



THE COMMONWEALTH OF MASSACHUSETTS  
THE TRIAL COURT  
OFFICE OF COURT MANAGEMENT  
Suffolk Superior Courthouse  
Security Department, 15<sup>th</sup> Floor  
Three Pemberton Square  
Boston, MA 02108

Harry Spence  
Court Administrator

Jeffrey Morrow  
Director of Security

**To:** Regional Assistant Directors  
Chief Court Officers

**From:** Jeffrey P. Morrow, Director of Security

**Date:** May 1, 2014

**Subject:** Courthouse Security Best-Practice Standards

Courthouse security best-practice standards and design features have been identified and approved by the Director of Security and Court Administrator. Enclosure (1) identifies best-practice security standards for courthouses and defines each. When present these practices, design features, and security systems provide an optimum security environment in our courts. Due to a variety of reasons it is recognized that some courthouses may not meet all criteria. These reasons may include, but are not limited to, building design, the non-availability of facilities, security system design, or limited current staffing.

Audits intended to identify where compliance with these standards exists, and importantly where security vulnerabilities are present are to be conducted. Chief Court Officers shall audit each courthouse within their area of responsibility to determine compliance with these standards. Results of these audits will be documented in enclosure (2). In the event that a security requirement cannot be met this shall be noted in the audit form. Measures taken or procedures utilized to mitigate and control the resulting security vulnerability will also be identified. Where vulnerabilities exist, the use of security practices and procedures to minimize the vulnerability are an operational requirement.

It is intended that the results of these audits will be used for security and facilities planning purposes, including the formulation of any proposals for security upgrades. Completed audits are to be consolidated by Regional Assistant Directors and are due to the Security Department home office in Boston no later than June 1, 2014.

Enclosures

- (1) Courthouse Security Standards
- (2) Courthouse Security Standards Worksheet

### Security Best-Practice Standards Audit Worksheet

Region: \_\_\_\_\_

Court: \_\_\_\_\_

CCO Conducting Audit: \_\_\_\_\_

Reviewer (RAD): \_\_\_\_\_

#### Security Standard

#### Compliant (Yes/No)

1. Fulltime On-Site Supervisor		
2. Entry Security Screening		
3. Staffing Model Compliant Screening Station(s)		
4. Magnetometer and X-Ray Equipped Screening Station		
5. Secure Prisoner Transfer Area		
6. Secure Prisoner Circulation Zone		
7. Limited Access Employee Circulation Zone		
8. Secure Judge Parking		
9. Secure Courtrooms		

10. Prisoner Docks for Criminal Sessions		
11. Staffing Model Compliant CO Session Staffing		
12. Sight and Sound Separation for Female Inmates		
13. Sight and Sound Separation for Juvenile Inmates		
14. Adequate Holding Cells		
15. Locked Prisoner Property Storage		
16. Weapons Storage Facilities		
17. Electronic Access Control System		
18. Duress Alarm System		
19. Intrusion Detection System		
20. Building Public Address System		
21. Interior CCTV		
22. External CCTV		

23. DVR CCTV		
24. Radio Communications		
25. Lifesaving First Aid Equipment		
26. Evacuation Plan		
27. Active Shooter Protocol		
28. Security Working Group		

List non-compliance with security standards; Identify reason for non-compliance; List actions or procedures taken to manage resulting security vulnerabilities:

1. Minimum Security Standard Number: \_\_\_\_\_

Reason for Non Compliance:

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Mitigating Actions:

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2. Minimum Security Standard Number: \_\_\_\_\_

Reason for Non Compliance:

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Mitigating Actions:

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3. Minimum Security Standard Number: \_\_\_\_\_

Reason for Non Compliance:

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Mitigating Actions:

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4. Minimum Security Standard Number: \_\_\_\_\_

Reason for Non Compliance:

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Mitigating Actions:

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5. Minimum Security Standard Number: \_\_\_\_\_

Reason for Non Compliance:

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Mitigating Actions:

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6. Minimum Security Standard Number: \_\_\_\_\_

Reason for Non Compliance:

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Mitigating Actions:

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Add Addition Sheets If Required.

## **Courthouse Security Best-Practice Standards**

1. Fulltime On-Site Supervisor
  - a. The presence of a CCO or ACCO physically assigned to the court building.
2. 100% of non-exempt court users are security screened upon entry.
  - a. All court users, with exception of Trial Court staff, Massachusetts law enforcement officers on official business, and Massachusetts Bar Association members, undergo security screening upon each entry into the court. Screening includes adaptive procedures to accommodate ADA requirements.
3. Staffing Model Compliant Entry Screening Station(s)
  - a. ACO staffing of the entry security screening station meets the approved staffing model guidelines
4. Magnetometer and X-Ray Equipped Entry Screening Station(s)
  - a. Each entry security screening station is equipped with a fully functional magnetometer and X-Ray machine utilized for entry security screening.
5. Secure Prisoner Transfer Area
  - a. The arrival, departure, and transfer of prisoners occurs in a secure, interior loading/unloading area, or in a fenced/walled external sallyport.
6. Secure Prisoner Circulation Zone
  - a. Prisoner movements within the court facility occur in secure, segregated areas, corridors, and elevators or stairways separate from those used by the public and court employees.
7. Limited Access Employee Circulation Zone
  - a. Judges and court employees use controlled access entrances, passageways, and elevators or stairways separate from the public and prisoners.
8. Secure Judge Parking
  - a. Controlled access (garage or fenced), lighted parking for Judges.
9. Secure Courtrooms
  - a. Courtrooms are not susceptible to unmitigated security vulnerabilities caused by location or external exposure (windows, 1<sup>st</sup> floor location, other).
10. Prisoner Docks for Criminal Sessions
  - a. Courtrooms used for criminal cases are designed with prisoner docks.

11. Staffing Model Compliant CO Session Staffing
  - a. CO staffing of court sessions complies with approved staffing model standards.
12. Sight and Sound Separation for Female Inmates
  - a. Sight and sound segregation for female inmates meets statutory requirements.
13. Sight and Sound Separation for Juvenile Inmates
  - a. Sight and sound segregation for juvenile inmates meets statutory requirements.
14. Adequate Holding Cells
  - a. The holding cell capacity meets or exceeds the daily intake of prisoners.
15. Locked Prisoner Property Storage
  - a. Sufficient locked, limited access storage space and accountability for inmate property exists.
16. Adequate Weapons Storage Facilities
  - a. Adequate locked, controlled access storage facilities for law enforcement and other checked weapons exist.
  - b. The storage location is segregated from public access.
17. Electronic Access Control System
  - a. The passage through internal and external doorways and other entrances is controlled by an electronic access system such as DSX.
18. Duress System
  - a. Courtrooms, Judge's lobbies, Clerk's offices, and other areas where defendant/public/staff interaction occurs are equipped with an emergency alert device.
19. Intrusion Detection System
  - a. Access to the court facility and select internal spaces are protected with an intrusion detection (alarm) system (IDS).
20. Building Public Address System
  - a. The court facility has a public address system that can be accessed to provide information during critical incidents, emergency situations, evacuations, or at other times when information must be provided to all building occupants simultaneously.
21. Interior CCTV
  - a. Internal court spaces and hallways have CCTV coverage.



22. External CCTV

- a. The exterior and the surrounding areas of court buildings have CCTV coverage.

23. DVR CCTV

- a. CCTV video is recorded and stored in DVR format.

24. Radio Communications

- a. Internal two-way radio communications can be transmitted and received from all areas of the courthouse and grounds.

25. Lifesaving First Aid Equipment

- a. The courthouse is equipped with all required first aid equipment (fully stocked first aid supplies; fully functioning A.E.D.)

26. Evacuation Plan

- a. The Courthouse has an evacuation plan to addresses procedures to withdraw from the building in the event of an emergency. The plan has been reviewed for accuracy at least once a year and updated if required.

27. Active Shooter Protocol

- a. All Court Officers have received active shooter training and court staff have been familiarized in actions to take in the event of an active shooter event.

28. Security Working Group

- a. The courthouse has an established security working group consisting of key courthouse personnel (i.e. First Justice, Clerk, Chief Court Officer) and local law enforcement and public safety first responders. This working group meets at least quarterly to discuss court security issues.