SECURITY /SAFETY PROCEDURES QUICK REFERENCE GUIDE

General Security Emergency/Disturbance in Courtroom/Staff area

- Press Duress alarm, if available
- Get judge/jurors and staff out of courtroom/general facility as quickly as possible
- Call building security / local law enforcement / 911
- Complete an incident report form; Email incident report form to Courtsecurity@courts.wa.gov, or fax form to (360)586-8869 attn: Court Security;

Remands into custody

- Before announcing that a defendant will be remanded into custody, contact local law enforcement / building security to determine if an officer is available to take the defendant into custody

Anticipated Security Risk in Courtroom

- For major events (i.e., high-profile trial; additional media attention; emotionally charged trial) notify Court Security or local law enforcement prior to hearing date

Bomb Threats and Personal Threats

- If you receive a bomb threat by telephone immediately call law enforcement and security personnel, and put into action any policies your facility may have regarding such an incident.
- If you receive a threat, make sure to record the following information: telephone number that the threat was received on, time of the threat, and the words of the caller.
- If you receive a threat you should ask the following questions:
  - When will the bomb explode?
  - Where is the bomb?
  - What does the bomb look like?
  - What kind of bomb is it?
  - Why did you plant the bomb?
  - Where are you calling from?
  - What is your name?
  - What is your address?
  - What is your telephone number?

- Make special note of the caller's voice (calm, excited, disguised, accent, etc.), the caller's sex, the caller's age (as indicated by voice), if the caller's voice was familiar, and any background noise during the call.
- If your receive a personal threat via the telephone, follow the same basic procedures as outline above for a bomb threat, but make sure to ask what the caller wants and make note of any related threats and inform law enforcement of any reason you suspect the threat was made.

- If the threat was left on voice mail or email, save the message and contact local law enforcement immediately
- Complete an incident report form; Email incident report form to Courtsecurity@courts.wa.gov, or fax form to (360)586-8869 attn: Court Security;

Suspicious Packages or Mail

- Suspicious characteristics to look for include:
  - An unusual or unknown place of origin.
  - No return address.
  - Excessive postage, or excessive tape.
  - Oily stains, discoloration or crystallization on wrapper.
  - Wires or stings protruding from, or attached to, an item.
  - Incorrect spelling on label.
  - Odd looking or foreign-style handwriting or misspelled or incorrect address or title.
  - Different postmark and return address.
  - Strange odor, as many explosives smell like shoe polish or almonds.
  - Unusual package weight.
  - Uneven balance or odd shape.
  - Springiness in the top, bottom, or sides.
- Actions to Take
  - Never cut tape, strings, or wrapping on a suspicious package. Never immerse a suspicious package or letter in water, as either of these actions could cause an explosive device to detonate.
  - Never touch or move a suspicious package or letter.
  - Report any suspicious packages or mail to local law enforcement immediately
  - Complete an incident report form; Email incident report form to Courtsecurity@courts.wa.gov, or fax form to (360)586-8869 attn: Court Security;

Building Evacuation

- Evacuate immediately, unless told to remain where you are for safety issues
- Bailiffs – Take list of juror's names/phone numbers
- Supervisors – Take list of employee's names for roll call
- Gather at a pre-designated site and check in with Supervisor who will conduct roll call and give further instructions

Security at Building Entrances

- Use only authorized entrances and exists.
- If your facility utilizes employee identification badges make sure to always display your badge when entering the facility, never allow anyone else to use your employee badge, and never use your badge to provide entry to visitors.

Identification

- Do not use personalized plates that identify you by name or official position.
- Do not have your name or title displayed at your office parking place.

Security Inside Buildings

- Make sure all doors leading to public areas have secure locking mechanisms.
- Use an organized key control system to track possession of keys. A key inventory should be conducted semi-annually, and if any keys are missing, locks should be replaced.
- Make sure a file of emergency contacts for employees and coworkers is maintained at your facility.
- If your facility is equipped with alarms, make sure you know the location of alarms and how to use them.
- Do not admit unexpected visitors, included repair and delivery people, without checking with you supervisor or security personnel first.
- Keep security doors locked at all times.
- Make sure to keep sensitive files, valuable items, and valuable personal property under lock and key at all times.
- Do not leave personal property in locations where it can be stolen or tampered with.
- Be alert for strange objects and packages in and around your facility. Report any such packages or objects to law enforcement and security personnel immediately.
- Try to be inconspicuous when using public facilities and transportation. Do not wear clothing that calls attention to your official position. Your mannerisms and conduct should not attract attention.

BUILDING SECURITY QUICK REFERENCE

1. Emergency Telephone Numbers

For all emergencies, call 911 (or 9-911 depending on your jurisdiction's telephone system.)

In addition,

a. For Fire, call _____
b. For Medical, call _____
c. For Police, call _____
d. For Security, call _____
e. For immediate Security response call_____

2. Duress alarms

Duress alarms are to be used when an immediate need for emergency assistance occurs. Depression of duress alarm will result in immediate police dispatch to the area in which the duress alarm was activated. After depressing duress alarm, contact Police at _____ to provide details regarding the emergency.

a. Duress alarm(s) at the public counter Yes_____ No _____
b. Duress alarm(s) in the courtroom(s) Yes _____ No _____
c. Duress alarm(s) in chambers Yes_____ No _____
d. Duress alarm in _____
e. If you accidentally depress a duress alarm, immediately call Police at _____ to cancel the Police response.

HOME SECURITY CHECKLIST

Residential Security:

• Arrange for an unlisted home telephone number so your address will not be as readily accessible.
• Check your phone number using google.com, and if your address (and a map) appear you can request that google.com remove it.
• Change or re-key the locks if the keys are ever lost or stolen. Also, remember to change the locks when moving into a previously occupied home.
• Refuse any unordered packages and any un-requested deliveries.
• Post emergency numbers by the phone, i.e. local law enforcement, hospitals, doctors, and the fire department.
• Do not answer your home phone with your name or official title.
• Report all threatening phone calls to local law enforcement.
• Consider using an answering machine to screen your phone calls, and do not include your name or phone number in your answering machine message.
• Do not put your name on the outside of your residence or mailbox.
• Make sure your home is well lit and use security (motion sensing) lighting.
• Control vegetation and landscaping to eliminate hiding places and prevent obstruction of lines of sight. Trim trees at least 6 feet from the ground.
. Consider varying route and travel times to and from work
. Consider having your local law enforcement or Sheriff conduct a security assessment of you residence

Identity Theft Protection

. Separate personal and professional email accounts; update antivirus software
• Shred or destroy documents and paperwork with personal information before you discard the documents.
• Never provide personal information on the phone, via mail, or via the internet unless you are dealing with an entity you know and trust.
• Never click on links in unsolicited e-mails, or provide any personal or financial information unless you type in the web address. Make sure you use effective internet security measures that are up to date like anti-virus software, antispyware programs, and a personal firewall. Also, make frequent back-up copies of important data on a removable disk and store it in a safe place.
• Be particularly wary of “phishing” e-mails which may appear to come from your bank or another company with which you do business, and request you click on a link to “verify personal information.”
• Make sure passwords and pin numbers are not obvious or easily guessed, and change passwords frequently.

• Do not leave mail in your mailbox overnight or on weekends.

• Put all outgoing mail in a secure U.S. Postal Service collection box.
• Keep all personal information and important documents in a secure location. Make sure you include information on all your accounts, including customer service numbers.
• Keep an eye out for signs your identity may have been stolen like bills that do not arrive, unexpected account statements or credit cards, denial of credit for no apparent reason, and calls or letters about purchases you did not make.
Monitor your credit report for suspicious activity. To obtain a free copy of your report go to www.annualcreditreport.com or call 1-877-322-8228.
• Carefully review all financial and account statements for suspicious or unauthorized activity.
• For more information on what to do if your identity is stolen, log on to www.ftc.gov/idtheft.

Campaigning Precautions
• Arrange for security at parades, dinners, and events.
• Take someone along when going door to door.
• Do not use your home address on campaign materials.

COURTROOM SECURITY CHECKLIST

- Set rendezvous point for courtroom personnel in the event of a building evacuation
- Create a safety plan for jurors in the event of an emergency or building evacuation
- Establish emergency communications plan for courtroom staff, including contact information
- Create list with contact information for building security, courtroom staff and emergency personnel near telephones
- Find a secure place to lock sensitive information
- Test duress alarms in the courtroom
- Scan for and remove all potential weapons
- Check performance of court security cameras
- Review visibility of courtroom and chambers at day and at night from the outside
- Account for all keys to the courtroom and court office