

Wyoming Court Security Commission

Wyoming Court Security Standard 2010-2

As directed by the Wyoming Court Security Act, W.S. § 5-11-101(e) the following standard is established:

SCOPE OF COURT SECURITY

Security and operational continuity in the Courts must include more than simple occasional security to address manmade threats in the courtroom itself and in certain types of cases. An effective plan for the security and continued operation of the courts must be much more comprehensive in terms of the physical area concerned and the types of threats/disruptions to be addressed. Therefore, the Commission recommends the scope of court security be addressed in two parts as follows:

Part I

There are four key elements in establishing and maintaining an effective courthouse security program. First, security planning must serve the objectives of the judicial process and attain an appropriate balance between access to court facilities and public safety. It is imperative the citizens of Wyoming view their courthouses as safe and productive public facilities where problems are resolved and justice is administered in an inclusive environment.

Second, courthouse security programs require organization, cooperation, and acceptance. The designated security officer, usually the County Sheriff or his designee, should serve as the Security Coordinator and establish Security Committees at each court. At a minimum, these committees should be constituted in accordance with Wyoming Court Security Standard 2009-1. Courthouse security requires coordinated commitments be established with all parties which may become involved in security assessments and responses to potential threats directed towards the court system.

Third, a strategic courthouse security plan should be devised based on a thorough initial and periodic facility surveys and risk assessments to determine reasonable and practical safety and security requirements for the courthouse. The Security Committee with the leadership of the Security Coordinator should conduct security assessments using established guidelines to determine current safety and security levels, to identify courthouse vulnerabilities, and to develop recommendations and plans to enhance security through corrective actions.

Fourth, it is imperative courthouse security be viewed as an ongoing process. The Security Coordinator should require court security procedures be developed, initiated, practiced, and understood by all users of court facilities. Court personnel should receive ongoing training to respond to threats and emergencies and the court's Security

Committee should provide oversight for future efforts and amendments to the court's security efforts.

Again, courthouse security is concerned with facility and operational threat deterrence, threat detection, and threat prevention. Thus the court security program is specifically concerned with security issues covering:

- The Courthouse and Surroundings—lighting; landscaping; doors, windows, and other openings; ceilings and walls; elevators; storage areas for weapons and ammunition; emergency power systems; alarm systems; fire protection; courthouse communications; public areas; parking areas and utilities.
- Courtrooms and Related Spaces—chambers; clerk's office; victim/witness waiting areas; jury deliberation rooms and defendant areas.
- Courthouse Security/Safety Policies and Procedures.

In order to execute courthouse security as a manageable program for the courts, the Security Coordinator, acting in conjunction with the Security Committee, should provide the following:

1. Planning and Organizational Guidance with Recommended Administrative Forms.
2. A Threat Analysis/Preparedness Survey.
3. A Courthouse Safety & Security Survey/Plan Outline.
4. Recommended Security Procedures and Policies for the Courthouse and Clerk's Office.
5. An Overview of Available Security Equipment.

Part II

Part II is intended to move the court's security and preparedness process beyond deterrence, detection, and prevention covered in Part I by addressing the development of a Court Preparedness Plan where the Security Committee, working with the Security Coordinator, sets policies regarding recommended courses of action to respond to potential and actual emergency situations. The Court Preparedness Plan should incorporate both Emergency Administrative Procedures and a Continuity of Operations Plan (COOP). The Continuity of Operations Plan should identify alternate facilities which may be necessary for the conduct of court proceedings in the event of an emergency and should include provisions for security, communications, and all necessary logistical support required by the court for continued operations. Emergency Administrative Procedures should specify how the court would respond/operate if

alternate facilities were not required. For example, Emergency Administrative Procedures should be developed to cover such situations as:

- Terrorism
- Loss of Basic Utilities
- System(s) Outage
(File Management System and
Content Management System)
- Bomb Threats
- Hazardous Materials (HazMat)/
Weapons of Mass Destruction
(WMD)
- Excessive Number of Judicial Cases
- Suspicious Packages
- Natural-Disasters
- Fire
- Gas Leaks
- Civil Disturbances
- High Profile Cases
- Disruptive Individuals

Emergency Administrative Procedures should be organized by the type of emergency situation. While all possible emergency situations should be considered in procedures, emphasis should be placed on the emergency situations most likely to impact court operations. Procedures should include specific procedures to follow, information necessary to respond (such as emergency phone numbers) and the responsibilities of key personnel for a variety of emergency situations.

Organizational requirements for establishing the court's Preparedness Program are similar to those of the court's Security Program and in many respects the same resources are used. The Security Committee should designate an appropriate individual to serve as the court's Emergency Coordination-Public Information Officer.

The Emergency Coordination-Public Information Officer, working in conjunction with the Security Committee, should be responsible for the creation of the Court Preparedness Plan. The court's Preparedness Plan should incorporate both Emergency Administrative Procedures and a Continuity of Operations Plan as previously mentioned. In order to provide preparedness planning as a manageable program for the courts, the Emergency Coordination-Public Information Officer, acting in conjunction with the Security Committee, should provide the following:

1. Planning and Organizational Guidance with Recommended Administrative Forms.
2. Guidance and Forms for Emergency Administrative Procedures and Evacuation Plans.

3. Guidance and Forms for Continuity of Operations Plans.
4. Overviews of Threats and Emergency Situations.
5. Guidance and Forms for Manual Processing during Emergencies.