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AKRON MUNICIPAL COURT

SECURITY POLICY AND PROCEDURE PLAN

Prepared By:

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**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

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AKRON MUNICIPAL COURT SECURITY POLICY AND PROCEDURE PLAN

PREFACE

At Phase II of the CEDP program, I presented my Phase III project near its final form for review. The Director suggested that a preface 'how to' section be added to aid a court administrator reviewing the manual to begin to organize such a project. It is to that end that I submit this preface.

Courthouse security really moved to the forefront after the unfortunate tragedy of the bombing of the Federal building in Oklahoma City. Courts across the country began to focus on the security and safety needs of staff and visitors. Funding for security needs moved up the priority ladder for resource allocation and court administrators moved this issue to the top of their agendas.

In preparation for writing this security manual, I read many articles focusing on meeting security needs in today's courthouses. Good periodical sources for this information are: *Security Management*, the *NACM Court Security Guide* (June 1995), and *Court Security and the Transportation of Prisoners: A National Study* prepared by the National Sheriffs' Association (October 1997). Additionally, I read the security manuals submitted as Phase III projects from other courts across the country.

The Akron Municipal Court shares its facility with the Akron Police Department. The police department occupies floors one through six while the courts occupy floors seven through nine. As early as 1992, our police chief formed a committee from both organizations to address employee safety concerns. The first attempt at security was the implementation of a sign-in policy for after-hours visitors followed by the installation of a number of duress alarms. In 1994, the Court conducted an informal survey of other Ohio municipal courts to determine their level of security. At that time, no statutes or court rules governed court security procedures in Ohio municipal courts. In 1995, the Ohio Supreme Court circulated a draft for proposed court security standards. Some time later, these standards became unfunded guidelines.

In 1995, we formed a security committee to examine the security issues facing the court. Since we are a municipal court funded by the city through our city council, we felt it prudent to involve policy and decision-makers from all areas of the city. Our thinking on this was to gain a consensus among the various city divisions that this project was a priority and that with their 'buy-in' we would not be competing against these divisions for resources, but rather they would support our requests for funding. You will note in Standard 2 that our committee members are from the police, fire, planning, law and finance departments.

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In 1996, the mayor's office committed to funding the physical changes to the court's facility. A number of entrances had to be sealed and an ADA ramp had to be built before the purchase and installation of any security equipment could be made.

In order to insure that all aspects of security were addressed, I invited a federal marshal from the U.S. Marshals Service, Department of Justice, to conduct an on-site inspection of the facility. After the inspection was accomplished, we were able to review his written recommendations to bring the facility and our operations into compliance with the security standards outlined by the Ohio Supreme Court. The evaluation from the Marshals Service was a very effective tool in developing a consensus among the committee members of the appropriate level of security to achieve and in defining the scope of funding resources.

Our Security Policy & Procedure Plan encompasses much more than just physical changes to the Court's facility. It addresses procedures for ingress and egress from the building through the magnetometers and police protocols for handling prisoners and various emergency situations. Over a matter of months, I met with a lieutenant from the Akron Police Department to develop protocols that reflected good police procedures. I was not an expert in security issues and was concerned about developing appropriate protocols and procedures. Having that lieutenant act as a liaison with me in writing the manual was very helpful and his understanding of security issues proved invaluable in structuring the security plan.

All of the physical changes to the Court's facility and installation of security equipment outlined in the security plan have now been accomplished. The Court established a local rule regarding the necessity of all persons entering the building passing through the magnetometer. It was helpful to meet with several committees of the local bar association to educate them as to these new requirements prior to implementation. Initially, they resisted being asked to meet this requirement, but once they saw the requirement being enforced universally, they complied.

The Ohio Supreme Court adopted a rule requiring submission of an annual report which includes information on security incidents in each Court. This state-wide reporting will enable all courts to have reliable information to use in planning for a secure future for our courts. At this writing, I have statistics for the third quarter of 1998 that indicate the court had 95,362 visitors during that time period. From those visitors, our security staff confiscated the following: 551 pen knives; 703 other knives; 18 bullets/ammunition; 271 mace; and 220 other pieces of contraband. The court suffered no instances of violence.

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

AKRON MUNICIPAL COURT SECURITY RULE

The Akron Municipal Court is charged with dispensing justice, resolving disputes, and protecting the constitutional rights of those who appear before the Court.

Accordingly, appropriate levels of security should exist in the Court to protect the integrity of Court procedures, protect the rights of individuals before it, deter those who would take violent action against the Court or litigants, sustain the proper decorum and dignity of the Court, and assure that Court facilities are secure for all those who visit and work there.

Therefore, pursuant to the Rules of Superintendence for the Akron Municipal Court and Rule 18, the Court establishes as follows:

The Court has appointed a Local Security Advisory Committee comprised of individuals from a variety of backgrounds to work together to plan for the security needs of the Harold K. Stubbs Justice Center.

The Court shall implement a local Security Policy and Procedure Plan by July 1, 1998, which plan shall address the Ohio Court Security Standards adopted by the Supreme Court of Ohio.

The Local Court Security Advisory Committee shall adopt the Security Policy and Procedure Plan which establishes written directives for the purpose of ensuring security within the Court while maintaining accessibility to the community.

As part of this plan, all persons entering the Justice Center shall be subject to security screening except Police Officers certified by the Ohio Peace Officers Training Council and acting within the scope of their employment. All other persons entering the Justice Center shall be subject to search and pass through the security station and the magnetometer. Said search will include any and all hand-held objects, brief cases and purses.

All employees of the Akron Municipal Court, both the Judicial and the Clerk's Division, and all employees of the Akron Police Department and the City of Akron shall wear or carry identification badges as provided by the City of Akron at any time they are within the Justice Center.

This Rule shall become effective July 1, 1998.

AKRON MUNICIPAL COURT SECURITY POLICY AND PROCEDURE PLAN

STANDARD 1 SECURITY POLICY AND PROCEDURE MANUAL

A written Security Policy and Procedure Manual governing security of the court and its facilities shall be established by each court to ensure consistent, appropriate and adequate security procedures. The manual shall include: a physical security plan, routine security operations, a special operations plan, a hostage situation response plan, a high risk trial plan, and emergency procedures (fire, bomb, disaster).

Physical Security Plan

The only public entrance into the Justice Center will be at the High Street level. Pedestrian traffic will be directed through a revolving door and/or an ADA wheel chair accessible door.

A security station will be located inside the lobby. The station will be partially enclosed with 4-foot and 6-foot modular wall units allowing the pedestrian traffic to flow to the security station within a stacking area permitting pedestrians to wait inside the building to be screened.

The security station will be manned by uniformed Akron Police Officers. All persons entering the Justice Center will pass through the security station and the magnetometer, exclusive of Police Officers. Two hand-held magnetometers will also be available at the security station. An x-ray machine for viewing of purses and packages will be employed. Any person refusing to be screened shall be denied access to the building.

Ingress and egress to the building will be restricted. All of the revolving doors on the mezzanine level will be removed and replaced with walled-in glass panels. Only one door will remain on the mezzanine level. This door will function as emergency egress, only, and will be alarmed when activated. Emergency exit from the building will be down the stairwells on either side of the Justice Center into the lobby.

The basement/garage level of the building will have security doors installed restricting ingress and egress of vehicles through the use of key cards and PIN numbers. Additionally, both a camera and an audio system will be installed at the point of entry linking the vehicle operator with the Police Officer stationed at the Information Booth on the first floor. A manual override will be available to assist those who have forgotten their key or for officers from other jurisdictions who are picking up prisoners. Once entry is gained through the garage by authorized personnel, a key must be used to gain entry through the pedestrian door and to operate the elevator.

All of the security measures outlined above should be in operation by July 1, 1998.

Routine Security Operations Plan

Court security officers and civilian personnel routinely and on a daily basis prepare a court schedule for prisoners who are incarcerated in the detention facility. The court schedule has two components. The first list is comprised of prisoners who will have to appear in person in court. This list is faxed to the detention facility by 07:15 hours. A second list is also prepared comprised of prisoners who will be viewed on video arraignment.

A court officer is assigned to the detention facility and assists with video arraignments. The officer works in cooperation with a Summit County Sheriff's Office deputy. The deputy pulls prisoners from the jail and escorts the prisoners, both male and female, to holding areas within the video arraignment room. The court security officer, a service bailiff and the deputy work in conjunction with each other. Their duties are to escort the prisoner who is to be viewed on CCTV to the monitor and stand by until the prisoner has been arraigned and is allowed to enter a plea before the Court. Once the prisoner has been arraigned, he is returned to the holding area to await either bond or return to the jail. Monday through Friday video arraignments are being conducted with felony prisoners only. On Saturday, both felony and misdemeanor prisoners are subject to video arraignment by CCTV.

The court list which contains a list of prisoners to be transported to the Justice Center is reviewed by Summit County Sheriff's Office deputies. The deputies remove the prisoners from their cells to await transportation to court.

The Court Security Unit currently has two court wagons. The court security officers are involved in transportation of prisoners to and from the jail for court purposes. All in-custody prisoners who make an appearance before a Judge are transported via a court wagon. The court wagons are searched by court officers before a prisoner is transported and after arrival at either the detention facility or the Justice Center.

Court officers assigned to the court wagons search all prisoners before the prisoner enters the wagon and the prisoners are either handcuffed or shackled. Prisoners returning to the detention facility are searched and handcuffed or shackled prior to being transported.

Holding cells on the 7th floor of the Justice Center are searched by court security officers before prisoners enter the holding cell and after all prisoners are removed from the holding cells.

Court security officers routinely escort prisoners throughout the Justice Center to the six Judicial courtrooms on the 8th and 9th floors as well as the Traffic and Felony courtrooms on the 7th and 8th floors. Prisoners are handcuffed and may be shackled depending on the seriousness of the crime and escape risk factors. Court security officers walk behind their prisoners, never in front of their prisoners.

Court officers routinely deny all requests by prisoners to talk with family members or friends. All prisoners are informed of the visitation policy of the detention facility and are further advised of phone privileges. Prisoners are allowed to talk directly with their attorneys in a secure area with the permission of the Court Security Supervisor or senior court officer in charge.

When a prisoner makes an appearance before a Judge, the court officer remains in the courtroom until the prisoner is returned to the holding cell, released on bail or returned to the detention facility.

Prisoners who are called to the Probation Office are accompanied by a court officer. If the probation officer assumes responsibility for the prisoner, the court officer may leave the prisoner in the custody of the probation officer. If the probation officer does not assume the responsibility for the prisoner, the court officer shall remain with the prisoner until the interview with probation is completed. The court officer will then return the prisoner to the holding cell until the prisoner is returned to the detention facility or released on bond.

Court officers shall be notified by either a Judge or bailiff in a timely manner of the Judge's intention to incarcerate a person who is out on bond. A timely notification will provide the court officer an opportunity to take the prisoner into custody without incident and allow the court officer to have the proper equipment available, i.e. handcuffs and/or shackles.

All off-street arrests, when taken to court, will be searched by a court officer before that prisoner is placed into a holding cell to await an appearance before a Judge or transportation to the detention facility.

Court officers will visually inspect the holding cells, Judges' benches, trial tables, spectator viewing areas, jury seating areas and prisoner seating areas on a daily basis in Felony Court and, as needed in other courts, checking for contraband, weapons, dangerous ordnances or suspicious items.

Court officers who are assigned to operate the metal detector in the lobby of the Justice Center will visually check the metal detector to determine if it is performing as designed. The court officers will inspect the work area to ensure that property confiscated from persons entering the building has been properly tagged into evidence or returned to the owner. Officers will complete daily and weekly Metal Detector Activity Report forms. The weekly Metal Detector Activity Report form will be turned in to the Court Security Supervisor with a copy provided to the Court Administrator's Office.

Any incident which occurs within the Justice Center will be documented on both an Akron Police Department Incident Report form and an Akron Municipal Court Incident Report Fact Sheet form. The Akron Municipal Court Incident Report Fact Sheet form shall be completed by a court officer any time a duress alarm is activated, including false alarms.

The Court Security Supervisor shall be responsible for recommending bonds on an as-needed basis, keeping the safety of the public and the best interests of the Akron Police Department in mind

when doing so.

The Court Security Supervisor shall schedule court security officers for duty in the Justice Center and shall also schedule court security officers for duty in the transportation of prisoners. The Court Security Supervisor shall also schedule court security officers from the Court/Building Security Unit for the operation of the metal detector in the lobby of the Justice Center. The Court Security Supervisor shall determine training needs for court officers, supervise the court officers' daily activity, complete performance evaluations and recommend disciplinary action when needed.

The Court Security Supervisor shall investigate all 'use of force' incidents, reports of injured prisoners, persons resisting arrest and complaints filed against Court/Building Security Officers. The Court Security Supervisor shall be in charge of any high risk trial security requirements. The Court Security Supervisor shall make additional security recommendations within the Justice Center and arrange for after-hours security for court personnel on an as-needed basis.

Court security officers assigned to the Court/Building Security Unit are required to read and review the Akron Municipal Court Security Policy and Procedure Plan.

Emergency/Evacuation Plan (Fire, Bomb, Disaster)

Any employee receiving a bomb threat or information regarding fire or any other potentially dangerous circumstances is to immediately notify the Administrative Judge. The Administrative Judge will notify the Chief of Police to obtain instructions as to evacuation. If evacuation is ordered by the Chief, the following notification system will be used:

Administrative Judge notifies the five Judges, the Court Administrator and the Chief Service Bailiff. The five Judges notify their personal bailiffs and law clerks. The Chief Service Bailiff notifies all service bailiffs and support staff.

The Court Administrator notifies all individual employees who do not report directly to a supervisor, the supervisors of each department (Probation, Small Claims, Data Processing and Traffic), Referees Vassel, Stephens and Lynett, and the Clerk of Courts.

The Supervisors of each department will notify their respective staffs. The Clerk of Courts will notify his/her staff.

Floor wardens and area/exit monitors have been assigned to each floor of the Justice Center. It is the responsibility of the floor wardens to direct employees/visitors on their floor and expedite personnel from the floor in an emergency situation. They maintain a roster of handicapped personnel on their floor and make provisions for their evacuation in an emergency. They ensure the evacuation procedures/routes are known to all regular occupants of their floor. They direct the orderly flow of personnel during drills or actual emergencies along the prescribed evacuation routes. They will immediately establish a new route of evacuation if a suspicious item is discovered along

the normal route or if fire or smoke make the route inaccessible. In the event a bomb threat has been received, they direct a search of the floor for suspicious items. In the event of a total evacuation, they advise the Control Center when the floor is cleared. They attend mandatory training sessions.

Under the direction of the floor wardens, the area/exit monitors supervise and expedite the evacuation of personnel from their assigned floor. They coordinate emergency activities (evacuations, drills) in assigned areas and report problems to floor wardens. They ensure that rooms (including restrooms) are vacated and doors closed. They notify the floor warden of any locked rooms that are inaccessible and have not been searched. They search assigned areas for bombs, suspicious packages and items that do not fit in their surroundings. They immediately report any suspicious objects to the Control Center and relay the information to the floor warden. They direct the orderly flow of personnel during drills or actual emergencies along the prescribed evacuation routes in assigned parts of the building. They keep personnel moving steadily at a walking pace. They inspect the route to the next floor to ensure it is clear. They will immediately establish a new route if the regular route is not clear. They keep the doors to the stairwell open while personnel are exiting. They close the stairwell door after the floor is clear and move to the designated evacuation area.

Each employee assigned to the Justice Center has been instructed how to respond to an emergency situation for the safety of themselves and their co-workers. They know the location of the fire alarm boxes/extinguishers on their floor. They know how to reach the stairwells from their work area and other areas of the building they may frequent. They follow directions and orders given by emergency officials. They fully participate in evacuation drills.

Justice Center personnel and building occupants participate in drills geared to familiarize themselves with the actions they are expected to take in an emergency. This includes handicapped personnel, visitors and any other persons when the drill takes place. All Emergency Plan Committee Members will be notified in advance of drills or tests in order to assure that employees are positively aware that no actual emergency exists when warning signals are sounded. A drill of the evacuation plan will occur at least once annually. Drills will be conducted in a manner that will simulate an actual emergency. Using the stairwells, occupants will evacuate the building when a drill is conducted through the lobby High Street exit to a designated area. Occupants are to remain quiet and wait for further instructions.

All emergency operations will be executed from the Communications Section of the Akron Police Department and will be referred to as the Control Center. In an emergency, if the Control Center has to be evacuated, operations will be re-established in the Akron Municipal Building/Fire Dispatch (161 South High Street).

If, at the command of the ranking Police or Fire official on the scene of the emergency, it becomes necessary to totally evacuate the building, it will normally be accomplished by use of the stairwells. In the event that the assigned area is unsafe, the area/exit monitors will notify the floor warden and said area will be searched by fire fighters/bomb squad. In the event that both stairwells are blocked by heavy smoke or fire, personnel are to return to the office spaces and seal off the area

as much as possible. The floor warden and/or area/exit monitors will notify the Control Center of the situation. The Control Center will then notify the Akron Fire Department. Police and Fire officials will advise the appropriate administrators if the building will be unsafe for re-entry for any significant amount of time. At that time, each administrator will determine appropriate action to take regarding their personnel and execute their own contingency plan for operations.

The Court Security Supervisor for the Akron Police Department will utilize his court security officers and other officers as he may deem appropriate and will be responsible for the evacuation of all prisoners from the building. The Court Security Supervisor will notify the on-scene Commander as to the number of prisoners that will be evacuated and request patrol wagons to respond promptly to a designated area. Evacuation of prisoners will be conducted when there are sufficient officers present to ensure a safe evacuation. Court officers will escort prisoners to the closest and safest evacuation route. During an emergency evacuation of the building, stairways will be utilized, elevators will not be used. All prisoners will be handcuffed to each other, right arm of one prisoner to the left arm of another. This will allow for the safe movement of prisoners yet provide security during the evacuation. Once the prisoners are outside the Justice Center, leg irons will be applied to prisoners charged with felony offenses or those who are escape risks. Court officers will remain with their prisoners until they can be returned to the Justice Center or are transported to the detention facility.

An employee receiving a bomb threat should attempt to obtain the exact building location where the bomb has been or will be placed. Using the Bomb Threat Data Report, obtain as much information as possible regarding the caller and attempt to identify background noises or other clues which may indicate the caller's location or identification. All information received from the caller should be immediately relayed to the Police Communication Section (ext. 2451) and the employee's supervisor. Occupant Emergency Plan personnel will be notified to conduct a building search. The Bomb Threat Data Report shall be filled out each time a bomb threat is received. Area/exit monitors will initiate the search on their floor. In the event that a suspicious-looking object is found, it shall not be moved or disturbed. The finder will immediately notify the Police Communications Section and the floor warden. The floor warden will evacuate all persons from the vicinity. The Akron Police Department and, if necessary, the Summit County Bomb Squad will provide assistance when a suspicious package is identified. Employees in the Justice Center will take direction from officials which could include an immediate evacuation of floors near the affected area or complete evacuation of the building.

When a fire is discovered in the building, the individual will activate the nearest fire alarm box. Supervisors will ensure that all individuals know the location of alarm boxes on their floor. The Akron Fire Department is automatically signaled when an alarm box is pulled. The Control Center will notify the Fire Department of the exact floor where the alarm originated. Fire Department officials will assume responsibility for all activities upon arrival, including orders for evacuation. All floor wardens will stand by for instructions. Individuals will follow directions given by appropriate officials for a partial or total evacuation.

In the event of an explosion in the Justice Center building, occupants should take cover under

tables, desks, or other objects which will give protection against flying glass or debris. If possible, they should activate the fire alarm box and notify the Police Communication Section (ext. 2451). If a decision to evacuate is made, occupants will be guided by the floor wardens.

The Court Administrator for Akron Municipal Court will maintain a Personnel Biographical Data sheet on each employee of the court in the event that an emergency necessitates contacting a family member of an employee.

Special Operations Plan

The SWAT unit of the Akron Police Department is a group of officers specially trained to respond to unusual police problems. The unit has several officers trained as hostage negotiators. The SWAT unit may be requested through the Communications Bureau by any supervisor recognizing the need.

If a situation develops at the Justice Center requiring the assistance of the SWAT unit, the police dispatcher shall send all on-duty SWAT personnel to the designated location. Communications personnel shall notify the SWAT Commander and the on-duty Shift Commander of any request for SWAT. If the SWAT Commander is on duty, he shall be notified by radio communication or pager. If he is off duty, he shall be notified by telephone or pager. The decision to call in off-duty SWAT personnel shall be made by the Court Security Supervisor or the first supervisor on the scene.

The initial response officers shall contain the problem to the smallest area possible and maintain firearms discipline and take cover. They shall request a supervisory officer to respond. They shall evacuate civilians from the area, if necessary and practical, and detain witnesses for interview.

The Court Security Supervisor or the first supervisor on the scene shall ensure that the initial response officers' duties are accomplished and have an EMS unit on standby. He shall establish a site for a command post and establish the inner, middle and outer perimeter.

The ranking SWAT officer shall make appropriate assignments such as SWAT teams, radio/recorder and intelligence gathering. He shall provide for relief of officers on extended assignments and secure personnel and equipment at the conclusion of the operation. He shall submit necessary reports, including a written summary of the operation.

Hostage Situation Response Plan

The hostage situation response plan establishes department operational guidelines for dealing with both hostage and barricaded offender situations.

An individual who resists arrest by using force or threats of force with weapons usually is a person who barricades himself behind cover, and may or may not have taken a hostage. Court security officers realize that response to silent alarms and some calls of crimes in progress may initiate a hostage situation. When the escape route of the offender is cut off, he may take hostages in order to make good his escape. Court security officers have received training in this regard to protect the Judges and court personnel.

If a hostage or barricaded situation arises, the court security officers will establish a perimeter to prevent the escape of the offender. They will keep all unauthorized personnel, civilian and police, out of the area. They will evacuate people from within the perimeter in order to prevent any danger from the barricaded offender or the responding police tactics. They will endeavor to apprehend the offender and/or release the hostage using the safest means possible, avoiding injury to police, civilians and the offender.

Any officer who responds initially to a hostage or barricaded situation shall communicate all information as quickly as possible to the dispatcher. All officers shall maintain firearms discipline. The discharging of firearms shall be avoided unless it is necessary to prevent death or injury to an innocent victim or a police officer. The officers shall confine the offender to the smallest possible area, thereby creating an 'inner perimeter' and await assistance. They shall request a supervisor to respond to the scene if one has not been dispatched. They shall begin evacuation of civilians from the area if it is deemed necessary and practical. They shall establish some form of communication with the offender if possible.

The Court Security Supervisor or the first supervisor on the scene shall assess the situation and supervise any evacuation process, ensuring that any witness is held for statements. He shall establish the middle perimeter to be used as a staging area for responding SWAT officers who are close to the scene but out of visual range of the offender. He shall provide for an EMS unit to stand by within the middle perimeter and provide any briefing necessary to the responding SWAT operations supervisor.

The Court Security Supervisor shall establish the boundaries of the outer perimeter and assign officers not involved in tactical operations to exclude all vehicular and pedestrian traffic. He shall control news media access and restrict all unauthorized personnel to the outer perimeter consistent with SWAT procedures. He shall assign all uniformed officers relieved by SWAT personnel to tasks consistent with the operation or return them to service.

In a hostage situation, time is the most important factor. As a general rule, the longer an offender is with his hostage, the less likely he is to take the hostage's life. The situation will control what tactics are used, but, generally slow, deliberate actions by the police will produce a successful conclusion to the incident.

High Risk Trial Plan

If the courts are to preserve constitutional rights, effective security is essential. Court disturbances threaten an orderly system of justice by interrupting the trial process and making it difficult for a defendant to obtain a fair trial. Disturbances also undermine the public confidence and respect for the legal process. It is important that the security in the court ensure the safety of all trial participants to effect a fair and neutral proceeding.

A high risk trial can be defined as one that provokes a strong, emotional response from the general public or special interest groups. In a high risk trial, the safety of the participants may be threatened. Any such threats lessen the integrity of the judicial process.

The Court Security Supervisor for the Akron Police Department is in charge of any high risk trial. He will determine the level of security for entering the Justice Center and the courtroom and determine the need for additional security for trial participants. He will plan and coordinate with other units (Court Administrator, SWAT, Building Superintendent, Fire, EMS) as needed. He will coordinate with the Court Administrator in the selection of a suitable courtroom and assist in drafting the necessary court orders to implement the security plan.

The Court Security Supervisor for the Akron Police Department will test all communication and alarm systems, assign spectator seating and establish a search procedure for the courtroom.

During a high risk trial, the court security officers will remain with the defendant and keep the courtroom under surveillance during court recess. They will conduct a search of the courtroom before court opens and whenever the room is vacant. Said search will include the Judge's bench, trial tables and chairs, holding cell areas, bailiff's office and adjoining conference rooms. They will search spectators as directed by the Court Security Supervisor and provide whatever assistance is needed.

In a high risk trial, certain precautions will be taken to effect spectator control. The court security officers will separate potentially troublesome individuals and groups. Spectators will sit in assigned seating and no one will be allowed to stand or move about from the assigned seating. Once trial is in session, no one will be admitted to the courtroom. As a general rule, the front row of seats will be reserved for law enforcement personnel, members of the press and court personnel to act as a buffer between spectators and the trial area.

Additional security may be provided for trial participants as determined by the Court Security Supervisor. When making his determination for additional security measures, the Court Security supervisor will consider the nature of the threat, defendant information, charges, background of the case, all available intelligence information, pre-trial publicity and personnel requirements.

If additional personnel are required, the Court Security Supervisor will submit a written request to the Patrol Operations Office. The Patrol Operations Commander will coordinate with the Uniform Sub-Division Platoon Commander for personnel requirements. Personnel will be assigned for additional security, platoon staffing levels permitting.

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**BOMB THREAT DATA REPORT
(KEEP NEAR TELEPHONE)**

1. Date Received _____
2. Time Received _____ a.m./p.m. Time Complete _____ a.m./p.m.
3. Record below the exact words spoken by the caller. (Ask to have message repeated -- keep caller talking)

Request Specific Information:

4. Where in the building is the bomb placed? _____
5. When will the bomb explode? _____
6. What kind of bomb is it? _____
7. What does the bomb look like? _____
8. Why was the bomb placed? _____

Additional Information to be Recorded After Receiving Threat:

9. Background noises (describe): _____

10. Voice description:
_____ Male _____ Female _____ Young _____ Middle Age _____ Old
_____ Sober _____ Intoxicated _____ Nervous _____ Firm
Accent/Speech Impediment _____
11. Was voice familiar? _____ No _____ Yes If so, who _____
12. Recipient's Name _____
Agency/Room No. _____ Phone _____
13. IMMEDIATELY NOTIFY POLICE COMMUNICATIONS (2451) AND YOUR SUPERVISOR.

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PERSONNEL BIOGRAPHICAL DATA

NAME:	<hr/>				
	(Last)	(First)	(Middle)		
POSITION:	<hr/>				
	(Title)	(Office Phone)	(Extension)		
DESCRIPTION:	<hr/>				
	(Height)	(Weight)	(Eyes)	(Hair)	(Glasses) (Contacts)
	<hr/>				
	(SSN)	(DOB)	(Place of Birth)		
HOME ADDRESS:	<hr/>				
	(Street)	(City)	(State)	(Zip)	
SPOUSE:	<hr/>				
	(Last)	(First)	(Middle)	(Home Phone)	(Busi Phone)
CHILDREN:	<hr/>				
	(Last)	(First)	(Middle)	(DOB)	(Home/Busi Phone)
	<hr/>				
	(Last)	(First)	(Middle)	(DOB)	(Home/Busi Phone)
	<hr/>				
	(Last)	(First)	(Middle)	(DOB)	(Home/Busi Phone)
	<hr/>				
	(Last)	(First)	(Middle)	(DOB)	(Home/Busi Phone)
PERSON TO NOTIFY IN EMERGENCY:	<hr/>				
	(Last)	(First)	(Middle)	(Relationship)	(Phone)
PHYSICIAN:	<hr/>				
	(Last)	(First)	(Middle)	(Phone)	
DENTIST:	<hr/>				
	(Last)	(First)	(Middle)	(Phone)	
ALLERGIES OR AILMENTS:	<hr/>				
	<hr/>				
	<hr/>				
	<hr/>				
VEHICLES:	<hr/>				
	(Year)	(Make)	(Model)	(Color)	(Plate No)
	<hr/>				
	(Year)	(Make)	(Model)	(Color)	(Plate No)
EMPLOYEE SIGNATURE:	<hr/>				
DATE PREPARED:	<hr/>				

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

**STANDARD 2
LOCAL COURT SECURITY ADVISORY COMMITTEE**

Each court should appoint a Local Court Security Advisory Committee for the purpose of implementation of these standards.

The Court Security Advisory Committee is comprised of individuals from a variety of backgrounds who worked together to plan for the security needs of the Harold K. Stubbs Justice Center. They are as follows:

Drew Alexander, Court Liaison Officer
Lunzy O. Armstrong, Deputy Director of Public Service
Andre Blaylock, Economist, Planning
Lt. John Blouir, Police Patrol
Ron Demyan, Building Inspection
Dan Dyer, Accounts Analyst
Chief Larry Givens, Police
Lt. Gus Hall, Police Training
Frank Harpster, Facilities Maintenance Supt.
Judith Hunter, Clerk of Courts, Akron Municipal Court
Major Ed Irvine, Police, Uniform Subdivision
Laura A. Killian, Assistant Law Director
James Laria, Assistant Clerk, Akron Municipal Court
Monte E. Mack, Administrative Judge, Akron Municipal Court
Douglas J. Powley, Chief City Prosecutor
Manu Raj, Law Department
District Chief Dale Russell, Fire Department
Mary T. Sammon, Court Administrator, Akron Municipal Court
Charles Strum, Fire Communications
Ed Sturkey, Fire-Public Education
Denny Thornton, CCC Project Commander

AKRON MUNICIPAL COURT SECURITY POLICY AND PROCEDURE PLAN

STANDARD 3 PERSONS SUBJECT TO SECURITY SCREENING

All persons entering the court facility, including elected officials, court personnel, attorneys, law enforcement and security officers, should be subject to security screening. All screening should occur for each visit to the court facility regardless of the purpose or the hour.

All persons entering the Justice Center shall be subject to security screening except Police Officers certified by the Ohio Peace Officers Training Council and acting within the scope of their employment.

The only public entrance into the Justice Center will be at the High Street level. Pedestrian traffic will be directed through a revolving door and/or an ADA wheel chair accessible door.

A security station will be located inside the lobby. The station will be partially enclosed with 4-foot and 6-foot modular wall units allowing the pedestrian traffic to flow to the security station within a stacking area permitting pedestrians to wait inside the building to be screened.

Court Security Officers from the Court/Building Security Unit are primarily responsible for preventing and detecting a dangerous incident or limiting the damage an incident would cause. The security measures instituted at the Justice Center are intended to set up barriers that combine to increase detection and apprehension of an offender.

The security station will be manned by uniformed Akron Police Officers assigned to the Court/Building Security Unit during the hours court is in session. After normal work hours and on weekends, persons entering the Justice Center will be screened by officers assigned to the Lobby Information Desk and shall be required to sign a Visitor's Log form before entering the building. All persons entering the Justice Center will pass through the security station and the magnetometer, exclusive of Police Officers. A hand-held magnetometer will also be available at the security station. An x-ray machine for viewing of purses and packages will be employed. Any person refusing to be screened shall be denied access to the building.

The Court Security Officer shall establish the schedule and assign officers to staff the security station as needed. He will compile statistics concerning incidents, arrests, property tagged, confiscated and/or returned to its owner. He will review all reports submitted by the court security officers.

The court security officers will subject all persons entering the Justice Center to search excluding Police Officers acting within the scope of their employment. Said search will include any and all hand-held objects, brief cases and purses.

The court security officers shall confiscate and tag into evidence any contraband, firearms, deadly weapons or dangerous ordnances which will be used as evidence and, subsequently, file the appropriate charges against the person in possession of said property.

Should the court security officers need to make an arrest at the security station, only the reasonable amount of force necessary to effect such arrest of an individual or to protect other persons shall be used. The amount of force may be as little as a verbal command or light touching of an offender's arm or as much as the use of off-balancing techniques, joint locking techniques, the use of intermediate weapons or even the use of a firearm. In all cases, only the reasonable amount of force is justified. When force is used by an officer, it must be reflective of the amount of resistance given by the offender.

The court security officers shall confiscate any weapons or items which can be used as a weapon, i.e. stun gun, knife or mace, which will not be used as evidence along with the photo identification of the person in possession of said item and hold both at the security station. The person who was in possession of the property will be instructed to pick up the property at the security station as they exit the building. If they fail to pick the item up, it will be tagged as found property and the person will be able to pick the item up in the property room after obtaining a release.

The court security officers will keep a log listing all confiscated weapons, dangerous ordnances and contraband on the Metal Detector Activity Report form.

All court security officers assigned to the security station will be equipped with the appropriate uniform, duty leather, mace, handcuffs, bullet proof vest, authorized weapon with ammunition and a portable radio.

Ingress and egress to the building will be restricted. All of the revolving doors on the mezzanine level will be removed and replaced with walled-in glass panels. Only one door will remain on the mezzanine level. This door will function as emergency egress, only, and will be alarmed when activated.

The basement/garage level of the building will have security doors installed restricting ingress and egress of vehicles through the use of key cards and PIN numbers. Additionally, both a camera and an audio system will be installed at the point of entry linking the vehicle operator with the Police Officer stationed at the Information Booth on the first floor. Once entry is gained through the garage by authorized personnel, a key must be used to gain entry through the pedestrian door and to operate the elevator.

All employees of the Akron Municipal Court, both the Judicial and the Clerk's Division, and all employees of the Akron Police Department and the City of Akron shall wear or carry identification badges as provided by the City of Akron at any time they are within the Justice Center.

All of the security measures outlined above should be in operation by July 1, 1998.

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

**AKRON POLICE DEPARTMENT
METAL DETECTOR ACTIVITY REPORT
WEEK OF _____**

Date	Knives		Guns		Other Cut Instrum		Mace		Stun Guns		Misc.	
	Conf	Ret/ Own	Conf	Ret/ Own	Conf	Ret/ Own	Conf	Ret/ Own	Conf	Ret/ Own	Conf	Ret/ Own
Mon												
Tue												
Wed												
Thu												
Fri												
Sat												
SubT												
TOTAL												

Total Weapons Confiscated

Knives _____

Guns _____

Other Cut Instr _____

Mace _____

Stun Guns _____

Misc _____

Total Weapons Returned/Owner

Knives _____

Guns _____

Other Cut Instr _____

Mace _____

Stun Guns _____

Misc _____

Total Weapons Located

Knives _____

Guns _____

Other Cut Instr _____

Mace _____

Stun Guns _____

Misc _____

ARRESTS

Name	Charge	Code	Case Number	Arresting Officer
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

VISITOR'S LOG

DATE	NAME	DESTINATION/ PERSON TO SEE	REASON	TIME		BADGE NUMBER
				IN	OUT	

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

**STANDARD 4
COURT SECURITY OFFICERS**

Uniformed, armed law enforcement officers should be assigned specifically, and in sufficient numbers to court security, to ensure the security of each court and court facility.

All security officers assigned to court security should be certified through the Ohio Peace Officers Training Council. These officers should receive specific training on court security and weapons instruction to the court setting.

Uniformed, armed law enforcement officers from the Akron Police Department will be assigned to monitor the security station at the entrance to the building as well as provide security for the entire court system. All of these officers are certified by the Ohio Peace Officers Training Council and their sole responsibility will be the security of the building and Court system.

When appearing in court, court security officers shall wear the official uniform of the Akron Police Division. Weapons shall not be displayed in court unless the regulation uniform is worn. An officer shall present a neat and clean appearance in court and avoid any mannerism which might imply disrespect of the court.

The regulation firearm shall be a blue all steel or armaloy or stainless steel Smith & Wesson or Colt revolver chambered for .38 caliber special ammunition with a 4" barrel; or Smith & Wesson semi-automatic 9mm pistol Model #5906 or other Smith & Wesson 9mm semi-automatic models as issued or authorized by the Chief of Police. Officers shall not use, either on or off duty, any ammunition not issued or approved by the Police Division.

All court security officers shall maintain and use firearms only with due regard for the safety of the public and other officers. No officer shall discharge a weapon except where it is reasonably believed that said officer or any other person is in danger of death or great bodily injury or to apprehend a fleeing felon reasonably known to be armed with a deadly weapon or reasonably known to have committed a felony involving great bodily injury.

All court security officers shall meet the minimum standard on the handgun and shotgun qualification courses. The qualification courses and scores are determined by the State of Ohio. In addition to firing a qualifying score, each officer must demonstrate safe and proficient gun control techniques.

Any court security officer who fails to qualify during his scheduled range session will be given a retest of the specific course before he leaves the range. Any officer who fails to qualify on his assigned day will return on Friday of that week for remedial training and requalification. Any

officer who fails to qualify after the remedial training shall be prohibited from carrying a firearm on or off duty.

Any court security officer who has a medical excuse from a licensed physician excusing him from shooting a firearm shall not carry a firearm, either on or off-duty, or work court duty until such officer has qualified with the duty weapon he normally carries.

As part of the qualification procedure, a court security officer is required to qualify with the weapon he carries while on duty. An officer may have the option to qualify with an off-duty weapon and one additional authorized firearm he may carry during the qualifying year. Each officer will qualify only with weapons registered to him. Each officer will bring all previously issued ammunition and will be issued new authorized ammunition as follows: .9mm - Federal, 124 grain, Hydra-Shok; .38 Special - Federal, 129 grain, Hydra Shok; .380 Auto - Federal, 90 grain, Hydra Shok.

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

**STANDARD 5
WEAPONS IN COURT FACILITIES**

No weapons should be permitted in the court facility except those carried by court security officers or as defined by local court rule provided the court establishes and installs adequate security measures to insure that no one will be armed with any weapon in the court facility. Each court should establish a local court rule governing carrying of weapons into the court facility by law enforcement officers acting within the scope of their employment. In all cases, law enforcement officers who are parties to a judicial proceeding as a plaintiff, defendant, witness, or interested party outside of the scope of their employment should not be permitted to bring weapons into the court facility.

No weapons shall be permitted in the Justice Center except those carried by those officers certified by the Ohio Peace Officers Training Council who are acting within the scope of their employment.

Any law enforcement officer who is a party to a judicial proceeding as a plaintiff, defendant, witness or interested party outside the scope of his/her employment shall not be permitted to bring a weapon into the court facility.

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

**STANDARD 6
PRISONER TRANSPORT WITHIN COURT FACILITIES**

Prisoners should be transported into and within the court facility through areas which are not accessible to the public. When a separate entrance is not available and public hallways must be utilized, prisoners should be handcuffed behind the back and, when appropriate, secured by leg restraints.

Prisoners should be held in a secure holding area equipped with video monitoring, where practicable, while awaiting court hearings and during any recess.

When responding to calls for prisoner pickup, the wagon personnel shall proceed to the jail or court promptly and with due regard for the safety of themselves and others. Leg irons and a metal detector are kept in all transport patrol wagons.

The use of handcuffs and/or leg irons on a prisoner to be transported to and from court is an additional security measure and is appropriate when a prisoner is an escape risk, has resisted, is abusive, violent, or in such a condition that not being restrained could create a danger to himself or others. In all cases the transporting officer will ensure that handcuffs and/or leg irons are double locked.

No prisoner shall be placed into a transporting wagon until he has been searched. Prisoner searches shall be conducted in conformance with O.R.C. 2933.32 and Procedure P-040 and Akron Police Department Rules and Regulations, Chapter 1200.

All court security officers shall maintain their radios on the specified court building security channel. These radios are to be used for communication while escorting prisoners from the 7th floor holding area to misdemeanor courts within the building.

When transporting prisoners from Summit County Jail to court, the prisoners shall be shackled by the Akron Police wagon officers. Prisoners shall be transported by prisoner transportation van to the sally port area of the Justice Center. Before the prisoners are released from the van, an overhead metal gate will be lowered and locked in place.

From the point of entry to the sally port area, the prisoners shall be monitored by closed circuit T.V. Prisoners shall be transported by prisoner elevator to the 7th floor arraignment court area. Prisoners shall be taken from the prisoner elevator to the holding cells. Prisoners shall be taken individually from these holding cells to the appropriate court rooms located on the 7th, 8th and 9th floors of the Justice Center.

When prisoners are taken to court rooms throughout the building they shall be shackled and escorted by a court security officer. All court room entry is through a private door not authorized

to the general public. When prisoners are escorted to the court rooms, they are not monitored on closed circuit TV. When prisoners are escorted through the building to court rooms, they use common hallways shared with the general public and court employees.

Only court security officers have keys to the prisoner elevator and holding cells. All doors remain locked and secured behind officers before entry is made into another room. No two doors are open at the same time. Prisoner areas are posted 'Authorized Personnel Only'.

Prisoners are monitored through closed circuit TV by court security personnel while traveling from the sally port area to the prisoner elevator and to the holding cells. Prisoners are searched when returning from court before re-entry into the holding cells. Prisoners are searched before being returned to the detention facility. The detention facility shall notify the transporting officers if the prisoner is an escape risk, violent or a health risk (i.e. HIV+, hepatitis, etc.).

When a court security officer is escorting one prisoner, the prisoner will be handcuffed behind his back with palms out. When a court security officer is escorting more than one prisoner, the prisoners will be handcuffed to each other left wrist to left wrist or right wrist to right wrist. If at any time the court security officer believes a prisoner to be an escape risk, the prisoner shall be shackled.

If a prisoner escapes from a court security officer's custody, the court security officer shall immediately notify communications to alert police personnel in and around the Justice Center. The detention facility will be notified when an in-custody prisoner escapes.

If there is only one court security officer and one prisoner in the courtroom and the prisoner flees, the court security officer shall give immediate pursuit and yell 'escape' so that other officers within hearing distance can assist. The court security officer shall direct the bailiff to contact communications and provide all available information including a description of the prisoner, his name, and direction of travel. The court security officer shall also notify communications immediately of the escape, provide direction of travel and all available information on the escapee including whether or not the escapee is armed.

If there is only one court security officer and multiple prisoners in the courtroom and one or more prisoners flee, the court security officer shall immediately notify communications of the escape, the direction of travel and all available information of the escapee including whether or not the prisoners are armed. The court security officer shall return the remaining prisoners to the holding area and standby to render information and/or assistance.

A full incident report, a report of the investigation and a complaint shall be filed following an escape incident.

When a court officer is in court with prisoners and the Judge sentences a subject who is on bond to serve a jail term, the court officer will immediately take custody of the prisoner, search the prisoner, and handcuff the prisoner behind his back or to another prisoner.

When a court officer has more than one prisoner, the court officer will deny all requests of a prisoner to use the restroom. In the event a prisoner suffers an emergency illness, the court officer will request assistance. When assistance arrives, the court officer will accompany the prisoner to the restroom.

Medical assistance may be requested by a prisoner at the Justice Center. The court security officer shall evaluate the urgency of each situation in considering the type of response needed. If medical assistance is required in a courtroom, the court security officer shall evaluate the problem by inquiring as to symptoms, past medical history, first aid needs, and need for EMS assistance.

The court security officer must discuss emergency procedures with the bailiff and the Judge. If an emergency occurs in courtroom, the bailiff shall advise the court security officer to call for medical assistance and the Judge will take a brief recess until the emergency is over. When requesting EMS, the following information will be essential: location of victim, victim's age and sex, whether victim is conscious and/or breathing, and the victim's medical history.

If the medical assistance involves a prisoner in a holding cell, the court security officer shall not enter the holding cell without sufficient back-up personnel present. In such an instance, court security officers shall contact the Court Security Supervisor who will assign backup personnel to assist and/or move any prisoners not involved in the medical emergency into a separate holding cell.

The Court Security Supervisor shall determine the extent of the emergency and the level of response required. He shall assign personnel to accompany EMS should it be necessary to transport the prisoner to a medical facility. He shall notify the on-duty Platoon Commander if it becomes necessary to post a hospital guard. He shall conduct an investigation if the medical assistance involves a prisoner, and, shall submit a report along with any other documentation to the Sub-Division Commander. Following a medical emergency involving a prisoner, an incident report, transportation report and confidential report shall be completed by the Court Security Supervisor.

When a court security officer is escorting a prisoner, he shall walk beside or behind the prisoner, never in front of the prisoner. The prisoner will remain handcuffed unless he is standing before the bench. Handcuffs and leg irons are available in the court security office on the 7th floor marked 'court'.

AKRON MUNICIPAL COURT SECURITY POLICY AND PROCEDURE PLAN

STANDARD 7 DURESS ALARMS FOR JUDGES AND COURT PERSONNEL

All courtrooms and hearing rooms should be equipped with a duress alarm connected to a central security station. Duress alarms should be located on the judge's and magistrate's bench and at the work station of the bailiff, the receptionist, the secretary, and other officers. The duress alarm system should be a system with emunciation capability.

Akron Municipal Court is a six-Judge bench. In addition to those six courtrooms, there is an arraignment court and a traffic court. All six judicial courtrooms as well as the arraignment court and the traffic court are equipped with a duress alarm system. Additionally, all eight bailiff areas near the Judges' chambers are equipped with a duress alarm system. All eight of the Judges' chambers are also equipped with a duress alarm system.

Various other departments of the Court are presently equipped with a duress alarm system. The Service Bailiffs' office on the 9th floor has an alarm installed at the receptionist/secretary's desk and a second duress alarm in the Chief Service Bailiff's office. A duress alarm has been installed in the law library on the 9th floor.

On the 7th floor, the Probation Department has one duress alarm in place at the receptionist/secretary's desk. Two more alarms have been installed in the Chief Probation Officer's office and the center probation officer's office. The Small Claims office has two duress alarms installed at the receptionist/secretary's desk and in the magistrate's office. Data Processing Department has two duress alarms installed at the receptionist/secretary's desk and in the Data Processing Manager's office. The Court Administrator's office has two duress alarms in place.

A duress alarm system has been installed at the lobby information desk as well as in the Police Chief's office.

When the duress alarm system is activated, it rings in the court security office and the Communications Center. During normal business hours, court security officers will respond to an alarm. If court security officers are unavailable or if the alarm occurs after normal court hours, the Communications Center will notify Detective Bureau personnel to respond to the alarm. The Detective Bureau is located within the Justice Center.

After court security officers or the Detective Bureau personnel have been notified to respond, the department receiving the alarm will telephone the location of the duress alarm to inquire as to the nature of the alarm. If the alarm is reported to be false, both parties *must* exchange names and hang up.

To ensure that the conversation between the employee who activated the alarm and the employee receiving the alarm is not made under duress, the employee who activated the alarm shall call the receiving department back *immediately* and talk with the same party. If the call is not received within one minute, the fact that an emergency condition exists must be assumed.

If the alarm is reported to be false, the department who received the alarm will alert the responding court officers or Detective Bureau personnel to cancel, with the exception of one officer. *No mention of the phone calls or the procedure is to be made over the air.* If the alarm is false, the employee who activated the duress alarm will meet the responding officer outside the area of the alarm in a common hallway.

The responding officer will complete an Incident Report Fact Sheet form with the type of incident (i.e. panic alarm) whenever a duress alarm is activated.

The responsibility of the first officer on the scene is that of observance. Good police practice dictates that the officer should not rush inside without first looking and assessing the situation. This should reduce the danger to the officer and also reduce the chance of a hostage situation developing. Any attempt to apprehend a suspect should be made after careful observation and assessment of the situation. An arrest or stop of a suspicious person should be made outside the office area in a common hallway, if possible.

All duress alarms are tested on a monthly basis by an assigned court officer.

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

**STANDARD 8
CLOSED-CIRCUIT VIDEO SURVEILLANCE**

When practicable, closed-circuit video surveillance should include the court facility parking area, entrance to the court facility, court lobby, courtroom and all other public areas of the court facility.

The only closed-circuit video surveillance of the court facility is the surveillance system presently used in transporting prisoners from the sally port area to the holding cells.

As part of the 1999 budget, a request will be submitted for the installation of three cameras on each of the 7th, 8th and 9th floors which would monitor all ingress and egress on those floors. These floors are the only floors occupied by the Court. Floors one through six are occupied by the Akron Police Department. These cameras would be monitored by the police stationed at the metal detector on the first floor. Should this second line of defense be put into place, the Court Security Supervisor will then draft and implement appropriate directives and protocols.

A closed-circuit video surveillance of the Clerk of Court's counter area is in place. This system is used in the evenings for persons wishing to pay fines or post bonds. The individual remains in the lobby at the Information Desk and sends paperwork through a vacuum tube system. The individual and Clerk of Court's employee communicate through video. This system prevents individuals from wandering around the courthouse after normal working hours.

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

**STANDARD 9
RESTRICTED ACCESS TO OFFICES**

An effective secondary screening process at the entrance to the judge's office space should be utilized to ensure safe and secure work areas and to protect against inappropriate interaction between judicial officers, including magistrates, and participants in the judicial process. The general public should not be permitted in the area that houses office space for judges and court personnel.

As part of the 1999 budget, a request will be made to the Court's funding authority for the funds to hire two Akron Police Department Officers to patrol the 8th and 9th floors. All of the judicial courtrooms are on the 8th and 9th floors.

These officers would patrol and monitor their respective floors. Their duties would include inspecting the courtrooms, chambers, personnel office areas, public waiting areas, public restroom, public hallways, trash receptacles and unlocked storage areas. Should this second line of defense be put into place, the Court Security Supervisor will then draft and implement appropriate directives and protocols.

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

**STANDARD 10
AFTER HOURS SECURITY FOR EMERGENCIES**

As part of a comprehensive security plan, each court, in conjunction with law enforcement officers, should adopt procedures for the security of judges and court personnel for periods of time other than the normal working hours.

Additional security may be needed for off-duty court personnel who have received threats or been subjected to acts of violence as a result of their employment. Court personnel includes Judges, Prosecutors, Bailiffs, Probation Officers and Court Security Officers.

Any court personnel who has received a threat or been subjected to an act of violence as a result of their employment shall notify the Court Security Supervisor or Court Liaison Office during normal business hours at 375-2534. After normal business hours or on weekends, court personnel shall notify the on-duty Platoon Commander at 375-2451.

The on-duty Platoon Commander or the Court Security Supervisor shall cause an incident report to be completed, documenting the threat or violent act. Every effort will be made to locate and prosecute the offender. The Detective Bureau will be notified of the incident.

Additional security measures may be provided for court personnel as determined by the Court Security Supervisor or the on-duty Platoon Commander. The Court Security Supervisor or on-duty Platoon Commander will take into consideration the nature and location of the threat or act of violence, the biographical history of the court personnel involved and all available intelligence information. He will also consider any pending trials or rulings and any request from the court personnel for extra security and the length of time security will be needed.

The on-duty Platoon Commander who determines that extra security is needed for court personnel shall assign officers from Platoon #1, 2 and 3 to provide the security.

If the Court Security Supervisor determines that additional security is essential, a written request will be submitted to Patrol Operations. The Patrol Operations Commander shall coordinate with the Uniform Sub-Division Platoon Commanders for additional personnel requests. Personnel shall be assigned as platoon staffing levels permit.

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

**STANDARD 11
STRUCTURAL DESIGN OF COURTROOMS AND HEARING ROOMS**

New construction or remodeling of the court facilities should include circulation patterns that govern the movement of people in the courtroom. Judges, court personnel and prisoners should have separate routes to and from the courtroom. Waiting areas should be available to allow separation of parties, victims and witnesses.

It is not anticipated that a new or remodeled facility will be part of the Akron Municipal Court's plans in the near future.

In the event remodeling occurs, the circulation patterns that govern the movement of people in the courtroom will be considered. If remodeling occurs, the circulation patterns used will separate the prisoners from all other persons, and the public will be kept separated from the Judges, juries and court personnel.

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

**STANDARD 12
INCIDENT REPORTING**

Every violation of law that occurs within a court facility should be reported to the law enforcement agency having jurisdiction.

Each court should adopt a policy for reporting security incidents and should include the policy in the court's Security Policy and Procedure manual.

The tabulation of such incidents should be reported to the Supreme Court of Ohio.

The Akron Municipal Court shares its facility with the Akron Police Department. An incident reporting procedure is presently in place with the Akron Police Department. The officers monitoring the pedestrian ingress to the building at the security station where the metal detector is in operation will compile the appropriate Incident Report Fact Sheet forms as the situations arise.

The Court will be in compliance with the annual reporting requirement of the Ohio Supreme Court.

**AKRON MUNICIPAL COURT
SECURITY POLICY AND PROCEDURE PLAN**

INCIDENT REPORT FACT SHEET

Incident Number _____ Date of Report _____

Date of Incident _____ Time of Incident _____

Court Security Officer _____

TYPE OF INCIDENT:

<input type="checkbox"/> Threats to court personnel	<input type="checkbox"/> Disturbance	<input type="checkbox"/> Incident w/injuries
<input type="checkbox"/> Minor threats/violence	<input type="checkbox"/> Disorderly Conduct	<input type="checkbox"/> First Aid
<input type="checkbox"/> Moderate threats/violence	<input type="checkbox"/> Panic Alarms	<input type="checkbox"/> Vandalism
<input type="checkbox"/> Major threats/violence	<input type="checkbox"/> Violent Incident	<input type="checkbox"/> Other _____

PERSONNEL INVOLVED IN INCIDENT:

<input type="checkbox"/> Bailiff/Court Officer	<input type="checkbox"/> Judge	<input type="checkbox"/> Court Staff	<input type="checkbox"/> Prosecutor
<input type="checkbox"/> Plaintiff Counsel	<input type="checkbox"/> Plaintiff	<input type="checkbox"/> Spectator	<input type="checkbox"/> Jury Member
<input type="checkbox"/> Defendant Counsel	<input type="checkbox"/> Defendant	<input type="checkbox"/> Witness	<input type="checkbox"/> Other _____
<input type="checkbox"/> Law Enforcement			

LOCATION OF INCIDENT:

<input type="checkbox"/> Main Entrance Area	<input type="checkbox"/> Other Public Areas	<input type="checkbox"/> Courtroom	<input type="checkbox"/> Chambers
<input type="checkbox"/> Court Offices	<input type="checkbox"/> Outside Facility	<input type="checkbox"/> Other _____	

WEAPONS OR CONTRABAND CONFISCATED:

<input type="checkbox"/> Firearm	<input type="checkbox"/> Penknife	<input type="checkbox"/> Other Knife	<input type="checkbox"/> Explosives
<input type="checkbox"/> Brass Knuckles	<input type="checkbox"/> Disguise Weapons	<input type="checkbox"/> Ammo/Bullets	<input type="checkbox"/> Mace
<input type="checkbox"/> Clubs	<input type="checkbox"/> Drugs	<input type="checkbox"/> Other _____	

COURT COMMENTS: _____

Signature of Court Security Officer

Date