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SECURITY, EMERGENCY AND SCREENING PLAN
FOR
SCOTTSDALE CITY COURT

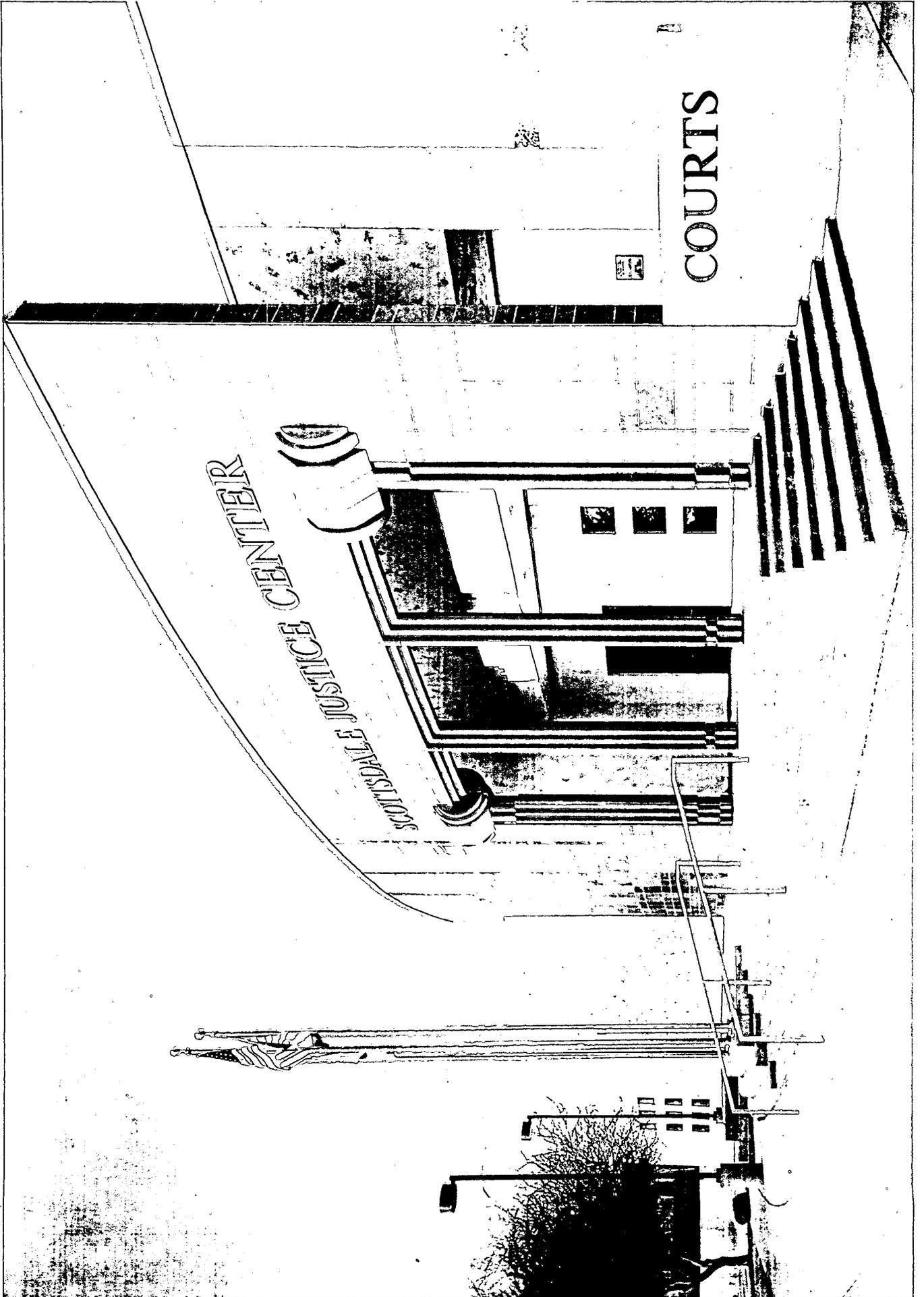
Presiding Judge:
Court Administrator:
March, 1996

George Preston
Tom Brady

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SECURITY, EMERGENCY AND SCREENING PLAN FOR SCOTTSDALE CITY COURT

PREFACE AND ACKNOWLEDGMENTS

Chief Justice Warren Burger of the U.S. Supreme Court, and U.S. Attorney General William French Smith eloquently stated, "If we cannot ensure the safety of all participants in the judicial process, we cannot maintain integrity of the system, we cannot -- in sum -- 'establish justice,' as mandated in the preamble of the Constitution of the United States."¹

The goal of court security is to provide a secure environment for public and private property, personal safety, and preserve the integrity of the judicial process through deterrence, detection, and response. Recent trends have demonstrated a growing need for increased emphasis on court security above and beyond the historical usage for only high-profile and/or high-risk trials. Consider the following:

- Compliance with Standard 1.2 of the Trial Court Performance Standards², Safety, Accessibility and Convenience, is time consuming and costly, but worth the effort.
- The cost of security rises geometrically while the degree of security rises algebraically³.
- The cost of retrofitting existing facilities is more expensive than planning and implementing during new construction. However, local philosophy and budget may limit your ability to secure your courthouse completely.
- There has been an increased emphasis in the Phoenix valley to provide court security and court managers need to evaluate their current efforts considering the potential of vicarious liability.

To better understand court security, its goals and measures, I recommend "Courthouse Security Planning: Goals, Measures, and Evaluation Methodology", Justice Planning Associates, Inc., Columbia, South Carolina.

This plan will be reviewed by law enforcement agencies and Superior Court security. Recommendations will be considered and, if appropriate, included in this manual.

¹Joint statement by Chief Justice Warren Burger of the U.S. Supreme Court, and U.S. Attorney General William French Smith, before the Judicial Conference of the United States, March 11, 1982.

²"Trial Court Performance Standards," National Center for State Courts and bureau of Justice Assistance, July, 1995.

³"Tucson City Court Security and Emergency Plan", Ron Zimmerman, January, 1989.

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I am grateful to the following for their encouragement and assistance in the preparation of this security and emergency plan and the physical design of the Scottsdale Justice Center: Honorable George Preston, Presiding Judge, Scottsdale Municipal Court, Scottsdale, Arizona; Marc Eisen, Emergency Management Director, City of Scottsdale, Arizona; Wilt Davis, Police Detention Manager, City of Scottsdale, Arizona; William Duffy, Director of Security, Maricopa County Superior Court, Phoenix, Arizona; Ron Zimmerman, Clerk of Court, Austin Municipal Court, Austin, Texas; Wayne Lougheed, Director of Corporate Security, America West Airlines, Phoenix, Arizona; Matt Sheridan, Manager of Security Systems, America West Airlines, Phoenix, Arizona; Dick and Fritchie Design Group, Architects, Phoenix, Arizona; Ric Brown, Graphics Design Specialist, City of Scottsdale, Arizona.

SECURITY, EMERGENCY AND SCREENING PLAN FOR SCOTTSDALE CITY COURT

INTRODUCTION

Plan Administration

1. The Court Administrator of Scottsdale City Court is responsible for the publication and currency of this plan and will cause it to be reviewed and subjected to at least one desk exercise and one operational exercise each calendar year beginning in 1997.
2. This plan contains the following elements:
 - a. **Table of Contents**
 - b. **General Plans**
 - c. **Annexes** which set forth specific tasks and responsibilities. Annexes are sequentially lettered with capital letter indexing, i.e., "Annex A", "Annex B", etc.
 - d. **Appendices** which contain detailed information such as lists, inventories, tables and calculations. Appendices are sequentially numbered with Arabic numerals, i.e., "Appendix 1", "Appendix 2", etc.
 - e. **Exhibits** which provide detailed information of a graphic nature, i.e., maps, charts, diagrams, models, etc. Exhibits are also sequentially numbered.
3. Each copy of this plan will be numbered sequentially and will be listed in a distribution table showing the physical location of each plan copy.

The Court Administrator will ensure that changes to the plan are distributed to all holders thereof. At a minimum, all agencies having a task/responsibility in the plan will receive one copy.
4. Certain copies will be maintained away from the courthouse to ensure their availability following a disaster. Off-site copies are located in:
 - a. Presiding Judge's home
 - b. Court Administrator's home

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- c. Emergency Response Team leader's home (if not a member of management)
 - d. Management Team members homes
5. Certain parts of this plan will be maintained in the homes of those having an off-site emergency responsibility. For example, the pyramid alert roster will be kept at home by those who must accomplish recall tasks. Such special distribution will be indicated on the pages concerned and summarized in the distribution section of this plan.
6. Each City Court person or section having a responsibility in this plan will prepare a summary sheet which lists all such responsibilities along with due date or review date and will initial each responsibility indicating its completion or currency. This review sheet is to be filed in front of the respective copies of this plan.

DISTRIBUTION:

COURT

Presiding Judge
Court Administrator
Court Management Team
Court Library, Conference Room
Administrative Secretary

NON-COURT

City Manager
Assistant City Managers
Emergency Services Director
Scottsdale Police Department (3)
Rural Metro Fire Department (2)
Risk Management Director
Purchasing Director
Quality Resource Management Manager
Office of Management Systems Administrator
City Clerk
Communications And Public Affairs Director
City Prosecutor
Financial Services General Manager
Scottsdale Justice Court, Scottsdale Justice Center (2), Justice of the
Peace and Chief Clerk
Superior Court Clerks Office, Scottsdale Justice Center, if occupied.

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SECTION A - SECURITY

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

A - SECURITY

I. PLAN

- A. Purpose. To provide guidelines and procedures for implementing City Court's security policies in three dimensions (1) architectural, (2) technological and (3) procedural.
- B. Scope. This plan is limited to the security of the Scottsdale City Courthouse (which by reference includes all court locations and jurisdictions in the Scottsdale Justice Center) but, due to co-occupancy by other courts and non-court agencies, may have some impact on their operation.
- C. Concept of Operations. A court of limited jurisdiction is in essence a peoples' court. As such it must remain open, have free flowing traffic patterns and present no obtrusive security measures which degrade the dignity of the court or convey a fortress image to its citizens. Avoiding a fortress approach to security entails higher risks than afforded by the fullest range of security options. Such risks are acknowledged and accepted as an inherent characteristic of this court. "Moreover, the cost of security rises geometrically while the degree of security rises algebraically. Obtaining, say, a 90% level of security might be done with a reasonable cost and low offensiveness. Getting an additional 5% may cost as much as the entire first 90% and be extremely obtrusive. One hundred percent security is unobtainable at any cost."⁴

Thus, cost considerations, practical restraints and jurisdictional philosophy are the driving force for compromise in developing this security plan.
- D. Command, Control & Communications. See Part B - Emergencies.
- E. Plan Exercise. See part B - Emergencies
- F. Training. See part B - Emergencies

⁴Ibid.

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II. POLICY

It is the policy of Scottsdale City Court to emphasize every aspect of court security by means of planning, training, perpetual awareness, recurrent plan review, and evaluation. City Court will maintain an open, accessible atmosphere while providing the finest possible security within our budget (See Court Order #93-06).

III. PROCEDURES

This plan sets forth the Court's security and emergency response plans in a comprehensive way. It is not, however, intended to relieve management team members of their responsibility to prepare and keep current detailed procedures which are specific to their own operations. Training and procedure manuals will contain a complete section on security and emergency response. Training at all levels will emphasize security and emergency response.

BY ORDER OF THE PRESIDING JUDGE:

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IV. ANNEXES

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Architectural/Physical Design

Security Measures

1. **Structure.** The building is constructed of concrete filled block walls underground and stucco over metal stud and gypsum board above ground level walls. Windows are minimal and strengthened glass is used throughout.
2. **Prisoner Holding.** One separate adjoining holding cell is provided for the county courtroom with security block walls and ceilings and a typical jail cell stainless steel toilet/sink. A sally-port provides a secure means of moving prisoners from vehicles to this cell via secured elevator and stairwell. The prisoner holding cell is adjacent to the Justice Court courtroom which minimizes prisoners' exposure to congested public areas and reduces potential accomplice contact and escape opportunities (See Appendix 1 for procedures). This holding cell is used primarily for felony initial appearances and preliminary hearings. The District #1 Police Department jail is securely interconnected to the Justice Center Justice Court holding cell and lower level prisoner sally-port.
3. **Public Service Areas.** These areas are provided with walled, private floor to ceiling transactional counters with glass windows including under glass pass through which impede physical access as well as provide psychological barriers. All City Court public service stations include voice activated communication systems. County court public service stations are equipped with speak holes in the glass partitions. Access to staff areas from public lobbies or waiting areas is by electronically controlled doorways.
4. **Courtrooms.** Benches are raised and present no visibly accessible means of entry from the litigation area. Fast egress is available behind each bench and leads to the secure area of the court through a reverse locking door.
5. **Judges Chambers.** All chambers are inside the security area which may be accessed only by means of electronically controlled doorways.
6. **Stairwells, Hallways and Public Entries.** The stairwells must remain accessible to those with access to the underground parking facility as fire escape routes. One stairwell is accessible for use through the sally-port for prisoner transport to ground level in case of elevator failure. Another stairwell is available to judges parking in the secure underground parking structure which may be used in lieu of elevator service. The central lobby area is accessible only through one set of entry doors on the east side of the building. There is an alarmed and

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delayed "emergency" exit door on the west side of the building. Access to the police lobby is key controlled to police key systems only.

7. Jail Courtroom. The Police Department District #1 jail is connected by eighteen foot high walls to the Justice Center providing secure access for judges and court staff. All custodial matters from arraignment through bench trial are held in this fully equipped courtroom attached to the jail. A jail holding area with a steel mesh screen door allows defendants to be full participants in court proceedings. Cameras monitored by jail staff oversees all matters in the courtroom. Additional audio/video connections are linked to the victim/witness room in the Scottsdale Justice Center for family, friends and victims to observe proceedings. Only jury trials for custodial defendants are to be held in regular Justice Center courtrooms.

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Technological Security Measures

1. **Access Control.** A microprocessor controlled Hirsch SCRAMBLE*NET™ system is used to control access via the following doors:
 - a. Exterior patio wall door - employee entrance
 - b. Exterior employee lounge door
 - c. Exterior judicial hallway door
 - d. Interior judicial hallway door
 - e. Interior jury assembly door
 - f. Interior administrative waiting area door with administrative secretary override button
 - g. Interior employee lounge door
 - h. Interior Justice Court employee access door

The microprocessor is jointly controlled by the court and police department but segregated by system. Only authorized court staff have access to the court system.

2. **Emergency Alarms.** The panic alarm system for City Court consists of the following:
 - a. Three courtrooms equipped with dual-action push button devices located beneath the judge's bench AND each bailiff (courtroom clerk) location.
 - b. Three judges chambers with dual push button devices located beneath each judge's desk.
 - c. One secretarial area equipped with a dual push button device located underneath the secretarial work station; an override button is provided.
 - d. Five public service counter locations with a dual push button device located beneath each work station.
 - e. Two sentence enforcement counter locations with dual push buttons located beneath each work station.
 - f. One civil traffic hearing room AND hearing officer chambers with a dual-action push button device located underneath the bench and desk (to be completed by 6/96).
 - g. Each courtroom is equipped with an electronic switch to lock the innermost set of courtroom doors. The switch is located at each bailiff work station.

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2. Emergency Alarms.

- h. One exterior lobby door equipped with electronic magnetic switches which will activate an alarm when the door is opened (delayed egress) by unauthorized personnel (west lobby).**
- i. Front security officer screening station panic switch which locks ALL courtroom doors (including Justice Court) in the event of a breach of entry, a down-line telephone to police department dispatch, and an outside telephone line.**
- j. One emergency exit alarm equipped door from the public services/switchboard area to the public lobby.**
- k. County courtroom, chamber and public service stations similarly equipped.**

When the push button devices or magnetic switches are activated, an alarm sounds and a zone indicator flashes on the central monitoring unit located at District One Police Department jail facility and the court entry security station. The zone will indicate by floor plan map which area of the Court has the activated alarm. Most push button devices are two phased: pushing one button will activate video recording in various areas prior to summoning law enforcement; pushing both buttons simultaneously will summons police and cause the cameras of that location to begin recording of all activities in that area. Control of viewing by the courts is seized by the police department monitors during duress situations. All push button panic alarm devices are monitored by the Police Department dispatch unit.

3. Camera Surveillance Equipment.

All public lobby areas, sentence enforcement, and the vault room are monitored by eight cameras which are displayed on a monitor in the public services managers office. Each courtroom, including Justice Court, is monitored by three cameras covering all areas of the courtroom. These twelve cameras are displayed in the deputy court administrators office. All twenty cameras are displayed on a monitor located in the court administrator's office. In the event of an alarm, the appropriate monitors sound alarm and display only cameras associated with the alarm location. This alert deters accidentally entering a potentially hazardous situation.

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4. Walk Through Metal Detection Equipment (E G & G Astrophysics Model Sentries LC)

The public entry to the courthouse is equipped with a walk through metal detector. All entrants to the courthouse must pass through the metal detector with the exception of wheel chair bound persons who are manually wanded and searched.

(See Section C, Security Officer Handbook, for more detailed information.)

5. X-Ray Machine (E G & G Astrophysics Model Linescan 215)

All purses, brief cases, packages and mail are required to pass through the organic-inorganic x-ray machine.

(See Section C, Security Officer Handbook, for detailed information.)

6. Phone Recording Equipment. The telephone receiving outside calls has a recording device attached which is powered at all times the court is open. Bomb threats or other harassing phone calls are recorded as needed by depressing the record button.

7. Police Radios. The court is equipped with two police radios, each with two channels: (1) regular police channel, (2) private channel for communication between Court Security Officer and Security Screeners. Court Security Officers and Screeners utilize these radios daily. In times of emergency, these radios perform the communication function referenced in Section B.

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Procedural Security Measures

1. **Prisoner Holding Area.** This area is a secure Scottsdale Police Department area and shall be controlled only by the police department. One set of keys is maintained in the safe in the vault room of the City Court for emergency purposes.
2. **Court Staff Security Background Checks.**
 - a. **City Employees and Volunteers.** All newly hired employees and volunteers will be fingerprinted and submit to a police background check immediately after their selection. New employees will be allowed to work pending investigative results.
 - b. **Regular Contract Employees.** All employees of private firms whose regular duty assignment is to City Court will be fingerprinted and submit to a police background check and will be allowed to work pending investigative results. The employer will provide bonding suitable to the City's Risk Management Director or designee.
3. **Security Inspections.**
 - a. **Courtrooms, attorney rooms, chambers, jury deliberation room, jury assembly room, conference room, all private offices, administrative work areas, secretarial work area, all waiting areas, lobby areas.** Court Security Officers are responsible for conducting security inspections of these facilities each morning prior to court opening and each evening after court closes per Handbook For Court Security Officers dated August 26, 1992 (see Section D, Court Security Officers Handbook).
 - b. **Comprehensive Inspection.** At least annually, a comprehensive security inspection will be performed by an outside-the-court agency such as the Scottsdale Police Department, Maricopa County Sheriff's Office, Superior Court Security Director, or Arizona Department of Public Safety. Such agency, if agreeable to performing the inspection, will use the Court's Security Audit Checklist (Exhibit #2) and will return the completed form plus supplemental recommendations to the Court Administrator. Inspections shall be arranged such that the same agency is not scheduled two years in succession. Court Administration is responsible.

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3. c. Court Administration and Operations. Each management team member is responsible for conducting a daily security inspection of all areas of public access or adjacent to public access areas. Staff performing these duties will be rotated. Use the Court Facilities Security Checklist (see Exhibit #3) as a guide.
4. Visitor Control.
 - a. Secure Areas. Security throughout the courthouse is difficult at best. A determined intruder can break glass, leap counters, smash doors and force entry. Visitor control is designed as a screening and regulating activity and not a means to resist violence or forced entry. All Court staff are required to exercise caution, judgement and attentiveness in dealing with visitors. Unless a visitor is **KNOWN TO YOU ON SIGHT**, do not admit to secure areas unless you verify appointments, check photo identification and know whom you are admitting. Be especially alert when admitting service personnel. If you see someone in your area whom you do not recognize, inquire politely as to identification and needs.
 - 1) A visitor control log will be kept by the administrative secretary for visitors to all areas of the court.
 - 2) Be suspicious of packages, over-large cases or bulky items being hand carried. These items will be submitted to x-ray prior to admittance to the courthouse.
5. Prisoner Control and Transport. Scottsdale Police Department will prepare procedures for the control and movement of prisoners within the Court. In most situations, prisoner trials and hearings will **ONLY** be held in the jail courtroom. When approved by the Presiding Judge, these procedures will be included herein as Appendix 1. Jury trials should be the only exception to this policy.
6. Court Closure/Off Hours Security. During the night time hours and other appropriate occasions, the courthouse will be closed, locked and made secure until the next opening for a court day.

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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6.
 - a. The Court Security Officer shall secure the courthouse at closing time each court day and shall, at that time, complete the Court Closure and Off-Hours Security Checklist (Exhibit 4). The original of the completed signed checklist will be delivered to Court Administration by 9:00 AM the next court day.
 - b. All court staff and judges are responsible for building security if they have entered the courthouse after the usual closing and during off-hours. All off-hours entry shall be via the employee entrance through the patio wall. Judges are exempt since they have secure parking below the courthouse with secure elevator service.
7. **Computer Security.**
 - a. **Hardware.** Terminals and printers will be maintained generally in secure areas. Hardware located in courtrooms will not be left unattended unless the courtroom is made secure and locked to public access.
 - b. **Software.** Security of all computer software systems is currently provided by Information Systems (IS). Backup tapes of JUSTICE (current court case management/financial database) transactions are created daily and stored in a suitable vault. At such time when City Court administers its own LAN system with appropriate software, security and back-up portions of this manual will be updated.
 - c. **Personnel.** The office of Information Systems, operating under current administrative procedures, will ensure that access to JUSTICE is limited to IS staff and such others as are approved by the Presiding Judge or Court Administrator of Scottsdale City Court. City Court Administration will maintain an up-to-date list of authorized access. The IS Administrator will provide such security codes as needed for the access levels authorized by the Court.
 - d. **Personal Computers.** Data files will be duplicated by court staff not less than once per month and secured in the City Court vault. Original and back-up copies of court owned software programs will be secured in the City Court vault. No personally owned software may be used on City Court personal computers. Executing a virus checking software shall be performed at least weekly until the installation of the new LAN system at which time this function will become automatic at log in.

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8. **Theft Reduction and Property Control.**
 - a. The Court's Administrative Secretary is responsible for maintaining an accurate inventory of all public property in the keeping of City Court and for cooperating with any periodic external audits which may occur.
 - b. Anyone who notices that property is missing or unaccounted for will report the loss to his/her immediate supervisor. If the property cannot be located or accounted for within 24 hours, report the loss to the Court Administrator.
 - c. City Court and the City of Scottsdale are not responsible for the damage to or loss of personal property of employees or volunteers. Everyone is advised to keep purses, radios, calculators, etc. in lockable desk drawers when not in use. Torn or damaged clothing is not a reimbursable expense.
9. **Fire Prevention.** The COJET (Court Ordered Judicial Education Training) Manager is responsible for coordinating fire prevention training from the Rural Metro Fire Department.
 - a. Rural Metro Fire Department will conduct a periodic fire prevention inspection of the courthouse, in the company of the Court Administrator or member of the management team, and will make appropriate recommendations.
 - b. The COJET Manager will include all necessary fire prevention training in the Court's annual training and education plan.
10. **Mail.** All persons who receive, open and distribute mail will be continuously alert for potential mail bombs and will follow the procedures set forth in Annex B of Section B, "Emergencies" if a mail bomb is suspected. All mail is to be placed through the X-ray equipment prior to admittance to the courthouse and distribution.

The Court's COJET Manager will ensure that mail bomb detection, handling and reporting are included in the Court's annual training and education plan.

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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11. **Cash Control and Security.**
 - a. The safe will always be located in the vault room which is a "never-alone-zone" (two persons must always be present in the room when the safe is open). This room is two-hour fire protected with access through a vault door.
 - b. All cash counting, verification and deposit preparation will take place in the cash room.
 - c. The Court Management Team will include detailed procedures in the appropriate procedures manuals.
12. **Court Tours.** Tours will be conducted only with the advance approval of the Presiding Judge or Court Administrator (both will be informed). If a tour will visit a courtroom, the judge/bailiff will be contacted for approval. Adult members of tour groups will be identified in advance and compared to a name list of those appearing for the tour. Extreme caution will be used. Tour groups will not enter the secure judicial areas of the Court without specific approval of the Presiding Judge or Court Administrator.
13. **Prisoner Restraint in Courtrooms.** Judges will decide on the need to remove handcuffs in their respective courtrooms. While no court policy is appropriate, judges are expected to consider the risks involved and the diminished capacity of the escort officer to provide protection without constraints. If the escort officer considers the prisoner to be a high risk, the bailiff will be so informed upon entering the courtroom. It is the intent of the court to conduct only jury trials in public courtrooms.
14. **Immediate Arrest in Courthouse.** If a Judge orders the arrest of someone in the courthouse:
 - a. Have a uniformed Scottsdale Police Department officer make the arrest.
 - b. If no Scottsdale Police Department officer is available, call the Court Security Officer and have the prisoner escorted by that officer to the District #1 Police Department.

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15. Searches (no arrest). City Court Security Officers will not conduct searches of persons unless ordered by a Judge, except at the security screening station as explained in Section D. If so ordered, all searches will be conducted in one of the attorney rooms by two persons of the same gender as the searched party. If uniformed officers are available, they will be requested to perform the search.
16. Display of Weapons. Court Security Officers will, if observing a weapon on a non-police person, require the return of the weapon to the individual's personal vehicle while such person is in the courthouse.
17. Walk Through Metal Detection Equipment. See Section C
18. X-Ray Equipment. See Section C
19. CPR. The Administrative Secretary is certified as a trainer for the City of Scottsdale. Appropriate staff will be trained in CPR to facilitate Section B.

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SECTION A - SECURITY

V. APPENDICES

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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**SECTION A
Appendix 1
(SPD Responsible)**

Prisoner Control And Movement Procedures

**TO BE FURNISHED BY
SCOTTSDALE POLICE DEPARTMENT
IN SUMMARY FORM**

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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Electronic Access Doors

1. **Purpose.** Sets forth Court policy with regard to the preservation of the security of the electronic access doors and maintaining the integrity of our key system.
2. **Policy.** Access to the non-public areas of the Court shall be restricted solely to City Court staff and only such other persons as are approved by the Presiding Judge or Court Administrator. Approval of non-court persons must be obtained in writing and result in a change of Appendix 3.
3. **Definitions.**
 - A. **Security Door.** Any door to a non-public area of the courthouse.
4. **General.**
 - A. No person having possession of an electronic door code or key may divulge this code to or allow the use of their key to any person not listed in Appendix 3.
 - B. All Court staff are instructed to be alert for unauthorized entry and to challenge such entry at once. Any unauthorized person found to have self-passage through security doors or found to be beyond such doors without escort are to be questioned as to how they entered or who provided them with the electronic access code or key.
 - C. Report such incidents (as in "B" above) to your manager or the court administrator. Electronic access codes will be re-programmed in the access control computer.
 - D. Any violations of this policy constitutes a willful offense and will be dealt with appropriate to the circumstances. Security is a very serious matter and breaches are therefore serious offenses.
5. **Control.** Court Administration will:
 - A. Maintain control of and change electronic access as required by a change in staffing or security violation.

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

**SECTION A
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5.
 - B. Ensure control of the electronic access computer is only by authorized court administration and Scottsdale Police Department.
 - C. Maintain personal control of keys and their issuance and retrieval from authorized persons.
 - D. Conduct an annual inventory of keys and ensure that an accurate listing by name is always on hand.
 - E. Require signature receipt for keys.

SECURITY, EMERGENCY AND SCREENING PLAN FOR
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Electronic Code Authorization List

1. City Court staff - as authorized by the Presiding Judge or Court Administrator.
2. All other persons by permission of the Presiding Judge ONLY.

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

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City Court Key Plan

Objective: This plan sets forth the allocation of keys and electronic access numbers to various staff members and Judges of City Court and others having such need for use in the new Scottsdale Justice Center. Keys are categorized as below:

- Grand Master -** Opens everything except the safe and vault rooms for all courts in the Justice Center.

- Limited Master -** Access to keyed general areas by court (City Court, Justice Court, Superior Court).

- Discrete -** Access to a specific area (judges chambers, attorney rooms, private offices) by individual court (City Court, Justice Court, Superior Court).

- Vault Room/Safe -** Access to the vault room and safe are by combination tumbler and electronic key pad only, no key access.

- Electronic Access Codes -** Access to the electronic doors to court security areas.

City Court will strictly control all access to the building. Only judges and other court staff approved by the Presiding Judge or Court Administrator will have access to court security areas. This means that access for everyone else will be via the main public entrance on the east side of the building.

Keys will be furnished only on a personal receipt basis and upon demonstrated need. They will be returned to key-control in Administration when the holder leaves the employ of the court or is temporarily absent for longer than four weeks. Electronic door access numbers will be issued to access certain areas under electronic control. They will be controlled in the same manner as metal keys.

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

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IN THE CITY COURT OF SCOTTSDALE

Maricopa County, State of Arizona

Court Order 93-06

**IN THE MATTER OF FIREARMS OR WEAPONS
BROUGHT UPON THE PREMISES OF
SCOTTSDALE JUSTICE CENTER**

IT IS ORDERED that upon the premises of the courts portion of the Scottsdale Justice Center, located at 3700 N. 75th Street, Scottsdale, Arizona, no firearms or other weapons shall be permitted to remain in the possession of any person with the following exceptions: (NOTE: All references to the Scottsdale Justice Center refer only to the courts portion of the facility.)

Members of the Scottsdale Police Department, Maricopa County Sheriff's Office, Arizona Department of Public Safety or other persons who are licensed under the laws of the State of Arizona as law enforcement personnel may be in the possession of firearms;

Employees of armored car service engaged in their employment and carrying out duties of picking up money deposits from Scottsdale Justice Center may be armed as otherwise permitted by Arizona law;

Law enforcement personnel as described in the foregoing paragraphs or members of the City/County Prosecutor's office or employees of the Scottsdale Police Department/Maricopa County Sheriffs Department may be in possession of weapons where those weapons are to be or have been placed in evidence in a hearing or trial at Scottsdale Justice Center.

IT IS FURTHER ORDERED that any persons who are not permitted to possess firearms or weapons at Scottsdale Justice Center as herein described are subject to immediate contempt of court proceedings which may result in fine or incarceration or both for the possession of such weapons or firearms at Scottsdale Justice Center, if such continues after demand for surrender of such weapons or firearms, if such possessor refuses to immediately surrender such weapons or firearms to any Judge, Court Administrator or any law enforcement official.

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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Court Order 93-06 Continued . . .

IT IS FURTHER ORDERED that upon the peaceful, cooperative and immediate surrender of such weapons or firearms to one of the personnel above described, that weapon shall be placed in a safe and secure place for return to the person who surrendered it at the Scottsdale Justice Center upon the conclusion of that person's business with the Scottsdale Justice Center on the condition that such person immediately thereafter departs the premises of Scottsdale Justice Center and promises not to bring such prohibited weapon or firearm again onto the premises of the Scottsdale Justice Center.

IT IS FURTHER ORDERED that should the possessor of such weapons or firearms refuse to peacefully and cooperatively surrender such weapons or firearms, the weapons or firearms shall be seized and held by the appropriate law enforcement agency until such time as all proceedings against such persons have been concluded and until ordered by a Judge of Scottsdale City Court, a Justice of the Peace, or a Superior Court Judge presiding over such proceedings.

Date

George Preston
Presiding Judge

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

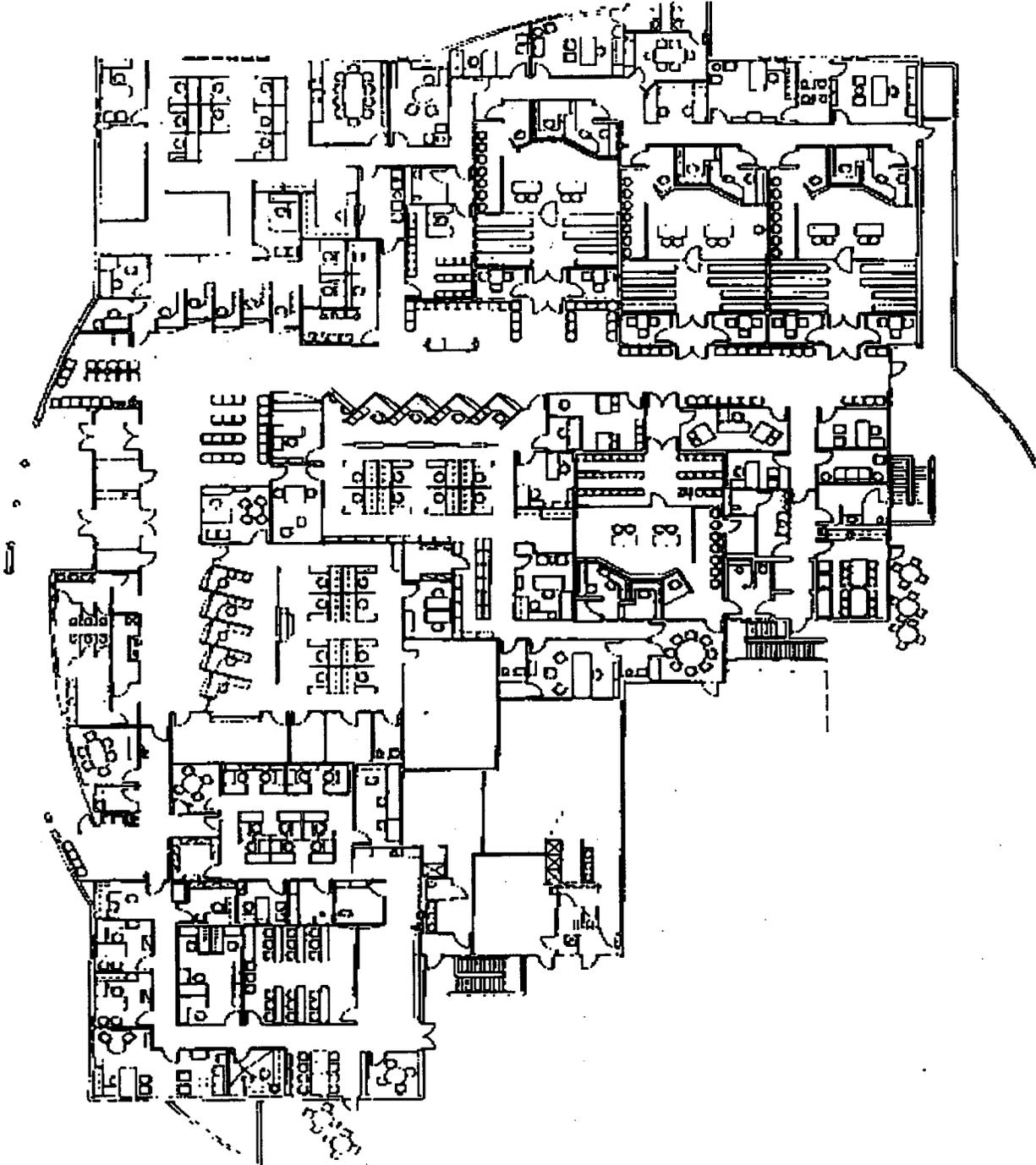
SECTION A - SECURITY

VI. EXHIBITS

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

SECTION A
Exhibit 1
Page 1 of 1

Scottsdale Justice Center Floor Plan



**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

**BRIEF DESCRIPTION OF BUILDING (NUMBER OF STORIES, SQUARE FEET,
CONSTRUCTION MATERIAL, OTHER BUILDING OCCUPANTS, NORMAL TRAFFIC
PER DAY, ETC.):**

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

COURT SECURITY AUDIT CHECKLIST

PART ONE: PHYSICAL SECURITY

EXTERIOR

PERIMETER

		YES	NO
1	Is the perimeter of the courthouse ground clearly defined by a fence, wall, or other type of physical barriers?		
2	Briefly describe the barrier and its condition.		
3	Does the barrier limit or control vehicle or pedestrian access to the courthouse?		
4	Are gates solid and in good condition?		
5	Are gates locked properly?		
6	Are gate hinges secure?		

LIGHTS

		YES	NO
1	Is the entire perimeter lighted?		
2	Are lights on all night?		
3	Are light fixtures suitable for outside use (i.e., weather-and tamper-resistant)?		
4	Are lights and wiring inspected regularly?		
5	Lights are controlled: a. Automatically		
	b. Manually		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
6	Are control switches inaccessible to unauthorized persons?		
7	Do any exterior or perimeter lights have an auxiliary power switch?		
8	Excluding parking areas, describe lighting of the building grounds:		
	a. Fully illuminated		
	b. Partially illuminated		
	c. Not illuminated		
9	Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful entry attempts or placement of explosives against the walls?		
10	Are public areas (including parking spaces and walkways) sufficiently lighted to discourage attacks against persons or vehicles?		

PARKING AREAS

		YES	NO
1	Is entry to and exit from parking areas controlled by:		
	a. Guard (see below)		
	b. An electrically operated gate		
	c. Other (specify)		
	Who provides the guard service?		
	What hours are guard services provided?		
2	Are parking areas watched by CCTV?		
3	Are frequent inspections made of parking area and vehicles not guarded or monitored through CCTV?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
4	Is a reserved parking lot on courthouse grounds?		
5	Is the reserved area closed or locked during nonbusiness hours?		
6	Is the reserved area protected by a fence?		
7	Are restricted area signs posted there?		
8	Do reserved parking spaces block access to the courthouse by fire or other emergency vehicles?		
9	Is there reserved parking for judges?		
10	Is there reserved parking for court staff?		
11	Is there reserved parking for jurors and witnesses?		
12	List any one else who has reserved parking:		
13	Are parking spaces reserved by name or title?		
14	Are parking spaces reserved by random number?		
15	Is access to the garage strictly controlled?		
16	Are there adequate communications equipment and an alarm at the guard station in the garage?		
17	Is there direct access for judges from the garage to non-public elevators or restricted corridors?		

LANDSCAPING

		YES	NO
1	Do landscape features provide places for potential intruders to hide?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
2	Are there items such as bricks, stones, or wooden fence pickets which could be used by intruders as weapons, missiles, or tools? If so, describe items		

EXTERIOR SECURITY CONCERNS

Briefly summarize the major security concerns identified in this section. Areas to consider include: perimeter, lights, parking areas, and landscaping. Use additional pages if necessary.

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

BUILDING

DOORS, WINDOWS, OTHER OPENINGS

		YES	NO
1	Are all exterior doors at least 1-3/4 inch solid core wood, metal clad, or metal?		
2	Are all exterior doors properly equipped with cylinder locks, dead bolts, or quality padlocks and hasps?		
3	Are doors with windows equipped with double-cylinder locks or quality padlocks?		
4	Are all exterior doors equipped with intrusion alarms?		
5	Are all hinge pins internally located, welded, or otherwise treated to prevent easy removal?		
6	Are doors with panic or emergency hardware also fitted with anti-intrusion bars?		
7	Do doors with panic locks have auxiliary locks for use when the building is not occupied?		
8	Are exterior locks designed or exterior door frames built so that the door cannot be forced by spreading the frame?		
9	Are exterior locks firmly mounted so that they cannot be pried off?		
10	Are exterior door bolts protected or constructed so that they cannot be cut?		
11	Are exterior padlocks in place when doors are unlocked?		
12	Are exterior door padlock hasps installed so that the screws cannot be removed?		
13	Are exterior door padlock hasps made with a grade of steel difficult to cut?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
14	Are all unused doors permanently locked?		
15	Are windows that could be used for entry protected with:		
	a. Locking devices		
	b. Metal bars		
	c. Mesh		
	d. Intrusion alarms		
	e. Other (specify)		
16	Are window bars and mesh securely fastened to prevent easy removal?		
17	Are windows on the ground floor made of tempered glass or ballistic plastic?		
18	Are all windows not needed for ventilation permanently sealed or locked?		
19	Are openings to the roof (doors, skylights, etc.) Securely fastened or locked from the inside?		
20	Is internal access to the roof controlled?		
21	Is the roof accessible by means of:		
	a. Fire escape		
	b. Another building		
	c. A pole or tree		
	d. Other (specify)		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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		YES	NO
22	Do roof openings have intrusion alarms?		
23	Are openings to the building (e.g., tunnels, utility and sewer manholes, culverts, service ports) properly secured?		
24	Is a key-control or access card system in effect?		
25	Who is responsible for the key control or access card system?		
26	Are building entrance keys or cards issued on a limited basis?		
27	Are master keys or cards kept securely locked and issued on a strictly controlled basis?		
28	Can the key-control officer replace locks and keys at his/her discretion?		
29	Must duplication of keys be approved by the key-control officer?		
30	Is a biometric access system in place? If so, describe:		
31	Is the number of entrance doors in use reduced to the minimum necessary?		
32	Do judges and court officers have a private entrance to the building?		

CEILINGS, WALLS

		YES	NO
1	Do all walls extend to the ceiling?		
2.	Are drop or removable ceilings used in the courthouse? If yes, list locations:		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

EMERGENCY POWER SYSTEM

		YES	NO
1	Is the main power source dependable?		
2	Is there a dependable auxiliary power source for emergencies?		

ALARMS

		YES	NO
1	Does the courthouse have an intrusion alarm system?		
2	Is the system regularly tested? If yes, how often?		
3	Is the system covered by a service and maintenance contract?		
4	If not under contract, who provides the service and maintenance?		
5	Where does the system terminate?		
	a. Sheriff's department		
	b. Local law enforcement office		
	c. Commercial control station		
	d. Other (specify)		
6	Is there an emergency power source for alarms?		
7	Does the emergency power source cut in automatically?		
8	Are records maintained of all alarm signals (e.g., time, date, location, cause, and action taken)?		
9	Who keeps these records?		
10	What is the response capability (in time and staff)		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
11	Test the system now. Does it work properly?		
12	Describe the weaknesses or gaps in the existing system.		

SAFE AND VAULTS

		YES	NO
1	Are safes and vaults equipped with an alarm system? Describe the alarm system.		

UTILITY CONTROL POINTS

		YES	NO
1	Are utility and plumbing access plates and doors locked or sealed when not in use?		

ATTICS, BASEMENT, CRAWL SPACES, AIR-CONDITIONING AND HEATING DUCTS

		YES	NO
1	Do basement doors have intrusion alarms?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
2	Are basement doors securely fastened or locked when not in use?		
3	Are doors to basements, utility rooms, boiler rooms, crawl spaces, and attics locked when not in use?		
4	Are crawl spaces secured from unauthorized entry?		
5	Are air-conditioning and heating vent openings in public areas secure from tampering?		

BUILDING SECURITY CONCERNS

Briefly summarize the major security concerns identified in this section. Areas to consider include: doors, windows, ceilings, walls, emergency power system, alarms, vaults, utility control points, attic, and basement. Use additional pages if necessary.

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

BUILDING INTERIOR

WEAPONS SCREENING STATION

		YES	NO
1	Is there a stationary walk-through weapons screening station including?		
	a. Walk-through metal detector		
	b. X-ray equipment		
	c. 2-3 staff		
2	Is there a hand-held metal detector available to security staff?		
3	Describe the testing and maintenance practices for the screening equipment		

ELEVATORS

		YES	NO
1	Are private elevators provided for judges?		
2	Are certain elevators used exclusively to move prisoners?		
3	Are prisoner elevators marked "Not for Public Use"?		
4	Are prisoner elevators controlled by key?		
5	Are prisoner elevators programmed to bypass floors?		
6	Do elevators separate prisoners from escorts by metal bars or grilles?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
7	Are prisoner elevators equipped with:		
	a. Alarms		
	b. Telephones		
	c. CCTV		
	d. Other (specify)		

STORAGE AREAS FOR ARMS AND DANGEROUS SUBSTANCES

		YES	NO
1	Which of the following dangerous substances are stored in the courthouse?		
	a. Weapons		
	b. Ammunition		
	c. Tear gas		
	d. Other (specify)		
2	Are dangerous substances stored in a restricted area?		
3	Are dangerous substances stored in a secure room?		
4	Does the storage area have an intrusion alarm?		
5	Is the door to the storage area solidly constructed?		
6	Are hinge pins concealed or welded to prevent removal?		
7	Does this door have an adequate cylinder lock?		
8	Does this door have an adequate padlock?		
9	Do windows in the storage area have steel bars, or mesh, or are they permanently sealed?		
10	Is the storage area well ventilated?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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		YES	NO
11	Does the storage area have fire detection equipment?		
12	Does the storage area have a sprinkler system?		

COMMUNICATIONS

		YES	NO
1	Are communications adequate as observed by security officer?		
2	If not, what is needed:		
3	What communications are available in the courthouse?		
	a. Telephone		
	b. Radio		
	c. Voice mail		
	d. Fax		
	e. Public address system		
	f. Other (specify)		
4	Is there more than one communications system used exclusively by security personnel?		
5	Is there more than one communications system used exclusively for security purposes?		
6	Who operates the public address system?		

SECURITY, EMERGENCY AND SCREENING PLAN FOR
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		YES	NO
7	Radios in the courthouse consist of:		
	a. Sheriff's base station		
	b. Unit in security or bailiff's office netting to sheriff's base station		
	c. Hand-held portables used by bailiffs		
	d. Hand-held portables used by security officers		
	e. Other (specify)		
8	Can radios net with:		
	a. Local police		
	b. State police		
	c. Other sheriffs' departments		
	d. Other (specify)		
9	Is maintenance of radio equipment adequate according to the users?		
10	Do base stations have an auxiliary power source?		
11	Is there a duress code signal?		
12	Do all telephones go through a building switchboard?		
13	Does the switchboard have any security safeguards?		

STORAGE AREAS FOR RECORDS

		YES	NO
1	Are fire detection devices in the records storage area?		
2	Is there a sprinkler system in the records storage areas?		
	Is the fire extinguishing system halogen?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
3	Are current records stored during nonbusiness hours in locked rooms or locked filing cabinets?		
4	Are records storage areas inaccessible to unauthorized persons?		
5	Are there checkout procedures for all records?		
6	Is space available in or near the clerk's office for the public to review documents?		

PUBLIC AREAS (WAITING AREAS, RESTROOMS, HALLWAYS)

		YES	NO
1	Are public waiting rooms routinely searched?		
2	Are there waiting rooms next to courtrooms?		
3	Are drop or removable ceilings used in waiting rooms?		
4	Are public restrooms routinely searched?		
5	Are restrooms next to courtrooms?		
6	Are drop or removable ceilings used in restrooms?		
7	Do any trash receptacles allow easy concealment of contraband?		
8	Are directions (directions and floor plans, if appropriate) clearly posted in all public areas?		

OFFICES HANDLING MONEY

		YES	NO
1	Does the cashier's window have security features?		
2	Is a large amount of cash in the office overnight or on weekends?		
3	Is there an adequate safe, vault, or strongbox?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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		YES	NO
4	Are safes weighing less than 750 pounds securely fastened to the floor, wall, or set in concrete?		
5	Are combinations changed when personnel leave?		
6	When was the combination last changed?		
7	Is the safe or vault protected by an intrusion alarm?		
8	Where does the intrusion alarm terminate?		
9	What is the response to an alarm (in time and staffing)?		
10	Is there a duress alarm in each of these offices?		
11	Where do the duress alarms terminate?		
12	Who escorts the employees carrying money to the bank?		
	a. Sheriff		
	b. Local police		
	c. State police		
	d. No one		
	e. Other (specify)		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
13	Is there a money pick-up by a private contractor? If yes, who?		

BUILDING INTERIOR CONCERNS

Briefly summarize the major building interior concerns identified in this section. Areas to consider include: weapons screening station, elevators, storage areas for arms and dangerous substances, communications, storage area for records, public areas, and offices handling money. Use additional pages if necessary.

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

COURTROOMS AND RELATED AREAS

COURTROOMS: LOCATIONS

		YES	NO
1	Do spaces above, below, and next to the courtroom present a security hazard?		

COURTROOMS: DOORS, WINDOWS, OTHER OPENINGS

		YES	NO
1	Are all unused doors secured?		
2	Are the keys to all doors strictly controlled?		
3	Are there separate entrances into the courtroom for:		
	a. Judges		
	b. In-custody defendants		
	c. Spectators		
4	Is the prisoner entry door far enough from the public seating area to prevent passing contraband?		
5	Are all windows draped to obscure vision (particularly of the bench) from outside?		

COURTROOMS: LIGHTS

		YES	NO
1	Is there emergency lighting?		
2	Are lights key controlled?		

COURTROOMS: FURNISHINGS

		YES	NO
1	Is the main area or well separated from the spectators by a barrier?		
2	Is the judge's bench closed at both ends to restrict access from the well?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
3	Are the defendant's chair and the witness chair built to allow use of restraints?		
4	Are spectator seats solidly built and fastened to the floor?		
5	Are potential weapons, such as drinking glasses, water carafes, and ash tray, kept out of the defendant's reach?		

COURTROOMS: SECURITY DEVICES

		YES	NO
1	Are routine checks made of:		
	a. Alarms		
	b. Emergency lighting		
	c. Metal detectors		
2	Are metal detectors available for use for high security trials?		
3	Is the bench reinforced to make it bullet resistant?		
4	Is there a duress alarm in the courtroom?		
5	Are duress alarm buttons installed at:		
	a. The bench		
	b. Clerk's station		
	c. Bailiff's station		
	d. Chambers		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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		YES	NO
	e. Judge's secretary's desk		
	f. Other (specify)		
6	Does this alarm have an audio-monitor capability?		
7	Is there an acceptable response capability for courtroom duress alarms?		
8	Is there a "No call back" policy in place?		
9	Does the courtroom have a telephone?		
10	Does the courtroom have a public address system?		
11	Does the courtroom have a radio transmitter?		
12	Is the bailiff equipped with a portable transceiver?		
13	Does the transceiver net with:		
	a. Sheriff's base station		
	b. Security officer		
	c. Other (specify)		
14	Are additional restraining devices available for use in the courtroom?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

COURTROOM: SECURITY PROCEDURES

		YES	NO
1	Is there a policy regarding firearms carried into the courtroom by:		
	a. Designated court security staff		
	b. Law enforcement officer witnesses		
	c. Law enforcement officer spectators		
	d. Attorneys		
	e. Witnesses		
	f. Public		
	g. Other		
2	Are security staff in the courtrooms at all times? If no, when are security staff in the courtroom?		
3	Are security staff in uniform?		
4	Are prisoners kept in restraints except when in the courtroom?		
5	Are there procedures for the emergency evacuation from the courtroom of:		
	a. Prisoners		
	b. Judges		
	c. Jurors		
	d. Observers		
6	Do bailiffs or security staff understand procedures for emergency evacuation of prisoners from the courtroom?		
7	Is there a procedure for a search screen operation for entry to courtrooms?		

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

JUDGES' CHAMBERS AND RELATED OFFICES

		YES	NO
1	Are judges' chambers routinely searched for contraband?		
2	Visitor access is controlled by:		
3	Are suspicious packages or letters examined before delivery to judges?		
4	Do the chambers have more than one means of entry and exit?		
5	Do doors have automatic closing and locking hardware?		
6	Are the chambers routinely locked when the judge is not present?		
7	When occupied by the judge, are the chambers' doors usually:		
	a. Open		
	b. Closed		
	c. Locked		
8	Are outside views, particularly of judges' desks, obscured?		
9	Are judges routinely escorted between parking areas, chambers, and the courtroom?		
10	Are judges escorted between parking areas, chambers, and the courtroom during high-risk or sensitive trials?		
11	Do chambers have duress alarms?		
12	Is there acceptable response capability for these alarms?		
13	Do any judges carry firearms?		

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

WITNESS WAITING ROOMS

		YES	NO
1	Are witness waiting rooms provided?		
2	Is it possible to separate prosecution and defense witnesses?		
3	Is public access to waiting rooms restricted?		
4	Are light switches secured?		

ATTORNEY-CLIENT CONFERENCE ROOMS

		YES	NO
1	Are rooms provided in the courthouse for attorney-client conferences?		
2	Are these rooms secure?		
3	Do the rooms have drop or removable ceilings?		
4	Can the rooms be locked?		
5	Are the rooms routinely searched for contraband before and after use?		
6	Are conferences visually observed at all times?		

JURY DELIBERATION ROOM

		YES	NO
1	Is the jury deliberation room next to the courtroom or accessible through a controlled passage?		
2	Are the windows draped?		
3	Are restrooms provided as an integral part of the deliberation area?		
4	Is the deliberation room soundproofed well enough to prevent unauthorized persons from eavesdropping?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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		YES	NO
5	Is the deliberation room routinely searched for contraband before occupancy?		
6	Is the deliberation room locked when unoccupied?		

PRISONER RECEPTION AREA

		YES	NO
1	Are prisoners brought from jail to the reception area in the courtroom by:		
	a. Elevator		
	b. Stairway		
	c. Tunnel		
	d. Bridge		
	e. Vehicle		
	f. Foot		
2	Do prisoners brought from outside the courthouse enter through a:		
	a. Public entrance		
	b. Private entrance		
	c. Sally-port		
3	Is the area equipped with gates that can close the area to the public?		
4	Is there more than one means for vehicles to exit from the area?		
5	Are gates electronically controlled from a remote station?		
6	Is an interlocking system used so that the outer gate can be closed and locked before the door to the building is opened?		
7	Is the area monitored by CCTV?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
8	Is this area used exclusively for prisoner movement?		
9	Is the entrance for prisoners out of public view?		

RESTRICTED AND SECURE PASSAGEWAYS

		YES	NO
1	Do prisoners walk through public areas when going from temporary holding areas to court?		
2	Are restricted passages also used by judges and court staff?		
3	Are restricted or secure passageways monitored by CCTV?		
4	Are law enforcement officers required to leave guns in locked cabinets before entering restricted or secure passages?		
5	Are restricted passageways locked with keys that cannot normally be duplicated commercially?		
6	Are keys to secure passageways issued to people other than sheriff's personnel? If yes, who?		
7	Are security staff prohibited to remove secure passageway keys from the building?		
8	Are the stairways used for prisoner movement adequately lighted?		
9	Are stairways and stairwells enclosed with protective metal grills?		
10	Are stairways monitored by CCTV?		

TEMPORARY HOLDING AREAS

		YES	NO
1	Are temporary holding facilities located in the court building?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
2	If not, where are prisoners held?		
3	How many temporary holding cells are there?		
4	Are prisoners moved from the reception area to a temporary holding area by a secure or restricted:		
	a. Elevator		
	b. Stairway		
	c. Tunnel		
	d. Bridge		
5	Do temporary holding cells open directly to:		
	a. The court		
	b. A restricted passage		
6	Are adequate toilet facilities available for prisoners?		
7	Are lights for the holding area controlled from outside the cell?		
8	Do cells have emergency lights?		
9	Do cell doors have observation ports?		
10	Is at least one holding cell equipped for audio and/or visual coverage of courtroom proceedings?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
11	How are cell doors locked?		
	a. Electrically		
	b. Manually		
12	Are cell doors locked and unlocked from:		
	a. A remote command center		
	b. Directly		
	c. Both		
13	Are keys to temporary holding cells issued to people other than sheriff's personnel?		
14	Are temporary holding areas locked with keys that cannot normally be duplicated commercially?		
15	Are cells and areas used by prisoners routinely searched for contraband before and after use?		
16	Are cells built securely and in a way that reduces opportunities for self-inflicted injuries by prisoners?		
17	Are law enforcement officers required to leave guns in locked cabinets before entering temporary holding areas?		
18	Are prisoners kept in restraints except when in the cell?		
19	Are additional restraining devices available?		
20	Are telephones available?		
21	Are juveniles routinely separated from other prisoners?		
22	Are female prisoners routinely separated from male prisoners?		
23	Are additional restraining devices available?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
24	Are there procedures for the emergency evacuation of prisoners from temporary holding areas?		
25	Do security and transportation officers understand procedures for emergency evacuation of prisoners from temporary holding areas?		
26	Is there a procedure for handling the medical emergencies of prisoners?		

SECURITY EQUIPMENT STORAGE AREA

		YES	NO
1	Are the number of gun cabinets adequate?		
2	Are storage areas locked with keys that cannot normally be duplicated commercially?		

COURTROOMS AND RELATED AREAS SECURITY CONCERNS

Briefly summarize the major courtrooms and related area concerns identified in this section. Areas to consider include: location, doors, windows, other openings, lights, furnishings, security devices, security procedures, Judges' chambers and related offices, waiting rooms, attorney-client conference rooms, jury deliberation room, prisoner reception area, restricted and secure passageways, temporary holding areas, and security equipment storage area. Use addition pages if necessary.

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

PART TWO: ADMINISTRATIVE AREAS

SECURITY STAFF

SELECTION AND RESPONSIBILITIES

		YES	NO
1	List the security providers and describe the responsibilities of each provider <u>PROVIDER</u> <u>RESPONSIBILITY</u>		
2	Have applicant qualifications for security officers been established based on a study of the job?		
3	Does the applicant have to pass job related testing to be considered for employment as a security officer?		
4	Are background investigations completed on all security staff?		

TRAINING

		YES	NO
1	Are security staff required to complete and pass court security specific training?		
2	Do security staff receive classroom instruction on the "shoot-don't shoot" policy of the court?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
3	Do security staff qualify at least annually with the weapon and ammunition that they carry on the job?		
4	Does the court mandate/approve the type of weapon and ammunition carried by security staff?		
5	Do security staff receive periodic in-service training in high risk areas, such as first aid, laws of arrest, etc?		

GUIDELINES

		YES	NO
1	Do security staff have adequate time and attention to devote to their security functions (i.e., clerical or other functions do not take precedence over security)?		
2	Are all court security staff directly accountable to one person designated as responsible for court security functions?		
3	Do court security staff have written job descriptions and clearly defined job expectations?		
4	Are there enough court security staff to:		
	a. Observe each in-session courtroom		
	b. Patrol the buildings at large		
	c. Provide high visibility at court entrances		
5	Have appropriate staff received copies and signed for relevant security policies and procedures?		
6	Have staff been trained in relevant policies and procedures?		
7	Does the court have an overall security plan that is periodically reviewed and updated?		
8	Does the court work with an established committee to maintain/improve court security?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

SECURITY STAFF SECURITY CONCERNS

Briefly summarize the major security concerns from part two of the survey. This should include security staff responsibilities, selection, training, and general guidelines. Use additional paper if necessary.

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

PART THREE: EMERGENCY PROCEDURES

GENERAL GUIDELINES

		YES	NO
1.	Do emergency procedures exist for:		
	a. Fire		
	b. Bomb threat		
	c. Hostage		
	d. Armed assault		
	e. Flood		
	f. Utility failure		
	g. Medical emergency		
	h. Escape		
	I. Tornado		
	j. General evacuation		
	k. Civil disorder		
2	Are existing emergency plans current?		
3	Is responsibility for declaring an emergency clearly fixed? If yes, who is the final authority?		
4	Is the authority and chain of command in emergency plans clear and accurate?		
5	Are all emergency plans subject to periodic review and updating?		
6	Is there a procedure for handling medical emergencies involving the general public?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
7	Is first aid equipment, including oxygen, provided throughout the courthouse?		
8	Is that equipment periodically checked and tested?		
9	Are other tenants given periodic instruction about the various emergency procedures?		
10	What support agreements exist with other agencies?		
11	Are periodic security conferences held with:		
	a. Judges		
	b. Attorneys		
	c. Tenants		
	d. Supervising personnel		
	e. Custodial personnel		
12	Are security plans coordinated with appropriate local, state and federal agencies?		
13	Is there a routine inspection of packages and shipments entering the courthouse?		

FIRE PROTECTION

		YES	NO
1	Does the courthouse comply with local fire codes?		
2	Does the fire marshal routinely inspect the courthouse?		

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

		YES	NO
3	When was the courthouse last inspected by the fire marshal?		
4	Did the fire marshal approve the building? If not, why?		
5	Does the building have fire alarms?		
6	Does the building have smoke detectors?		
7	Does the building have fire extinguishers?		
8	Does the building have emergency fire hoses?		
9	Does the building have an adequate water supply?		
10	Does the building have standpipes?		

EMERGENCY PROCEDURES SECURITY CONCERNS

Briefly describe the major security concerns for part three of the survey. Does the court have all procedures in place? Do they periodically conduct drills, etc? Use additional pages if necessary.

[This form adapted from the U.S. Marshal Service]

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

SECTION A
EXHIBIT 3
Page 1 of 1

Daily Security Inspection Form

Date: _____ Name: _____

COURTROOMS:

**OFFICES/CHAMBERS/ADMINISTRATIVE
AREAS/
JURY ROOM/JURY ASSEMBLY/FILE ROOM**

- All drawers
- Under bench
- Storage areas
- Judge's chair
- Witness chair
- Jury box
- Clerk's area
- Bailiff's area
- Attorney area
- Public area
- Waste baskets

- All drawers
- Under chairs
- Under desk/table
- Waste baskets
- Lamps and bookcases
- Behind pictures
- Planters

OTHER AREAS CHECKED:

NOTE: (1) Courtroom doors will be locked when courtroom is not in use.
(2) All entrances to Court secure area must remain locked at all times.

Initials (USER ID) of bailiff, clerk or other security checker: _____

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

SECTION A
Exhibit 4
Page 1 of 1

Court Closure and Off-Hours Security Checklist

TO: Court Administration

DATE:

TIME CHECKLIST COMPLETED:

_____ All persons out of building except bona fide occupants

_____ Restrooms, reception rooms and lobby empty

_____ Jury assembly room secure

_____ Attorney rooms 1 through 6 secure

_____ All exterior doors secure

_____ Cash room locked; safe locked

_____ Courtrooms empty and locked

_____ Administrative work area secure

_____ Employee lounge secure

_____ County Court attorney rooms locked

_____ County Court hearing rooms (#5 and #6) empty and locked

_____ County Court courtroom empty and locked

Signature, Court Security Officer

Distribution: Original to Court Administration by 9:00 AM next business day

c: Court Security Officer station

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

SECTION B - EMERGENCIES

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

B - EMERGENCIES

I. PLAN

- A. Purpose. This plan sets forth the procedures and responsibilities for responding to a reasonable spectrum of emergencies. While not every conceivable emergency can be planned for, it is possible to identify major possibilities and to consider the best general approach to dealing with them.
- B. Scope. This plan concerns itself with the City of Scottsdale courthouse and those who may be present therein. We recognize, however, that other occupants may be present in other areas of the courthouse and will provide this plan to such residents with our invitation to participate in training and evaluation. Moreover, this plan necessarily draws in various external emergency response agencies not under court control.
- C. Concept of Operations. The concept is to provide for progressively broader and more intensive response as the magnitude of the emergency and its time urgency increase. This plan provides for command and control passing to a non-court agency, when need be, with return of control to the Presiding Judge and/or Court Administrator as soon as possible.
- D. Definitions.
 - 1. Emergency. An unforeseen, sudden event that calls for immediate extraordinary action to protect human safety and/or public property. Examples are:
 - a. Fire
 - b. Bomb threat
 - c. Hostage situation
 - d. Flood
 - e. Civil riot/commotion
 - f. Shooting/sniper situation
 - g. Earthquake
 - h. Chemical/biological/radiological incident
 - i. Armed robbery
 - j. Manmade disaster
 - k. Medical emergency
 - l. Courtroom/building seizure

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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E. Command, Control & Communications.

1. Area disaster. For such things as aircraft crash, area-wide explosion and earthquakes, the senior Scottsdale Police Department or Rural Metro Fire Department official will have on-scene command.
2. Fire, explosion, chemical, biological, radiological incident or medical emergency. The senior Rural Metro Fire Department officer will have on-scene command.
3. Shooting, sniper, bomb threat, riot, armed robbery, hostage, etc. The senior Scottsdale Police Department officer will have on-scene command.
4. For all emergencies. The Court's Emergency Response Team (ERT) will have on-scene command until the arrival of a professional from an emergency response agency. At that time the ERT leader will report to the on-scene commander and brief him/her on the situation, coordinate a secure location for the Court's Emergency Control Center as close as possible to the professional Command Post and convene the Court's Command and Control Team in that location (See Exhibit #7). If the courthouse is not available, the ERT will set up another area to be determined ad hoc. One member of the ERT will be left to shadow the on-scene commander and report regularly to the Command and Control Center. Two battery power police radios have been acquired for this purpose.
5. On-scene command by professionals begins with their arrival and ends when the on-scene commander has stabilized the situation, declared the area safe and returned control to the Presiding Judge or the Court Administrator.

F. Plan Exercise.

Desk Exercises. A desk exercise will be conducted at the call of the Presiding Judge or Court Administrator and will consist of the assembly of key court personnel in the court conference room and a walk-through of this plan, simulating some emergency chosen at random. Currency of personal copies of this plan will be reviewed at that time.

G. Training. All Court staff training required or implied by this plan is the responsibility of the Court's COJET Manager and will be detailed in the Court's training plan. The leader of the Emergency Response Team shall determine currency of team members, conduct team meetings and refresher sessions and coordinate formal training with the COJET Manager.

H. Emergency Response Team Member ID Conspicuous badges will be worn by ERT members during emergencies and exercises.

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

- I. **Evacuation of Physically Handicapped.** When an emergency evacuation is necessary, management team members will assign two persons to each physically handicapped person to assist as necessary. If the situation is immediately life-threatening use a two-person fireman's carry and remove the person (not wheelchair if applicable) bodily from the building.

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

SECTION B - EMERGENCIES

II. ANNEXES

Emergency Procedures - Fire

- I. Reporting.
 - A. Activate fire alarm
 - B. Dial 911 and state type of emergency. When connected with the fire department or at operator's request, state:
 - 1. Your name
 - 2. Scottsdale Justice Center, City Court, 3700 N. 75th Street
 - 3. Exact location of fire
 - 4. Describe injuries, if any
- II. Procedures - Emergency Response Team
 - A. Station someone in street to direct fire department (volunteer)
 - B. Evacuate building
 - C. Close all doors and windows around the area of fire
 - D. Confine fire to single room or area
 - E. If electrical equipment is burning, try to disconnect power
 - F. Use fire extinguisher
 - G. Refer to the Court Emergency Closure Checklist (See Exhibit #1)
- III. Upon arrival of fire department
 - A. Senior fire officer assumes command
 - B. Follow Rural Metro Fire Department orders

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

**SECTION B
Annex A
Page 2 of 2**

IV. Assembly, Reporting and Recall

- A. Following evacuation, all personnel will assemble in the area shown on Exhibit #10. Management Team members will take roll and report status of their areas to the ERT. If anyone is thought to be trapped in the building or is unaccounted for, report the information to Rural Metro Fire Department Commander at once.**

- B. Await further instructions in the assembly area.**

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

SECTION B
Annex B
Page 1 of 2

Emergency Procedures - Telephone Bomb Threat or Suspected Mail Bomb

- I. Telephone procedures.
 - A. Engage switchboard phone tape recorder
 - B. Get all information possible
 - C. Use telephone bomb threat checklist (See Exhibit #3).
 - D. Take every threat seriously; treat as real until proved otherwise.

- II. Reporting.
 - A. Call 911 and state nature of emergency.
 - B. When connected to police department or at operator's request, give:
 1. Your name.
 2. Scottsdale City Court, 3700 N. 75th Street
 3. Exact location of bomb, if known.
 4. The time when bomb is to explode, if known.

- III. Procedures.
 - A. Scottsdale Police Department will respond to location and take command.
 - B. City Communications will alert all appropriate persons/agencies.
 - C. Court staff will conduct a floor search under the command of the Court's Emergency Response Team.
 1. Look for anything unusual or out of place.
 2. Search and report only. **Do not touch anything.**

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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**SECTION B
Annex B
Page 2 of 2**

3. **Search is visual only.** Scottsdale Police Department Bomb Squad will conduct the **physical** search.
4. Evacuate building or area if instructed by on-scene commander to do so. Refer to Court Emergency Closure Checklist (see Exhibit #1).

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

**SECTION B
Annex C
Page 1 of 1**

**Emergency Procedures -Hostage/Armed Robbery/Courtroom or Building
Seizure/Shooting/Sniper**

- I. Reporting.
 - A. Activate emergency alarm. (See Section A, Annex B)
 - B. Call 911 and state the nature of the emergency.
 - C. When connected to the police department or at the operator's request, give:
 - 1. Your name.
 - 2. Scottsdale City Court, 3700 N. 75th Street.
 - 3. Exact location of emergency.
 - 4. Describe injuries, if any.
- II. Procedures. Emergency Response Team.
 - A. Take command and evacuate area if possible.
 - B. Station someone in a safe area of the street to direct police.
 - C. Provide emergency first aid care to injured parties if safe to do so.
 - D. Secure contents of cash drawers if safety permits.
- III. Upon arrival of police.
 - A. Senior Scottsdale Police Department officer assumes command.
 - B. Follow Scottsdale Police Department orders.

Emergency Procedures - Natural/Civil Disaster

(Aircraft Crash, Explosion, Riot, Flood, Earthquake, Storm, Lightning Strike)

- I. Reporting.
 - A. Locate nearest working telephone (phones in building may be out of order) OR utilize police radio from Court Security Officer or Security Screener station. If no working phones can be found, use cellular phone in Administrative Secretarial area. Send a runner to police headquarters to report on the situation.
 - B. Call 911 and state type of emergency. When connected with Rural Metro Fire Department or Scottsdale Police Department or at operator's request, state:
 1. Your name.
 2. Scottsdale City Court, 3700 N. 75th Street.
 3. Nature of emergency.
 4. Situation and extent of injuries as known.
- II. Procedures. Emergency Response Team.
 - A. Take command and begin organizing relief/assistance groups to help the injured.
 - B. Use fire extinguishers as necessary.
 - C. Evacuate premises and form-up in assembly area (See Section B, Annex A, page 2).
- III. Upon arrival of emergency response professionals.
 - A. Senior professional assumes command.
 - B. Follow professional's orders.

Emergency Procedures - Radiological/Biological/Chemical Incident

General. Incidents of this nature are rare and may be characterized by an incendiary onset.

I. Reporting.

A. Call 911. When in contact with emergency agency or at operator's request, give:

1. Your name.
2. Scottsdale City Court, 3700 N. 75th Street.
3. Nature of emergency.
4. Description of conditions and source if known.

II. Procedures. Emergency Response Team.

- A. Take command and evacuate the immediate area if necessary (See Section B, Annex A, Page 2).
- B. Call City of Scottsdale Risk Management and report conditions (994-2490).

III. When emergency professionals arrive:

- A. Senior professional assumes control.
- B. Follow professional's orders.

Emergency Procedures - Medical Emergency

- I. Immediate Actions.
 - A. Provide emergency first care as the situation requires. Administrative Secretary is a certified trainer for CPR.
 - B. Call 911. When Rural Metro Fire Department is on the line or as requested by the operator, give:
 - 1. Your name.
 - 2. Scottsdale City Court, 3700 N. 75th Street.
 - 3. Description of emergency.
 - 4. Description of victim.
 - 5. Exact location of victim.
- II. Procedures. Any Court staff.
 - A. Remain with victim and continue care.
 - 1. Sooth and calm victim.
 - 2. Do not move victim unless required by life-threatening circumstances.
 - 3. Clear obstructions from the area -- security.
 - B. Send someone outside to direct paramedics.
- III. When Paramedics Arrive.
 - A. Senior paramedic assumes command.
 - B. Follow paramedics' orders.

"SAMPLE" Emergency Evacuation Procedures for Public Services

All Public Services staff will report to our designated assembly area which is the parking lot directly across 75th Street. In the assembly area, roll call will be taken. **DO NOT** leave this area until instructed to do so. All instructions will come from the Public Services Manager. No one is to leave this assembly area for any reason without instruction from one of the Management Team Members.

The Public Services area is to exit from the emergency exit door and proceed to the designated assembly area.

ALL fire alarms require evacuation of the building.

NOTE: For those involved, take your purse and/or keys with you before leaving the building if they happen to be next to you as you may not be allowed to re-enter the building for an extended period of time. **DO NOT GO FIND YOUR BELONGINGS!**

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

SECTION B - EMERGENCIES

III. EXHIBITS

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

SECTION B
Exhibit 1
Page 1 of 3

EMERGENCIES

Emergency Closure of Court Checklist

This procedure applies to an orderly evacuation and closure of the courthouse for a part or all of one or more Court days.

GENERAL.

1. Under no circumstances is anyone to attempt or to be permitted to remove vehicles from the underground parking garage except for police vehicles. Evacuation will be on foot!
2. All staff take their copies of this plan with them to assembly areas.

PROCEDURES. Emergency Response Team (ERT).

1. Put on identification tags.
2. Evacuate on foot.
3. If fire, use stairs **only**. **DO NOT USE ELEVATORS**. Use preplanned fire evacuation routes.
4. Conduct an orderly evacuation of entire building.
5. Proceed to preassigned assembly areas. (See Exhibit #9)
6. Act as runners for the Court's Command and Control Team.
7. Maintain liaison with the on-scene professional commander and report developments to the Court's Command and Control Team (ERT Leader).
8. Call District #1 Jail to check holding cell.

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

SECTION B
Exhibit 1
Page 2 of 3

COURT ADMINISTRATION.

1	CT. ADMIN.	Notify the City Council's Court Liaison Members: Council Chambers, 994-2550. Richard Thomas, (o) 946-2422, (h) 502-9065; Mary Manross, (o) (h) 948-9120; Robert Pettycrew, (o) 275-7709 Ext. 138, (h) 945-4464.
2	CT. ADMIN.	Notify City Manager (Dick Bowers, 994-2422, 998-7526)
3	DPTY. CA.	Notify SPD Court Liaison (currently Lt. Mike Keeley, 994-2573) to cancel prisoner deliveries and officer witnesses or 391-5391 or SPD Communications Division at 391-5417.
4	SECTY	Notify Risk Management (994-2490). (Or First Available Person)
5	SECTY	Call Rural Metro Fire Department, if needed (911). (Or First Available Person)
6	SECTY	Call Scottsdale Police Department, if needed (911).
7	DPTY. CA	Notify Scottsdale Police Department to cancel prisoner appearances (994-2317 or 994-2544).
8	DPTY. CA	Notify City Prosecutor (994-7812).
9	PS MGR.	Notify Loomis Armored Car Service to cancel pick-up. (894-1788).
10	SECTY	Place public notice signs on the inside of glass doors advising public of what to do. Signs will be kept by the Administrative Secretary.
11	PS MGR.	Secure cash, checks and money orders in safe. If no time, lock cash drawers and take keys.
12	SECTY	Maintain a chronological log of events.
13	SEC. OFF.	Ensure Court is secure. Maintain watch on building. See that private citizens remain in safe areas.

NOTE: IF THERE IS NO TIME TO DO THE ABOVE DURING EVACUATION, SEND RUNNERS TO REMOTE PHONES AND MAKE CALLS FROM THERE.

Legend:

CT. ADMIN. = Court Administrator; DPTY. CA = Deputy Court Administrator; SECTY = Administrative Secretary; PS MGR. = Public Services Manager; SEC. OFF. = Security Officer

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

**SECTION B
Exhibit 1
Page 3 of 3**

THE PRESIDING JUDGE (or designee) SHALL:

1. Determine whether the judges and staff are to remain in the assembly areas or be sent home.
 - A. If staff is sent home, order the pyramid alert roster into effect for call back to work. (See Section B, Exhibit #11). Ignore outside instructions; respond only to orders from Presiding Judge or designee.

UPON RETURN TO THE BUILDING:

1. Check all calendared and docketed appearances which were missed and reschedule.
 - A. Notify all parties as required.

COURT MANAGEMENT TEAM:

1. Take your copy of this plan with you.
2. Assign a specific person(s) to assist any handicapped employee. Ensure deaf employees have read this plan and understand contents. Assist the physically handicapped as a first priority.
3. Assemble your staffs in the assembly area.
4. Call roll and report status to ERT leader.
5. Keep everyone together and await instructions.

SCOTTSDALE POLICE DEPARTMENT PRISONER ESCORT OFFICER:

1. Follow SPD procedures for evacuating prisoners from the courtrooms and/or prisoner holding areas.

NOTE: ANYONE PERSONALLY AFFECTED REFER TO CITY PHYSICIAN.

NOTICE

**DUE TO AN EMERGENCY,
CITY COURT IS CLOSED
UNTIL _____ . IF YOU
MISSED A COURT DATE
BECAUSE OF THIS
EMERGENCY, YOU HAVE
UNTIL _____ TO
RETURN TO COURT TO
TAKE CARE OF THE
MATTER.**

Presiding Judge

Bomb Threat Phone Report

BE SURE TO TURN ON SWITCHBOARD PHONE RECORDER

Date and Time Call Received _____

Who Took Call _____

Exact Words of Caller _____

QUESTIONS: ASK IN ORDER

1. When is the Bomb going to explode? _____

2. Where is the Bomb? (exactly) _____

3. What does it look like? _____

4. What will make it explode? _____

5. How do you deactivate it? _____

6. Why was it put there? _____

**COMPLETE THE FOLLOWING INFORMATION DURING THE CONVERSATION OR WHILE
IT IS STILL FRESH IN YOUR MIND!!!!**

Callers Voice: Male _____, Female _____, Young _____, Middle Age _____

Tone Of Voice _____

Accent or Impediment _____

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

SECTION B
Exhibit 3
Page 2 of 2

Background Noises _____

Is Voice Familiar? If so, who did it sound like? _____

Any other details you can remember? _____

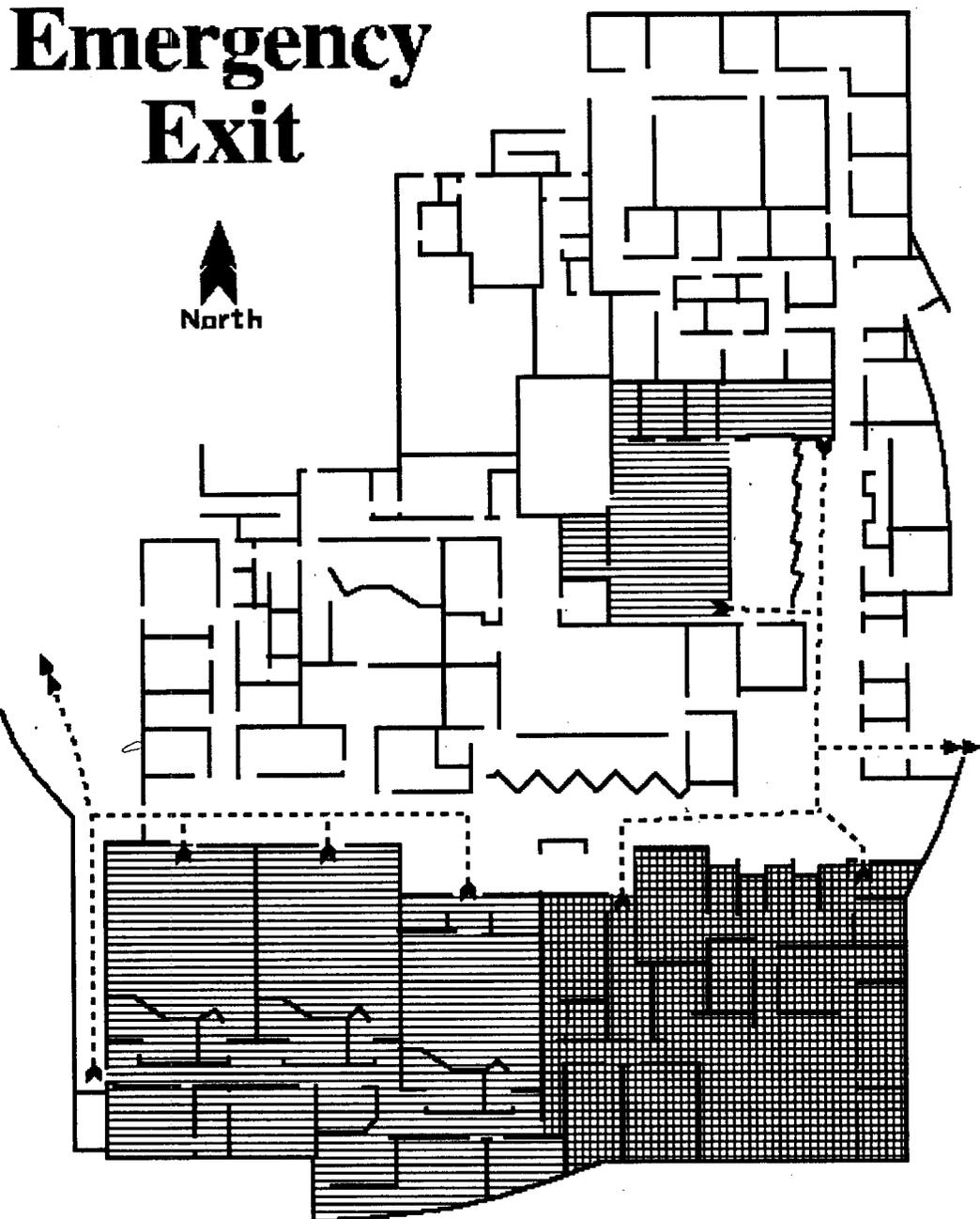
**SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT**

**SECTION B
Exhibit 4
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Floor Plan

See Section A, Exhibit 1

Evacuation Routes



SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

SECTION B
Exhibit 6
Page 1 of 1

Emergency Response Team
Name List

<u>NAME:</u>	<u>WORK:</u>	<u>HOME:</u>
COURT SECURITY OFFICER OF THE DAY	407-0431 (Pager) 860-4099, 860-4145, or 252-5692 (Police Radio) After beep, enter 710997* 994-2018 (Security Station)	
PRESIDING JUDGE George Preston	994-7027	391-3265
COURT ADMINISTRATOR Tom Brady	994-2775	508-0903
DEPUTY COURT ADMINISTRATOR Pat Dunn	994-7614	813-6477
PUBLIC SERVICES MANAGER Laura Snyder	994-2444	497-6856
COURT SYSTEMS ANALYST Betty Long	994-2443	951-8402
COURT HEARING OFFICER Sheila Gooden	994-2257	949-0111

*Team Leader responsible for currency of this list.

c: Appropriate Emergency Agencies

SECURITY, EMERGENCY AND SCREENING PLAN FOR
SCOTTSDALE CITY COURT

SECTION B
Exhibit 7
Page 1 of 1

Command and Control Team

Presiding Judge

Court Administrator

Deputy Court Administrator

Hearing Officer

Public Services Manager

Court Systems Analyst

Administrative Secretary

Runners (2)

**LIST OF POSSIBLE
EMERGENCY CONTROL CENTERS
FOR
CITY COURT'S EMERGENCY OPERATIONS**

Police Department, Justice Center, North Building

Civic Center Library, Conference Room

Civic Center Library, Auditorium

Office of Management Systems, Conference Room

City Hall, Kiva Conference Room

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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**SECTION B
Exhibit 9
Page 1 of 1**

Court Evacuation Assembly Areas

75th Street Parking Lot, east side

**ALL ADMINISTRATIVE WORK AREA STAFF FROM COURT ADMINISTRATOR'S OFFICE
EAST**

Civic Center Parking Garage, mid-level

ALL JUDICIAL AREA STAFF, WEST OF COURT ADMINISTRATOR'S OFFICE

(Also see Exhibit 5, Section B)

Reference Guide for Emergency Services

POLICE/FIRE/MEDICAL RESCUE

911

For immediate response for police with combative persons and ambulance request for medical assistance.

RESPONSE TEAM

1-800-338-6333

For help with crisis situations outside of the above 911 (i.e. psychiatric, disoriented, terribly upset persons). This is a 24 hour mobile response team for crisis situations that primarily serves the east valley for on-the-premises assistance, referral and transportation.

INFORMATION AND REFERRAL CRISIS LINE

263-8856

For quick resource information "whom to call" for any situation.

PYRAMID ALERT ROSTER

Presiding Judge	Notify:	All Judges
Court Administrator	Notify:	Deputy Court Administrator Public Services Manager Court Systems Analyst Hearing Officer
Deputy Court Administrator	Notify:	Senior CSR(s) Courtroom Support
Public Services Manager	Notify:	Senior CSR(s): Public Services Sentence Enforcement
Court Systems Analyst	Notify:	Senior CSR(s): Technical Support
Senior CSR's	Notify:	All CSR's and Contract Staff in your area
Hearing Officer	Notify:	Civil Traffic Courtroom bailiff

SECURITY, EMERGENCY AND SCREENING PLAN FOR
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SECTION C - SECURITY OFFICER/SCREENER HANDBOOK

SCOTTSDALE JUSTICE CENTER

HANDBOOK FOR

COURT SECURITY OFFICERS

AND SCREENERS

APPROVED THIS 26th DAY OF AUGUST, 1992

BY _____
George Preston, Presiding Judge

Amended March 15, 1994
Amended October 10, 1994
March 22, 1996

IN THE CITY COURT OF SCOTTSDALE

Maricopa County, State of Arizona

Court Order 94-01

In re Security in the
Buildings of the
Scottsdale City Court

Given the clear and present danger posed by firearms, dangerous instruments, explosives and other weapons to users, employees and officials of the Scottsdale Justice Center and to the administration of justice itself,

IT IS HEREBY ORDERED forbidding all persons, except those referred to in A.R.S. § 13-3102(C), from possessing firearms, dangerous instruments, explosives, and other weapons in court buildings or facilities of the Scottsdale Justice Center.

Date

George Preston
Presiding Judge

SECURITY, EMERGENCY AND SCREENING PLAN FOR SCOTTSDALE CITY COURT

I. INTRODUCTION

This handbook has been prepared by the Scottsdale City Court for use by Court Security Officers and Screeners assigned to provide court security. The purposes of this handbook are to recognize the vital role Court Security Officers and Screeners play in the proper functioning of the judicial system and to promote a better understanding of the duties and responsibilities of a Court Security Officer and Screener.

A person serving in the capacity of a Court Security Officer is expected to provide several services including maintenance of security and decorum, assistance in the daily operation of the court, attendance to the jury, if requested, and assistance to the general public. In order to maximize the officer's ability to provide these services efficiently, some degree of uniformity in courtroom procedure is essential. While total uniformity is not possible due to the diverse nature of criminal and civil matters conducted, standardization of the Court Security Officers activities, where feasible, is implemented by this handbook.

As needs change, procedures must also change. Recognizing this, this handbook is designed to be supplemented periodically by adding new provisions and deleting or amending existing provisions.

II. COURTROOM PROCEDURES

A. Procedures Prior To Opening Court:

1. The Court Security Officer shall arrive each day no later than 7:45 A.M. and obtain the digital pager and police radios from the Administrative Secretary's desk. Batteries for the police radios are to be exchanged with the batteries in the charger. The courtroom and chambers will be inspected at the beginning of each court day to determine whether communications, equipment, locks, lighting, heat, plumbing, air conditioning, and other mechanical equipment are operational. In the event defects are discovered, the Court Administrator's office shall be notified.
2. The entire courtroom area including conference rooms, closets, hallways, chambers, jury rooms, and wash rooms shall be inspected for contraband and other suspicious or potentially harmful items. Upon completion of the judicial/courtroom side of the courthouse, the administrative side, including the lobby and collections area, shall be inspected in the same fashion. Upon locating any such item, the Court Administrator or designee shall be notified.
3. Upon the judge's arrival, the Court Security Officer will inquire of the judge any specific instructions for the day.

**SECURITY, EMERGENCY AND SCREENING PLAN FOR
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4. The courtroom doors shall be opened to the public fifteen (15) minutes prior to the time court is due to commence. The Court Security Officer shall peruse all courtrooms, lobby areas, and collections on a continual basis.
5. As persons enter the courthouse the Court Security Officer shall assist Security Screeners at peak periods:
 - a. ensure all smoking materials are extinguished, per signage;
 - b. ensure no food or beverage is brought into the courthouse, per signage;
 - c. monitor those entering for signs of intoxication;
 - d. monitor those entering for concealed weapons or other potentially hazardous materials, per signage;
 - e. ensure that the tone of voice and demeanor of those entering is not loud or boisterous;
 - f. monitor those entering to identify persons who may need assistance, either informational or physical; and
 - g. advise the judge of the existence of any fact which may interfere with the proper functioning of court including the identification of persons who may be intoxicated or unruly.
 - h. Assume x-ray or walk-thru metal detector coverage as needed.
6. The Court Security Officer shall advise the judge of any problems, or other unusual situations, which have occurred within or immediately outside of the courtroom prior to the opening of the court session.

B. Procedures While Court Is In Session:

1. During the time court is in session, the Court Security Officer shall continuously patrol between the courtrooms, sentence enforcement, and public service lobby to observe the actions of those in the courthouse. When in the courtroom, the Court Security Officer shall position himself so the judge can catch his/her eye if need be.
2. If a school group or a group from another organization enters the courtroom to observe, the Court Security Officer shall assist in seating them and then advise the judge of the name of the group and its responsible parties.
3. If any disruption occurs within the courtroom, the Court Security Officer shall take immediate action to control the situation.

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The Court Security Officer shall utilize the Panic Alarm System or 911 to secure the presence of additional personnel when necessary.

C. Prisoners In Court:

1. The Court Security Officer shall assist the Scottsdale Police Department Warrant Detail in the handling of prisoners brought to the courtroom, if so requested by the Police Department.
2. While the prisoners are in the courtroom for whatever reason, the Court Security Officer shall ensure adequate space is kept between the prisoner and courtroom spectators. The Court Security Officer shall determine with the judge, if necessary, a specific area for prisoner seating, and allow no other persons to sit in that area.
 - a. The Court Security Officer shall detain and take charge of any person, not previously in custody, who is sentenced to confinement by the judge and see that they are properly transferred to the custody of the Police Department.

D. Procedures For Closing Court:

1. The Court Security Officer shall lock the judicial offices/courtroom side of the courthouse when all court sessions are concluded and all defendants, lawyers, and citizens are gone. This may happen any time after approximately 3:00 P.M.
2. The Court Security Officer shall lock the administrative side of the courthouse each day at 5:00 P.M. On Thursday evenings, the front doors will be unlocked at 6:00 P.M. and re-locked at the conclusion of juvenile and parking hearings.
3. The Court Security Officer shall inspect all areas of the courthouse (same as Section A, Procedures Prior To Opening Court) after ensuring all outside doors have been secured.
4. The Court Security Officer shall be relieved of his/her duties when all court closing procedures have been completed.
5. The digital pager and police radios will be left on the Administrative Secretary's desk each evening prior to leaving. Police Radios are to be left in the "ON" position to ensure a complete battery drain for recharging the following day.

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III. UNIFORMS AND WEAPONS

The Court Security Officers shall wear the approved uniform at all times while on duty.

In addition to the approved uniform, the Court Security Officer shall be responsible for providing and wearing all associated police leather goods/weapons as issued while a police officer.

IV. TRAINING

All Court Security Officers are to complete the annually mandated Supreme Court COJET training. All courses must be pre-approved by the Scottsdale City Court Training Coordinator. In addition, all Court Security Officers will complete a semi-annual ALEOAC firearms qualifications program with passing scores, at court expense.

V. WEAPONS SCREENING POST PROCEDURES

The purpose of these procedures is to provide for the orderly operation of the Scottsdale Justice Center Security Post screening area and assist you in the performance of your duties. Security Technicians report directly to the Court Security Officer of the day. Your purpose is to prevent or deter the carriage of weapons and dangerous materials into the courthouse. These procedures are to be followed unless otherwise directed by order of Scottsdale Police, City Court Security Officer, or upper level Court management. Security screeners perform the following functions: screening all property intended to be carried into the courthouse by using weapon detection procedures or facilities as described herein; preventing or deterring the carriage of any explosive, incendiary device or other deadly or dangerous weapons into a sterile area; assuring that only persons authorized are permitted to have access to their firearms in a sterile area; and assuring that the screening of all persons affords for uniform, courteous efficient treatment to the maximum extent practicable. Please remember that the job you do is a vital part of the operation of the Scottsdale Justice Center.

A. Dress Code:

1. Security screener assigned to the screening post will wear only the uniforms approved by the Court. Clothes must be clean and pressed with shoes shined. A complete uniform must be worn at all times while on post.
2. Female Security screeners with shoulder-length or longer hair must keep it pinned or tied back so it cannot become entangled in the x-ray machine conveyor belt.
3. Male Security screeners must keep their hair neatly combed and trimmed above collar length.

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3. a. All Technicians will be clean shaven every day; neatly trimmed beards or mustaches are permitted.
4. No exposed tattoos.
5. No dangling earrings for women; no earrings for men. No exposed body piercing.
6. Anyone not in compliance with the dress code will be sent home without pay to correct the problem with his/her uniform or personal appearance.
7. Chronic offenders are subject to replacement.

B. General Post Orders:

1. All security screeners must read and become familiar with the post orders.
2. All questions should be directed to the Court Security Officers.
3. Learn and become familiar with all screening equipment and radios.
4. Know what is expected of you in emergency situations.
5. NEVER, under any circumstances, hold or store any item(s), including weapons, for anyone.
6. NEVER accept lost and found items from anyone. Notify the Court Security Officer or direct them to the Administrative Offices of City Court. Once you accept an item from someone, you become responsible for it. If the item involves money or something of value, you could be accused of theft.
7. Do not allow the public to bring food or drink into the Court. They must dispose of the items before entering the building. Exceptions: bottles for babies; Jurors may bring in food and drink. Court employees must use employee entrance on west side of facility to bring in food or drink.
8. Report any suspicious packages or articles left unattended to the Court Security Officer. Do not touch, move or open.

C. Conduct While On Post:

1. Security screeners will conduct themselves in a professional manner at all times.
2. Profanity, gum-chewing, or general horsing around will not be tolerated.

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3. Do not lean against walls or slouch in chairs.
4. Keep feet off conveyor belts and tables.
5. No sitting on tables or counters.
6. Security screener will be courteous at all times.
7. Do not become angry; remain calm.
8. Contact the Court Security Officer before a situation gets out of control.
9. Be as helpful as possible when asked for information without compromising your security post. If necessary, ask the person to please wait a minute if you are in the process of screening.
10. Do not make derogatory remarks against any Court or the City of Scottsdale, employee, court user, etc.
11. Do not discuss political or religious issues or involve yourself in any debate while at work.
12. Do not visit or socialize in restricted court areas/work areas while on break. You may use the employee break room and patio.
13. Discreetly report to the Court Security Officer anyone loitering or looking suspicious around your post.

D. Position/Duty Assignments:

1. Position #1 - Walk-Through Metal Detector

The walk-through metal detector is located adjacent to the x-ray machine. The Security Technician is positioned in the sterile area by the walk-through metal detector, facing the entrance, greeting incoming customers. Never inform customer or employees of ways to avoid detection.

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Duties of this Position:

- a. Maintain integrity of the entry lanes by ensuring that unauthorized persons do not gain access to the sterile area.
 - b. Monitor and observe the passage of customers through the metal detector.
 - c. Encourage court users to place all carried items in x-ray.
 - d. Physically check all items divested or carried in hand, including items of clothing, electronic equipment, (i.e. pagers, pocket calculators, radios, telephones).
 - e. Continuously monitor for any items that does not result in alarm. If you identify materials that do not activate the alarm, verify alarm settings with test equipment.
 - f. Serve as an information resource for court users to facilitate the orderly operation of the checkpoint.
 - g. Verify credentials -- ID by-pass.
 - h. Perform secondary wandling.
 - i. Watch exit doors to ensure entry to the sterile is not allowed.
2. Position #2 - X-ray Screener / Bag Inspection

X-ray machines are located on the interior left side of the screening checkpoint area. The screener is positioned behind the screen of the x-ray machine.

Duties of this Position:

- a. Conduct x-ray examination of all hand carried items presented to the sterile area looking for explosives, incendiaries, weapons, prohibited items, and violations of City policies.
- b. Conduct consent, physical inspections of baggage.
- c. If a bag is to be checked, stop x-ray operation and do the check.

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E. Walk-Through Metal Detector:

1. This unit sets up a magnetic field that detects metal mass carried by the court user. Its function is to eliminate a possible prohibited item being concealed on the person. This device has an audible alarm and alarm lights that change from green to red depending on the amount of metal the person is carrying. The alarm will activate and the lights will turn red when the person walking through the walk-through metal detector is carrying more metal than the minimum amount the machine is set to detect.
2. If the alarm activates as someone is walking through the walk-through metal detector, ask them to step back through, empty all objects (keys, coins, nail clippers, card cases, calculators, money clips, pocket knives, etc.) from their pockets, remove their belt, and walk through again. If the alarm activates a second time, have the person step aside for hand screening. Do not have the person continuously walking through as this could cause frustration and unnecessary delays.
3. Only one person at a time may enter the walk-through metal detector. If two individuals are in the machine at the same time, it will pick up the metal from both people and cause the alarm to sound. In that case, both people will have to walk through again as there is no way to distinguish who may have activated the alarm.
4. Do not ask people to remove barrettes, shoes, jewelry, or watches. If they voluntarily remove these items, allow them to do so, however, never ask them to remove the items. When it is obvious they have no other metal on their person except the articles listed above, send them directly to the hand scanner, do not make them walk through again.
5. Belts with large buckles and metal belts should be removed before entering the metal detector. Persons who fail the metal detector the first time after having removed all metal items from their pockets will be asked to remove their belts. After a second failure send the person to hand scanning.

People refusing to remove their belts will only be sent to hand scanning if they agree to open the belt for inspection and hand scanning. If the person still refuses, contact the Court Security Officer.
6. A person walking through the metal detector with hands in their pockets must be asked to walk through again with his or her hands out of pockets. A weapon held in a clenched hand inside a pocket can be masked from the metal detector. If possible, ask the person to take his or her hands out of pockets before walking through the machine.

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7. Always check for weapons and potential weapons whenever anyone places items in the tray. All knives, of any type or blade length, must be removed from the building.
8. All books, magazines, newspapers, file folders, coats, jackets, or any other article that is carried must be sent through the x-ray machine.
9. Ask that all radios, beepers, and mobile telephones be activated so that you can be certain they are working models. Any device that cannot be activated must be sent through the x-ray machine. Weapons can be concealed in the empty shell of these devices.
10. On occasion, when hand wand an individual, you may be required to touch the person to determine why the hand wand is activating. For example, placing your hand on the ankle of a boot, small part of the back, arms, and sides of lower body. You must always ask permission. Male employees should be extremely sensitive when dealing with a female and vice versa. You may need to request assistance from someone of the same gender as the person being scanned.
11. Stop all strollers and infant carriers before the person pushing or holding them walk through the metal detector. The children must be removed from the stroller or carrier and be carried through the walk-through metal detector by the parent or walk through on their own if they are old enough. Strollers and carriers must be physically inspected.
12. People in wheelchairs, with walkers, metal braces, canes, or crutches should be brought around the metal detector and sent directly to the hand scanner. Never ask them to walk without the device. These individuals will be scanned by hand or patted down by hand. Ask the wheelchair individual to raise him or herself up from the chair (leaning from one side to the other) to look underneath; weapons have been concealed in this manner.
13. Always speak up and give clear and precise instructions to the person walking through the walk-through metal detector. If the person knows exactly what needs to be done, it will be easier for everyone. Confusion often leads to hostility. Remain in control of the situation and yourself, be firm and assertive, but never become aggressive or confrontational.

F. Hand-Held Metal Detector:

1. This is a small hand-held unit that is used to determine the specific location of the metal mass or to hand-screen a person who does not wish to or cannot go through the walk-through metal detector.

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2. The hand-held detector is to be turned on when needed. It will beep when turned on. Do a quick test across a metal item (e.g. a watch) to be sure; it will beep.
3. The Security Technician will hold the detector approximately one (1) inch from the person's body and start a systematic search of the person's entire body, including the head.
 - a. If the metal mass is found, the detector will sound. Ask the person to identify and divest him/herself of the item at the detected location.
 - b. All alarms must be accounted for by items being divested or a consent frisk of the identified area.
 - c. Screen the rest of the person's body for other possible items.
 - d. Once all alarms are accounted for, return the person's belongings and allow the person to proceed into the sterile area.
 - e. Note: Replacement batteries will be kept at the screening checkpoint for the hand-held metal detector.

G. X-Ray Machine:

1. **ALWAYS BE ALERT!** Keep your eyes on the x-ray monitor at all times while operating the machine.
2. Never talk to anyone while operating the x-ray machine except to call for a bag check.
3. When asked for information refer them to the graphics board inside the main entrance.
4. Always stop the conveyor belt when there is nothing on it. If the conveyor belt is stopped nothing will slip through if you are not looking at the monitor.
5. Keep your finger on the stop button whenever the conveyor belt is moving. Be ready for a "CODE RED" at all times.

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6. If a "CODE RED" item is seen, stop the conveyor belt. Never let it run through the machine where the owner can take it. Immediately notify your co-worker and the Court Security Officer that a "CODE RED" is in effect and the Court Security Officer will notify Police that you have a weapon in the x-ray machine. Never take the owner's word that it is a toy gun or that it is a cigarette lighter.
 7. When an unidentifiable item is discovered, stop the conveyor belt. Take control of the item and gain consent of the owner for a physical inspection of the item.
 8. The bag owner must be with you to open the bag.
 9. Make sure that items passing through the x-ray machine do not become caught at the end of the conveyor belt or fall off the chute. This is the responsibility of the x-ray operator when the walk-through metal detector technician is occupied.
 10. Always inform the walk-through metal detector technician when loose keys or clothing are coming through the machine so these items will not be caught in the conveyor belt.
 11. All restricted items, other than "CODE RED" items, found by x-ray screening must be taken back to the owner's vehicle and then recorded on the weapons log. If the court user has no vehicle, he or she must call 391-5000 and make arrangements with the Police Department [per A.R.S. §13-3102(10)].
 12. All items left at the screening post must be turned over to the Court Security Officer even if the person says they do not want the item and that you may keep it. They often change their minds when they are finished with their business.
 13. Never open a purse, bag, or briefcase that is left at the screening station. Immediately inform the Court Security Officer and he or she will handle it.
- H. X-Ray Machine Procedures - How to screen the following items:
1. Purses:

Lay purse flat on its side and ensure items inside will not fall out. If necessary, wrap the purse strap around the purse so it does not get caught in the conveyor belt.

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2. Large Wallets:

Place wallets not carried in a person's pocket flat on the conveyor belt.

3. Briefcases:

Lay flat on belt making sure case is securely fastened.

4. Bags/Backpacks:

Place article on belt in such a way that contents do not spill out.

5. Books:

Place on conveyor belt and send through the x-ray machine.

6. Boxes/Wrapped Packages:

If small enough, send through the x-ray machine. If not, hand check it or have the Court Security Officer call the department the boxes are being delivered to and have someone come down and take responsibility for them. If there is an unidentifiable object, the box must be inspected or returned to the owner's vehicle.

7. Stacks of Paper:

If someone is carrying one or two papers that obviously could not conceal a weapon, allow them to carry the papers through the metal detector. If there are large stacks, or any doubt, send the papers through the x-ray or hand search them. The same procedure applies to manila folders.

I. Dosimeters:

The dosimeter is a small rectangular clip-on device that is to be worn in a highly visible manner. The dosimeter is worn to ensure that the Security Technician has not been exposed to an unacceptable amount of radiation. Each unit contains a radiation sensitive film. The dosimeter is to be picked up at the beginning of the shift, and turned in at the end of the shift - it is **not** to be taken home. The technician is to wear **only** the dosimeter that has been assigned to him/her with his/her name on it.

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J. Bag Checking:

**ALL PARCEL CHECKING REQUIRES OWNER CONSENT OR THE ITEM(S)
MUST BE RETURNED TO THEIR VEHICLE!**

1. Politely inform the person that his or her bag will need to be opened for a physical inspection.
2. Ask if there are any needles or sharp objects inside the bag by which you could be stuck. You may want to wear a glove while checking a bag.
3. Never open anything yourself, always have the owner open the article. Try not to put your hands into a bag any more than necessary. Ask the owner to remove items obstructing your view.
4. Always do a complete check of the bag. Never ask to see only one item (scissors, knife, etc.) in the bag, always check the entire bag. Check all pockets and compartments. Make sure all smaller bags (make-up cases, coin purses, cigarette cases, etc.) inside the larger bag are opened for your inspection.
5. When a restricted item is found, politely inform the person that the article cannot be brought into the building and that he or she must take it to his or her vehicle. If there is no vehicle, he or she may call 391-5000, Scottsdale Police Department, to make arrangements [per A.R.S. §13-3102(10)]. If the aforementioned person is accompanied by a person who is capable of taking the item to the vehicle then it should be removed from the building.
6. When you find drug paraphernalia, including syringes, ask the person to remove it from the building. Exception: Diabetics.
7. Never open anything left at the post; doing so could result in an accusation of theft. Call the Court Security Officer and the article will be dealt with.
8. Always remain calm, courteous, and polite, even when provoked.
9. Always remember to thank the person for his or her time and cooperation.
10. Umbrellas. Umbrellas should be slightly opened to ensure they do not contain weapons. Likewise, slightly turn the handles to see if they are rigid. If not, the handle itself could be a knife.

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K. Screening Station Potential Weapons List - Restricted Items:

Alarms (audio)	Flammable Liquids
Alcohol	Martial Arts Devices
Baseball Bats	Meat Cleavers
Batons	Metal Club
Bicycle Chains	Motorcycle Chains
Black Jacks	Nail Files
Bolts	Ninja Pins
Box cutters	Pen Guns
Brass Knuckles	Plastic Knuckles
Bullets	Pliers
Bullet Clips	Railroad Spikes
Butterfly Knives	Razors
Chains	Razor Blades
Clubs	Safety Pin (large)
CO2 Canisters	Scissors
Corkscrews	Screwdriver
Contraband	Spikes
Crochet Hooks	Stakes
Darts/Daggers	Sterno
Drug Paraphernalia	Straight Razors
Forks	Stun Guns
Gunlighters	Swiss Army Knives
Hammers	Swords
Handcuffs	Syringes
Horseshoes	Tear Gas
Knives	Thermo Point
Letter Openers	Throwing Stars
Mace	Tools/Wrenches
Knitting Needles	Toy Guns/Weapons
Lock Picks	Facsimiles of weapons

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There are many miscellaneous items that could be used as a potential weapon. Use your best judgment to determine if an item is to be allowed in the building. If you are in doubt, call the Court Security Officer. It is better to disallow something if you are not sure than to let it go by and discover it was or could have been used as a weapon.

Religious Articles. Certain religious articles may be considered sacred, and opening them may result in desecration. If there is no indication of tampering, no further screening is required.

L. When To Call A Police Officer:

1. "CODE RED": Anytime a firearm is seen on the x-ray monitor or discovered during a hand search.
2. When suspected controlled substances or drug paraphernalia are found in a bag or in the trays at the metal detector and the person refuses to remove it to their vehicle.
3. When someone is exhibiting inappropriate behavior at the screening station and the situation cannot be controlled by Security Screener or Court Security Officer.
4. When someone makes threats of physical harm toward you, your co-workers, the judges, staff, or any other person in the building or facility.
5. If someone barges through the screening station without being cleared and does not stop when directed to do so. Immediately activate the courtroom doors lock down switch and notify the Court Security Officer.
6. Whenever there is a loud argument, scuffle, or fight in the lobby or area near you that may result in physical injury to someone or may be disruptive to the smooth flow of traffic through the screening post.

M. "Code Red" -- Definition and Procedure:

1. "CODE RED" pertains only to firearms and explosives and is in effect the minute the x-ray operator detects the item on the monitor, or when a weapon is discovered during a hand search.

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2. If hand detected, the screener will notify the Court Security Officer in person, if near by, or by police radio. This notification must be in a non-alarming manner. The Court Security Officer will contact the police. The bag will be held until police arrive and take charge of the scene. DO NOT return the bag even if suspect leaves or says they will leave.
3. The x-ray operator will stop the machine as quickly as possible to assure that the weapon remains inside the x-ray machine.
4. The x-ray operator will notify his/her co-workers and the Court Security Officer of the "CODE RED" and then remain at his station to make sure no one can reach the controls and bring the weapon out of the machine.
5. The Court Security Officer will notify the Police Department that we have a "CODE RED".
6. DO NOT, for any reason, run the weapon out of the machine until you have been instructed to do so by the Police or the Court Security Officer. Under no circumstances is the owner allowed to touch the weapon or the bag in which it is contained.
7. Never accept the owner's word that it is just a toy or cigarette lighter.
8. Ascertain to whom the bag belongs and have that person step to the side and wait for the police. While waiting, ask the subject's name, address, and destination in the building.
9. An incident report must be written for a "CODE RED".
10. As soon as the x-ray operator calls "CODE RED" the other Security Technician(s) at the screening station will inform any person waiting to be screened that their possessions will be hand searched.
11. Establish an efficient pattern with which to search items as quickly and thoroughly as possible.
12. Continue hand searching all bags, purses, briefcases, etc., until the machine has been cleared.
13. When the x-ray machine has been cleared, return to the normal screening station routine as quickly as possible.

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N. Speaking Assertively:

1. Be self-confident while on post. Remember you are in control of the situation but do not become aggressive and confrontational.
2. Speak up when giving directions for coming through the post. If you give clear and precise instructions, it will be less intimidating for the person entering the screening station and you will encounter less hostility arising from confusion.
3. Always try to project a positive, upbeat attitude. A smile and friendly word will go a long way toward making the post run smoothly and alleviating tension some people may feel about going through the screening process.
4. Always remain calm.

O. Traffic Control:

1. The Security Screeners at each screening station are responsible for keeping an orderly flow of traffic going through the post.
2. Do not allow more than one person at a time to enter the walk-through metal detector.
3. Do not allow anyone to enter through the exit doors.
4. Do not allow anyone to bypass the screening process without proper identification.

P. ID Bypass:

1. Only identification cards on the established eligibility list may bypass security. See Security Bypass Authorization.
2. **CHECK EVERY ID CARD EVERY TIME!** It does not matter how often you see the person, you must check his or her ID every time he or she wishes to bypass the security area.
3. Stop each person, ask to see the badge, compare the badge to the person presenting it. Verify the agency for which the person works against the eligibility list. You may need to hold the badge in order to focus properly. To do so, ask the person to remove the badge to eliminate body contact.

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4. If someone tries to bypass with an ID that is unfamiliar to you, have the person wait while you check the eligibility list. If the person's agency, department, or company is not on the list, then the person must walk through the screening process. Contact the Court Security Officer if there is a problem.
5. Scottsdale Police Officers in full uniform may bypass security screening without presenting an ID. All plain clothes Scottsdale Police Officers may bypass security screening by presenting their commission card or department picture ID badge.

All uniformed or plainclothes (undercover) police officers and Sheriff's deputies from cities and counties within the State of Arizona may bypass security with their badge and commission cards. If they do not have their commission cards with them they may not bypass, displaying the badge alone is not acceptable. At this point, the officer will have two (2) options: 1) retrieve the commission card; 2) leave the building to remove all of the restricted equipment, including his or her weapon, and take it to his or her car.

6. All plain clothes (undercover) police officers carrying a weapon must visibly display his or her at all times while in the building. **EXCEPTION:** Undercover Scottsdale Police Officers may bypass security screening by presenting department ID badge or commission card. They may carry a weapon without displaying their badge when in the building.
7. Civilian employees of police departments may not bypass security. If they are not a commissioned officer, they must go through the screening process. **EXCEPTION:** See Bypass list.
8. **All law enforcement personnel entering the Court on personal business must pass through the security equipment. They will not be allowed to bring a firearm or any other restricted item into the building.**

Identifying law enforcement personnel out of uniform can be difficult. Superior Court Orders dealing with personal business and uniforms have been distributed to all law enforcement officers.

9. Retired police officers and Sheriff's deputies may not bypass security.
10. Police officers, Sheriff's deputies or law enforcement officers from states other than Arizona may not bypass security at any time.

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11. Anyone caught allowing an unacceptable or expired ID to bypass, unless instructed to do so in special circumstances, is subject to removal from service.
12. **Persons In The Custody Of Armed/Unarmed Law Enforcement Officers.** Persons in the custody of armed law enforcement personnel are exempt from routine screening if the law enforcement officer presents appropriate identification. Accommodations have been provided for custodial persons to enter this facility through the sally-port. If possible, refer law enforcement officers to the sally-port entrance.

Q. Report Of Lost Property During Screening Process:

1. Remain at your post; do not allow yourself to be distracted. The report could be an attempt to divert your attention away from the screening process.
2. Call for the Court Security Officer. Stop the x-ray screening process momentarily to restrict the number of people near the x-ray machine.
3. Inform the victim that assistance is on the way. Make sure the machine and your work area have been visually searched, then ask the victim to stand aside in order to reopen the check point.
4. In all cases, Security Screeners will conduct themselves in a professional manner being especially courteous to the victim. Do not volunteer to make any statements as to who or what was responsible for the reported loss.
5. Complete an incident report.
6. Cooperate fully with Police Department personnel.

R. Exhibits:

1. Exhibits brought into the building by a private attorney or a participant in a case must be properly screened.
2. Some exhibits may be too large for the x-ray machine and will need to be carefully hand checked. Never force exhibits through the x-ray machine.
3. If an exhibit is too large for the x-ray machine and cannot be adequately hand checked, then the Court Security Officer must be called to take possession of

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the exhibit. The Court Security Officer will then call the appropriate courtroom to verify that the exhibit is expected.

4. Any exhibit that consists of or contains an item that would normally be restricted must be detained at the screening station until the Court Security Officer arrives.
5. The Court Security Officer will take possession of the restricted item and personally escort it to the courtroom bailiff/clerk.

S. Deliveries:

1. All deliveries and delivery personnel must go through screening. If articles are too big to fit through the x-ray machine, inquire as to the contents, check the contents if the packages are not sealed, and then check the paperwork. If the packages are sealed, contact the department/court which is receiving the delivery for verification.
2. All U.S. Mail Carriers must pass through the security screening and their mail put through the x-ray machine, wanded or hand searched.

T. Emergency Situations:

1. All emergency response teams should park on 75th Street and enter through the main lobby entrance.
2. In the event of a medical emergency at the main entrance, every attempt must be made to ensure that the emergency response team has fast, unobstructed access to its destination. If people are in line to be screened, have them move out of the way of the response team.
3. The Court Security Officer should escort the emergency team to its destination and complete an incident report.
4. In the event there is a fire, bomb threat, or other situation requiring the evacuation of the building, clear the screening station as quickly as possible; turn off and secure all equipment.
5. Assist in the orderly evacuation of the building (see posted evacuation plan).

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6. Do not allow anyone except police, fire, or medical personnel responding to the call to enter the building.
7. Once the evacuation is complete, exit the building to maintain crowd control.
8. When the "all clear" has been given, re-enter the building, reactivate and test all equipment before anyone else is allowed to re-enter.
9. Allow Court staff approximately five (5) minutes to enter the building and return to their work stations prior to admitting anyone else.
10. Any employee who has left the building without his or her identification badge may not bypass security and must re-enter through the screening station.

U. Emergency Procedure For Evacuation:

1. X-ray Technician:

Turn x-ray off and remove key. Take key and radio with you. Position yourself at the east exit door so no one enters the building.

2. Walk-through metal detector Technician:

Take the hand scanner with you and assist people out of the building via the east exit lobby doors. Position yourself at these doors.

3. Court Security Officer:

Oversee the orderly evacuation of the entire Court facility. Verify that the building is empty.

V. Power Failure:

1. Remain calm. The emergency lighting system will provide low-level lighting.
2. Immediately turn off x-ray and walk-through metal detector and secure the equipment to protect them from damage from the power surge/spike.
3. Stop the screening process and **DO NOT** allow anyone except emergency personnel to enter until instructed to do so by the Court Security Officer or upper level management.

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4. Remain at your workstation unless instructed otherwise by the Court Security Officer to leave.
5. Contact the Court Security Officer by radio or phone to give a status report.
6. Be alert for fire or smoke, and if detected, follow fire evacuation procedures after calling 911. (See Section B, Annex A)

W. Additional Instructions:

1. Unless otherwise instructed, remain at the security post at all times until properly relieved.
2. Break times may vary based on court user volume and post coverage.
3. Submit all assigned reports and time slips to the Court Security Officer.
4. Report all complaints/concerns to the Court Security Officer.
5. Court Security Officers will respond to all disturbances. Court staff will call for assistance if involved in any disturbance.
6. No eating in public; however, beverages are allowed. Breaks may be taken in the break room located at the west end of the main lobby and adjoining patio.
7. Personnel wishing to smoke must do so outside on the employee patio (not in public view) and only on break.

X. Work Schedule Times:

- 0745 Report to work station; turn on and test equipment.
- 0800 Court opens to public. Court Security Officer will unlock entry/exit doors. Begin and continue security screening process throughout the day.
- 1700 Turn off all equipment, secure hand wand, test equipment, radios, and all small equipment. You will be relieved by the Court Security Officer. **EXCEPTION:** Thursday nights court is closed from 1700 to 1800 hours; leave equipment operational for re-opening.

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- 1800 **THURSDAY NIGHT ONLY** Court opens to public. Court Security Officer will unlock entry/exit doors. Begin and continue security screening process throughout the open evening hours.

- 2000 Turn off all equipment, secure hand wand, test equipment, radios, and all small equipment. You will be relieved by the Court Security Officer.

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SECTION D - BIBLIOGRAPHY

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