

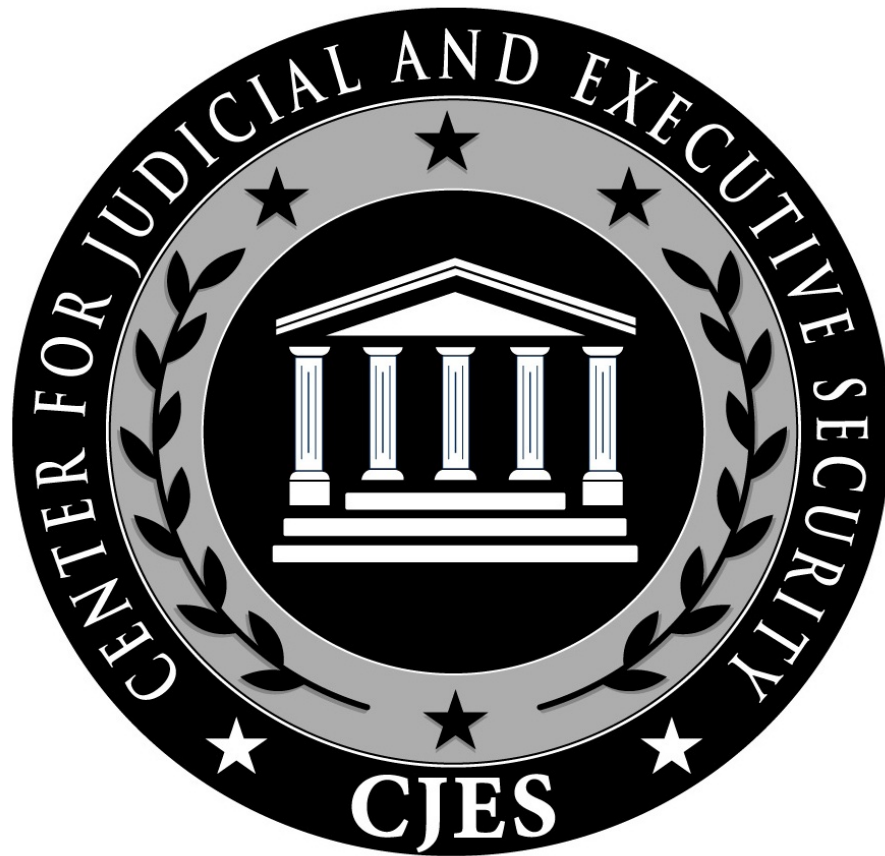
HIGH-THREAT COURT PROCEEDINGS

GUIDELINES, POLICIES and PROCEDURES

Center for Judicial and Executive Security, LLC
26 East Exchange Street, Suite 305
Saint Paul, Minnesota 55101

www.CJESconsultants.com

CJES



Steven K. Swensen, Director
Center for Judicial and Executive Security, LLC
26 East Exchange Street, Suite 305
Saint Paul, Minnesota 55101

www.CJESconsultants.com
steve.swensen@CJESconsultants.com

© 2011 Copyright CJES, LLC. All Rights Reserved.

No part of this document and information contained herein may be reproduced, stored in retrieval or information systems, or transmitted in any form, or by any electronic or mechanical means; without permission in advance, and in writing, from the Center for Judicial and Executive Security.

In furtherance of court security awareness CJES does grant limited use, license and permission to persons and officials to distribute copies of this document, in its entirety, with due credit provided; to judicial officers and those officials having court/judicial security-related operations assignments, positions and/or duties and responsibilities.

Center for Judicial and Executive Security
26 East Exchange Street, Suite 305
Saint Paul, Minnesota 55101

The High-Threat/Profile Court Proceedings – Guidelines, Policies and Procedures enclosed herein are generally defined and intended to assist with enhancing trial security levels, operations and standards. They are not considered a substitute for contacting CJES, LLC direct for advanced professional advice, guidance, instruction, products, and services as they relate to your specific facility, situation and operations. It is emphasized that while threat/risk can be effectively minimized, mitigated, and managed – it generally cannot be eliminated. This document makes no claim to the contrary.

In publishing and making this document readily available CJES, LLC is not rendering any professional or other service for or on behalf of any person or entity, nor performing any other duty for such person or entity.

The Center for Judicial and Executive Security (CJES) is based out of Saint Paul, Minnesota. Relying on particularly advanced professional experiences, collaborations, and partnerships; CJES provides quality, comprehensive, cost-effective, innovative and creative security, threat, risk, and emergency management products, services, and solutions for judicial, government, executive, corporate, business, educational, and law enforcement officials and institutions. It is also a stated mission goal of CJES to raise security awareness and make readily available various general security, threat, risk, and emergency management informational materials, guidelines, and considerations. In furtherance of this, CJES internet-site users will be able to directly access certain items that will increase both theirs and others personal safety and security.

A majority of court and judicial proceedings do not require, other than that already outlined under existing judicial security plans (JSP), extensive prior planning or written contingencies. Certain conditions and variables may arise however which require officials to complete and implement a comprehensive operational plan to appropriately address high-threat high-profile proceedings. In these type cases, “non-routine” or “extraordinary” security measures may be required to reasonably ensure the safety of all participants, as well as the overall security and safety of courthouse occupants and users.

Examples of these type cases include: multiple in-custody defendants; domestic or international terrorists; street, prison, or biker gangs; organized crime figures; anti-government extremists; dangerous individuals; civil commitments; death penalty cases; and those high-profile proceedings impacted by extraordinary media and public attention.

Note: Family court case proceedings result in as high percentages of courthouse acts of violence as those typically associated with criminal, terrorist, gang, ... organizations, groups, and individuals. This is predominately true due to heightened security measures planned and already in place for traditional threat sources – which is not necessarily the case for family court; and the wide-range of high emotions experienced by family members during these type hearings. This can only be effectively countered by ensuring a minimum standard of security is implemented (based on site-specific security assessments) for all courthouse operations.

As the number of examples mentioned are certainly not all-encompassing, designated officials/personnel must determine (based on known and assessed factors) which upcoming proceedings require operational plans. This is based upon preliminary and final assessment of related situational aspects – indicating the proceeding cannot be adequately staffed or secured utilizing existing resources.

The format outlined herein is intended to assist in the development and implementation of high-threat/profile trial operational plans. It has been prepared to generally address those conditions and requirements unique to the judiciary, courtroom/courthouse space design and layout, proceeding type, and law enforcement agencies having assigned (statutory and otherwise) court security duties and responsibilities. It is not all inclusive and does not include site-specific information one must incorporate into high-threat/profile trial operational plans.

OPERATIONAL PLANNING FORMAT FOR HIGH THREAT/PROFILE PROCEEDINGS

Proponent: This is the respective court of jurisdiction and/or law enforcement agency or department responsible for court security.

Purpose: To reasonably ensure the safety/security of all trial and proceeding participants by establishing guidelines, standards, directives, policies and procedures for the comprehensive development and successful implementation of a high-threat and high-profile trial/proceeding operational plan; and to advise designated personnel of particular trial operation assignments, duties and responsibilities.

Scope: Primarily defined and governed from a court proceeding operations specificity basis. That being to cover those situational aspects, operations, assessed threat/risk, and site-specific (both on-site and off-site) considerations and measures directly relative to ensuring the safety and security of all participants. In order to maximize plan comprehensiveness, operational contingencies should also account for common, shared, and adjacent areas within the facility; courtroom and courthouse ingress/egress; related space design, layout, and interior and exterior areas; to include public, private, restricted, and secured circulation.

The basis of assumption is that a certain level of court and judicial security is ongoing and has commendably already been implemented for the courthouse/courtroom. High-threat operational plans consider extraordinary measures in addition to and support of established programs of security. All areas of security, threat, risk, and emergency management (on-site and off-site); to include incident response and protective intelligence and investigations, are incorporated within high-threat/profile trial operational plans.

Authority: The respective court of jurisdiction and/or law enforcement agency or department responsible for court security. May be governed by existing state statute, regulation, and/or specific court order.

Policy and Procedure: High-Threat and High-Profile Trial/Proceeding Operational Plans

The sheriff's office should be immediately advised of any new arrest, preliminary hearing, and/or trial involving threat groups, or any other proceeding the presiding judicial officer feels presents an enhanced threat/risk of violence or other concern. In addition, state/local prosecutors and other law enforcement agencies (including task forces) should advise the sheriff's office of ongoing high-threat high-profile case investigations where subject arrest is imminent. This information is essential for advance preparation of security operational plans, judicial protection, and court security. Prompt notification allows time to plan, gather intelligence, conduct threat and risk assessments (the complexities and similarities/differences between threat and risk must be understood when conducting the respective assessment), and consult with the judiciary.

Each written operational plan may be slightly different in content due to the variables posed by each unique judicial proceeding, courtroom, courthouse; and the assessed threat/risk. The plan itself should consist of, but is not necessarily limited to, the following sections:

- **Cover Page:** to include the title of the case, preparers name, date of plan, and a document control number as established by the issuing proponent or authority.
- **Table of Contents:** to include page numbers for the various sections and appendices.
- **Control Statement:** denoting that the operational plan is considered law enforcement sensitive; must be controlled/secured, and as such is not to be released outside designated recipients.
- **Mission Objectives:** outlines and covers the respective duties/responsibilities of assigned personnel.
- **Trial/Proceeding Informational Background:** a synopsis of case background, including case and defendant(s) characteristics, associations, condition, or situation which classifies the proceeding as high-threat and/or high-profile. This section should also contain unclassified intelligence gathered from various sources (e.g. Federal, state and local law enforcement; task forces; open source, etc.).
- **Command Structure Outline:** outlines the command group structure responsible for situational aspects related to the trial/proceeding operational plan.
- **Contact Numbers:** this section contains the emergency contact numbers/addresses to utilize under the various contingencies outlined in the operational plan. Examples include: the judiciary; prosecuting and defense attorney's, jail/prison institutions, and essential operations personnel; command post operations; and designated medical centers, fire/police departments, and specialized response teams (i.e. Tactical Units, K-9, CBRNE and HAZMAT).
- **Standard Operational Procedures:** a description of the trial/proceeding-specific procedures, including judicial directives, to be followed by assigned personnel.

- **Post Assignments:** defines the designated individual and team post assignments outlined for safe and secure operation of the court proceeding. This minimally consists of: Perimeter Courthouse Security, Prisoner Custody and Transport, Judicial Protection, Courtroom Security, and Sequestered Jury Teams. Designation of the specific individuals on each team, to include team leaders, is to be included in this section, as well as a complete description of individual post orders for each assigned team. Prisoner transport and vehicle assignments should also be outlined in this section.
- **Communication Procedures:** specifically identifies the parameters that detail personnel will utilize regarding use of radios and telephones. Subjects to address include assigned radio frequencies, transmission procedures, emergency codes, call signs, and standard, interoperable, and secured communication capabilities.
- **Incident and Emergency Response Contingencies:** outlines the various responses to emergency contingencies which may arise during the high security proceeding, to include, but not limited to: Canine Explosive searches; Bomb Threat Evacuation Procedures; Fire, Power Failure Evacuation Procedures; Medical Emergencies; Chemical/Biological situations; Civil Disturbances/Protests; Hostage Situations; Prisoner Riots/Disturbances; and Natural Disasters.

The following is a listing of other items and informational/intelligence materials as examples that should be incorporated within stated high-threat high-profile trial/proceeding operational plan sections:

- Threat source profiles, threat/risk analysis and assessments, and intelligence and informational reports.
- Personnel data, daily assignment, and incident activity registers.
- Judicial personnel profile – updated forms; and judicial courtroom decorum and preference protocol.
- Personnel photographs – appropriate distribution for subject recognition/familiarity.
- Personnel code of conduct; and special temporary assignment statements.
- Deadly force policy; and less-than-lethal (intermediate) weapons policies and registers.
- Media reports, news articles, and other open source information.
- Copies of case/defendant indictments, court dockets, arrest and search warrants.
- Prisoner defendants and witnesses processing forms, photographs, and criminal histories.
- Prisoner custody confinement conditions; including special administrative measures.
- Threat source associate and group member photographs and criminal histories.
- Area maps and courthouse floor plans; and aerial photographs of courthouse and adjacent areas.
- Primary and alternate prisoner transport routes.
- Designated prisoner courtroom placement and positioning; to include set ratio of deputies to prisoners.
- Courtroom space design layout (prisoner placement and positioning); and audio/video recording capabilities and assignments.
- Media, family (victims and defendants), and visitor courtroom seating assignments (with clear separation/boundaries).

Use of Specialized Tactical Units: Advance planning processes may determine that certain assignments for high-threat trial operations cannot be adequately addressed with conventional resources. Examples of situations where specialized tactical units may provide assistance include: transporting high threat/risk prisoners, deploying specialized weapons for perimeter security, handling violent protests/demonstrations, etc. Pre-planning includes determining whether teams are best outfitted in uniform or variations of civilian attire.

Use of CBRNE/WMD and HAZMAT Units: If operational intelligence and threat/risk assessments indicate an enhanced threat/risk from chemical/biological weapons, hazardous materials, and/or improvised explosive and incendiary devices; coordination and mutual aid agreements need to be initiated and finalized with agency officials to ensure their availability and preparedness to respond for assistance.

Factors to consider when assessing the need for specialized tactical units:

- Are the defendants part of an organized, historically or potentially, violent criminal or terrorist organization?
- Are the defendants charged with crimes of targeted violence?
- Have any threats and inappropriate communications (specifically action and behavior-based) been issued or acted on?
- Have there been any credible or confirmed reports of an escape conspiracy? Are there any unindicted co-conspirators?
- Is there a past history of defendant, associate(s), and organization violence; including escape conspiracies or attempts?
- Are prisoners transported a relatively long distance to/from the court facility?
- Do prisoner defendants have substantial outside resources, whether associate (willing and able) or financial (accessible funding), to make escape or carry or hire out violent actions? Are any co-defendants fugitives?
- Do prisoner defendants have the skills, training, violent disposition, numbers, and/or size/strength to be a physical threat or danger when handled in court, holding cells, and transport?
- Is there secured prisoner circulation completely to/from court proceedings? Is courthouse space design/layout limited?
- Does the respective sheriff's office have department specialized tactical units? What is the response time for external units?
- Is security screening conducted at the courthouse; and are adequate security personnel on-site?
- Do threat/risk assessments specify the need based on identified vulnerabilities and consequence impact?

Consideration of Specialized Equipment: Based on particular and unique trial considerations, the use of certain types of specialized equipment may be necessary (based on threat/risk assessments) to augment normal resources. This includes but is not limited to:

- Follow-Cars; Armored Vehicles; and Helicopters: to safely and securely transport high threat prisoners and witnesses.
- Intermediate Weapons: tasers, stun guns, expandable batons, and OC spray (not especially recommended for a courtroom environment due to decontamination issues) for crowd and prisoner control.
- Specialized Prisoner Restraints: if standard prisoner restraints are not appropriate or adequate for the assessed threat/risk, or if physical restraints are determined necessary during trials by jury, supplemental restraints such as electronic restraint belts or leg braces can be considered.
- Audio/Video Systems: in event the prisoner defendant becomes disruptive and is subsequently ordered removed from hearing proceedings they can participate remotely from a safe/secure area – i.e. courthouse or jail (if adjacent or connected to the courthouse) holding cell.
- Security Screening Systems: courtroom area magnetometers and hand-held metal detectors to supplement courthouse security screening – also consider (threat assessment-dictated) for screening prisoners to/from court proceedings
- Advanced Countermeasures: Depending on the threat level of the proceeding and the physical requirements of the court facility, recommendations and/or approval to deploy auxiliary countermeasures may be sought. This includes items such as explosive trace detection systems, chemical/biological weapons detectors, portable vehicle barriers, night vision equipment, and anti-surveillance electronic devices.

Prisoner Transport Considerations:

- Prisoner transports may require (per threat/risk assessments) utilization of follow-car vehicles. Appropriate state, county and city law enforcement agencies will be notified of the time and routes of transports if the *follow-car* option is implemented.
- At the direction of the deputy-in-charge agencies may be identified/requested to provide information on: (1) *Traffic Accidents, Congestion, and Delays*; (2) *Known and Suspected Hazards*; and (3) *Threat Intelligence*. The deputy-in-charge will also determine the level and type of other required agency assistance reference: (4) *Marked-Squad Escorts*; (5) *Roadblocks*; and (6) *Requirements and Approvals to Exceed Posted Speed Limits*.
- Transportation to and from the courthouse will be scheduled to avoid contact with judicial officers, jurors, witnesses and the general public. Primary and alternate routes and times of travel will vary as determined by the deputy-in-charge.
- Scheduled prisoner transports will not be released to the media, attorneys, defendant family members, or general public. All official inquiries will be directed towards the deputy-in-charge.

Security Briefings: All personnel assigned to the high-threat high-profile trial and proceedings shall attend briefings conducted by the Sheriff, or designee; regarding the case trial, participants, and department duties and responsibilities. Briefings should be conducted prior to scheduled operations, on commencement of trial proceedings, on a daily/weekly-basis, as situation or incident-dictated, and at the conclusion of operations.

Miscellaneous Courtroom Security Considerations:

- The trial judge should assign seating to the media and the public based on the sheriff's recommendations. Seats should not be reserved or otherwise set aside without the trial judge's approval. Public seating should be on a first-come, first-serve basis. If passes or identification badges are issued to spectators, no spectator should be allowed to enter without one.
- Threat/risk assessment-based decisions to identify prospective jurors by name or number (personal security measure).
- Weapons as exhibits should be rendered physically and visually inoperable. Ammunition should be secured separately.
- There should be an appropriate amount of space between the defendant's seating area and public seating areas. If the defendant is pro se, defined boundaries should be clearly set limiting access to the judges bench, jury box, gallery, etc.
- Spectators should not be allowed to stand in the courtroom. Entrances and exits must be clear at all times.
- The sheriff should seek the trial judge's permission (i.e. court order) to require all persons entering the courtroom to pass through security screening. If courthouse perimeter security screening is already established, a second screening position with magnetometer may be set up outside the courtroom area.
- No cameras, cellular telephones, audible pagers, or electronic/recording devices should be allowed in the courtroom or adjacent area without the trial judge's approval. Such devices should be considered for exclusion from the entire courthouse.
- All persons entering the courtroom are subject to search with carried items opened and inspected by security personnel.

Miscellaneous Courthouse Security Considerations:

- Provide proper notice to courthouse agencies/officials advising them of the pending high-threat high-profile trial proceeding and related policies, procedures, and directives. This should include requesting employees maintain a heightened sense of awareness relative to suspicious activities and persons; and notifying designated personnel of same.
- If a particular courtroom in the courthouse is more conducive to high-threat high-profile proceeding operations consider designating it for use during the high-threat/profile trial.
- Prohibit filming, photography and interviewing of prospective jurors.
- Set up another courtroom, equipped with audio/video connections, for trial overflow.
- Conduct scheduled and required monthly, quarterly, and annual courthouse systems tests within 3-4 weeks of operations. This will identify and remedy those areas that require maintenance and repair prior to operations beginning.

Media Considerations:

- Designate a public affairs representative or primary media point-of-contact – responsible for coordinating press releases, inquiries, statements, and briefings.
- Review and confirm local rules and standards – e.g. photographing and filming of jurors or a summoned prospective juror is prohibited; and must adhere to courtroom proceeding and courthouse/courtroom rules of decorum.
- Establish media video, photography, and interviewing prohibition areas.
- Establish media staging areas.
- Establish a secondary trial/proceeding (media only) viewing area.
- Designate courtroom seating assignments – media to the front row(s) of the gallery.
- Provide for enhanced courthouse telecommunications – submit cost/billing invoice to media prior to installation/service.
- Issue building identification, badging, and daily court press passes; this should be conducted far enough in advance of trial proceedings to allow for credential verification.

Sequestered Jury Considerations: The United States Marshals Service (USMS) has a *Sequestered Jury Blank Forms Package* (USM-523) that contains the required forms to document jury sequestration activities and incidents. The blank forms package is considered *Law Enforcement Sensitive and Limited Official Use* information and is to be secured per USMS policy. Sheriff Offices can request copies of this document through the local office of the United States Marshal.

Measures associated with sequestered juries include but are not limited to:

- Issuing jury sequestration instructions
- Preparing a judicial order of sequestration
- Assessing secured accommodation requirements
- Determining secure transportation considerations
- Documenting individual jurors information forms
- Documenting room assignments register
- Documenting prescribed medications registers
- Maintaining approved telephone calls registers
- Documenting an approved visitation register
- Maintaining approved newspapers/periodicals register
- Securing juror cellular devices
- Removing telephones, TV's, and radios from lodging
- Maintaining television registers
- Maintaining DVD/VHS program registers
- Completing incident report forms
- Documenting jurors authorized absences
- Completing mail consent forms
- Maintaining incoming and outgoing mail registers
- Maintaining transportation registers
- Maintaining command post site registers

General Performance Standards: Personnel should not discuss department internal matters, procedures, policies, grievances, personalities, finances, personal or family problems with or in the presence of judicial officers, court staff, jurors, attorneys, media members, prisoners, defendants, and the general public. Personnel will adhere to the department Code of Conduct for all authorized standards of behavior.

There will be no unnecessary display of firearms and/or intermediate weapons. Personnel, including while off duty, will remain vigilant for persons: (1) exhibiting any unusual curiosity or interest for trial proceedings and sheriff's office activities; and (2) conducting counter-surveillance operations – a heightened sense of security awareness should be maintained by all department personnel for the real possibility of hostile or counter-surveillance actions.

Reporting/Routing Requirements: Upon completion of the operational plan, the deputy-in-charge will present a copy to the sheriff, chief deputy, and presiding judge for review and approval. The approved plan should be secured and controlled as law enforcement sensitive. A secured copy of the operational plan should be maintained as a source reference for future high-threat high-profile cases.

Modification of Standards: If the presiding judge wants to modify, or even eliminate a policy or procedure previously approved in the trial/proceeding operational plan; it is recommended the sheriff be consulted prior to officially making plan changes. This will effectively minimize the likelihood of modifications elevating the assessed threat/risk, or presenting an enhanced security risk.

After-Action Report: Upon completion of high-threat high-profile trials/proceedings, an after-action report should be completed by the designated deputy-in-charge. The report should outline those specialized performance and heightened security measures taken during the proceeding; the results of those measures implemented; judicial, participant, employee, and public acceptance and satisfaction levels; and overall trial conclusion statements.

After-Action Report - General Template/Design

Prepared By: Deputy-in-charge

Date of Report: Include operation starting and ending dates

Type of Operation: High-threat/profile security proceeding

Identify Individuals or Groups Involved: Presiding judicial officer, prosecutor, defense attorney, defendants, prisoner, witnesses, ...

Location(s): Courthouse, courtroom, jail/prison institutions, jury sequestration locations

Personnel Utilized: Sheriff's office and other federal, state and local personnel

Resources Utilized: Specialized law enforcement units – explosive ordnance disposal (EOD), K-9, tactical, CBRNE, HAZMAT, ...

Specialized Equipment Utilized: Weapons, restraints, counter-surveillance systems, armored-vehicles, screening systems, explosives trace detection systems, advanced imagery, intrusion detection systems, ...

Operations Summary: Outline operational goals/objectives met and identify significant security, medical, and equipment actions, incidents or issues; to include those involving: personnel, judiciary, defendants, attorney's, jurors, court staff, defendant family members and associates, general public, and media.

Critique/Lessons Learned: Provide an overall assessment of the operation and identify positive actions (which may be incorporated into future events) and negative actions (which are to be avoided).

Termination: Note date, time, and circumstance – e.g. guilty plea, verdict, sentencing, custody status, ...

High-Threat/Profile Trial Operational Plan - General Template/Design

Sheriff maintains liaison with:

- Trial Judge
- Prosecution and Defense Attorneys
- Federal, State and Local Agencies
- Police and Other Law Enforcement Agencies and Departments
- Media

Chief Deputy Sheriff:

- Maintains overall responsibility for the trial.

Deputy-in-Charge:

- Reports directly to the Sheriff and Chief Deputy.
- Responsible for briefing the Sheriff and Chief Deputy and others as directed.
- Assumes Courtroom Team Leader duties as necessary.
- Overall Trial Supervisor responsibilities.

Note: depending on threat/risk assessments, and operational and personnel resources, certain individual and team duties and responsibilities outlined in the trial operational plan may require they be combined with one another.

Courtroom Team Leader: *responsible for all actions of the courtroom team. This includes, but is not limited, to directly responding to judicial, attorney, media, and defendant inquiries during court.*

Courtroom Team Leader is:

- Responsible for daily trial operations.
- Responsible for coordination and decision making reference courtroom trial matters.
- In lieu of Sheriff, Chief Deputy, and Supervisor to assume their duties and responsibilities.
- Responsible for ensuring that all policies and procedures as specified in sheriff manuals and trial operational plans are adhered to.
- Responsible for coordinating trial situational aspects with the deputy-in-charge.

Courtroom Team Leader will also ensure:

- All team members are on post and adhere to post assignment instructions.
 - All team members have radio privacy kits for courtroom monitoring.
 - Judicial orders are enforced and appropriate security measures are implemented.
 - Courtroom is searched prior to and following trial.
 - Courtroom is secured prior to and following trial.
 - Proper conduct and decorum of trial participants and visitors.
-

Prisoner Team Leader: *operates under the direction of the Courtroom Team Leader; is responsible for controlling, searching, restraining, transporting, and securing prisoner defendants.*

Prisoner Team Leader will ensure:

- Prisoner transports are coordinated with the deputy-in-charge and courtroom team leader.
 - Personnel are equipped with approved firearms and/or intermediate weapons.
 - Personnel having direct “contact” with prisoners are carrying intermediate weapons – not firearms.
 - Prisoners are securely transported to/from transport vehicles and courthouse holding cells.
 - Defendant(s) are properly restrained per department policies and procedures.
 - Defendant(s) are transported in a safe and secure manner.
 - Responsibilities as outlined in the prisoner transport section of the trial plan are carried out.
 - Defendant(s) proper conduct and safety during trial – to include proper placement and positioning.
 - Prisoner witnesses are secured – with appropriate separation from defendants.
-

Sequestered Jury Team Leader is responsible for:

- Responsible for the safety and security of the jury during sequestration.
 - Responsible for carrying out judicial orders in reference sequestration
 - Coordinating safe and secure lodging for the jury; as ordered by the court.
 - Coordinating jury transportation and arrivals and departures; as ordered by the court.
 - Providing for jury medical needs; as ordered by the court.
-

Courthouse Team Leader is responsible for:

- Outer and inner security perimeters.
 - Security screening procedures.
 - Trial operations as assigned.
-

Protective Response/Service Team Leader: *operates under the authority of the sheriff and/or chief deputy; and coordinates operational assignments with the deputy-in-charge.*

Protective Response/Services Team Leader will:

- Coordinate and provide 24 hour (*or variation of*) protective response and services.
 - Coordinate and provide security services for threatened protectees.
 - Adhere to department policies and procedures as outlined for protective response services.
 - Initiate protective service details when a *protectee* comes under threat; and obtain required authorizations.
 - Establish additional and separate details when multiple protectees come under threat.
-

Command Post (CP) Operations: *serves as the central point-of-contact for operations; and is located in a department or courthouse office as designated by the sheriff or chief deputy.*

CP Operations/Communications will ensure:

- Radio checks are routinely conducted and batteries are charged.
 - Reserve radios are charged and operational.
 - Operational plan materials are readily available.
 - Activity and trial registers are updated.
 - Communication frequencies have been established and are being monitored.
 - Daily trial activities are confirmed and accounted for.
-



OPERATIONAL and CONTINGENCY PLAN CHECKLIST

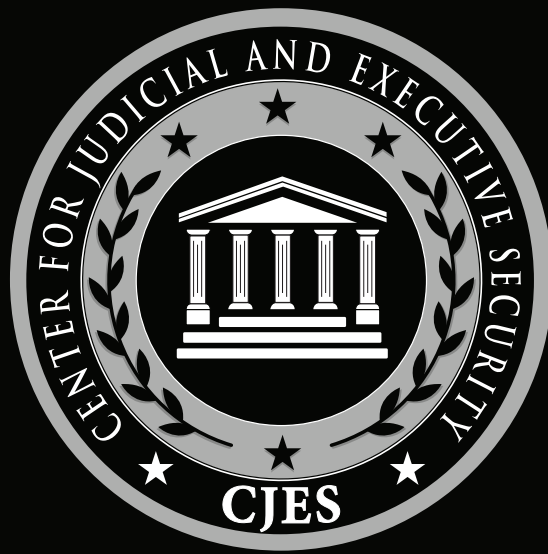
High-Threat and High-Profile Proceedings

Trial Date(s):	Presiding Judge:
----------------	------------------

Case Type/Name:	Sheriff:
	Deputy-in-Charge:

TRIAL/PROCEEDING ASSIGNMENTS	ASSIGNMENT STATUS
-------------------------------------	--------------------------

	Completed	Pending	Not Applicable
Assess Trial Scope – Identify Significant Influencing Factors			
Identify Trial Security Objectives and Services			
Conduct Threat/Risk Assessments – Identify Threat Sources			
Brief Sheriff re: Trial Status and Operational Considerations			
Brief Judge re: Trial Operational Plan Considerations			
Gather Trial/Proceeding Legal and Informational Materials			
Specify Department and Other Agency Commitments			
Determine Personnel Resource Allocations and Requirements			
List Primary and Alternate Emergency Point-of-Contacts			
Ensure Courthouse Contingency Plans are Up-to-Date			
Ensure the Judicial Security Plan (JSP) is Up-to-Date			
Assess Specialized Trial/Proceeding Considerations			
Assess Courthouse/Courtroom Security Screening Levels			
Assess Courthouse Mail Handling/Screening			
Identify Trial Specialized Equipment Requirements			
Establish Post Assignments and Command Post Operations			
Identify Prisoner Detention Facilities			
Identify Primary and Alternate Routes to Jail and Courthouse			
Determine Prisoner Special Handling/Custody Requirements			
Confirm Separatee Status for Prisoners and Witnesses			
Determine Courtroom Seating Assignment Requirements			
Confirm Courtroom and Courthouse Rules of Decorum			
Determine Prisoner/Defense Table Positioning/Configuration			
Determine Potential Jury Sequestration Requirements			
Designate Media Point-of-Contacts			
Establish Trial/Proceeding Identification/Badging System			
Prepare Individual Deputy Trial/Proceeding Briefing Packets			
Submit Final Operational Plan for Sheriff and Judicial Approvals			



CJES

steve.swensen@CJESconsultants.com

t: 651.222.7672
m: 612.616.6744

26 East Exchange St, Suite 305
Saint Paul, MN 55101

www.CJESconsultants.com