# 1-05/000.05 Court Security Plans / (B.E.C.)

"Each trial court should require the court security officer (usually the Branch Supervisor) to prepare a Court Security Plan for its review and consideration. The Court Security Plan should:

1. Be the operational plan for achieving the desired level of security for courtrooms, buildings and grounds, including the planned allocations of security forces and equipment;
2. Describe the place, function, dress and arming of all security forces (e.g., bailiffs), and propose plans for maintaining courtroom decorum and safety within courthouses and grounds in high risk situations;
3. Include an evaluation of the court's security needs, and an assessment of the adequacy and effectiveness of the equipment and forces available to meet those needs.

Each trial court should adopt, reject or request modification to the proposed Court Security Plan, after giving due consideration to all local conditions affecting its security; and to the effect of the plan on the conduct of trials and other proceedings. Each trial court should provide for a periodic review of its security plan and for a periodic assessment of the effectiveness of its execution." (**California Rules of Court - Appendix §7(b)**)

Based on the information and results developed through the Security Survey, Formal Security Plans are formulated for each court facility. These plans are specific and unique to each facility, and outline in detail the responsibilities and procedures to be used to ensure effective security, and in response to particular security hazards, such as inmate escape, bomb threats, courtroom disruption, or tactical situations.

The security plans are in two parts;

1. Outlining tenant department responsibilities and procedures;
2. Delineating responsibilities and procedures for Sheriff's personnel.

All heads of tenant departments are issued part one only. All bench officers, court administrators and Branch Supervisors are issued both parts. These plans are strictly confidential and must be safeguarded.

It is the responsibility of each Branch Supervisor to thoroughly train their personnel on all provisions and procedures of the security plan. All Court Services Division personnel shall be responsible for thorough knowledge of and compliance with instructions regarding their specific roles and duties. Close liaison and clear understanding must be maintained between bailiffs and judges in all areas of security procedures.

Yearly facility drills and practices utilizing all facility personnel shall be conducted. These drills shall be coordinated with the presiding or supervising judge of each facility. All court personnel should take an active role in the security of the facility.