

**Texas Office of Court Administration  
Court Security Division**



**COURT SECURITY PLAN TEMPLATE**

**SECTION I - Facility Information (Add Each Facility)**

**Building Name**

County Administration Building

**Description of Facility**

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

Is this building a shared facility?

Describe the other building occupants (e.g. D.A., county offices, sheriff, etc.) and the percentage of occupancy for each group/agency (e.g. court 75 percent, county offices 15 percent, D.A. 10 percent).

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

Describe how many courtrooms are supported in the facility and their typical use (e.g. family, criminal, civil, etc.).

Which floors contain judicial facilities (e.g. courtrooms, offices, chambers, etc.)?

Building construction date:

Is the building a historically registered landmark?

## **Executive Team**

List the court wide executive team as well as the executive team established for each court facility.

## **SECTION II - Policies, Procedures, Plans, and Committees**

### **Building Name (if policies differ for multiple buildings)**

County Administration Building

### **Court Security Committee**

Is a court security committee in place?

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

*Texas Senate Bill 42 requires each superior court to establish a standing court security committee and if appropriate, subcommittees.*

Has the court and the security provider signed a security services MOU for the current fiscal year or multi-year plan over several fiscal years?

What date was the MOU signed/put into effect, and for what length of time?

*\*\*\* It is suggested that the MOU between the court and security provider for court security services be attached for reference purposes.*

### **Incident Command System**

Is an Incident Command System currently in place?

Please describe your Incident Command System structure:

## **Evacuation Planning**

Describe the evacuation plans for judicial staff, employees, in custody defendants, and visitors from public areas, staff areas and courtrooms. Separate the responsibilities and actions for court employees and the court security provider. If these areas are addressed in existing emergency plans, refer to documentation by manual name, title, and page number.

When was the last evacuation drill conducted at this facility?

Are drills conducted:

Annually	<input type="checkbox"/>
Semi-Annually	<input type="checkbox"/>
Other	<input type="checkbox"/>

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

List contact names and telephone numbers for after-hours emergencies:

Describe the specific plans and procedures employed during public demonstrations to ensure the safety and security of staff, visitors, and the facility and to ensure unobstructed access to the courts. Court may refer to existing written plans or policies by manual name, page number, and location.

## **Public Access to Court Proceedings**

Describe policies and procedures for ensuring that security services are provided in a manner that protects the legal rights of criminal defendants to a public trial and the legal rights of public access to court proceedings.

Describe the training provided to ensure compliance with policies addressing public access to court proceedings.

Describe efforts at communicating with local bar groups, the media, and other stakeholders, regarding the formulation and implementation of court security policy and procedures.

Is special access to courtrooms granted to any group of or individual spectators prior to allowing the general public to enter?

To who is special access granted, and under what circumstances?

### **Computer and Data Security**

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

How frequently are passwords changed for users?

Is data backed up off site?

Is data stored off site?

### **Workplace Violence Prevention**

Has workplace violence prevention training been conducted?

Describe who receives this training, (i.e. court staff, executive team, court security staff, etc.) if applicable, and the frequency of any such training? Who provided / conducted the training?

Is any such training scheduled?

### **Jury Trial Procedures** (*Law Enforcement*)

Describe jury control procedures, including care of the jury during trial, transportation, deliberations, etc.

Are there any special security provisions for jurors during high-profile / high-risk trials?

Explain special provisions:

### **High-Profile and High-Risk Trials** (*Law Enforcement*)

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

Describe any special accommodations made for witnesses. Identify specific courtrooms that may be specially equipped or suitable for high-security, multi-defendant or high media or public interest trials.

### **Incident Reporting and Recording** (*Law Enforcement*)

Describe the system for reporting security breaches and incidents.

Identify who receives these reports, such as court administration, judges, and the Administrative Office of the Courts.

Describe whether the reporting system is standardized and the procedures for maintaining confidentiality of these reports and distribution lists.

### **Hostage, Escape, Lockdown, and Active Shooter Procedures** (*Law Enforcement*)

Are specific procedures provided to all court staff regarding hostage situations, escapes or escape attempts, active shooter situations, and lockdowns?

Describe the specific procedures:

Describe if procedures are consistent with local agencies managing hostage negotiations and how often those procedures are drilled and tested with those agencies.

Does the capability exist to secure a courtroom from the outside?

Does the capability exist to secure a courtroom from the inside?

### **Firearms Policies and Procedures** (*Law Enforcement*)

Does a courthouse firearms policy exist?

Has the policy been approved / signed by:

Presiding Judge	
Court Administrator	
Court Security Provider	

Briefly describe the courthouse policies on carrying firearms inside the facility by anyone, including but not limited to the public, judicial staff, and on- and off-duty law enforcement.

Describe the policies for security staff carrying weapons in holding cell areas, while escorting inmates, and while performing bailiff duties inside courtrooms, or refer to existing policy by name, manual, page number, and location.

Describe the policies for the availability and use of less-lethal weapons. (Reference existing policy documentation by manual, page number, etc.)

### **SECTION III - Perimeter Security**

#### **Building Name**

County Administration Building

#### **Facility Landscaping**

Do landscape features provide places of concealment for individuals, explosive devices or other contraband?

Are there items such as bricks, stones or wooden fence pickets available that could be used as weapons, missiles, or tools?

Best practices suggest landscaping be at least 3' from the building line, bushes and hedges not more than 4' high, and trees trimmed 6' up from the ground. Does existing landscaping conform to these guidelines?

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

## **Parking Plan**

What kind of parking is available at this location?

Reserved-staff	
Reserved-Judicial Officers	
Reserved-Jury	
Public parking lot	
Street parking	

Is entry to and exit from parking areas controlled by:

Guard	
Automatic gate	
Other	

Is a reserved parking lot located on courthouse grounds?

Do reserved parking spaces block access to the courthouse by fire or other emergency vehicles?

Is there secure, fenced, parking for judges?

Is there reserved parking for law enforcement?

Are parking spaces reserved by:

Name	
Number	
Title	
Other	

Is there direct access for judges from parking areas to non-public elevators or restricted/secure corridors?

Are parking areas:

Fully illuminated	
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Partially illuminated	
Not illuminated	

Include identified deficiencies here, and any suggested resolutions.

### **Exterior Lighting Plan**

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

Is the entire perimeter lighted?

Do lights remain on all night?

Are lights controlled:

Automatically	
Manually	

Are lighting controls accessible to unauthorized persons?

Do any exterior or perimeter lights have an auxiliary power source?

Excluding parking areas, is the lighting of the building grounds:

Fully illuminated	
Partially illuminated	
Not illuminated	

Is the exterior of the building (particularly around entry points) sufficiently lighted to discourage unlawful entry attempts or the placement of an explosive device?

Are public areas (including parking lots and walkways) sufficiently lighted to discourage criminal activity?



If you answered NO to either of the two questions above, please describe the deficiency, exact location, and any suggested resolutions.

**Weapons Screening (Law Enforcement)**

Is any screening conducted at the facility to search for weapons or contraband?

Describe the security at each entry point and how many personnel are used at each location.

Describe the procedures used to screen all persons and items entering the facility.

Describe any special provisions for screening individuals with wheelchairs or baby carriages.

Describe the type of signage used to notify individuals of the court's screening policies and prohibited items.

Are there written weapons screening policies or administrative orders?

Are signs posted at all entrances announcing screening?

Are screening stations staffed by:

Sheriff Deputies	
Deputy Constables	
Court Attendants	
Contract Guards	
Other	

Are screening staff armed?

Are people and packages screened at all public entrances?

Is anyone allowed to use private unscreened entrances?

Who is allowed to use private unscreened entrances?

Which of the following is used for weapons screening:

Magnetometer	
X-ray	
Hand held metal detector	
Other	

Is screening equipment tested on a regular basis?

Are x-ray machines properly registered as required by law?

Are employees allowed into the building before screening stations are opened?

Are employees allowed into the building on weekends?

Is screening provided for after hours events?

## **SECTION IV - Interior Security**

### **Building Name**

County Administration Building

### **Mail Handling**

Procedures for handling mail should be detailed below, including point of receipt and x-ray or screening of deliveries from the U.S. Postal Service, UPS, FedEx, and couriers.

Describe specific procedures for identifying and responding to suspicious packages and letters.

Is mail processed in a central location?

Are all incoming packages x-rayed?

Who distributes mail within the court building?

Are staff trained in handling unusual, suspicious, or hazardous mail?

A power point presentation provided by the USPS entitled "Mail Center Security" can be found in the File Archive.

### **Identification Cards, Access Control, and Key Control**

Do written policies and procedures exist for identification cards (ID), access, and key control of facilities, including signature receipts and the issuing and reclaiming of IDs, access cards, and keys.

Describe procedures for scheduled checks of access doors and exit doors to ensure locking systems are functioning properly.

#### **Access Control**

Are interior doors equipped with electronic access controls?

Which doors?

All interior doors	
Doors leading to secure staff areas	
Other	

What type of access control? (Proximity card, card swipe, bio-metric, key fob, etc.)

If an access card is used, does it also serve as an ID badge?

If hard keys are used to gain access through locked doors, is a key control system in place?

Are all master keys and sub-masters accounted for?

Who is responsible for key management and security of keys?

#### **Interior Lighting Plan**

Document procedures for inspecting and maintaining interior lighting, including emergency lighting and exit signage. Include lighting deficiencies and planned upgrades here.

## **Administrative/Clerk's Office Security**

Describe what security measures (e.g., controlled entrances, bullet-resistant screens at public counters, panic alarms, etc.) are in place in administrative offices and the clerk's office by answering the questions below.

Is access to cashier's areas restricted to staff only?

Do cashier's windows have security features:

Separate drawers for each cashier	
Duress Alarm	
Recessed pass through tray	
Protective Barrier	
Ballistic Protection	
Non recessed pass through	
Locking cash drawers	

Is money held after hours in a safe?

Deposits are delivered to the bank by:

Unescorted staff	
Armored car service	
Staff member with security escort	
Other	

If staff delivers deposits to the bank, are the times varied to avoid establishing a pattern?

## **General Public Counters**

Do public counters (those that do not handle money) have security features:

Duress alarm	
Protective barrier (non ballistic)	
Recessed pass through tray	

Ballistic protection	
Non recessed pass through	

Describe the procedures for responding to bomb threats and under what circumstances, and by whom an evacuation may be ordered. Include specific instructions for the recipient of a bomb threat (e.g., bomb threat checklist, notifications, etc.). Include emergency telephone numbers, such as court security, 911, etc.

### **Custodial Services**

Describe the facility's custodial services, including supervision of custodial personnel, hours of operation, after-hours work, controls on trash removal, etc.

Describe the contract or human resource policy on screening and background checks of custodial personnel. Include contact information for business hours and after hours.

### **Interior and Public Waiting Areas (*Law Enforcement*)**

Are hallways and public waiting areas monitored regularly?

Monitoring conducted by:

Court Security Staff	
CCTV	
Other	

Are procedures in place to provide for the separation of juries, witnesses, and others in a public setting?

Please describe the procedures.

Who responds to incidents in public areas of the facility?

Local Police Department	
Court Security (Sheriff, Marshal, etc.)	
Patrol Deputies	

Who responds to incidents in exterior public areas of the facility, such as parking lots, perimeter walkways, etc.?

Local Police Department	
Court Security (Sheriff, Marshal, etc.)	
Patrol Deputies	

Are child-care facilities located on the premises?

Describe procedures for ensuring children leave only with an authorized person.

### **Vital Records Storage Security**

Are vital records stored:

Onsite	
Offsite	

Is storage area subject to flooding (i.e. basement level, or other flood prone area?)

Are records storage areas secured by:

Intrusion Alarm	
Electronic Access Controls	
Hard-key locks	

Do records storage areas have:

Smoke Detectors	
Fire Extinguishers	
Fire Alarms	
Fire Sprinklers	

### **Courthouse Security Communication (*Law Enforcement*)**

Describe the security information provided to court staff and judges. Identify whether this information is reinforced through security directives, rules, manuals,

handbooks, bulletins, announcements, e-mail, and newsletters. List standard publications provided to employees.

Which of the following methods of communication are used in the courthouse?

Public Address System	
Telephones	
Cellular Phones	
Radios	
Pagers	
Other	

Does the court have its own radio frequency, restricted for court use only?

Are all security personnel equipped with portable radios?

Are existing communications adequate:

For routine security use	
For emergencies	

If not, what is needed for improvement?

Are radios inter-operable with other agencies?

If so, which agencies?

Do incoming telephone calls to all court staff go through a central receptionist, automated switchboard or call center?

Are emergency procedures such as a bomb threat checklist located wherever incoming calls are received?

## SECTION V - Electronic Security Systems

### County Administration Building

#### **Intrusion Alarm System**

Does the facility have an intrusion alarm system?

Is the system tested regularly?

How often?

Where does the system terminate?

Alarm company monitoring service	
Sheriff's department	
Local law enforcement	
Other	

Does the alarm have an emergency power source?

Are duress alarms located in the following locations?

Judges bench inside courtroom	
Jury assembly counter	
Clerk's area supervisor	
Mediator's offices	
Bailiff's workstation inside courtroom	
Clerk's workstation inside courtroom	
Judge's chambers	
Public clerk's counters	
Family law office areas	
Entrance screening area	
Other	

Are duress alarms monitored by:

Court security personnel on site	
An alarm monitoring company off site	
Other	

Are duress alarms responded to:



In person	
With a phone call initially	

Who responds to a duress alarm?

Is duress alarm system:

Hard wired	
Wireless	

Is duress alarm system reliable?

If not, what is needed for improvement?

Describe procedures for testing intrusion and panic alarms, including the testing schedule.

Describe how employees are instructed to respond to such alarms.

Describe instructions or guidelines regarding the use of panic/duress alarms provided to judges and court staff.

Provide information on who conducts maintenance and repairs, including contact information. Include deficiencies and planned upgrades in the annual self-assessment/audit report. List contacts below:

Include deficiencies and planned upgrades here.

### **Closed Circuit Television System**

Does the facility have a Closed Circuit Television (CCTV) system?

How many cameras and monitors does the system contain?

Age of current CCTV system?

Are cameras located in the following locations?

Jury assembly area	
Courtrooms	
Entrance screening areas	
Parking areas	
Building exterior	
Interior public hallways	
Public clerk's counters	
Other	

Are cameras:

Black and white?	
Color?	

Does CCTV system allow for storage of images?

If so, how long are images stored before destruction?

Who monitors cameras?

Are cameras monitored:

After hours	
During normal business hours	
Randomly or as needed	

Is camera and quality of monitoring equipment adequate?

What is needed for improvement to make the camera and/or quality of monitoring equipment adequate?

SECTION VI - Courtrooms and Related Areas

County Administration Building

Does this facility have court rooms?

**Courtroom Security (Law Enforcement)**

Describe bailiff's duties, including courtroom preparation, security sweeps, and in-session courtroom duties.

Document the allocation of court security personnel based on perceived risks posed in a particular calendar or case (e.g., family, criminal, juvenile, etc.).

Describe the security of environmental controls, such as lights, heat, etc.

Identify where ballistic protection is installed, if applicable.

Describe witness, spectator, and inmate management procedures.

Describe the procedures for emergency medical response in the courtroom.

Describe the lockdown procedures for unused courtrooms and procedures for ensuring that potential assault items are removed or secured, such as flagpoles, shelving, books, furniture, etc.

Describe security procedures for fire, earthquake, bomb threats, and power failures affecting the courtrooms.

Do judges, bailiff's, clerks and other courtroom staff meet to discuss courtroom emergency procedures?

### **Courtroom Security (*Law Enforcement*)**

Do spaces above, below and adjacent to courtrooms present security concerns?

Please list here:

Are all unused doors secured?

Are there separate entrances into the courtroom for judges, in-custody defendants, and spectators?

Are windows furnished with drapes, blinds, or tinting to obscure vision from the outside?

Is the courtroom equipped with emergency lighting?

Are courtroom lighting controls secured?

Are all benches reinforced with ballistic material?  
List locations where protection is absent.

Are courtrooms routinely searched before and after court?

Who serves as bailiff in the courtroom?

Sheriff's Deputies	
Court Attendants	
Deputy Marshal	
Contract Guards	
Other	

Are bailiffs armed in the courtroom?

Are prisoners kept in restraints except in the presence of a jury?

Are there written procedures for the emergency evacuation from the courtroom of:

Prisoners	
Jurors	
Judges	
Spectators	

### **Judges Chambers** (*Law Enforcement*)

Are judges chambers routinely searched?

Is visitor access controlled by clerks or bailiffs?

Are the Judge's chambers locked when vacant?

Are judges routinely escorted to and from secure areas?

### **Jury Personnel and Jury Rooms**

Is there a separate jury assembly area?

Does the jury assembly area allow access to restricted areas?

How are jurors moved from the assembly area to the courtrooms?

### **Jury Deliberation Rooms**

Are jury deliberation rooms connected to the courtrooms or accessible through a secure corridor?

Are deliberation rooms routinely searched for contraband?

Are deliberation rooms locked when not in use?

Are deliberation rooms equipped with restrooms?

Describe any additional measures taken to ensure security of jurors, and jury rooms.

### **Witness Waiting Rooms**

Are witness waiting rooms available?

Are prosecution and defense witnesses separated?

Is public access to witness waiting rooms restricted?

### **Attorney Client Conference Rooms**

Are rooms available in the courthouse for attorney client conferences?

Please describe the conference rooms and locations.

### **Mediator's Offices/Rooms**

Are mediator's offices or rooms located in the facility?

Do mediator's offices/rooms have security features such as:

Controlled entry for individuals seeking mediation	<input type="checkbox"/>
Duress alarm	<input type="checkbox"/>

## **SECTION VII - Prisoner and Inmate Transport**

### **Building Name**

## County Administration Building

### **Prisoner and Inmate Transport** (*Law Enforcement*)

Describe inmate transportation and emergency plans and procedures in the event of an escape, attempted escape, or in-transit medical emergencies.

Describe the protocols governing the escort of prisoners to and from the courthouse, including staffing levels required to safely escort prisoners. Include juvenile transportation policies.

Do inmates brought from outside the courthouse enter through a:

Public Entrance	
Sally Port	
Private Entrance	
Tunnel	
Other	

Is the prisoner entrance out of public view?

### **Holding Cells** (*Law Enforcement*)

Does the court have:

Central/main holding cells	
Courtroom holding cells	

If neither, where are prisoners held?

Do temporary holding cells open directly into:

The courtroom	
A secure passage	

Are cells and areas used by prisoners routinely searched?

How are holding cells monitored by court security staff? (camera, audio)

Are law enforcement officers required to secure weapons in locked cabinets prior to entering holding areas?

Is there a written procedure for the emergency evacuation of inmates from temporary holding cells?

Is there a written procedure for handling inmate medical emergencies while in court or temporary holding cells?

### **Restraint of Defendants** (*Law Enforcement*)

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

## SECTION VIII - Emergency Power and Fire Life Safety

### County Administration Building

#### **Fire Detection and Equipment**

Describe procedures for inspecting fire extinguishers, hoses, pull stations, and alarms. Include who is responsible for scheduling these inspections.

List vendor and maintenance contact information.

Describe any employee fire equipment training at the facility.

Are floor plans of the building available?

Floor plans should indicate the location of firefighting equipment, alarm stations, and emergency exits. Floor plans should also identify emergency shut-off locations for gas, electricity, and water. Actual floor plans are not required for completing this plan, however the File Archive functionality is available for uploading and including these in the final Security Plan. Do existing floor plans provide this information?

Does the building have:

Fire Alarms	<input type="checkbox"/>
Sprinkler system	<input type="checkbox"/>
Smoke detectors	<input type="checkbox"/>
Fire extinguisher	<input type="checkbox"/>

Are floor plans or evacuation routes posted in the courthouse?

Are evacuation routes equipped with emergency lighting?

Are emergency exits clearly identified with illuminated signs?

### **Emergency Power Supply**

Does the facility have an emergency power supply?

If so, is the system, including fuel source, located in a secure area?

Is the system tested on a regular basis?

How often?

How long will the emergency power supply provide electricity?

### **Emergency and Auxiliary Power**

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

Provide maintenance contact information and alternate emergency power generator vendor and resource information.

## **SECTION IX - Court Security Staffing**

### **Building Name**

County Administration Building

### **Security Personnel and Staffing (*Law Enforcement*)**

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

Entry screening and perimeter security; courtroom security; holding cells; public waiting areas; judicial protection, control room(s)

Does a judicial protection unit exist?

Please list the composition, duties, and responsibilities of the judicial protection unit.



Is the route taken by judges between chambers and courtrooms secure?  
Describe non secure routes.

Describe specific methods for maintaining separation of judges from the general public as they arrive and depart from work.

Detail any access control for separate judicial entrances.

Describe procedures for handling threats against judicial officers and court staff, and who the threats are reported to.

### **Private Security Contractors**

Does the court use private security contractors at this facility?

Describe the duties of security contractors (e.g., perimeter screening, patrols, reception, etc.) and reference who administers the contract (e.g., court, sheriff, county, etc.).

Include contractor supervisory authority, training requirements, and background check requirements.

Are contract security guards armed?

Do contract security guards possess defensive weapons?

Identify types of defensive weapons used by contract security guards:

Baton or other impact weapon	
Pepper Spray, MACE or other irritant	
Taser or similar weapon	

### **Court Attendants and Employees**

Are court attendants used at this facility?

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

### **Security Personnel Training (*Law Enforcement*)**

Describe the training and frequency of training provided to court security personnel on evacuations, emergency procedures, general security awareness, and enhancements to the local security plan.

Describe any drills involving all staff and how often these drills are conducted.

Are court security personnel required to attend specialized court security training courses?

Are the courses TCOLE certified?