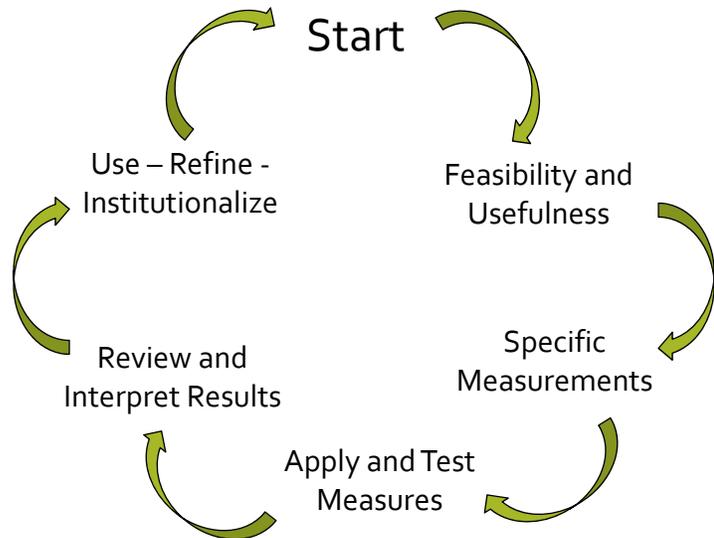
### 3: Put The Plan Into Action

3C: Implement recommendations and establish a reporting process within the SEPC on project progress.



### 3: Put The Plan Into Action

3D: Evaluate effectiveness and repeat cycle beginning at 2A on an annual basis



## Additional Tools

- Share with others, develop IGAs and MOUs where appropriate.
- Make sure you involve members of the larger government community in the process.
- Incorporate you COOP and disaster response plans into your security protocols.
- Leverage funds, use state funds and grant monies as matching funds for local commitments or as seed money and one-time funds.
- Leverage knowledge. Others are more knowledgeable about some subjects, talk with them and ask a lot of questions.

## Resources

- Risk Assessment: Security Assessment tool, Assessment Report template, and network of persons to assist in conducting assessments
- Security policies: model and example policy templates, AOC security standards liaison
- Funding assistance: guides on using data from incident reporting and tracking to support requests for funds; Court Security Fund monies, JCEF grants, and Fill the Gap grants; AOC liaison availability for advice on working with local funding bodies
- Strategic Planning: network of mentors from other Arizona courts that have found creative and sustainable solutions to budgetary and architectural hurdles in implementing court security improvements

## Court Security Standards Committee Website – interim resource

<http://www.azcourts.gov/cscommittees/Court-Security-Standards-Committee>



## For More Information

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