

Lynnwood Municipal Court
Judicial Policy
Trial Court Security

1. Purpose

The Lynnwood Municipal Court recognizes the need to balance public access to the court with the demands for the security of everyone in the court environment. Furthermore, General Court Rule 36 (GR36) provides that “a safe courthouse environment is fundamental to the administration of justice. Employees, case participants, and members of the public should expect safe and secure courthouses.”

2. Policy

- a. Lynnwood Municipal Court partners with the Lynnwood Police Department is providing trained uniformed security officers.
 - i. Weapons Screening conducted by uniform personnel at the courtroom entrance.
 - ii. Secured lockers for weapon storage are provided in the Police Department.
- b. Lynnwood Municipal Court partners with the City of Lynnwood’s Information Technology Department to enhance court security.
 - i. Duress alarms have been placed at multiple strategic locations in the clerk’s office and courtroom.
 - ii. Security cameras are strategically located at several locations throughout the court and the Criminal Justice Center.
- c. Lynnwood Municipal Court partners with the City of Lynnwood’s Public Works Department in enhancing the physical security of the court facility.
 - i. Safety/Protection Glass is installed at the public service counter.
 - ii. Access to the court clerk’s office is limited to employees via a city issued access card.
 - iii. A locking safe has been provided for safe keeping of monies, pro tem access badges, hand receipts, etc.
- d. Lynnwood Municipal Court partners with Lynnwood Police Department, the Administrative Office of the Courts (AOC) and the District and Municipal Court Management Association (DMCMA) to provide safety training to court staff.
 - i. Active Shooter training provided.
 - ii. Courtroom Security training provided.
 - iii. Personal Safety and Awareness training provided.
- e. Lynnwood Municipal Court has established a Municipal Court Evacuation plan.
 - i. Situations and Assumptions
 - ii. Staff Responsibilities
 - iii. Process of Evacuation Events
 - iv. Drills

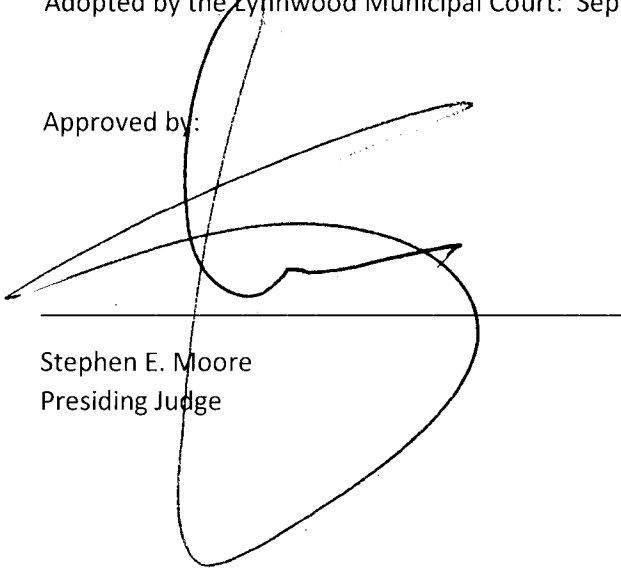
- f. In accordance with GR 36 Lynnwood Municipal Court shall make a record of each security incident.
 - i. Report shall be made within 2 days of the incident.
 - ii. Incident shall be electronically reported to the AOC.

3. Reference

- a. Lynnwood Municipal Court Evacuation Plan
- b. General Court Rule 36 (GR36)

Adopted by the Lynnwood Municipal Court: September 1, 2017

Approved by:

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is cursive and somewhat abstract, with a large loop at the bottom.

Stephen E. Moore
Presiding Judge

GR 36
TRIAL COURT SECURITY

(a) Purpose. A safe courthouse environment is fundamental to the administration of justice. Employees, case participants, and members of the public should expect safe and secure courthouses. This rule is intended to encourage incident reporting and well-coordinated efforts to provide basic security and safety measures in Washington courts.

(b) Definition. “Incident” is defined as a threat to or assault against the court community, including court personnel, litigants, attorneys, witnesses, jurors, or others using the courthouse. It also includes any event or threatening situation that disrupts the court or compromises the safety of the court community.

(c) Incident Reports.

(1) Reporting Method.

(i) The court should make a record of each incident as soon as practicable, but no later than two days after the incident. The report shall be kept on file by the local court administrator.

(ii) The court shall report all incidents electronically to the Administrative Office of the Courts (AOC) on the AOC Threat/Incident Report Form within one week of the incident.

(d) Court Security Committee.

(1) Role. Each trial court should form a Court Security Committee to coordinate the adoption of court security policies and make recommendations regarding security protocols, policies, and procedures necessary to protect the public, court personnel and users, and court facilities. The Court Security Committee should adopt a Court Security Plan and thereafter revise the Plan as may be necessary.

(2) Committee Composition. The Presiding Judge for each court should convene a Court Security Committee meeting and invite representatives from the following:

- (i) Judiciary;
- (ii) Court Clerical Staff;
- (iii) Prosecuting Authority’s Office;
- (iv) Public Defender’s Office;
- (v) Executive Branch;

- (vi) Law Enforcement;
- (vii) Facilities/Maintenance Department;
- (viii) Any other agency of government housed in the same building;
- (ix) Any other person the presiding judge deems appropriate.

(e) Court Security Plan. Each Court Security Committee should create a Court Security Plan for each courthouse location. If a Court Security Plan is adopted; the Court Administrator shall keep the Plan on file and accessible to the court community. The Court Security Plan should be in writing and should address:

(1) Routine security operations, including security screening for persons entering the court facility, secure storage of weapons not permitted in the courthouse, parking, landscaping, interior and exterior lighting, interior and exterior doors, intrusion and detection alarms, window security, protocol for building access for first responders, and provision of building floor plans for first responders.

(2) Written or oral threats or declarations of intent to inflict pain or injury upon anyone in the court community;

(3) Physical layout of court facility and escape routes;

(4) Threats—in court or by other means (telephone, e-mail, website, etc.);

(5) Bomb threat;

(6) Hostage situation;

(7) Weapons in the court facility;

(8) Active shooter

(9) Escaped prisoner;

(10) High risk trial plan;

(11) Routine security operations;

(12) Threat and security incident response techniques in and around the court facility, which may include how to defuse situations and remain calm during an incident;

(13) Personal safety techniques in and around the court facility;

(14) Irrate and abusive individuals.

(f) Security Drills. Each court may hold security drills as determined by the Court Security Committee, as deemed necessary by the Presiding Judge in consultation with other authorities in the courthouse. Drills should include all court personnel, prosecutors, defense attorneys, law enforcement, and other regular court users.

(g) Minimum Court Security Standards. Every Court shall endeavor to meet or exceed the following minimum standards. Should the Court fail to meet the Minimum Court Security Standards, the Court should state in the Court Security Plan why the minimum standards were not met.

(1) Policy and Procedure Guide for all court and clerk personnel. Trial courts shall develop a Court Security Policy and Procedure Guide, using as examples the guides from Spokane County and Seattle Municipal Court, which guides are available from the Administrative Office of the Courts.

(2) Weapons screening by uniformed security personnel at all public entrances. Uniformed security personnel shall perform weapons screening at all public entrances, using as a minimum metal-detector wand screening and physical examination of bags, briefcases, packages, etc.

(3) Security audits every three years. Trial courts shall conduct a security audit at least every three years. Updates to the Court Security Policy and Procedure Guide shall be disseminated to all court and clerk personnel.

(4) Security cameras recording with loops of at least 7 days, with signage that recording is taking place. Security cameras shall be placed at strategic locations as determined by the Court Security Committee, with signs posted nearby advising that recording is taking place. Security camera footage shall be retained for at least 7 days.

(5) Duress alarms at multiple strategic locations, such as clerk's office, administration, and courtrooms, with broadcasting to the nearest law enforcement agency with jurisdiction over the court site. Easily accessible and discreetly placed duress alarms shall be located at multiple strategic locations as determined by the Court Security Committee. The duress alarm shall broadcast to the law enforcement agency that has jurisdiction to respond to the site, and which is closest to the site.

(6) Emergency notification broadcast system in place, with standardized color coding, and all personnel trained on the system. An emergency notification broadcast system shall be

established with standardized color coding denoting the level of emergency. All court and clerk personnel shall be trained on use of the system.

(7) Active shooter training for all court and clerk personnel. Active shooter training shall be delivered to all court and clerk personnel.

[Adopted effective September 1, 2017.]

City of Lynnwood

Municipal Court Evacuation Plan

Purpose:

This evacuation plan outlines the movement of people within the Municipal Court to safe areas outside of the building when emergency situations require such action.

Authority:

The Municipal Court Evacuation Plan is developed by the Court Administrator as a matter of policy outlined in the City of Lynnwood Emergency Operations Plan.

Scope of Authority:

Police, Fire, Judge, Court Administrator, and Security Officer have the authority to direct a Municipal Court evacuation.

Situation and Assumptions:

An evacuation should be ordered when there is an actual or perceived threat to the safety of the building occupants. Some examples are: fire, fire alarm, natural gas leak, chemical spill, bomb threat, structural instability, violence in the courtroom or lobby, or evacuation ordered by law enforcement. An alarm or "all page" order via the telephone system will commence an evacuation without question. All other evacuations are determined and ordered by the Judge and/or Court Administrator or designee.

The Municipal Court serves the public at the customer service counter, in the courtroom, and in the probation office. Measures will be taken to ensure all hearing, sight, mentally, and mobility impaired customers are safely evacuated and accounted for.

All court employees should help the public and anyone needing assistance to exit the building and reach the evacuation site.

Responsibilities:

Personal safety will not be jeopardized to protect records or equipment.

Court Administrator or designee:

- Overall responsibility for executing the Municipal Court Evacuation Plan.
- Ensure all court staff understand the evacuation procedures.
- Authorize and coordinate building evacuation.
- Report building evacuation status information to the City of Lynnwood Emergency Operations Center, Police Department, Fire Department and Incident Commander by calling 911.

- ❑ Schedule and participate in required evacuation drills.
- ❑ Schedule post-evacuation debriefing meeting.
- ❑ Prepare Order for Emergency Closure for judge's signature. Copy of signed Order to AOC.

Operations Supervisor or her designee:

- ❑ Notify the Administrator of successful evacuation or any problems with evacuation.
- ❑ Participate in required evacuation drills.
- ❑ Take attendance at evacuation site.

In Court Clerk:

- ❑ Supervise the complete evacuation of the courtroom.
- ❑ Evacuate jurors to the jury evacuation site.
- ❑ Notify the Administrator or designee of successful evacuation or any problems with evacuation.
- ❑ Report to the Operations Supervisor for attendance and then return to jury evacuation site.

Front Counter Clerk:

- ❑ Notify the Administrator or designee of successful evacuation or any problems with evacuation
- ❑ Report to the Operations Supervisor at evacuation site for attendance.

Probation Supervisor and/or Probation Officer:

- ❑ Supervise the evacuation of Probation Department and evacuation of court lobby.
- ❑ Notify the Administrator or designee of successful evacuation or any problems with evacuation
- ❑ Report to the Operations Supervisor at evacuation site for attendance.

All other employees:

- ❑ Assist where needed if possible without putting the employee at personal risk, and evacuate building.
- ❑ Report to the Operations Supervisor at evacuation site for attendance.

Progression of Evacuating Events:

Staff members ordering an evacuation unknown to the city will notify 911 immediately. Notify emergency personnel of any disabled individuals who require assistance exiting the building and where their location is inside the building.

Court Administrator or designee will alert all occupants to evacuate by an “all page” announcement or physically going room to room to announce alert.

Building occupants will not evacuate during an earthquake. During the earthquake courtroom occupants will be instructed to take cover next to their seats. The evacuation will commence only after the quake appears to have passed and exits are determined to be safe.

There are 2 exits leaving the court. The main entrance exit will accommodate the most people. Instruct all non-court personnel to calmly exit the building using the main entrance stairs. Assist those needing assistance or advise emergency response team of needs. Court staff and jurors are to exit the building using the jail custody corridor stairs. **Do not use the elevator.**

Court personnel and court customers are to gather and across the street in the Olive Garden parking lot for attendance and further instructions from the Incident Commander. The incident will be assessed regarding evacuation site needs to be relocated.

Courtroom clerk and jurors are to gather and wait across the street in the **Olive Garden parking lot separate and away from the court staff and court customers.** If there are no jurors the courtroom clerk is to gather with court staff.

Upon arriving at the assembly area the Court Operations Supervisor or designee will take attendance and report to the Incident Commander the following:

- Which staff members are present and accounted for.
- Advise of missing staff and their last known location.

All court staff members are to remain at the evacuation site.

No one is to re-enter the building unless directed by the Judge, Court Administrator, or designee.

Drills:

The Court Safety Committee Representative in coordination with the Court Administrator or designees shall direct building evacuation drills once per year. All staff shall participate in the drills. The Court Safety Committee Representative shall keep records of the drills and submit them to the City Safety Committee.