

Chapter 8

Court Security Post Orders

8.01 ENTRANCE SCREENING

DEFINITIONS

Contraband: Items incapable of lawful possession by non-law enforcement officers, including but not limited to guns, bombs, clubs and switchblade knives.

Prohibited Goods: Items that threaten courthouse security, including but not limited to sharp combs, mace, handcuff keys, pocket knives, nail files, etc.

Hand Held Detector: A metal detector that can be held in the hand of an operator. These are generally used for bodily inspection of individuals. They can be used separately or as part of a system to support Walk-Through Detectors.

Magnetometer/Walk Through Detector: Resembling the frame of a door, this type of detector is designed to detect metallic objects on an individual passing through it. When such items are detected, the instrument informs the operator with a visual and/or audible alarm. The sensitivity of such a detector can be regulated to determine what items of metal will be detected.

Manual Inspection/Hand Search: The physical inspection and searching of hand held items before they are taken into a secured area. In an effective screening system all hand held items are searched manually (hand search) before they can be taken into a secured area.

Screening: A system of guarding and protecting whereby electronic devices and manual inspection are employed to prevent forbidden items from entering a secured area

SCREENING PROCEDURES

There will be screening at the main entrance. Screening procedures at the main entrance will be operational during normal Court business hours and any other time deemed necessary.

As persons enter the courthouse, a Marshal assigned to screening will direct the flow of people through the walk through detector/magnetometers. Individuals in wheel chairs will be hand searched.

All persons to be screened shall be directed to remove all metal objects from their persons and place them in trays. The items shall be looked over for any contraband. The items can be picked up on the other side of the screening device.

All objects are subject to being opened and the contents visually inspected.

The Marshal shall direct the person to be screened through the walk-through unit. In the event a person cannot go through the walk-through, a hand held detector shall be used.

If a positive reading results, the individual shall be so advised and given an opportunity to ascertain whether he/she may have previously overlooked other metal objects in his/her possession.

At a Magnetometer Post, an individual with a positive reading who still desires entry shall be passed through the walk-through a second time.

If a positive reading is again registered, the individual will be searched using a hand held detector.

If, as a result of a hand scanner search, a metallic object is located, it will, if possible, be removed. In all cases another complete search with the hand held detector shall be done, as the person may have more than one metallic object.

If as a result of the search, an item of contraband is discovered, appropriate action shall be taken.

Weapons or contraband found to be carried ILLEGALLY shall be secured and firearms shall be made safe. The person shall be segregated from the general public, then placed under arrest, charged with the appropriate offense. The Chief Marshal or the Commanding Officer shall be notified immediately.

1. Marshals shall follow all policies and procedures as directed in the Operations and Procedures Manual.
2. The Marshal operating the screening devices shall:
 - a.) Have knowledge of all the equipment used in screening procedures and be able to work all post assignments;
 - b.) Report any problems to the Chief City Marshal or Commanding Officer.

3. The public will always be treated with courtesy and respect even if they are verbally abusive to the officer. The officer will not argue with the public.
4. Items such as weapons, drugs and other contraband shall not be discussed in a light or humorous manner with the public.
5. No Marshal will make a remark that can even remotely be considered sexist, racist or discriminatory even if that remark is not directed to a single individual.
6. Marshals will not address Judges by their title "Judge", while in public. There might be people present who would want to do harm to any Judge they meet or come across.
7. Marshals will not shout across the lobby or down the hallway unless there is an urgent duty reason to do so.
8. The following items will not be allowed into the courthouse regardless of the size:

knives	mace
aerosol hair sprays	corkscrews
pepper spray	nails, screws, etc
razor blades	forks, spoons, etc
scissors	handcuff keys
heavy chain items	glass items
tools	knitting needles
non-working electronic devices	

Any other item(s) that could be used as a weapon at his/her discretion

A person with such items will be asked to return the item to his/her vehicle and will have to be screened again when he/she returns.

If someone brings in a car-radio face plate, or a pull-out dashboard radio, or if he/she have a medium to large size electronic item that doesn't work, he/she will be directed to take the item out to his/her car.

9. No Marshal will leave his/her post until properly relieved.
10. Marshals will not drink any soft drinks, coffee, or other liquids or eat any food while on any post unless specifically authorized by the Chief City Marshal or the Municipal Court Judge.
11. All persons to be scanned shall be directed to remove all metal objects from their persons and place them in a designated container.
12. The person being scanned will be directed to proceed through the walk-thru detector.
13. If a negative reading results, the individual shall collect his/her property and be permitted to proceed.
14. If a positive reading results, the individual shall be so advised and given an opportunity to ascertain whether he/she may have previously overlooked other metal objects in his/her possession.
15. An individual with a positive reading still desiring entry into the building shall be required to pass through the walk-thru a second time. If a positive reading is again registered, the individual will be searched using a hand held detector.
16. If, as a result of a hand scanner search a metallic object is located, it will, if possible, be removed.
17. In all cases another complete search with the hand held detector shall be done, as the person may have more than one metallic object.
18. If, as a result of the search, an item of contraband is discovered, appropriate action shall be taken.
19. Items which are prohibited by the court system, are asked to be taken to the person's vehicle.
20. If a member of the public mentions that they have a gun, bomb, or any other weapon, even in jest, they shall immediately be taken aside and patted down even if they are waiting in line before screening. If no weapon is found, obtain identification and check the subject for warrants. A report shall be written.

21. No Marshal will tell anyone to cover a belt buckle or any other item with their hand while walking through the magnetometer. The belt buckle must be removed and placed on the table before going through the magnetometer.
22. If a member of the public is in line, Marshals will immediately cease all private conversations and screen the person in line.
23. Marshals assigned to screening will not visit with citizens or with other departmental members except for the exchange of information relating to their assignment.
24. If someone indicates that they do not want to go through the magnetometer because of a pacemaker or any other reason, allow them to go around the equipment and pat them down by hand. The reason shall be verified before doing this. Generally persons with pacemakers will have an ID card stating that fact.

8.02 HAND CARRIED ARTICLES

No package or item will be allowed into a Courtroom that may disrupt or disturb normal court business. Hand carried articles that are going to be used as evidence, however, will be allowed.

All packages or items are subject to inspection by the Marshal assigned to a courtroom. If it is unable to be inspected for any reason, it will NOT be allowed into the courtroom.

Reading material that is not related to court business is prohibited. The Marshal shall direct individuals to put away any reading material that is inappropriate for Court.

NEWSPAPERS are prohibited from being read in the Courtroom.

Marshals have the authority and the duty to challenge all items and packages. The Marshal shall request a search of any item that looks suspicious. A person refusing to allow a Marshal to search their package shall be directed to exit the building with the item or package or, if necessary, may be forcefully removed.

If Contraband or a weapon is located during a consent search, the Marshal shall immediately segregate the individual from the general public, and then contact the Chief Marshal or the Commanding Officer for assistance. If the weapon or contraband is found

to be carried ILLEGALLY, the Marshal shall immediately contact the Chief Marshal and an arrest shall be made charging the subject with the appropriate offense.

If the weapon or contraband is found to be carried legally, the Marshal shall secure the item and return it to the owner after the closing of court. If the person refuses to allow the Marshal to secure the item, that person shall not be allowed entrance into the courtroom. The person carrying the item will have the choice as to which course of action shall be taken.

8.03 COURT BAILIFF

PRE-SESSION SEARCH: The Marshal shall arrive at his/her assigned Courtroom thirty minutes prior to the opening of Court. A search of the courtroom shall be done at this time. All areas pertinent to the Courtroom shall be searched. These areas include but are not limited to: the entire Courtroom, Judge's chambers, jury rooms, lavatories and connecting hallways.

If a weapon is located, secure the area and notify the Chief Marshal. The Chief Marshal shall notify the Police Department and request an investigation. The weapon shall NOT be removed until assistance arrives.

A Marshal locating an object suspected to be a bomb or other explosive device shall follow the procedures outlined in Bomb Threat.

In the event a Marshal suspects a bomb, these steps shall be followed:

**DO NOT TOUCH THE DEVICE
EVACUATE AND SECURE THE AREA
CONTACT THE LOCAL POLICE AGENCY**

The Marshal shall notify the Chief Marshal or Commanding Officer to advise him of the situation at the earliest opportunity.

The local police agency shall be alerted, but not requested to respond unless requested by the Municipal Court Judge.

In the event contraband is located, remove it and place it in an evidence envelope. Complete the proper departmental report and submit it, with the contraband, to property control. Notify the Chief Marshal or his designee.

The courtroom and chambers, all anterooms and related conference rooms, shall be inspected at the beginning of each day to determine if communication equipment, locks, lighting, heating, plumbing, air conditioning and other mechanical equipment are operational. In the event that defects are discovered, contact maintenance personnel.

The entire courtroom area including conference rooms, closets, hallways, chambers, jury rooms and lavatories shall be inspected for contraband and other suspicious or potentially harmful objects. Upon location of any such item, the Marshal assigned to the courtroom shall not remove the object but shall immediately notify the Chief Marshal or his designee.

The Marshal shall thoroughly familiarize himself or herself with the duties of which he/she is expected to perform in order to eliminate the need for further briefing from the Judge.

If requested by the Judge, the Marshal shall provide a water pitcher and paper cups on the bench.

In the event the Judge is holding pre-trial conferences, the Marshal shall be in a position to observe both the Courtroom and the private corridor, if at all possible.

The Courtroom shall be opened to the public fifteen minutes prior to the time Court is due to commence. At least one Marshal shall remain in the Courtroom continuously thereafter.

As persons enter the Courtroom the Marshal shall ensure no food or beverage is brought into the Courtroom.

Monitor those entering for signs of intoxication.

Ensure that the tone of voice and demeanor of those entering is not loud or boisterous.

Monitor those entering to identify persons who may need assistance, either informational or physical.

Advise the Judge of the existence of any fact which may interfere with the proper functioning of the Court, including the identity of persons who may be intoxicated or unruly.

Advise the Judge of any problems, or other unusual situations which have occurred within or immediately outside to the Courtroom.

Prior to opening Court, the Marshal shall request those persons present to be seated and inform them that there is to be no talking while Court is in session.

If a large group of spectators has gathered before the Court convenes, the Marshal shall caution them as to their expected conduct while Court is in session.

At the hour of the morning session when the Court is set to convene, the Marshal shall alert for the presence of the Judge.

Maintain order and decorum in a courtroom. The Marshal shall stand in a position that will enable the marshals to monitor ALL persons, including court staff, who are in the courtroom.

Carry out all lawful orders issued by the Chief Marshal, Commanding Officer, or Judge.

Open and close Court.

The Marshal shall be responsible for obtaining and monitoring necessary equipment and supplies for the courtroom, chambers and jury room. These items include but are not limited to: necessary forms (not court orders), stationary for the Judge, easels for the Courtroom.

In the event other equipment and supplies are required, the Marshal shall request and obtain the same from the Office of Court Administrator.

In the event that any equipment within the Courtroom, Judge's chambers or the jury room does not function properly, the Marshal shall notify the proper authority.

No video or audio equipment of any kind shall be allowed to be turned on in a Courtroom without the approval of the Judge. Such equipment includes but is not limited to: still cameras, video cameras, and tape or cassette recording devices. **NO PORTABLE PHONES SHALL BE USED IN THE COURTROOM.** Personal pagers may be used in the vibrating or silent position.

In the event a Marshal discovers an individual entering a Courtroom with a transmitting or recording device, other than a phone, the Marshal shall ask the individual to remove it from the Courtroom. The Marshal shall notify the Judge of the occurrence as soon as possible.

In the event a Marshal discovers the presence of any transmitting or recording device in the hallways, the Marshal shall secure the device and notify the Judge and other Marshals.

Take proper action regarding jurors, witnesses, trial participants and evidence as required.

When Court business has been completed, the Marshal shall examine all areas of the Court. These areas include, but are not limited to: hallways, stairs, lavatories, conference rooms, chambers and jury rooms.

After a complete inspection, The courtroom shall be secured.

Prior to leaving, the Marshal shall check with the Judge to see if he/she is needed for anything further.

The Marshal shall be alert to anticipate the needs of the court, such as placing a blackboard in position when testimony indicates a need for this.

Remain in the Courtroom at all times while Court is in session, or when the Courtroom is unlocked, unless otherwise directed by the Judge.

Ensure that everyone is quiet while Court is in session. Talking or reading by the public is prohibited. Conversations between attorneys and/or clients shall be permitted only to the extent that Court proceedings are not distracted or disrupted.

In the event a visitor appears to see the Judge, inquire of the name of the visitor and nature of the visit. Report this information to the Judge's secretary.

If a school group or a group from another organization enters the Courtroom to observe, the Marshal shall assist in seating them and advise the Judge of the name of the group and the name of the person(s) in charge of the group.

The marshal shall be aware of all minor children present in the Courtroom and guard against the possibility of them hearing any obscene testimony. Situations of this sort can usually be anticipated through the content of opening remarks made by the attorneys. Minor children may be asked to leave the Courtroom with the approval of the Judge.

If a disruption occurs within the Courtroom, the Marshal shall take immediate action to control the situation. The Courtroom Marshal shall utilize the radio to call for assistance

or an emergency. The Marshal shall activate the duress alarm in the event of an actual emergency.

1. OBTAINING JURORS:

Seat the prospective jurors in the spectator seats of the Courtroom while keeping the prospective jurors separate from those in the gallery. The Marshal shall give the appropriate copies of the juror profile to the clerk and attorneys.

Advise the Judge that the jurors, clerk and attorneys are present.

When the Judge enters the Courtroom, The Marshal shall announce: "All rise".

The Judge will administer the oath to the jurors and instruct the jurors to be seated.

2. IMPANELING JURORS:

After the jurors are sworn and the Judge makes a brief statement to the group of jurors as a whole, the clerk will call a certain number, usually six, of the prospective jurors to be seated in the jury box. As the clerk reads the juror numbers, the Marshal shall be stationed between the spectator seats and the jury box. The Marshal shall direct the prospective jurors to the appropriate seats.

Once the jury has been selected and sworn, the remaining prospective jurors shall be dismissed or instructed to return to the jury assembly room.

3. JURY MANAGEMENT DURING A TRIAL:

One of the most important duties of a Marshal is the security of the jury. The term security used here is not so much of a physical nature, but meant as protection against any contamination of the jurors. The jurors shall be protected against overhearing or accidentally seeing anything pertinent to the trial that may not be properly brought before the Court. The jurors shall be protected against anything which may bias the juror(s) opinion. Breach of this security may result in a mistrial. The Marshal shall be aware of this and use all means to prevent its occurrence. If an incident occurs, the Marshal shall immediately notify the Judge.

The Marshal shall provide the jurors with note pads and pencils when directed by the Judge to do so. These supplies are provided by the Court Administrator's Office.

Upon termination of the trial by way of verdict, mistrial, plea or dismissal, the Marshal shall take all notes and DESTROY them.

While deliberating, the jury must be kept together. The Marshal shall accompany any juror who needs to leave the company of the other jurors for any reason.

No one shall be permitted to discuss the case or the jurors' service with the jurors at any time while the trial is in progress.

Jurors shall be advised that once they report to the jury room they may not wander through the private hallway or staff offices.

The Marshal shall be aware of the exhibits offered and accepted as evidence. When exhibits are passed to a jury for inspection, the Marshal shall remain to retrieve them when the inspection is completed.

When the Judge begins to read the instructions to the jury, the public entrance shall be locked when so ordered by the Judge.

After securing the jury in the jury room by locking the door, ask the Judge which, if any exhibits shall be delivered to the jurors. Deliver such exhibits and make sure no juror has left any personal items (including notes) in the jury box.

When witnesses are excluded from listening to the on going trial, the Marshal shall direct them to wait in a specific location until they are called to testify.

The Marshal shall ensure that no person testifying is chewing gum or chewing tobacco.

Immediately prior to escorting the jurors to the jury room, the Marshal shall examine the room to ensure that no extraneous material such as law books, Court files or newspapers are located therein.

Upon arrival to the jury room, the jurors shall be advised that if they have a question, the foreman should put it in writing, date and sign it, and then knock on jury room door to get the attention of the Marshal.

The jury shall be instructed that they are not to mark any of the evidence or any of the questions as the questions also become part of the case. The Marshal shall instruct the foreman to knock when the jury has reached a verdict. When advised by the foreman that

there is a verdict, tell the foreman that there will be a short wait while the parties assemble.

The door to the jury room shall be locked at all times.

The Marshal shall keep all persons away from the jury room.

The Marshal must be positioned during deliberations so as to be able to observe the jury room door.

The Marshal shall not discuss the case with the jury nor permit others to do so.

Advise the Judge, Clerk and attorneys that a verdict has been reached.

Escort the jury to their seats in the jury box.

After the jury is seated, the Judge will ask if they have reached a verdict. Upon their affirmation, the Judge will ask the foreman to hand the verdict(s) to the Marshal. The Marshal shall then hand the verdict(s) to the Judge.

After the Judge discharges the jury, they should be escorted to the jury room to gather their belongings, then dismissed for the day. The Jury will remain in the courtroom until all defendants and witnesses have left. The door to the courtroom is locked. The Jury will then be escorted outside to their vehicles. If the Judge has indicated that he/she wishes to talk to the jury, the Marshal shall request that the jury remain until the Judge arrives.

The Marshal shall gather the instructions and exhibits and place them on the bench.

The Marshal shall maintain custody of jurors during prolonged trials, maintain isolation of jurors and handle juror(s) communication.

4. PRISONER MANAGEMENT DURING TRIAL

The security of the prisoner must be to some degree unobtrusive, unless there are extreme circumstances where the defendant is unruly or violent.

It is important that the Marshal guarding a prisoner be alert and position himself/herself in such a way as to be able to contain the prisoner in the event it becomes necessary, yet still remain unobtrusive.

When there is a jury trial with a prisoner, it will be necessary to have two (2) Marshals in the Courtroom. One Marshal shall be responsible for the prisoner, the other Marshal shall be responsible for tending the jury and other Courtroom matters. The Marshal responsible for the custody of the prisoner shall not have any other responsibilities while the prisoner is in his/her custody.

The Marshal shall escort inmates from the prisoner staging area to and from court each day.

It will be the responsibility of the Marshal to move all inmates in a safe and orderly fashion.

At least one Marshal will remain on duty until all prisoners have been escorted back to jail.

8.04 PRISONER HOLDING FACILITY

DEFINITIONS

COURT HOLDING CELL: That area in the Courthouse designed to hold and isolate incarcerated offenders while waiting to appear in Court or be returned to the jail.

FIREARM: A weapon that expels a projectile by means of exploding or expanding gases.

ESSENTIAL PERSONS: Designated staff and detainees are essential persons, all other persons are considered nonessential persons.

PROCEDURES

When moving inmates to or from court, the inmates will be accompanied by a Marshal. The inmate shall walk with his or her right side to the wall. The Marshal shall walk to the rear and slightly to the left of the inmate. Conversation shall be kept to a minimum. Each Marshal shall be equipped with a hand held two-way radio in order to effect communication in the event of a problem.

All inmates will move single file, in an orderly fashion. There shall be no talking, no smoking, no deviation of directions or destinations.

Restraints shall be used as routine, unless medically prohibited or considered a risk. Inmates considered a risk shall be handcuffed to the handcuff belt with additional restraints as deemed necessary.

The Marshal shall not allow the prisoners any type of clothing exchange, nor is contraband (including money) to be given to any prisoner in the custody of a Marshal. Anything of that nature must be taken to the Tom Green County Jail.

Marshals shall keep a close watch on their prisoners and shall not allow anyone to talk to the prisoner in their custody with the exception of the attorney as ordered by the Judge. The prisoner/attorney conference shall be done in a manner that will not disturb the Court.

The Marshal shall station himself/herself in such a position in the courtroom as to prevent the prisoner from any attempt to escape or to cause a disturbance in the Court.

When Court recesses for lunch, the Marshal shall request another Marshal to return the prisoner to the jail.

Officers from the Tom Green County Jail shall notify Marshals of any prisoner that is considered a risk, mentally disturbed or has any infectious diseases, if known. Any Marshal handling such prisoner shall take any precautions that may be necessary.

In the event a prisoner becomes ill, the Marshal shall radio City Marshal Dispatch requesting medical assistance for the inmate. Advise City Marshal Dispatch of the specific location. If the prisoner needs an ambulance, the Marshal shall request on from PD channel 3-3. The Marshal shall stay with the prisoner until relieved of that assignment.

In the event Court remains in session past the prisoner's lunch or dinner hour, the Marshal with a prisoner shall radio City Marshal Dispatch and advise that the prisoner is still needed in court. City Marshal Dispatch will advise the jail of that fact so arrangements can be made to have a bag lunch/dinner waiting for the prisoner on his/her return.

In the event court remains in session past normal Courtroom hours and there is a prisoner in custody, at the close of court the Marshal shall remain on duty to return the inmate

back to the jail. A Marshal assigned to City Marshal Dispatch shall remain on duty until all prisoners have been returned to the jail, all criminal trials have concluded and there is no chance of any person being remanded to the custody of the Sheriff.

CUSTODY AND RELEASE OF DEFENDANTS:

Marshals shall be responsible for taking into custody defendants as ordered by the Court. Specific procedures are as follows:

When it has been determined that all parties are ready to proceed on a case where the defendant is in custody, a Marshal shall bring the prisoner into the courtroom. When the Marshal is finished with the inmate, the Marshal shall take the prisoner back to the Prisoner holding facility to await transport back to the jail. A Marshal shall pick up the inmate and completed paperwork and escort the inmate back to the jail.

PRISONER RESTRAINTS:

All Marshals shall carry at least one set of handcuffs for use in their day to day duties (Arrests, prisoner restraint and control, etc.).

The Marshal shall maintain full custody of all prisoners in his/her charge.

The Marshal shall retain control of all prisoner(s) that are in Court for a trial or hearing until the prisoner is returned to the jail.

The Marshal shall position himself/herself so as to be able to view the Courtroom, watch the defendant and observe the Judge.

The Marshal shall examine the Courtroom for any items that may be used as a weapon. Such items are pens, pencils, water pitchers or any other such item determined by the Marshal as potentially harmful. These items shall be either removed or be kept away from the prisoner.

The Marshal shall check with the prosecuting attorney to determine if any security problems might come up with regard to the prisoner, his friends and family or the victim's friends and family. In the event a problem is indicated inform the Chief Marshal or his designee and the Judge.

SAN ANGELO MUNICIPAL COURT

OCCUPANT EMERGENCY PLAN

The purpose of the Occupant Emergency Plan (OEP) is to better insure the safety of individuals located in the San Angelo Municipal Court by establishing procedures for various types of emergencies.

EVACUATION

Some emergency events will require the evacuation of the court facility. The evacuation decision may be made by the presiding judge, court administrator, or ranking marshal on site at the court.

1. Primary Location:

The primary evacuation location will be the basement of the Police Department. All court personnel will quickly move to the exit by the courtroom nearest the judge's office and proceed directly through the breezeway to the back door of the Police Department.

2. Secondary Location:

In the event the primary location is unavailable or out of service, all personnel will be diverted by the ranking marshal and shall exit the rear door facing employee parking and the river and will proceed to the City Recreation Center at Magdalen and Twohig.

3. Handicapped or Injured Personnel:

Able bodied personnel should make all efforts to assist those handicapped or injured to evacuate the building.

4. Remain at Evacuation Location:

All evacuated personnel will remain at the location of evacuation until released by the marshal on site with them.

Marshal Responsibilities During Evacuation:

All marshals will respond to the court if an evacuation is ordered. The marshal working court security at the front door will be responsible for evacuating civilians and securing the front door upon evacuation. All other marshals will assist in the evacuation of court personnel. At least one marshal shall accompany court personnel to the evacuation location. Any remaining marshals will assist authorities on scene as necessary.

FIRE ALARM

All personnel **will evacuate** according to listed directions when a fire alarm is activated.

Marshals will not let anyone return to the building for any reason until given the all clear by the fire department.

COURTROOM INCIDENTS

Sometimes violence erupts inside the courtroom which necessitates intervention by a marshal. Should violence erupt in the courtroom, the judge and/or clerk should activate the duress alarm and all court personnel should exit to the inner office through the east door. The inner door should be secured as exit is made to prevent persons in the courtroom from entering the office area.

The marshal in the courtroom will take necessary steps to suppress violence in the courtroom until assistance arrives.

LOBBY INCIDENTS

If violence erupts in the lobby, the duress alarm should be activated the clerk(s) at the front desk. All clerks at the front desk should vacate their area and go to the nearest place of safety in the court away from the front counter such as the break room or the east foyer.

All other office personnel should go to a place of safety. Those already located on the east or west end of the building should stay there. The remainder should go to the nearest place of safety away from the front.

The marshal in the lobby will take necessary steps to suppress violence in the lobby until assistance arrives.

BOMB THREATS

If a bomb threat is received by any Municipal Court personnel, the following information should be obtained if possible:

1. When the bomb is set to explode;
2. Where the bomb is located;
3. Identity of caller – name, male, female, etc.;
4. When the call was received;

5. What kind of bomb it is;
6. What the bomb looks like;
7. How the caller sounded:
 - a. Nervous
 - b. Excited
 - c. Intoxicated
 - d. Laughing
 - e. Accent
 - f. Speech impediment
 - g. Familiar voice
 - h. Indication of age
8. Background noise
9. Reason for bomb
10. Time caller hung up

When the caller disconnects, **dial 9 * 57** and advise a supervisor immediately. Supervisors should notify the presiding judge and ranking marshal on site of the incident.

THREATENING PHONE CALLS

If a threatening phone call is received, as much information should be collected as possible similar to the guidelines for bomb threats.

When the caller disconnects, **dial 9 * 57** and advise a supervisor immediately. Supervisors should notify the presiding judge and ranking marshal on site of the incident.

HOSTAGE SITUATIONS

Should a hostage situation present itself, your personal safety is very important. Only you possess the knowledge at the time of what may be safe or unsafe. The marshals will be responding based on their training and all personnel should follow their directions. There are a few considerations that may be helpful:

1. Will my actions cause danger for myself or someone else?
2. Can I safely hide?
3. Can I safely push the duress button?
4. Can I safely escape?

ACTIVE SHOOTER

Active shooter incidents are rapidly progressing actions that are unpredictable and the steps listed may or may not work but generally are considered the best possible response to an active shooter.

The Municipal Court is already in a lockdown status which is the first recommended practice. Personnel should take advantage of the lockdown and move to an area not visible to the shooter and remain in the lockdown area until Law Enforcement personnel arrive to release you.

The only circumstance that would warrant leaving the lockdown prior to Law Enforcement personnel arriving would be fire or the actor has breached the security of the lockdown area.

Should you have to leave the lockdown area, follow evacuation procedures and go to one the safe areas listed in the evacuation procedure where personnel may be secured and accounted for.

Once law enforcement personnel arrive, obey all directions they give you.

If possible to do safely, you may call 911 and give communications personnel updates on the actor's location.

Do not try to be a hero, take care of yourself and evacuate if necessary.

WEATHER RELATED INCIDENTS

When severe weather is approaching the area, the ranking marshal shall monitor conditions via the national weather service and the PD dispatch for indications that would require taking cover.

Should conditions require taking cover, visitors should be moved to the courtroom and directed to line the west wall (jury box side). One Marshal should remain with them.

Employees should evacuate to the basement of the Police Department if safe to move that direction. If unsafe to go to the Police Department, employees should gather in the jury room and in the west end of the building near the wall by dispatch and near the wall by the server room.

All persons remaining in the building should be instructed to sit on the floor with heads between their knees and hands covering the back of their heads.

SUSPICIOUS PACKAGES/MAIL

Suspicious Powder

If anyone receives a parcel containing a threat of anthrax or unknown powder, you should do the following:

- Notify Marshal in Charge.
- Secure the area so that no one may enter.
- Have all air conditioning/heating units turned off.
- Do not move the article containing suspected substance.
- Secure the article containing suspected substance by placing a box, trash can, or similar object over it so that particles are not allowed to spread.
- Notify the presiding judge or Marshal in Charge for instruction on evacuation.
- Any other duties as assigned by Marshal in Charge.
- Persons having contact with suspected anthrax should shower and wash clothes as soon as possible to avoid further contamination.

Possible Explosive Material

The letter/parcel bomb recognition points are listed below. These are posted over the mail opening desk for your inspection. These points will usually but not always appear in multiples on actual explosive devices.

- Foreign Mail, Air Mail, and Special Delivery
- Excessive Postage
- Hand Written or Poorly Typed Addresses
- Incorrect Titles
- Title but with no Names
- Misspellings of Common Words
- Oily Stains/Discolorations/Corrosion
- No Return Address/Return Address does not verify
- Excessive Weight
- Rigid Envelope
- Lopsided or Uneven Envelope
- Protruding Wires/Batteries/Tinfoil or other Metal Items (i.e. Nails, Washers, Bolts, etc.)
- Any Crystallized Substance on or in Envelope
- Noticeable Odors Coming from Envelope/Package
- Excessive Securing Material (i.e. Masking or Duct Tape, String, Staples, etc.)
- Restrictive Markings such as Confidential, Personal, etc.
- Visual Distractions

CHAPTER 31

MANDATORY REPORTING OF COURT SECURITY INCIDENTS

Purpose: This policy is to insure that all reporting requirements of the Texas Code of Criminal Procedure, Article 102.017(f) regarding the mandatory reporting of Court Security Incidents are completed.

31.01 Reporting Requirements:

Any incident happening inside the court or on court property that is adverse in nature to the court or court family shall be recorded on an incident report regardless of whether the incident results in an arrest. These incidents shall include but not be limited to:

- a. threats to harm a person or property
- b. disorderly conduct
- c. physical assaults
- d. escape attempts
- e. attempts to bring weapons into the court building
- f. possession of weapons on the court property

Each report shall include: the offender's information; detailed description of the incident; witness names; whether or not charges were filed; location of the incident (courtroom, lobby, parking area etc.); whether a weapon was involved; whether any injuries occurred; witness information.

All questions about whether an incident is reportable or not shall be directed to the City Marshal, Chief City Marshal, or the Municipal Court Judge.

31.02 Notification Requirements

Any Marshal reporting on an incident will notify the City Marshal or Chief City Marshal of the incident. The City Marshal or Chief City Marshal shall notify the Municipal Court Judge of the incident. Additionally, not later than 24 hours after occurrence, The City Marshal or Chief City Marshal shall supply a copy of the completed incident report to the Court Administrator for preparation and submission of the required reports to the Office of Court Administration.



Office of Court Administration
Texas Court Security Incident Report
 - Municipal Courts -
 Texas Code of Criminal Procedure, Art. 102.017(f)

Form must be submitted not later than the 3rd business day after the date the incident occurred.

This form is for administrative purposes only. If law enforcement attention is needed, contact the local police or sheriff's department.

1. Information of Person Completing Form:	
Last	First
Area Code and Phone	
Title	Email
2. Court Name: _____	
3. Incident Date: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
4. Type of Incident: <input type="checkbox"/> Physical assault <input type="checkbox"/> Disorderly behavior <input type="checkbox"/> Bomb threat <input type="checkbox"/> Hostage situation <input type="checkbox"/> Threat <i>Type of threat:</i> <input type="checkbox"/> Verbal <input type="checkbox"/> Written <i>Threat against:</i> <input type="checkbox"/> Judge or court staff <input type="checkbox"/> Attorneys, witnesses, or jurors <input type="checkbox"/> Other: _____ <input type="checkbox"/> Prisoner escape attempt <input type="checkbox"/> Attempt to bring a weapon into the courtroom or court building <input type="checkbox"/> Other: _____	8. Who was the perpetrator in the incident? Name: _____ <input type="checkbox"/> Defendant / respondent <input type="checkbox"/> Complainant <input type="checkbox"/> Family member/friend of party in the case <input type="checkbox"/> Member of public (unknown relation to any case) <input type="checkbox"/> Other: _____ Was this individual charged as result of the incident? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending
5. Location of Incident: <input type="checkbox"/> Courtroom <input type="checkbox"/> Judge's chambers <input type="checkbox"/> Judge's staff offices <input type="checkbox"/> Clerk's office <input type="checkbox"/> Holding area <input type="checkbox"/> Parking lot <input type="checkbox"/> Public area of courthouse/court building (lobby, hallway, etc.) <input type="checkbox"/> Other: _____	9. Was the incident reported to law enforcement? <input type="checkbox"/> No <input type="checkbox"/> Yes, name the agency: _____
6. Was a weapon involved? <input type="checkbox"/> No <input type="checkbox"/> Yes, identify all weapons involved: <input type="checkbox"/> Gun <input type="checkbox"/> Knife <input type="checkbox"/> Blunt object <input type="checkbox"/> Other: _____	10. Was this incident related to a particular case within the court? <input type="checkbox"/> Criminal <input type="checkbox"/> Juvenile magistration <input type="checkbox"/> Civil <input type="checkbox"/> Not related to a particular case Case Number: _____ Style: _____
7. Was anyone injured? <input type="checkbox"/> No <input type="checkbox"/> Yes, type of injury: _____ <i>If yes, was medical attention rendered?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes	11. Description of Incident: _____