
Court Facility Assessment

Date of Assessment: _____

Name of Building/Facility: _____

Building/Facility Address: _____

County: _____

Contact Name: _____

Phone: _____

Email: _____

Parking

- Is a parking area provided? Yes No
- Are the parking area entrances and exits monitored or controlled? Yes No
- Is there secured parking for Judges? Yes No
- Is there secured parking for jurors and witnesses? Yes No

Exterior Lighting

- Is the entire perimeter ligh Yes No
- Are lights on all night? Yes No
- Lights are controlled:
 - Automatically Yes No
 - Manually Yes No
- Is the building exterior sufficiently lighted to discourage or observe illegal activity? Yes No

Building

- Does the building have an intrusion alarm? Yes No
- Who monitors the alarm:
 - Sheriff's Department? Yes No
 - Police Department? Yes No
 - Private Alarm Company? Yes No
 - Other? _____ Yes No
- Are all exterior windows installed to prevent easy removal? Yes No
- Are all accessible windows secured with:
 - Locking devices? Yes No
 - Metal bars? Yes No
 - Wire mesh? Yes No
- Are all exterior doors equipped with cylinder locks, deadbolts, or quality locking mechanisms? Yes No
- Are all exterior door locks installed in a manner to prevent prying? Yes No

Building continued

- Are all roof-top and crawl-space accesses secured? Yes No
- Is the exterior of the building monitored by closed circuit t.v.? Yes No
- Is there an auxiliary power source for emergencies? Yes No
- Does the building have a fire alarm? Yes No
- Does the building have a sprinkler system? Yes No
- Are fire extinguishers located throughout the building? Yes No

Building Entrances

- Are there multiple public entrances to the building? Yes No
- Could the number of public entrances be reduced? Yes No
- Are the public and belongings screened at entrance:
 - Always? Yes No
 - Sometimes? Yes No
 - Never? Yes No
- How are they screened:
 - Walk-through metal detectors? Yes No N/A
 - Hand-held metal detectors? Yes No N/A
 - Other: _____ Yes No N/A
- Is there a separate entrance for employees? Yes No
- Are employees and belongings screened at entrance:
 - Always? Yes No
 - Sometimes? Yes No
 - Never? Yes No
- How are they screened:
 - Walk-through metal detectors? Yes No N/A
 - Hand-held metal detectors? Yes No N/A
 - Other: _____ Yes No N/A
- Is signage posted regarding searching/screening of persons/belongings entering the building? Yes No
- Is signage posted regarding firearms in the building? Yes No

Interior

Does the building have elevators? Yes No

If yes, are there separate elevators for:

Judges/Staff? Yes No

Public? Yes No

Prisoner movement? Yes No

Are all non-public access areas secured? (i.e.; utility room, boiler room, storage closets) Yes No

Is a key control policy in place and enforced? Yes No

Are public areas and restrooms routinely searched? Yes No

Dangerous Materials

Are the following items stored in the building:

Firearms? Yes No

Intermediate weapons? (i.e.; stun guns, mace) Yes No

Ammunition? Yes No

Chemical, hazardous or flammable materials? Yes No

If yes, how and where are they stored? _____

Courtroom

Can the courtroom be locked when not in use? Yes No N/A

Are secondary courtroom doors secured? Yes No N/A

Are there separate entrances/exits for:

Judges/Staff? Yes No N/A

Jurors? Yes No N/A

Defendants? Yes No N/A

Public? Yes No N/A

Are the public and belongings screened at the courtroom entrance?

Always? Yes No N/A

Sometimes? Yes No N/A

Never? Yes No N/A

How are they screened:

Walk-through metal detector? Yes No N/A

Hand-held metal detector? Yes No N/A

Other: _____

Are all windows tinted or draped to prevent viewing from outside? Yes No N/A

Is there emergency lighting? Yes No N/A

Is access to light switches controlled? Yes No N/A

Courtroom continued

Does the courtroom have the following security items:

Bullet resistant material? (Judge's bench)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Duress alarm? (Judge's bench)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Duress alarm? (clerk's bench)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Who monitors the alarms:			
Sheriff's Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Police Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Private Alarm Company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Other? _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Does the courtroom layout provide a barrier or obstacle separating others in the courtroom from:

Judge/Staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Jurors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Judge's Chambers

Are all entrances to the chambers locked at all times?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are duress alarms installed and utilized in the chambers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Who monitors the alarm:			
Sheriff's Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Police Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Private Alarm Company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Other: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Is the corridor or hallway leading from the courtroom to the chambers secure and not accessible to the public?
Is it monitored by closed circuit t.v.?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Court Related Offices

Are other court related offices located in the building:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Prosecuting Attorney?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Public Defender?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Probation/Intake?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Other: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Do any of these offices:

Receive and/or maintain cash payments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Deal with members of the public or others that might create a security risk?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Maintain confidential files or materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
if yes, are the offices:			
Locked when not in use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Monitored by closed circuit t.v.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Have duress alarms installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Court Related Offices continued

If yes, who monitors the duress alarm:

Sheriff's Department?

Yes

No

N/A

Police Department?

Yes

No

N/A

Private Alarm Company?

Yes

No

N/A

Other: _____

Yes

No

N/A

Victim/Witness Rooms

Are victim/witness rooms provided?

Yes

No

N/A

Are prosecution and defense witnesses separated?

Yes

No

N/A

Is public access to victim/witness rooms restricted?

Yes

No

N/A

Are rooms locked when not in use?

Yes

No

N/A

Jury Deliberation Room

Is the jury deliberation room connected to the courtroom?

Yes

No

N/A

Is the room accessible through secured hallway/corridor?

Yes

No

N/A

Is the room searched prior to use
and locked when not in use?

Yes

No

N/A

Prisoner/Defendant Movement

Are routes for prisoner movement secured? i.e.; hallways,
corridors, stairwells, elevators

Yes

No

N/A

Are prisoners' entrances restricted from public
contact and view?

Yes

No

N/A

Holding Areas

Are temporary prisoner holding facilities located in building?

Yes

No

N/A

Do holding cell areas directly access the courtroom?

Yes

No

N/A

Is closed circuit t.v. utilized in holding areas?

Yes

No

N/A

Are holding cell areas searched prior to use
and locked when not in use?

Yes

No

N/A

Please use the following page for comments and additional information.

