



Administrative Office of the Courts Security and Emergency Preparedness

Court Security Plan

Date Completed: _____

Name of Building/Facility: _____

Building/Facility Address: _____

County: _____

Contact Name: _____

Phone: _____

Email: _____

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I. **Purpose:**

Every person who attends or is present in a circuit or district court proceeding is entitled to a safe and secure environment. A Court Security Plan establishes policies and procedures to be followed by city, county, and court personnel in order to prevent and respond to court security incidents.

II. **Authority:**

Act 576 of 2007 provides that city and county governments adopt and implement security and emergency preparedness plans for their circuit and district courts. (Act 576, section 1 and Ark. Code Ann. section 16-10-1003)

III. **General Security Elements**

A. ***Mail Handling:***

B. ***ID and Access Control:***

C. ***Parking Plan:***

D. ***Interior/Exterior Lighting Plan:***

E. *Intrusion/Panic Alarm Systems:*

F. *Fire Detection/Equipment:*

G. *Emergency/Auxiliary Power:*

H. *Private Security Contractors:*

I. *Administrative/Clerk's Office Security:*

J. *Jury Personnel/Jury Room:*

K. *Public Demonstrations:*

L. *Vital Records Storage:*

M. *Evacuation Planning:*

N. *After-Hours Operations:*

O. *Custodial Services:*

P. *Computer and Data Security:*

Q. *Workplace Violence:*

IV. **Operational Security Elements**

A. *Security Personnel and Staffing:*

B. *Perimeter and Entry Screening:*

C. *Prisoner/Inmate Transport:*

D. *Holding Cells:*

E. *Interior and Public Waiting Areas:*

F. *Courtroom Security:*

G. *Jury Trial Procedures:*

H. *High Risk/High Profile Trials:*

I. *Judicial Protection:*

J. *Incident Reporting and Recording:*

K. *Security Personnel/Staff Training:*

L. *Courthouse Communication:*

M. *Bomb Threats:*

N. *Hostage/Escape/Lockdown/Active Shooter Procedures:*

O. *Firearms Policies and Procedures:*

P. *Restraint of Defendants:*