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**POLICE DEPARTMENT**  
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**COURT SECURITY:**  
**FACILITIES AND EQUIPMENT**  
**GENERAL ORDER NO: 5.3.05**

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<b>Volume 5:</b> Arrests	<b>Chapter 3:</b> Court Security
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<b>Issuing Authority:</b> Chief Eric Hawkins	<b>Page:</b> 1 of 3

**PURPOSE:** The purpose of this policy is to ensure the court security function operates in collaboration with court personnel to include facilities, equipment, and plans/procedures based on a documented security survey conducted once every two (2) years.

**POLICY:** It is the policy of the Albany Police Department to work with the New York State Office of Court Administration, Albany County District Attorney’s Office, the Albany County Public Defender’s Office and the Albany County Sheriff’s Department to ensure that operations at Albany City Court and Albany Civil/Traffic Court run safely and efficiently.

**DEFINITIONS:** **Circulation Patterns** – Circulation pattern concern the movement of persons from place to place and for purposes of standards are divided into three (3) distinct routes. The first pattern is for the movement of the general public. The second pattern provides controlled access in areas used by judges, officers of the court, juries, or visitors whose presence is under control. The third pattern is under the control of sworn law enforcement officers and is inaccessible by other than authorized personnel.

**Security Survey** – A security survey is an on-site examination and analysis of security needs that determines the nature and degree of the threat, the exact kind and degree of protective measures used, and the precise kinds of security measures that are required and recommends the appropriate policies, procedures, and equipment needed for the security function.

**I. COURT FACILITIES:**

**A. Responsibilities:**

1. Officers assigned to Albany City Court or Albany Civil/Traffic Court shall be responsible for the following:
  - a. Ensure that Court proceedings are conducted in a secure and impartial atmosphere;
  - b. Know the physical layout and emergency evacuation procedures;
  - c. Safeguard, and utilize appropriately, all court assigned equipment;
  - d. Ensure that all public areas of the Court facilities are searched prior to

- e. Ensure that all restricted areas and controlled areas of the Court facilities are searched prior to court sessions each day and after the close of business each day;
  - f. Ensure perimeter searches of facilities, when feasible, without compromising the overall level of safety and security;
  - g. Check the interior and exterior doors/windows, interior and exterior lighting, and alarms;
  - h. Maintain control of the keys to the courtrooms;
  - i. Ensure the chairlift and elevators are functioning and accessible, per American with Disabilities Act (ADA) standards; and
  - j. Ensure the AED is operational and readily available.
2. Due to the physical layouts and location of Albany City Court and Albany Civil/Traffic Court, it is not possible to clearly define or establish distinct circulation patterns governing the movement of judges, juries, Court staff, prisoners, and the public.
- a. To assist with increased security, security code number locks shall limit access to controlled and restricted areas.

**B. Inspection:**

1. The following shall be inspected semi-annually by the Albany Fire Department Inspector:
- a. Fire/heat/smoke detectors;
  - b. Suppression equipment; and
  - c. Fire alarms.
2. Documentation:
- a. Documented testing of the fire, heat, and smoke detectors shall be conducted, as required by the local fire code and as set forth in [General Order 5.2.05](#).

**II. AVAILABILITY AND READINESS OF EQUIPMENT**

**A. Personnel Equipment:**

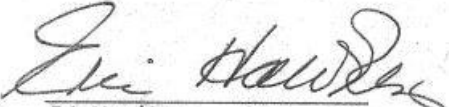
1. All Court officers are equipped with departmental issued equipment which includes, but is not limited to the following:
- a. Portable radio with emergency button;
  - b. Restraining devices; and
  - c. Departmental issued weapons.
2. All Court officers shall be responsible for the proper functioning of their equipment. When equipment is in need of replacement, officers shall use the proper requisition process, per current directives.

**B. Court Equipment:**

1. In order to enhance security in the courts, the court officers shall be responsible for the following:
  - a. Recording the daily calibration of all magnetometers following the procedures set forth in the NYS Unified Court System/Court Officers Rules and Procedures Manual;
  - b. Ensuring that all hand held metal detector wands are operational; and
  - c. Ensuring that all restraining devices and belts are in adequate working condition.

### III. EMERGENCY PROCEDURES/SECURITY SURVEY

- A. The Albany Police Department along with the Unified Court System has the responsibility for responding to any court-related emergency/critical incident within or surrounding court facilities, as well as to public emergencies directly affecting court operations or personnel.
  1. Court security officers shall follow the procedures set forth in the following:
    - a. [The NYS Unified Court System/Court Officers Rules and Procedures Manual](#); and
    - b. Albany Police Department [General Order 3.9.00 – Emergency Operations Plan/Critical Incident](#).
  2. The procedures cover the following subjects:
    - a. Fire;
    - b. Medical;
    - c. Hostage;
    - d. Bomb;
    - e. High-risk trials;
    - f. Searches;
    - g. Weapons;
    - h. Use of restraining devices;
    - i. Detainee movement; and
    - j. Circulation patterns.
- B. At least every two (2) years, the Central Booking/Court lieutenant shall consult with the Unified Court System to survey plans and procedures dealing with courtroom security and emergencies (fire, medical, hostage, bomb, disaster, high risk trials, searches of the area and persons, weapons, use of restraining devices, detainee movement, and circulation pattern).
  1. A copy of the security survey shall be forwarded to the Chief of Police for review.
  2. The biennial security survey is due by December 31<sup>st</sup> 2015 and every two (2) years thereafter.

  
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Chief of Police