

MAGISTERIAL DISTRICT COURT SECURITY SELF-ASSESSMENT



Office of Judicial District Security
Administrative Office of Pennsylvania Courts

CONFIDENTIAL / NON-PUBLIC

NOT FOR CIRCULATION

MDJ COURT NUMBER: Enter Court

INSTRUCTIONS: Please answer each question to the best of your ability. Items where you have answered “no” are items that may warrant further attention as areas for improvement. Upon completion, please forward a copy to Judicial District Security, Administrative Office of Pennsylvania Courts, 601 Commonwealth Avenue, Harrisburg, PA 17106 or to Judicialsecurity@pacourts.us

CCTV

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is CCTV video surveillance present around the perimeter/exterior of the court (entrances, exits, sidewalks)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is CCTV video surveillance present at and around the parking areas of the court?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is CCTV video surveillance present in the public areas of the court (hallways, waiting areas)?

TRANSACTION COUNTER

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have a transaction counter?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the transaction counter provide a reasonable physical barrier between court users and judicial employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the transaction counter prevent unauthorized access into non-public office areas?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there bullet-resistant glass/shatterproof glass or intrusion resistant film at the transaction counter?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do transaction windows have pass-through openings?

SOLID CORE DOORS

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are exterior doors solid core or metal?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the chamber door solid core or metal?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the door to the staff area solid core or metal?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the courtroom door solid core or metal?

ELECTRONIC ACCESS CONTROL

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do exterior doors have electronic access control?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the chamber door have electronic access control?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courtroom utilize magnetic locks or an electric access control system?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the door leading into the staff area have electronic access controls (electric lock, keypad or card key)?

SECURITY GRADE LOCKSETS

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do exterior doors have security grade locksets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the chamber door have security grade locksets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the door leading into the staff area have security grade locksets?

BALLISTIC SHIELDING/KEVLAR PANELS

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is ballistic shielding installed beneath the judge's desk?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is ballistic shielding installed beneath the judge's bench?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is ballistic shielding installed beneath the transaction counter?

SECURITY LIGHTING			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have adequate exterior lighting and illumination surrounding the building?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have adequate exterior lighting and illumination in the parking areas?
EMERGENCY LIGHTING			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have emergency lighting in the courtroom?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have emergency lighting in the staff/public areas?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have emergency lighting in the stairs and hallways?
INTRUSION RESISTANT WINDOW FILM			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do ground level exterior windows and doors have intrusion resistant film?
INTRUSION ALARM SYSTEM			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have an electronic intrusion detection system (burglar alarm)?
PRISONER ANCHORING/RESTRAINT DEVICES			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your court have an anchoring bar or handcuff ring where in-custody defendants are seated?
DURESS ALARMS			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a duress alarm at all staff desks?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a duress alarm at the transaction counter?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a duress alarm at the bench?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a duress alarm at the judge's desk?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do staff carry portable duress alarm devices?
VIDEO CONFERENCING			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your court utilize video conferencing technologies?
INTRUSION RESISTANT DOOR DEVICES			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your court have door security devices (portable door jammers/ adjustable security bars) for active attacker emergencies?
CPTED			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is ornamental vegetation well maintained around the court facility?

FIRE/LIFE SAFETY			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the fire alarm and sprinkler systems active and operational?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the fire alarm system been tested within the last 6 months?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a fire drill been conducted within the last 12 months?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have a full complement of fire extinguishers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers visually checked by a trained associate on a monthly basis?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is clearance of at least 18 inches maintained around fire sprinkler heads?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are corridors, stairways and aisles free of blockages that might impede emergency egress?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are exit doors equipped with EXIT signs and directional arrows?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are evacuation routes conspicuously posted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the electrical panel cover securely in place and closed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there at least 3 feet of clearance in front of electrical panels/breaker boxes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all walking surfaces free of tipping/slipping hazards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are AED units and Stop-The-Bleed/Trauma Kits readily available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are basic First Aid kits readily accessible?

SECURITY ADMINISTRATION			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do court employees have formal training regarding situational awareness?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have a formal policy and procedure addressing an active shooter?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do court employees have formal training regarding suspicious parcel detection and handling, including materials prepared by USPS and DHS?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have a policy and procedure to provide guidance to judicial staff in the event of a medical emergency, including annual training in CPR/first aid?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do court employees have formal training on de-escalation of volatile situations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have a Continuity of Operations Plan (COOP)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court have an EAP and is it reviewed with judicial staff at least annually?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the court report security incidents via PAJIRS within the current calendar year?

If you have any questions or concerns, please contact the Office of Judicial District Security at 717-231-3366.

