

**OREGON JUDICIAL DEPARTMENT (OJD)
SECURITY STANDARDS
FOR THE APPELLATE, TAX, AND CIRCUIT COURTS
AND THE OFFICE OF STATE COURT ADMINISTRATOR (OSCA)**

A. Preamble and Implementation

1. In order to improve the security of the appellate, tax, and circuit courts of the state and OSCA, the OJD Security and Emergency Preparedness Office (SEPO), at the direction of the Chief Justice of the Oregon Supreme Court, has established court security standards. These standards are designed to safeguard the public, the courts, and OSCA through protection of public judicial personnel and court facilities, and to ensure the continuity of court operations. The Five-Year Implementation Plan (Attachment B to CJO 09-033) addresses the "Most Urgent" components of the standards. This standard will become an attachment to security plans of the appellate, tax, and circuit courts and OSCA.

Security for the municipal and justice courts is not addressed in this document. ORS 1.178 (4) establishes a relationship between the municipal and justice courts and the department regarding security, emergency preparedness, and business continuity. A separate document will address OJD SEPO recommendations for security, emergency preparedness, and business continuity plans and equipment for the municipal and justice courts.

2. These Security Standards and the Five-Year Implementation Plan (Attachment B) result from the creation of ORS 1.177, 1.178, and 1.180 and a subsequent 12-month project with the National Center for State Courts (NCSC) during 2008. The NCSC project assessed the current levels of security in the courts and provided recommendations for security standards.
3. In establishing these standards, the OJD SEPO consulted with the following agencies, organizations, and individuals:

Chief Justice, Oregon Supreme Court
OJD State Court Administrator
OJD Security and Emergency Preparedness Advisory Committee (SEPAC)
Oregon State Sheriffs' Association (OSSA)
OJD Circuit Court Presiding Judges and Trial Court Administrators
OJD Special Courts Advisory Committee (SCAC)
Association of Oregon Counties (AOC)
4. Collaboration. As the circuit courts of the state are located in county-owned facilities, it is imperative that the courts work collaboratively with the sheriff and county administration in the implementation of these standards.
5. Applicability. These standards apply to the tax and appellate courts (Supreme Court and Court of Appeals), and to the circuit courts of the state. The requirements to provide security, emergency preparedness, and business continuity plans and resources for

OSCA are identified in ORS 1.177. OSCA's mission dictates a smaller set of security requirements.

6. **Assessment of Current Conditions.** OJD SEPO will conduct a survey of the appellate, tax, circuit, municipal, and justice courts to determine the current level of security at each court. OJD SEPO will also assess the interest of the municipal and justice courts in adoption of plans and standards. Due to the cost of the standards and limited resources, the five-year plan sets the priority for implementation. The OJD Central Procurement Office will manage the procurement of all components of the security standards.
7. **Funding.** The following elements of the court security standards will be coordinated by SEPO and, subject to fund availability, financed by the state court facilities security account; see ORS 1.178 (<http://www.leg.state.or.us/ors/001.html>). Exceptions to this include functional systems already existing in a court or construction of a new court facility. All funding decisions are subject to final approval by the Chief Justice.

Access Control Systems
Magnetometers
Security Camera Systems
Duress Alarm Systems
Training for Judicial Personnel
Training for Court Security Officers
Business Continuity Testing
Transparent Barriers
Armoring of Benches
Intrusion Detection Systems
Court Security Assistance Program

8. Court facilities scheduled for replacement will be assessed by OJD SEPO to determine what, if any, standard(s) will be implemented in the existing facility and which standards(s) will be scheduled for installation in the new facility.

B. Standards

Security Standards. The security standards for the appellate, tax, and circuit courts of the state of Oregon are as follows:

1. **Access Control Systems.** These systems are often referred to as "keycard" systems as they use a special card to open electronically controlled locks on building or office doors. The access control system will be established to *[provide a single access point to the facility for the public. Other exterior doors will permit access to staff using their "keycard". All internal spaces used by the courts will use the access control system.]* **limit access to court spaces and improve the security of judges and court staff. The access control system will protect all perimeter doors entering into court spaces and other selected doors as appropriate.** The circuit courts will manage their own access control system with support from OJD SEPO, or co-manage the system with other governmental agencies owning or sharing the court facility.
2. **Magnetometers.** These devices are used to detect metal objects on individuals and are used for security screening purposes. Walk-through magnetometers allow

an individual to pass through the screening device and their whole body is scanned by the equipment. Wand magnetometers are portable devices used for secondary checks of walk-through magnetometers, where walk-through magnetometers are unavailable or in temporary or portable situations.

- a) Walk-through magnetometers will be provided for all appellate, tax, and circuit courts of the state. Units will be provided for multiple buildings as necessary.
 - b) Portable "wand" magnetometers will also be provided for the appellate, tax, and circuit courts. Units will be provided for multiple buildings as necessary.
3. **Security Camera Systems.** Security camera systems provide the court with the ability to visually monitor critical areas of the court facility as well as retain a record of events for [60] {30} days. To be effective, security camera systems must be monitored by court staff or other public safety personnel.
 4. **Duress Alarm Systems.** These electronic systems provide emergency signaling to local law enforcement by means of a transmitter located in areas where judges and staff come in contact with in-custody defendants and the public. Each court must identify which law enforcement agency will receive the signals for these alarm systems.
 5. **Court Security Officer (CSO) Screening Station.** A staffed screening station will be established at the single public entrance to the court facility and operated during the hours in which the court is conducting business.
 6. **Training for Judicial Personnel.** Annual security, emergency preparedness, and business continuity training. This training will be provided to all judges and staff. It will cover the three subject areas above, as well as family, home, and travel considerations.
 7. **Training for CSOs.** This training will be certified by the Oregon Department of Public Safety Standards and Training (DPSST) and developed in cooperation with the Oregon State Sheriffs' Association (OSSA). It will be offered to CSOs from all courts of the state.
 8. **{Business Continuity Testing. Biennial testing of OJD's Business Continuity Plans (BCP). BCPs have three sections requiring testing and maintenance: Emergency Response, Business Function Continuity, and Communication and Coordination. Testing and plan maintenance will ensure that OJD and its business partners will continue to provide the citizens of Oregon critical services during emergencies, disasters, or other unplanned events. SEPO will have staff and resources available to help the court/divisions develop, perform, and evaluate the tests.}**
 9. **Transparent Barriers.** Transparent barrier material will be installed at all counters which handle cash.
 10. **Armoring of Benches.** Ballistic panels will be installed in all judges' benches.

- 11. Automated External Defibrillators (AED).** Each court facility will have an AED and court staff will be trained to operate the defibrillators.
- 12. Intrusion Detection Systems (IDS).** Systems that will identify unauthorized access to court facilities and provide alert notification to authorities. [*Each court facility will have an IDS.*] **{Some facilities may be identified for inclusion of IDS.}**
- 13. Incident Reporting.** All courts will report security incidents in accordance with CJO 92-006 and the Chief Justice Memorandum dated February 7, 2008.
- 14. Court Security Assistance Program.** This program provides financial assistance to circuit courts which anticipate a high-risk/high-profile case in which the sheriff's office cannot provide adequate security due to financial limitations. This program has been implemented.
- 15. Exterior Lighting of Court Facilities.** The external perimeter of court facilities is covered by adequate security lighting, to include parking lots.
- 16. External Barriers.** Bollards and protective measures for utility cabinets are installed.
- 17. Emergency Equipment.** All court facilities shall have emergency lighting, fire alarm systems, first-aid kits, and fire extinguishers in accordance with building code and fire service requirements.
- 18. Mail Handling.** Courts will establish mail handling policies which will include procedures for x-ray and magnetometer screening of suspicious packages.

FIVE-YEAR IMPLEMENTATION PLAN (~~[2009]~~**[2010 – 2014]**~~[2013]~~)

This document describes the implementation process for those elements of the OJD Court Security Standards considered "Most Urgent". Those elements of the security standards not listed in this Five-Year Implementation Plan will be included in the next five-year plan. This plan will ensure that:

1. The needs of the courts are assessed.
2. Elements of the standards are prioritized.
3. Court security funding is allocated based upon greatest need.
4. Elements that cannot be procured in a single year due to budgetary constraints are spread across multiple years.
5. The plan provides the most efficient use of resources.

[2009] [2010]	Complete assessments (hardware and training) Set standards and five-year implementation plan Begin judicial personnel and CSO training Begin installation of duress alarm/access control/security camera systems
[2010] [2011]	Continue judicial personnel and CSO training Begin business continuity testing for courts/divisions Continue installation of duress alarm/access control/security camera systems
[2011] [2012]	Continue judicial personnel and CSO training Continue business continuity testing for courts/divisions Continue installation of duress alarm/access control/security camera systems Install Plexiglas barriers Begin purchase of magnetometers Conduct project mid-point review
[2012] [2013]	Continue judicial personnel and CSO training Continue business continuity testing for courts/divisions Complete installation of duress alarm/access control/security camera systems Complete purchase of magnetometers Begin armoring of benches
[2013] [2014]	Continue judicial personnel and CSO training Continue business continuity testing for courts/divisions Complete armoring of benches Review five-year plan and adopt next five-year plan

Security standards for the appellate, tax, and circuit courts of the State of Oregon not addressed in the first Five-Year Implementation Plan:

- CSO Screening Station
- Transparent Barriers
- Automatic External Defibrillators (AED)
- Intrusion Detection Systems (IDS)
- Exterior Lighting and Barriers for Court Facilities
- Emergency Equipment and Mail Handling Policies