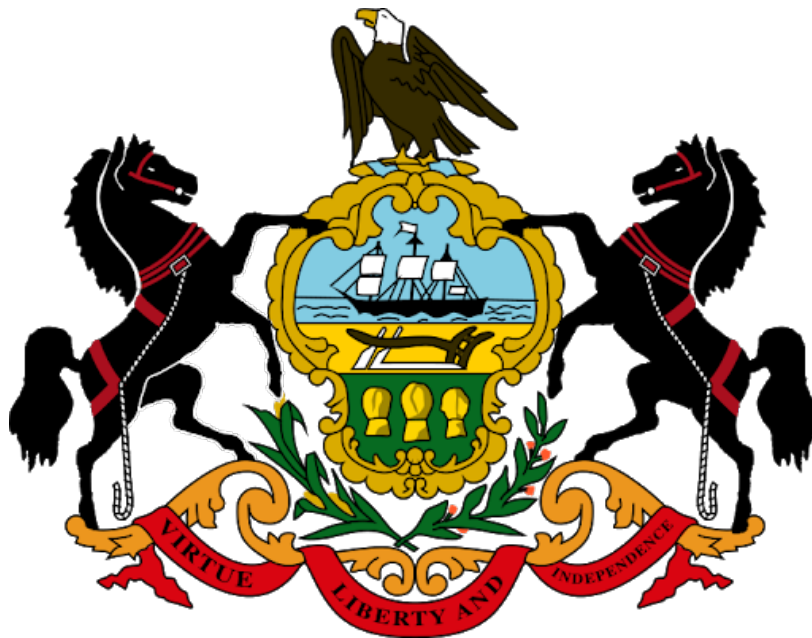


COUNTY COURTHOUSE SECURITY SELF-ASSESSMENT



Office of Judicial District Security
Administrative Office of Pennsylvania Courts

CONFIDENTIAL / NON-PUBLIC

NOT FOR CIRCULATION

COUNTY

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.

MAGNETOMETER			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have magnetometers at access control points?
X-RAY			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have x-ray machines at access control points?
HANDHELD METAL DETECTOR			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have handheld metal detection devices at access control points?
BALLISTIC SHIELDS			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have ballistic shields at the front entrance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is ballistic shielding/Kevlar panels installed beneath all courtroom benches?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is ballistic shielding/Kevlar panels installed beneath all judges' chamber desks?
WEAPONS LOCKERS			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have weapons lockers at the front entrance?
ORNAMENTAL PLANTERS/BOLLARDS			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have steel bollards, concrete stanchions or other exterior barriers?

CPTED			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is ornamental vegetation well maintained around the courthouse?
EMERGENCY BLUE LIGHT CALL STATION			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the parking area have an Emergency Call Station to alert security or law enforcement?
EXTERIOR SECURITY LIGHTING			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have adequate exterior lighting and illumination surrounding the facility?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have adequate exterior lighting and illumination at parking areas?
INTRUSION ALARMS			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have an intrusion detection system?
EMERGENCY NOTIFICATION SYSTEM			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse hve an Emergency Notification System?
GUNSHOT DETECTION SYSTEM			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have a Gunshot Detection System?
SOLID CORE DOORS			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse hve solid core doors for all courtrooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have solid core doors for all judicial chambers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have solid core doors for all staff areas?

SECURITY GRADE LOCKSETS			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse interior have security grade locksets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have security grade locksets for all courtrooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have security grade locksets for all judicial chambers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have security grade locksets for all staff areas?
ELECTRONIC ACCESS CONTROL			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse utilize an electronic access control system for any exterior doors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse utilize an electronic access control system for critical points within the interior?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all courtrooms utilize an electronic access control system?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all chambers utilize an electronic access control system?
DURESS ALARMS			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse screening area have duress alarms in the event of an emergency?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court administration office have duress alarms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all chambers have duress alarms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all courtrooms have duress alarms?
TRANSACTION COUNTERS			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court administration office have a transaction counter?
TRANSACTION GLASS			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the court administration office have at a minimum shatterproof transaction glass?
INTRUSION PROOF WINDOW FILM			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do ground level doors and windows utilize intrusion-proof window film?

PRISONER ANCHORING DEVICES			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all courtrooms have an anchoring point for handcuffs/leg irons where in-custody defendants are seated?
EMERGENCY LIGHTING			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse interior have emergency lighting devices?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all courtrooms have emergency lighting devices?
CCTV			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have Closed Circuit Television (CCTV) coverage of the property's perimeter?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are parking areas covered by CCTV surveillance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse utilize CCTV at the main entrance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse utilize CCTV within public areas?
VIDEO CONFERENCING			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse utilize video conferencing technologies?
INTRUSION RESISTENT DOOR DEVICES			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have door security devices (portable door jammers/adjustable security bars) for active attacker emergencies?

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 facility 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 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?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is workplace safety and injury prevention discussed at all Local Court Security Committee meetings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are any staff trained in first aid and CPR?

SECURITY ADMINISTRATION			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are court incidents reported via PAJIRS?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have an Emergency Action Plan (EAP)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the courthouse have a Continuity of Operations Plan (COOP)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is training provided to employees for fire evacuation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is training provided to employees for the de-escalation of volatile persons/situations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is training provided to employees for medical emergencies?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is training provided to employees for bomb threat procedures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is training provided to employees for suspicious mail/parcel detection?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is training provided to employees for active shooter preparedness and response?

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



**ADMINISTRATIVE OFFICE
of PENNSYLVANIA COURTS**