

IOWA DISTRICT COURT, FIFTH JUDICIAL DISTRICT

IN THE MATTER OF THE REAPPOINTMENT
OF THE STANDING COURTHOUSE
SECURITY COMMITTEE FOR MADISON
COUNTY

ADMINISTRATIVE ORDER 2011-46

The Iowa Supreme Court recognizing the increasing intimidation or violence against judges, court personnel and members of the public who use the state courts established a Court Security Improvement Task Force. It directed the task force to compile standards for state and county governments to use as a guideline to follow so that they may provide for a safe environment for delivery of justice in county courthouses.

After the perusal of surveys, recommendations and reports, and after consideration of county population, court workload and other factors that impact the need for various levels of court security, the Court Security Improvement Task Force has prepared *Guidelines for Courthouse Security in Iowa*, available on line at www.iowacourts.gov

This Court, in accordance with the *Guidelines for Courthouse Security in Iowa*, found in Administrative Orders 2000-26, 2004-02 and 2007-13 that a Standing Courthouse Security Committee be established for each county in the Fifth Judicial District of Iowa. The committee members for each county shall include individuals named by the chairperson of the County Board of Supervisors and the chief judge of the judicial district. It is appropriate at this time to update the committee membership from 2007 to reflect various changes in personnel at the various entities.

NOW THEREFORE IT IS ORDERED the following individuals are hereby appointed to the Madison County Standing Courthouse Security Committee:

Randy Hefner, District Court Judge, Chair
Janice Bowers, Madison County Clerk of Court
Kirk Macumber, Madison County Board of Supervisors
Craig Busch, Madison County Sheriff
Julie Forsyth, Madison County Attorney
G. JoAnn Collins, Madison County Treasurer
Todd Brown, Emergency Management Coordinator
Ken Burk, Winterset Chief of Police
Paul Welch, Public Representative

IT IS FURTHER ORDERED that the Madison County Standing Courthouse Security Committee should use the *Guidelines for Courthouse Security in Iowa* as an advisory during meetings concerning the security of the county courthouse and meet quarterly to discuss safety and security issues, and more often when necessary.

Done this 26th day of October, 2011.


ARTHUR E. GAMBLE, Chief Judge
Fifth Judicial District of Iowa

Copies to:

Madison County Standing Courthouse Security Committee Members
State Court Administrator
John Goerd, Judicial Branch Planner for the Courts

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CLERK DISTRICT COURT

Guidelines for Courthouse Security in Iowa

I. Rationale

These guidelines apply to the security of all structures that contain court-related facilities. In court security, the emphasis is on prevention, containment, and control - all directed towards the protection of life and property and the preservation of the judicial process. The guidelines provide the principal elements of court security planning. They point to key security and safety issues that should be addressed by court administrators, law enforcement officials, and Boards of Supervisors. In general, the guidelines provide a flexible and workable approach for ensuring safe and secure court facilities.

II. Direction and Oversight of Courthouse Security

Each county shall establish a **Courthouse Security Committee**. The chairperson of the County Board of Supervisors and the chief judge of the judicial district shall appoint the committee members, who shall include a representative of the sheriff, court administration, clerk of court, Board of Supervisors, and other key offices of the courthouse. The committee should meet quarterly to discuss safety and security issues, and meet more often when necessary.

Directives concerning courthouse security shall be written as directed by the Courthouse Security Committee. Each directive shall be reviewed by the committee and approved by the chief judge of the judicial district, the county sheriff, and the Board of Supervisors.

III. Guidelines

Ia-CHS-01 A directive establishes a written *Court Facilities Security Plan*, which should include at least the following sections:

- Physical security plan
- Security operations
- Hostage situation response plan
- High-risk trial plan
- Emergency procedures for: fire, bomb threat, tornado warning, or other disaster

Fire drills must be practiced on an annual basis, and other drills should be practiced as often as necessary. All employees shall participate in emergency drills when scheduled. New employees of the courthouse shall receive initial training on emergency procedures and updated when changed.

Ia-CHS-02 The physical security plan includes adequate provisions in at least the following areas:

Ia-CHS-07 When dangerous substances, including weapons, flammable materials, and other substances are maintained in the courthouse, they are stored in a secure area.

A secure area with dangerous substances will include the following security characteristics:

1. access is limited to those specifically identified to have access.
2. the door is locked by a deadbolt lock or padlock, when not occupied.
3. doors with exposed hinges have hinge pins welded or turned to preclude removal.
4. windows are covered with permanently affixed bars or expanded steel mesh.
5. the area is ventilated and not subjected to extremes of hot or cold within limits shown on containers.

Ia-CHS-08 The secure area used for storage of dangerous substances in the courthouse is equipped with fire-fighting equipment and an intrusion alarm.

The fire-fighting equipment can be as sophisticated as a sprinkler system or as simple as a fire extinguisher.

Ia-CHS-09 A local professionally trained fire inspector or the Iowa Fire Marshall's Office shall conduct an annual fire safety inspection to ensure compliance with fire safety regulations for buildings open to the public.

Ia-CHS-10 A written directive designates circulation patterns governing movement of people in the courthouse.

Patterns may include those for the public, employees, prisoners, and judges.

Ia-CHS-11 There are secure or controlled entrances to bring prisoners into the courthouse.

These could be in the form of a sallyport or an entrance from which the public is restricted, at least at the time of prisoner movement.

Ia-CHS-12 Prisoners brought into court should be accompanied by a trained peace officer.

To adequately deter and manage incidences involving unruly defendants in the court, they should be guarded by trained peace officers, rather than by civilian guards.

Ia-CHS-13 A written directive governs required searches of the courtroom for contraband.

At a minimum, someone should conduct a visual examination of the courtroom for

- Ia-CHS-20 An armed peace officer trained in courthouse security should be designated for immediate response to any duress alarm or call for assistance from court personnel.
- Ia-CHS-21 A judge's courtroom bench should include some type of bullet-proof barrier to provide the judge some protection from attack with a gun.
- Ia-CHS-22 During times a courtroom is not occupied it will be kept locked with restricted key access.
- Ia-CHS-23 Court facilities are equipped with an adequate emergency light source. The emergency light source shall be tested monthly and test results should be documented.
- Ia-CHS-24 Courtrooms and court facilities are equipped with at least one means of external verbal communications, such as a telephone.
- Ia-CHS-25 A written directive requires an emergency medical plan for the courthouse.

This plan should include the medical resources available to the courthouse and the procedures required to put the plan in effect.

- Ia-CHS-26 The courthouse security officer has access to a magnetometer.

A hand-held magnetometer will satisfy this requirement .

- Ia-CHS-27 There is a procedure for securing all admitted evidence when the court is not in session.

To preserve the integrity of the legal process, courts require a method for securing evidence that has been admitted to prevent tampering or theft when the court is recessed or is not in session.