

Physical Security Checklist

Court Facility: _____

Date Facility _____

Constructed: _____

Date of Site Visit: _____

Prepared by: _____

Perimeter (e.g., fences and gates)

Yes No

Is the perimeter of the courthouse grounds clearly defined by a fence, wall, or other type of physical barrier?		
Does the barrier Limit or control vehicle or pedestrian access to the courthouse?		
Comments:		

Lights

Yes No

Is the entire perimeter lighted?		
Are light fixtures suitable for outside use (i.e., are they weather- and tamper-resistant)?		
Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful entry attempts or placement of explosives against the walls?		
Are public areas (including parking spaces and walkways) sufficiently lighted to discourage attacks against persons or vehicles?		
Comments:		

Parking Areas

Yes No

Is a reserved parking Lot on courthouse grounds?		
Is the reserved area closed or Locked during nonbusiness hours?		
Are parking spaces reserved by name?		
Are parking spaces reserved by number?		
Is there direct access for judges from the garage to nonpublic elevators or restricted corridors?		
Can unattended vehicles park near or next to the courthouse?		
Comments:		

Landscaping

Yes No

Do Landscape features provide places for potential intruders to hide?		
Are there items such as bricks, stones, or wooden fence pickets which could be used by intruders as weapons, missiles, or tools?		
Does Landscaping (bollards, benches, site elevation, or declination) impede a vehicle from being driven into the building?		
Are jersey-type barricades used to block access to certain exterior areas?		
Comments:		

Doors, Windows, and other Openings

Yes No

	Yes	No
Are all exterior doors at least 1 3/4-inch solid core wood, metal clad, or metal?		
Are all hinge pins internally located, welded, or otherwise treated to prevent easy removal?		
Are exterior locks designed or exterior doorframes built so that the door cannot be forced by spreading the frame?		
Are all unused doors permanently locked?		
Are windows that could be used for entry protected with:		
a. locking devices	<input type="checkbox"/>	<input type="checkbox"/>
b. metal bars	<input type="checkbox"/>	<input type="checkbox"/>
c. mesh	<input type="checkbox"/>	<input type="checkbox"/>
d. intrusion alarms	<input type="checkbox"/>	<input type="checkbox"/>
e. other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Are windows on the ground floor made of tempered glass or ballistic plastic?		
Is the roof accessible by means of:		
a. fire escape	<input type="checkbox"/>	<input type="checkbox"/>
b. another building	<input type="checkbox"/>	<input type="checkbox"/>
c. a pole or tree	<input type="checkbox"/>	<input type="checkbox"/>
d. other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Are openings to the building (e.g., tunnels, utility and sewer manholes, culverts, and service ports) properly secured?		
Is there a single point of entry to the court facility?		
Are individuals and their belongings screened at this entry point?		
If there are multiple points of entry are individuals and their belongings screened at all entry points?		
Do judges and court officers have a private entrance to the building?		
Is there security screening at that private entrance?		
Comments:		

Ceilings and Walls

Yes No

Do all walls extend to the ceiling?		
Are drop or removable ceilings used in the courthouse?		
Comments:		

Alarms

Yes No

Does the courthouse have an intrusion alarm system?		
Is the system regularly tested?		
Where does the alarm system terminate? a. sheriff's department b. local law enforcement office c. Commercial controls station d. other (specify):	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Comments:		

Attic, Basements, Crawl Spaces, and Air Conditioning and Heating Ducts

Yes No

Are doors to basements, utility rooms, boiler rooms? Crawl spaces, and attics locked when not in use?		
Are crawl spaces secured from unauthorized entry?		
Are air-conditioning and heating vent openings in public areas secure from tampering?		
Comments:		

Elevators

Yes No

Are private elevators provided for judges?		
Are certain elevators used exclusively to move prisoners?		
Are prisoner elevators marked "Not for Public Use"?		
Are prisoner elevators controlled by key?		
Are prisoner elevators programmed to bypass floors?		
Comments:		

Public Area (waiting areas, rest rooms, and hallways)

Yes No

Are waiting rooms next to courtrooms?		
Is the number of waiting rooms sufficient to separate parties to a case?		
Are drop or removable ceilings used in waiting rooms?		
Are public rest rooms routinely searched?		
Are rest rooms next to courtrooms?		
Are drop or removable ceilings used in rest rooms?		
Do any trash receptacles allow easy concealment of contraband?		
Are directions (directories and floor plans, if appropriate) clearly posted in all public areas?		
Comments:		

Offices Handling Money

Yes No

Does the cashier's window have security features?		
Who escorts the employee carrying money to the bank? a. sheriff b. local police c. state police d. no one e. other (specify):	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the bank deposit made at varying times each day?		
Comments:		

Courthouse Procedures**Yes No**

Is there a procedure for routine daily inspection of the courthouse?		
Is the court facility patrolled 24 hours a day, seven days a week?		
Are tenants given periodic instruction about the various emergency procedures?		
Are periodic fire and evacuation drills held?		
Are public, private, and prisoner circulation patterns separated and well defined?		
Is there a routine inspection of packages and shipments entering the courthouse?		
Is there a policy concerning personal package deliveries made to the courthouse?		
Does the court have an emergency management/ continuity of operations plan (COOP)?		
Does the court have a safety and security committee?		
Comments:		

Courtrooms: Location**Yes No**

Do spaces above, below, and next to the courtroom present a security hazard?		
Comments:		

Courtrooms: Doors, Windows, and Other Openings**Yes No**

Are all unused doors secured?		
Are there separate entrances into the courtroom for: a. judges b. in-custody defendants c. spectators	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Is the prisoner entry door far enough from the public seating area to prevent passing contraband?		
Are all windows draped to obscure vision (particularly of the bench) from outside?		
Comments:		

Courtrooms: Lights

Yes No

Is there emergency lighting?		
Comments:		

Courtrooms: Furnishings

Yes No

Is the main area or well separated from the spectators by a barrier?		
Is there a physical barrier between the well and the judge's bench?		
Is the judge's bench closed at both ends to restrict access from the well?		
Are potential weapons, such as drinking glasses, water carafes, and ashtrays, kept out of the defendant's reach?		
Comments:		

Courtrooms: Security Devices

Yes No

Is the bench reinforced to make it bullet resistant?		
Is there a duress alarm in the courtroom?	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the duress alarm also indicate Location?	<input type="checkbox"/>	<input type="checkbox"/>
Are duress alarm buttons installed at:		
a. the bench	<input type="checkbox"/>	<input type="checkbox"/>
b. clerk's station	<input type="checkbox"/>	<input type="checkbox"/>
c. bailiff's station	<input type="checkbox"/>	<input type="checkbox"/>
d. chambers	<input type="checkbox"/>	<input type="checkbox"/>
e. judge's secretary's desk	<input type="checkbox"/>	<input type="checkbox"/>
f. other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Does the courtroom have a telephone?		
Does the courtroom have a public address system?		
Does the courthouse have a public address system?		
Comments:		

Courtrooms: Security Procedures

Yes No

Is there a policy for firearms to be carried into the courtroom by:		
a. court security officers	<input type="checkbox"/>	<input type="checkbox"/>
b. law enforcement officer witnesses	<input type="checkbox"/>	<input type="checkbox"/>
c. law enforcement officer spectators	<input type="checkbox"/>	<input type="checkbox"/>
d. other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Are court security officers armed in the courtroom?		
How many court security officers provide court security on a daily basis?		
a. Fixed post	<input type="checkbox"/>	<input type="checkbox"/>
b. Roving post	<input type="checkbox"/>	<input type="checkbox"/>
Courthouse security is provided by: (check all that apply)		
a. Sheriff	<input type="checkbox"/>	<input type="checkbox"/>
b. Private Security Agency	<input type="checkbox"/>	<input type="checkbox"/>
c. Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures for the emergency evacuation from the courtroom of:		
a. prisoners	<input type="checkbox"/>	<input type="checkbox"/>
b. judges	<input type="checkbox"/>	<input type="checkbox"/>
c. jurors	<input type="checkbox"/>	<input type="checkbox"/>
Is there a policy to secure weapons and other contraband offered as evidence?		
Comments:		

Judges' Chambers and Related Offices

Yes No

Is visitor access controlled by clerks, court security officers, or secretaries?		
Do these chambers have more than one means of entry and exit?		
Are the chambers routinely locked when the judge is not present?		
Are outside views, particularly of judges' desks, obscured?		
Do chambers have duress alarms?		
Comments:		

Witness Waiting Room

Yes No

Are witness waiting rooms provided?		
Is it possible to separate prosecution and defense witnesses?		
Is public access to waiting rooms restricted?		
Comments:		

Jury Deliberation Room

Yes No

Is the jury deliberation room next to the courtroom or accessible through a controlled passage?		
Are the windows draped?		
Are rest rooms provided as an integral part of the deliberation area?		
Is the deliberation room routinely searched for contraband before occupancy?		
Is the deliberation room locked when unoccupied?		
Comments:		

Data Processing and Court Records

Yes No

Is a back-up record made for electronic court records each day?		
Is electronic court data stored off-site?		
Has a "black bag" containing valuable court documents, orders, and computer information been assembled?		
Is the door to the location in which computer servers are located locked at all times except for authorized users?		
Is the fire suppression system for the computer server location zoned (if sprinkler type) or chemical?		
In the event of a courthouse emergency requiring relocation what is the alternate Location's address and phone number?		
Comments:		