1-02/050.00 Courthouse Security Data Entry

Entries into Courthouse Activity Log (CAL) must be made for each Security Incident involving contraband (drugs/weapons), an arrest, or an unusual event relating to courthouse security.

Branch Supervisors shall ensure that entries in CAL are entered timely and accurately.

The importance of reporting incidents relating to courthouse security cannot be overemphasized. Although a large number of incidents originate at weapons screening stations, “courthouse security” includes the entire court facility, except incidents occurring in the lockup or a courtroom. CAL is the primary source of information used to measure the need for courthouse security resources.