

**IN THE TWENTIETH JUDICIAL CIRCUIT IN AND FOR THE STATE OF FLORIDA**  
**LEE, COLLIER, CHARLOTTE, HENDRY AND GLADES COUNTIES**

IN RE: COURTHOUSE AND COURTROOM SECURITY

ADMINISTRATIVE ORDER

NO. 2.18

(Amended)

Pursuant to Rule 2.215, Florida Rules of Judicial Administration, Section 43.26, Florida Statutes, and Article V, Section 2, Constitution of the State of Florida, and the authority of the Chief Judge to regulate the use of courtrooms and court facilities, it is hereby **ORDERED** that the following policies with regard to courthouse and courtroom security within the Twentieth Judicial Circuit are adopted.

1. Each courthouse and courtroom within the Twentieth Judicial Circuit is designated as a secure facility. For this purpose, courthouses include all buildings within a courthouse complex and branch courthouses.
2. Any person entering any courthouse may be subject to security screening and search of their person or property at entrances or anywhere in the building by authorized security personnel through the use of perimeter placed metal detectors and screening equipment, hand held or other specialized electronic equipment, or other means available. Exceptions may be permitted by the Chief Judge pursuant to policies and procedures adopted and applicable to each individual county of the Twentieth Judicial Circuit.
3. Persons who refuse a request to submit to a search of their person or their possessions shall be denied access to the courthouse.
4. Any person in possession of a weapon, hazardous material or contraband shall be denied access to the courthouse. Exceptions may be permitted by the Chief Judge pursuant to policies and procedures adopted and applicable to each individual county of the Twentieth Judicial Circuit.
5. If any illegal or unauthorized weapons, hazardous materials or contraband are discovered, the proper law enforcement officials or officers shall be notified immediately for appropriate action, up to and including, prosecution to the fullest extent of the law.
6. Persons entering any courthouse shall not be permitted to bring any liquid into the courthouse, regardless of whether the liquid is in an open or sealed container. This shall not apply to employees of any of the offices located within the courthouse. However, at the discretion of courthouse security personnel, an employee shall allow any container to be inspected. Exceptions may be permitted by the Chief Judge pursuant to policies and procedures adopted and applicable to each individual county of the Twentieth Judicial Circuit.



I certify this document to be a true and correct copy of the record on file in my office.  
Linda Doggett, Clerk Circuit/  
County Court, Lee County, FL

By:

Deputy Clerk

Filed Lee County Clerk of Courts 11/02/2020

7. If, for the purpose of an evidentiary hearing, it is necessary to bring any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray, or liquid in an open or sealed container into any courthouse, the person shall be escorted by Court Security Personnel or by a Court Deputy, upon confirmation of a legitimate need.
8. Security concerns, whether related to the safety and security of the judiciary, employees, or any member of the bar or public, have become more prominent with the continuing increase in technological advances and the use of electronic devices by both persons associated with the media and persons not associated with the media. The use of recording and electronic devices within any courthouse or courtroom are governed by Rules 2.450 (members of the media) and 2.451 (jurors or others), Fla. R. Jud. Admin.
  - a. Rule 2.450 – The term “media” and the applicability of Rule 2.450 are not defined within the Rule. Accordingly, for the purposes of this Administrative Order and the applicability of Rule 2.450, “media” is defined as: (1) traditional print and broadcast communication channels, such as radio, television, newspapers, and magazines, through which news and information is disseminated that reach or influence people widely for newsworthy, entertainment, or other purposes; (2) motion picture entities, including documentary and independent filmmakers; and (3) the next generation of digital, computerized or networked information and communication technologies, not directly associated with traditional print and/or broadcast media entities and defined as an online entity which was a previously established, independent site that contains regularly updated original news content above and beyond links, forums, troubleshooting tips and reader contributions. To qualify as “media,” the content must be thoroughly reviewed by an independent editor before publication. Fan sites, web logs, YouTube or other similar and/or portable websites do not qualify as “media” for the purpose of Rule 2.450.
  - b. Rule 2.451 – The term “electronic devices” and the applicability of Rule 2.451 are defined within the Rule.
    - 1) The use of electronic devices in a *courtroom* is always subject to the authority of the presiding judge or quasi-judicial officer to:
      - A. control the conduct of proceedings before the court;
      - B. ensure decorum and prevent distractions; and
      - C. ensure the fair administration of justice in the pending case.
    - 2) The use of electronic devices in a *courthouse* or *court facility* is always subject to the authority of the Chief Judge to:
      - A. ensure decorum and prevent distractions;
      - B. ensure the fair administration of justice; and
      - C. preserve court security.



- 3) So as to ensure that any concerns are addressed in advance, as opposed to after-the-fact, persons desiring to use electronic devices for the purpose of audio or video recording, or otherwise, in a *courtroom* must seek permission from the presiding judge or quasi-judicial officer *in advance*. Persons desiring to use electronic devices for the purpose of audio or video recording in a *courthouse* or *court facility* must seek permission from the Chief Judge *in advance*. Proof of having obtained such permission shall be presented upon request to Court Security Personnel or to a Court Deputy. Under no circumstances are photographs or recordings to be made of any component of security operations, whether intentionally or incidentally.
  
9. Notices related to security shall be posted at all courthouse entrances and at each security station, and shall be strictly adhered to by all persons seeking entry into the courthouse.
  
10. Noting the diverse nature of the five (5) counties within the Twentieth Judicial Circuit, additional policies and procedures related to security may be adopted for each county and attached and incorporated herein.
  
11. Any person failing to comply with this Administrative Order, or instructions to do so by Court Security Personnel or by a Court Deputy, may face contempt proceedings and/or sanctions as permitted by law.
  
12. To the extent that any provision of this Administrative Order may be construed as being in conflict with any law, statute, or rule, the law, statute, or rule shall prevail.
  
13. This amended Administrative Order and all policies and procedures adopted and attached, supersede all previous Administrative Orders, or orders of an administrative nature, relating to courthouse or courtroom security.

**DONE AND ORDERED** in chambers in Fort Myers, Lee County, Florida, this 3<sup>rd</sup>

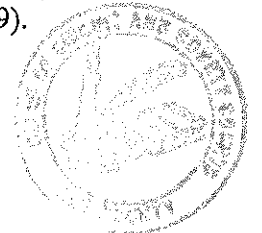
day of October, 2020.




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Michael T. McHugh  
Chief Judge

History. – Administrative Order 2.18 (July 12, 1994); Administrative Order No. 2.18 (Jan. 20, 2000); Courthouse and Courtroom Security for Lee County Justice Center Complex (Jan. 15, 2008); Courthouse and Courtroom Security for Charlotte County Justice Center (June 9, 2011); Courthouse and Courtroom Security for the Collier County Courthouse Complex (Oct. 26, 2016); Courthouse and Courtroom Security for the Collier County Courthouse Complex (Feb. 6, 2017); Administrative Order 2.18 - Courthouse and Courtroom Security (Dec.16, 2019).



# Court Security Screening and Access Control Policy & Procedures

Charlotte County Justice Center  
Administrative Office of the Courts  
20<sup>th</sup> Judicial Circuit of Florida

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## **POLICY**

The Charlotte County Justice Center (the "CCJC") is a designated secure facility. As such, it is the responsibility of the Administrative Office of the Courts (the "AOC") to establish a minimum level of protection for the benefit of all departments and agencies housed in the CCJC. The AOC seeks to establish an appropriate level of security that minimizes the opportunity for physical violence and or injury to employees, the public, and anyone conducting business in the CCJC. Responsibility for implementing and enforcing this security policy falls under Administrative Order 2.18 Courthouse and Courtroom Security (Revised 1/20/00).

The purpose of this policy is to establish procedures to be used by Court Security Officers (inclusive of AOC employees, as well as other agency employees housed in the CCJC) in the performance of their duties, as they relate to the security checkpoints at the CCJC. It is not intended to address every conceivable circumstance that may be encountered at the security checkpoint, but it is intended to provide a framework for the appropriate response to incidents and situations not directly expressed herein.

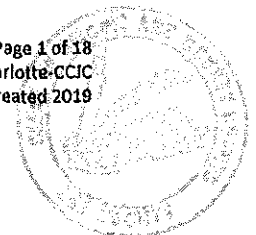
ALL PERSONS (WITH EXCEPTIONS AS PROVIDED HEREIN) ENTERING THE CHARLOTTE COUNTY JUSTICE CENTER (THE "CCJC") SHALL BE SUBJECT TO THIS COURT SECURITY SCREENING AND ACCESS CONTROL POLICY AT ALL TIMES.

The AOC does not and shall not discriminate, on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## **PROCEDURES**

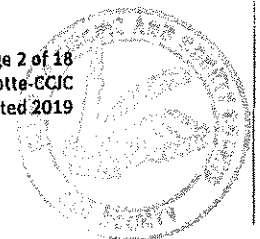
### **Security Screening**

1. Court Security Officers assigned to the security checkpoint shall screen all persons seeking access to the Charlotte County Justice Center.
  - A. Court Security Officers shall ensure that no individual is in possession of, or in control of, any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray. No liquid in excess of 3.4 ounces in an open or sealed container, shall be permitted to enter and remain in the Charlotte County Justice Center.

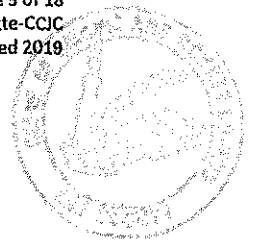


**EXEMPTIONS:** Federal Judges and Judges of the State of Florida, the elected or appointed State Attorney of the 20<sup>th</sup> Judicial Circuit of Florida, the elected or appointed Public Defender of the 20<sup>th</sup> Judicial Circuit of Florida, the Trial Court Administrator, Chief Deputy Court Administrator, Director of Court Security/Trial Court Security Coordinator, Court Security Officers, sworn authorized law enforcement officers, as outlined in A.O. 2.18 (Exhibit "A") wearing readily identifiable department issued uniforms, who are conducting official law enforcement business within the CCJC, and persons expressly authorized in writing by the Chief Judge, may retain any firearm or weapon in their possession while in the CCJC, and may enter therein without being subject to electronic and or related security screening, so long as these persons possess proper identification and are in full compliance with all applicable laws regarding weapons possession, as set forth in Chapter 790, Florida Statutes. Law enforcement officers must possess and display official departmental or agency credentials with a photo. **BADGES ALONE ARE NOT AN ACCEPTABLE FORM OF OFFICIAL DEPARTMENTAL OR AGENCY CREDENTIALS.**

- B. Pursuant to Florida Statute 790.06(12)(a), Court Security Officers shall ensure that no employee of the CCJC, to include employees of the Administrative Office of the Courts, Charlotte County Clerk of Circuit Court and Comptroller, Office of the State Attorney, Public Defender's Office, Charlotte County Sheriff's Office (not described above), Charlotte County Facilities Construction & Management, Probation, Pretrial, Parole, or Investigative Officers, as well as vendors (e.g. court interpreters, court reporters, expert witnesses, technicians, delivery persons, etc.) be allowed to enter the facility in possession of, or in control any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray; except as otherwise authorized by Administrative Order or Florida Statutes.
- C. Court Security Officers shall ensure that, if for the purpose of an evidentiary proceeding, it is necessary to bring any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray, any liquid in an open or sealed container into the CCJC, the individual shall be escorted by a Court Deputy to the designated courtroom.
- D. Court Security Officers shall ensure that any sworn law enforcement officer, not in compliance with A.O. 2.18 (Exhibit "A"), not wearing a readily identifiable agency issued uniform, not carry firearms, while conducting official law enforcement business within the CCJC. The above referenced category of persons shall secure all firearms in their possession in a secure gun locker at the security checkpoint upon entering the CCJC.



- E. Court Security Officers shall ensure that any sworn law enforcement, In uniform or plain clothes, while conducting personal business, before the Court, shall be subjected to a search of their person and or property anywhere in the CCJC, through the use of handheld or walk through magnetometers, x-ray equipment, other specialized equipment or means available. The aforementioned categories of persons in possession of, or in control of, any firearm shall secure all firearms in their possession in a secure gun locker at the security checkpoint, upon entering the CCJC. However, they shall not be permitted to enter and remain in the CCJC in possession of, or in control of any weapon, explosive, hazardous device or substance, mace or pepper spray, or any liquid in an open or sealed container above 3.4oz.
- F. Fire and EMS personnel responding to the CCJC for an emergency will be met by Court Security Officers and escorted to the needed area. Responding personnel are not required to pass through the screening process, but must be escorted at all times.
- G. Magistrates, Judicial Assistants, visiting Judicial Officers, Trial Court Administrator, the Chief Deputy Court Administrator, and the Clerk of the Court are permitted to access the CCJC through the Judges Parking Lot. Although this provision authorizes a bypass of security screening, it does not authorize any of the aforementioned categories of persons to retain any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray in their possession while in the CCJC, unless otherwise exempted herein. Nothing herein shall prohibit the Trial Court Administrator from being authorized to request a screening of one of the aforementioned categories of persons under warranted circumstances and at his or her discretion in order to protect those within the CCJC.
- H. Court Security Officers shall ensure that all persons, other than those excepted in the preceding sections, and their briefcases, pocketbooks, packages, containers and other personal effects, including pagers, T.V. cameras, cellular telephones, food items and unmarked trial exhibits, undergo electronic and or related security screening, upon entry to the CCJC. The discovery of illegal weapons or contraband as described in §932.701, Florida Statutes, or other violations of criminal statutes occurring within this context will result in immediate notification to the appropriate law enforcement authority, so that an arrest and seizure may be effected.
- I. Employees of the Administrative Office of the Courts, Charlotte County Clerk of Circuit Court and Comptroller, Office of the State Attorney, Public Defender's Office, and Charlotte County Government, as well as vendors (e.g. court interpreters, court reporters, expert witnesses, technicians, delivery persons, etc.)



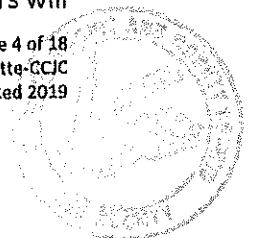
must have their agency or business issued Identification on their person at all times, when attempting to enter the Public Security Checkpoint, Employee Security Checkpoint or enter a restricted area, while in the CCJC, and be prepared to present the same when requested to do so by Court Security Officers. The above referenced categories of persons (excluding vendors) may enter the CCJC with food Items and Liquids for personal consumption, these Items will be subject to search by use of handheld or walk through magnetometers, x-ray equipment, other specialized equipment or means available. However, nothing in this policy shall prevent a Court Security officer from requiring any person to submit to a search as set forth herein.

- J. ALL persons listed in "I" with proper Identification and all members of the Florida Bar with proper Identification may advance to the beginning of the line when attempting to access the PUBLIC Security Checkpoint at the front entrance of the building. ALL members of the Florida Bar who are also an employee of the CCJC with proper Identification may also advance to the front of the EMPLOYEE security checkpoint.
- K. ANY PERSON WHO REFUSES TO SUBMIT TO A SEARCH OF THEIR PERSON OR THEIR POSSESSIONS OR DOES NOT SATISFACTORILY PASS THE SCREENING PROTOCOLS WILL BE DENIED ACCESS TO THE CCJC.

## 2. Post Specific Procedures

### A. Individuals entering the CCJC are required to:

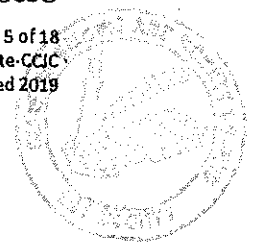
- i. Remove all Items from their pockets: wallets, cell phones, keys, loose change, etc. They may keep loose papers, cash, tissues, and glasses. Glasses and cash are to be given back if placed in a bowl. Allow the person to remove their own cash.
- ii. Remove their belt unless they are elderly, handicapped, injured, or if an employee as described in section "I" or Florida Bar Member as described in Section "J", however the Court Security Officer is then required to wand and further if/when the magnetometer is triggered. Officers are to check the person as a whole, not just one area, to include a check of the belt line, the small of the back, and the legs/knees.
- iii. Remove heavy Jackets and Jackets with lots of zippers, buttons, pockets, etc.
- iv. Accompanying adult, not Court Security Officers, is to remove child or children from strollers and carriages. Toys and stuffed animals are to be sent through the x-ray machine. Allow parents to carry blankets and pacifiers. Carriages are to be run through the x-ray machine. Strollers will



- be inspected by the officer on point and returned to the owner on the other side of the checkpoint.
- v. Laptops and tablets are to be taken out of bags and scanned separately. If a device is in a protective case it does not need to be removed. If a bag goes through the x-ray machine and a device was not taken out, the owner will be asked to remove it and the bag will be scanned again. Employee as described in section "I" or Florida Bar Member as described in Section "J" will not be required to remove laptops and tablets from bags.
  - vi. Cell phones should be removed from bags and placed in bowls.
  - vii. All bags, purses, briefcases, etc. are to be zipped and secure before passing through the x-ray machine.
  - viii. Drinks are not allowed with the exception of baby formula/milk or small amounts of food or beverage medically necessary or age necessary. Jurors, with approved summons or juror badges, will be permitted to bring food and beverages through the security checkpoint, also subject to inspection.

**3. When inspecting a person's bag:**

- A. Politely advise the person that you need to look inside their bag.
- B. If the person refuses, advise them that they will not be allowed to enter the building.
- C. If the person allows you to search their bag, go through the main parts and remove bulky items as necessary.
- D. If you cannot find the item right away, then re-scan the bag along with any items you removed. Place the removed items in a separate bowl and rescreen separately.
- E. You may ask the person if they have the item shown on the x-ray monitor (i.e. a pocket knife). If the person knows where it is, and it is a minor item, you may allow them to remove it themselves. Do not stand close to the person as they remove the item of concern.
- F. Court Security Officers shall offer any individual in possession of a weapon including, but are not limited to: knives, pepper spray, scissors, tools, knitting needles, ammo, and kubotans the opportunity to return to their vehicle to store it there.
- G. Court Security Officers shall notify CCSO of firearms entering the Facility through a Code Blue. The suspect firearm will remain in the scanning machine until CCSO



arrives to interview the subject and take possession of the firearm to determine if the individual has a valid concealed weapons permit. Then take appropriate legal action.

- H. Allow the officer on the belt to be the sole person doing the inspecting. All other officers are to remain at their assigned post.
- I. **Additional Weapons List.** The following list will serve as a reference. This list is subject to change as new styles of weapons are introduced into our system.

Officers will maintain a log of all seized items or contraband. **Contraband** is defined as "any substance or article altered in a manner to definitively and effectively achieve an alternative result, other than the item's intended usage." All items will be turned over to Court Security to be recorded and held for approximately 60 days after which all lost-and-found and confiscated items not claimed will be turned over to the Charlotte County Sheriff's Office to the Property and Evidence Department.

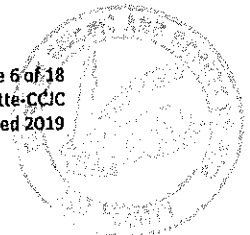
**TYPES OF WEAPONS**

FIREARMS	ILLEGAL WEAPONS	LEGAL WEAPONS
Handgun (Any Type)	Stiletto Knife	Knives
Shotgun	Tear Gas Gun	Scissors
Rifle	Switchblade Knife	Mace/Pepper Spray
Blow gun	Dirk/Dagger	Darts
Flare gun	Spike/Ninja Key Chain	Razors
Pellet gun or rifle	Ice Pick	Bullets, Ammunition
BB gun or rifle	Slingshot/Blackjack	Screwdrivers
AirSoft gun or rifle	Billie Club	Hammer
	Telescopic Baton (ASP)	Pliers
	Throwing Stars (Shuriken)	Wrench
	Metallic "Brass" Knuckles	Drill Bits
	Sword Cane	Carpet Cutters
	Taser/Stun Gun	Biker's Belt
	Butterfly Knife	Large Pins
		Baseball Bat

**4. Position Responsibilities**

**A. Point**

- i. Greet people as they enter the courthouse. (Good morning/afternoon; how may I help you? Do you know where you're heading?)



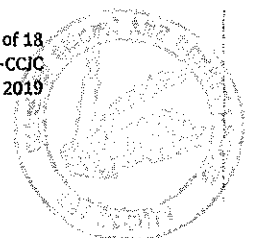
- ii. Watch for signs of threats.
- iii. Explain what people are to do as they go through security screening.
- iv. Return bowls to the lobby table.
- v. Inspect strollers and take them to the owner on the other side of the checkpoint.
- vi. Control the line by asking people to wait behind the stop sign until called.
- vii. Lightly shake bags and place them at the top of the belt.
- viii. Verify that bags are zipped and secure.
- ix. Verify that bowls contain no glasses, cash, or weapons.
- x. During a Code Blue or Code Red, move people to the front doors and wait for further instructions from the supervisor or the bailiffs.

**B. Monitor**

- i. Look at items going through the x-ray machine.
- ii. Re-scan bags and bowls as needed.
- iii. Advise the officer on the belt when an inspection is required.
- iv. When the officer on the belt is inspecting an item, the officer on the monitor will stop the belt to take items coming out of the machine to the table. The officer on the monitor will perform this function until the inspection is complete.
- v. During a Code Blue or Code Red, stop the belt and hold the threat inside the machine until advised otherwise by the supervisor or bailiffs. If the threat occurred at a different area on the checkpoint, remain by the monitor and hold all items until advised otherwise by the supervisor.

**C. Belt**

- i. Take the items coming out of the machine to the table.
- ii. Place the items on the table and return to the belt for the next item. Do not stand-by and wait for the person to take the item out of the bowl.
- iii. Only ask people to use the side table when the main table is full.
- iv. Perform inspections as requested by the officer on the monitor.
- v. Return empty bowls to the counter next to the officer on the point.
- vi. Advise the officer on the point to hold the line when more than one person sets off the metal detector.



- vii. During a Code Blue or Code Red, assist the person on monitor or wand depending on the situation. Help the supervisor & bailiffs identify the owner of the item in question.

#### D. Wand

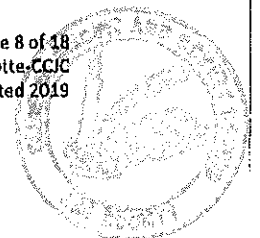
- i. Perform a secondary inspection of people who set off the metal detector.
- ii. Officers are to check the person as a whole, not just one area. Be sure to especially check the belt line, the small of the back, and the legs/knees.
- iii. Return bowls from the side table to the officer on the belt.
- iv. Ensure that people entering the CCJC come through the checkpoint and do not bypass screening. Also ensure that people walk through the metal detector unless they have an implanted medical device or some other medical issue which precludes them from passing through the magnetometer.
- v. If people walk through the metal detector with their hands in their pockets they are to be inspected.
- vi. If a person has a medical device, have them place their hand over it but do not wand over that area. Inspect the rest of the person as normal. If the person prefers to be pat down, the officer can do so as long as it is a male/male or female/female.
- vii. During a Code Blue or Code Red, control the lobby area and ask people to exit. If the threat occurred while inspecting someone with the wand, do not allow the person to reach for the item. Call out the code and wait for assistance from the supervisor and other court security officers.

#### Access Control

- 1. Permissions for entry will be strictly controlled to provide for only that amount of access necessary to carry out the functions of the Court and supporting agencies.

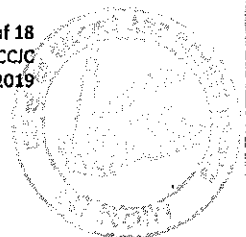
##### A. Access Control Administrator (the "ACA")

- i. The Administrative Services Managers for AOC serves as the Access Control Administrator (the "ACA") and is responsible for the utility, security, maintenance, and coordination of the card access system with support from Charlotte County Facilities Management;
- ii. S/he exercises the authorization, on behalf of the Trial Court Administrator, to approve and assign employee (AOC and agency employees), visitor and vendor access to the CCJC;



B. Employee Access ID Badge/Biometric Fingerprint Control Guidelines

- i. Most doors (interior and exterior) are controlled electronically by proximity readers and biometric fingerprint card readers. AOC and department/agency employees can access these doors using their issued Employee Access ID Badge, and fingerprint based upon their assigned access privileges.
- ii. The AOC and department/agencies should develop and maintain control guidelines for the issuance and revocation of Employee Access ID Badges. The AOC at its discretion may restrict access to areas of the CCJC that is under its purview and directly or indirectly impact the safety and security of all employees and visitors.
- iii. All agencies are responsible for completing an Access ID request form for all new employees that require ID badge. This request form must be completed and signed by authorized department designee and then submitted to the ACA for processing. All new staff members are required to review the Emergency Preparedness Plan, Court Security Screen and Access Policy, and watch The Court Security Training Video and Active Shooter Video prior to receiving an access ID Badge.
- iv. Employees should immediately report to the ACA, Court Security, and their department/agency, the loss or theft of their assigned Employee Access ID Badge.
- v. Departments/agencies should notify the ACA and Security Department immediately but no later than twenty-four (24) hours of separation, termination, or retirement of an employee and should immediately retrieve the Employee Access ID Badge from the employee, if possible.
- vi. Upon notification of an employee separation, termination or retirement, the ACA will delete the employee's access privileges in the MTS system immediately or no later than twenty-four (24) hours.
- vii. All electronically controlled doors will activate a low-level audible alarm when they are left open for an extended period of time. Employees should refrain from propping doors open, except in extenuating circumstances. Doors (especially perimeter doors) propped open create significant security gaps in the CCJC safety and security program.



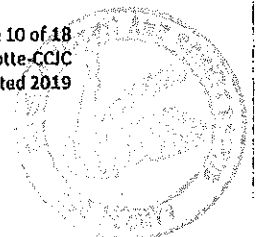
- viii. Modifying, removing or attempting to defeat or disable the MTS access control system is not permitted except in cases of an emergency, system failure, maintenance or repair.

C. Metal Key Control Guidelines

- i. In the issuance of metal keys, individual AOC and agency employees should be issued, the following:
  - The *lowest level key* in the system hierarchy that is necessary to provide access where ID control badge cards do not work and are required by the employee's position and responsibilities; and
  - The *least number of keys* necessary to properly conduct his/her job duties.

D. All keys are the property of Charlotte County

- i. Facilities Management Director for the CCJC is the KEY CONTROL MANAGER.
- ii. The AOC and agencies serve as the custodian of all metal keys issued to them;
- iii. It is a violation of this policy for any employee to attempt to duplicate or to have duplicated any key issued by their division/department/agency without authorization.
- iv. Only the Key Control Manager or designee is authorized to duplicate keys. Charlotte County keys are marked with a distinctive stamp. The Key Control Manager should maintain a Key Control Log for the issuance of metal keys;
- v. Charlotte County Facilities Construction & Management is responsible for installing, maintaining, servicing, replacing and updating all manual locks used to secure the CCJC;
- vi. Individual office/room or sub-master keys are issued to the appropriate AOC or agency manager. Each division/department/agency is responsible for issuing keys within their span of control and responsibility through their respective designee;



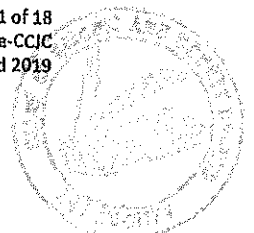
- vii. The loss or theft of a key must be reported immediately to Court Security and the Key Control Manager by the person to whom the key was assigned;
- viii. Each agency is responsible for retrieving issued keys from employees prior to termination, separation or retirement from the AOC or agency;
- ix. Vendors (e.g., telephone service, elevator service, contractors, etc.) may have an ongoing need for access to the complex. In such cases the division/department/agency that contracts for these services should coordinate with Court Security, the ACA, and the Key Control Manager to provide appropriate access to the vendor or contractor.

#### **5. Access During Non-Business Hours**

- i. The CCJC is available for authorized employee work schedules, as well as appropriate activities that do not infringe upon nor interfere with the primary purpose of the Court (i.e. the administration of justice) and which do not compromise the safety and security of employees and the public.
- ii. Non-business hour access to the CCJC is granted for construction and renovation projects, Teen Court, department/agency workdays that do not coincide with AOC observed holidays, and for authorized employees (for business purposes only) that are granted 24 hour ID BADGE access to the facility by their agency.
- iii. Vendors that are required to complete their work during non-business hours (e.g. fire alarm repair/testing, telephone service, elevator service, contractors and lessees in the CCJC, etc.) will be handled in the same manner as those completing work during business hours. Agencies should coordinate vendor services with Court Security to ensure that there are a sufficient number of Court Security Officers scheduled during that time.

#### **6. Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Act Amendments (ADAA) Act of 2008**

- A. Any person with a disability who needs any accommodation to participate in a hearing is entitled, at no cost, to the provision of certain assistance. Anyone seeking an ADA accommodation should contact the AOC Operations Division at (941) 637-2110 at least seven (7) days before the scheduled court appearance or



Immediately upon receiving notification, if said notification is less than seven (7) days. Hearing or voice impaired individuals may call 711 for assistance.

- B. Public entrances to the CCJC are accessible to persons with disabilities (e.g. ramps, automatic doors, electronic gates, etc.).
- C. Visitors to the CCJC that require a wheelchair may request the same from the AOC Security Department.

## 7. Use of Electronic Devices In the Charlotte County Justice Center

### A. Rule 2.451(a) Florida Rules of Judicial Administration provides:

**Electronic Devices Defined.** An electronic device is any device capable of making or transmitting still or moving photographs, video recordings, or images of any kind; any device capable of creating, transmitting, or receiving text or data; and any device capable of receiving, transmitting, or recording sound. Electronic devices include, without limitation, film cameras, digital cameras, video cameras, any other type of camera, cellular telephones, tape recorders, digital voice recorders, or any other type of audio recorders, laptop computers, personal digital assistants, or other similar technological devices with the ability to make or transmit video recordings, audio recordings, images, text, or data.

### B. Rule 2.451(c) Florida Rules of Judicial Administration provides:

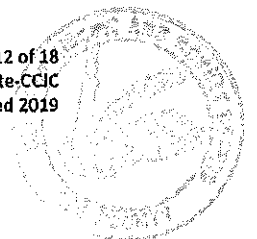
#### (c) Use of Electronic Devices by Others.

(1) The use of electronic devices in a courtroom is subject at all times to the authority of the presiding Judge or quasi-judicial officer to:

- (A) Control the conduct of proceedings before the court;
- (B) Ensure decorum and prevent distractions; and
- (C) Ensure the fair administration of justice in the pending cause.

(2) The use of electronic devices in a courthouse or court facility is subject at all times to the authority of the Chief Judge to:

- (A) Ensure decorum and prevent distractions;
- (B) Ensure the fair administration of justice; and
- (C) Preserve court security.

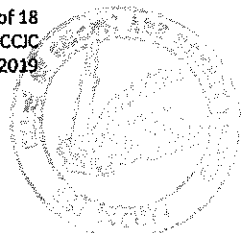


**C. Rule 2.215(b)(5) Florida Rules of Judicial Administration provides:**

(5) The Chief Judge may designate a judge in any court or court division of circuit or county courts as "Administrative Judge" of any court or division to assist with the administrative supervision of the court or division. To the extent practical, the chief judge shall assign only one Administrative Judge to supervise the family court. The designee shall be responsible to the Chief Judge, shall have the power and duty to carry out the responsibilities assigned by the Chief Judge, and shall serve at the pleasure of the Chief Judge.

**D. In order to maintain a safe and secure environment for everyone in the Charlotte County Justice Center, the following additional security measures are in place immediately. All persons entering the Charlotte County Justice Center are ordered to follow these rules as applicable.**

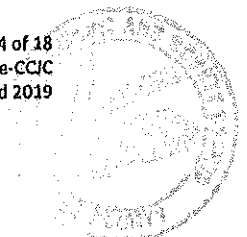
- i. Security Screening Area of the Ground Floor of the Justice Center Defined:**  
The entire area open to the public from the ground floor exterior entrance doors through and including the area adjacent to the elevators and the area beyond the elevators in the vicinity of the Information Desk/Temporary Employee Security Checkpoint and the entrance to the maintenance area, the stairwell entrance and the Law Library.
- ii. Electronic devices shall be turned off before entering any courtroom.**  
Electronic devices shall not be used or displayed in any courtroom without the permission of the presiding judge except that unless otherwise restricted by the presiding judge in a courtroom. Attorneys may use personal electronic devices in courtrooms for all lawful work related purposes other than for the recording of sounds and images. Attorneys shall insure that no sounds are emitted from electronic devices unless by the order of the presiding judge. Failure to comply with this rule may result in a charge of contempt of court.
- iii. Every person who passes through the public or employee entrance doors of the ground floor of the Justice Center immediately enters a secure area and must immediately submit to screening of his or her person and belongings as set forth in the 20th Judicial Circuit Administrative Order 2.18. Failure to immediately submit to security screening upon entering the ground floor will subject the person to immediate removal from the Justice Center.**



- iv. At no time may any person display or use any electronic device while in the security screening area of the ground floor of the Justice Center. All devices capable of recording sounds or images including cell phones, cameras, tablets, laptops and body worn cameras and electronic devices shall be turned off and not be maintained in any position from which the recording of images or sounds is typically performed. Failure to comply with this rule will subject the person to immediate removal from the Justice Center.
  - v. The security staff of the Charlotte County Justice Center are requested to enforce this Court Security Directive.
- E. Members of the Media – For purposes of this policy, “media” is defined as: 1) traditional print and broadcast communication channels, such as radio, television, newspapers, and magazines, through which news and information is disseminated that reach or influence people widely for newsworthy, entertainment, or other purposes; 2) motion picture entities, including documentary and independent filmmakers; and 3) the next generation of digital, computerized or networked information and communication technologies, not directly associated with traditional print and/or broadcast media entities and defined as: An online entity which was a previously established, independent site that contains regularly updated original news content above and beyond links, forums, troubleshooting tips and reader contributions; said content is thoroughly reviewed by an independent editor before publication. Fan sites, web logs and/or portable websites do not qualify as media. The individual and/or entity requesting to cover any judicial proceeding in this Circuit must demonstrate proof it meets the definition of media. Additionally all media must comply with the 20<sup>th</sup> Judicial Circuit Local Guide to Courtroom Media Coverage, which governs technology coverage of judicial proceedings (found at <https://www.ca.cjis20.org/home/media/mediarules.asp>).

Members of the media will report to the second floor, to the Administrative Office of the Courts, to receive courtroom assignments/location, instructions from the court, and/or specific locations for device setup in courtroom/media rooms.

- F. Cameras and/or Other Recording Devices (not including cell phones, tablets or laptops) –
- i. Public - members of the public may not bring cameras or any other recording device that's sole purpose is to video, film and/or record audio and visual for storage and transmission into the CCJC without express written permission from the Chief Judge or their designee. All members of the public will be advised to store these devices in their vehicle.

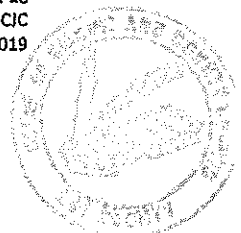


- ii. Media- members of the media defined above in section "E" will be granted permission to enter the facility with any recording equipment essential to the performance of their job requirements that has been screened by court security, as outlined in previous sections. The media will be directed to the second floor to the Administrative Office of the Courts to receive courtroom assignments/ location, instructions from the court, and/ or specific locations for device setup in courtroom/ media rooms.
- iii. Staff/Attorneys/Vendors – Staff members, attorneys and vendors may not bring cameras or any other recording device that's sole purpose is to photograph, video, film and/ or record audio and visuals for storage, retrieval and/or transmission into the CCJC without express written permission from the Chief Judge or their designee. All will be advised to store these devices in their vehicle.

#### G. Cellular Phones

- i. Public – members of the public may not use or display cell phones in the security checkpoint area, in any courtroom, or during any court proceeding. All cell phones must be turned off while entering any security checkpoint or courtroom and will not be viewed or displayed while in any security checkpoint or courtroom. Merely muting a cell phone is not acceptable nor is it in compliance with these policies. They may be utilized in the administrative and lobby areas of the CCJC. However, cell phones and other similar electronic devices cannot be used to record or send photographs, video, or audio.
- ii. Attorneys – may use cell phones for texting, organizational functions, research and writing functions, and other data transmission functions. Cell phones and other similar electronic devices cannot be used to record or send photographs, video, or audio.
- iii. AOC Employees, Law Enforcement and Certain Contractual Vendors – AOC employees, law enforcement officers and certain contractual vendors including, but not limited to interpreters and court reporters may use cell phones for texting, organizational functions, research and writing functions, and other data transmission functions in the course of their official duties.

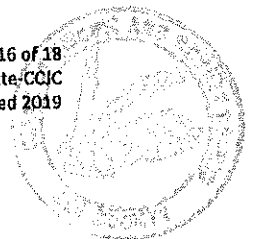
All cell phones must be placed on either silent or vibrate mode. In rare instances, with the permission of the presiding Judge, an AOC employee,



law enforcement officer and or certain contractual vendors may use a cell phone to make or receive telephone calls, while in the courtroom.

H. Laptop Computers, Similar Devices, and Other Portable Electronic Devices

- i. Public – Use of laptop computers and other portable electronic devices by members of the general public, while in a courtroom or at a security checkpoint are prohibited unless granted by the presiding Judge.
  - ii. Attorneys and Litigants Representing Themselves – Attorneys and litigants representing themselves may use a laptop computer or other portable electronic devices when their case is in session and they are actively participating in the proceeding. Attorneys may use electronic devices to conduct research, check calendars, check or send emails, and perform other related tasks when in the courtroom. No computers or other electronic device can be used to record or send photographs, video, or audio. The transmission of materials on a computer to other peripheral devices also in use during the proceeding, and specifically in advancement of the proceeding, is permissible. For example, the transmission and display of a power point presentation is allowable.
  - iii. AOC Employees, Law Enforcement and Certain Contractual Vendors - AOC employees, law enforcement officers and certain contractual vendors including, but not limited to interpreters and court reporters may use laptop computers and other portable electronic devices as necessary in the course of their official duties.
- i. Nothing herein is intended to apply to persons who require electronic devices (or services requiring the use of electronic devices) under the Americans with Disabilities Act of 1990 and or the Americans with Disabilities Act Amendments Act of 2008, except that electronic devices cannot be used to record or send photographs, video or audio during a proceeding, unless specifically approved by the presiding Judge.



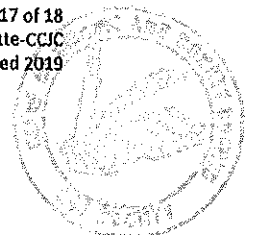
## 8. Use of Electronic Devices by Jurors

Pursuant to Rule 2.451 of the Florida Rules of Judicial Administration

- i. Electronic devices, as defined herein, must be removed as directed by the presiding Judge from all members of a Jury panel upon being sworn as the jury at the beginning of the trial. The electronic devices will be removed and appropriately secured by the Court Deputy. At the beginning of the trial, the presiding Judge will advise the jury panel about the removal of electronic devices.
- ii. Electronic devices that are removed from members of a jury panel may be returned to the members of the jury panel, during recesses in the trial. When jurors are sequestered, the presiding Judge may determine whether the electronic devices will be removed from jurors, during the entire period of sequestration.
- iii. From the time a person reports for jury service, until the person is discharged from jury service, that person is prohibited from using electronic devices for any of the following purposes:
  - a. Making or transmitting still or moving photographs, audio recordings, video recordings, or images of any kind of the court proceeding;
  - b. Transmitting or accessing text or data during the court proceedings;
  - c. Transmitting or accessing text or data about the case on which the juror is serving;
  - d. Researching, transmitting, or accessing information about the case on which the juror is serving;
  - e. Otherwise communicating about the case on which the juror is serving; or
  - f. Otherwise communicating about the jury deliberations.
  - g. Nothing in this procedure is to be construed to limit or impair the authority of the presiding Judge to grant permission to a juror to retain his or her electronic device during trial proceedings.


## 9. Violations and Enforcement


- i. Violations of laws, ordinances, or these policies that occur within the CCJC are considered serious incidents. Court Security Officers will document those incidents contemporaneous to the event.

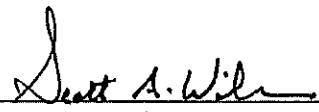


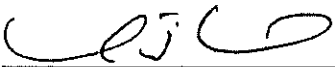
- ii. Anyone violating the rules applying to the use of electronic devices, as stipulated herein will be subject to the discipline of the Court, including, but not limited to, the Court's contempt authority, and/or immediate removal from the Courtroom or Courthouse.
- iii. Additionally a Court Security Officer shall enforce this policy upon order of the Court by confiscating electronic devices that are being used in violation of this policy. Such devices shall be returned to the violator at the conclusion of their proceeding or at the close of business, as applicable.

**END OF POLICY/PROCEDURES**

  
 \_\_\_\_\_  
 Jon Embury  
 Administrative Services Manager  
 Charlotte County  
 Date: 3/29/19

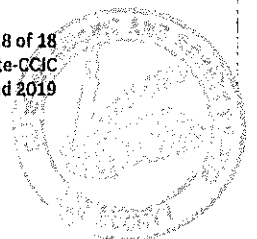
  
 \_\_\_\_\_  
 Honorable Donald Mason  
 Circuit and Administrative Judge  
 Twentieth Judicial Circuit  
 Date: 29 March 19

  
 \_\_\_\_\_  
 Scott A. Wilsker  
 Trial Court Administrator  
 Twentieth Judicial Circuit  
 Date: 4/4/19

  
 \_\_\_\_\_  
 Honorable Michael McHugh  
 Chief Judge  
 Charlotte County  
 Date: April 5<sup>th</sup>, 2019

Notice to:

Liza Flecha, Chief Deputy Court Administrator  
 Jeffrey N. Torain, D.Sc., CPP, Director of Court Security/Trial Court Security Coordinator  
 File



# Court Security Screening Policy & Procedures

## Collier County Courthouse Complex

Administrative Office of the Courts

20<sup>th</sup> Judicial Circuit of Florida

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### **POLICY**

The Collier County Courthouse Complex (the "CCCC") is a designated secure facility. As such, it is the responsibility of the Administrative Office of the Courts (the "AOC") to establish a minimum level of protection for the benefit of all departments and agencies housed in the CCCC. The AOC seeks to establish an appropriate level of security that minimizes the opportunity for physical violence and or injury to employees, the public, and anyone conducting business in the CCCC. Responsibility for implementing and enforcing this security policy falls under Administrative Order 2.18 Courthouse and Courtroom Security (Revised 1/20/00).

The purpose of this policy is to establish procedures to be used by Court Security Officers (inclusive of AOC employees, as well as other agency employees housed in the CCCC) in the performance of their duties, as they relate to the security checkpoints at the CCCC. It is not intended to address every conceivable circumstance that may be encountered at the security checkpoint, but it is intended to provide a framework for the appropriate response to incidents and situations not directly expressed herein.

ALL PERSONS (WITH EXCEPTIONS AS PROVIDED HEREIN) ENTERING THE COLLIER COUNTY COURTHOUSE COMPLEX (THE "CCCC") SHALL BE SUBJECT TO THIS COURT SECURITY SCREENING AND ACCESS CONTROL POLICY AT ALL TIMES.

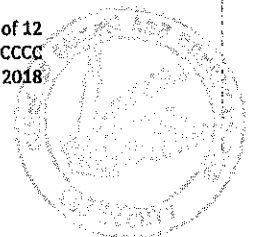
The AOC does not and shall not discriminate, on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **PROCEDURES**

#### **Security Screening**

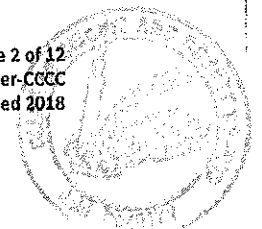
1. Court Security Officers assigned to the security checkpoint shall screen all persons seeking access to the Collier County Courthouse Complex.
  - A. Court Security Officers shall ensure that no individual is in possession of, or in control of, any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray. No liquid in an open or sealed container, shall be permitted to enter and remain in the Collier County Courthouse Complex.

**EXEMPTIONS:** Federal Judges and Judges of the State of Florida, the elected or appointed State Attorney of the 20<sup>th</sup> Judicial Circuit of Florida, the elected or



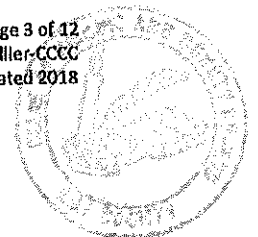
appointed Public Defender of the 20<sup>th</sup> Judicial Circuit of Florida, the Trial Court Administrator, Chief Deputy Court Administrator, Director of Court Security/Trial Court Security Coordinator, Sheriff's Office Court Deputies, Court Security Officers, sworn law enforcement officers wearing readily identifiable department issued uniforms who are conducting official law enforcement business within the CCCC, and persons expressly authorized in writing by the Chief Judge, may retain any firearm or weapon in their possession while in the CCCC, and may enter therein without being subject to electronic and or related security screening, so long as these persons possess proper identification and are in full compliance with all applicable laws regarding weapons possession, as set forth in Chapter 790, Florida Statutes. Law enforcement officers must possess and display official departmental or agency credentials with a photo. **BADGES ALONE ARE NOT AN ACCEPTABLE FORM OF OFFICIAL DEPARTMENTAL OR AGENCY CREDENTIALS.**

- B. Pursuant to Florida Statute 790.06(12)(a), Court Security Officers shall ensure that no employee of the CCCC, to include employees of the Administrative Office of the Courts, Collier County Clerk of Circuit Court and Comptroller, Office of the State Attorney, Public Defender's Office, Collier County Facilities Construction & Management, Guardian Ad Litem, as well as vendors (e.g. court interpreters, court reporters, expert witnesses, technicians, delivery persons, etc.) be allowed to enter the facility in possession of, or in control any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray; except as otherwise authorized by Administrative Order or Florida Statutes.
- C. Court Security Officers shall ensure that, if for the purpose of an evidentiary proceeding, it is necessary to bring any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray, any liquid in an open or sealed container into the CCCC, the individual shall be escorted by a Court Deputy to the designated courtroom.
- D. Court Security Officers shall ensure that any sworn law enforcement, in accordance with Administrative Order 2.18, not wearing a readily identifiable agency issued uniform, not carry firearms while conducting official law enforcement business within the CCCC. The above referenced categories of persons shall secure all firearms in their possession in a secure gun locker at the security checkpoint upon entering the CCCC.
- E. Court Security Officers shall ensure that sworn law enforcement, probation, and parole officers, investigators and agents, in uniform or plain clothes, while conducting personal business, before the Court, shall be subjected to a search of their person and or property anywhere in the CCCC, through the use of handheld or walk through magnetometers, x-ray equipment, other specialized equipment



or means available. The aforementioned categories of persons in possession of, or in control of, any firearm shall secure all firearms in their possession in a secure gun locker at the security checkpoint, upon entering the CCCC. However, they shall not be permitted to enter and remain in the CCCC in possession of, or in control of any weapon, explosive, hazardous device or substance, mace or pepper spray, or any liquid in an open or sealed container.

- F. Fire and EMS personnel responding to the CCCC for an emergency will be met by Court Security Officers or Court Deputies and escorted to the needed area. Responding personnel are not required to pass through the screening process, but must be escorted at all times.
- G. Magistrates, Hearing Officers, Judicial Assistants, visiting Judicial Officers, Trial Court Administrator and the Chief Deputy Court Administrator are permitted to access the CCCC through the Judges Parking Lot. Although this provision authorizes a bypass of security screening, it does not authorize any of the aforementioned categories of persons to retain any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray in their possession while in the CCCC, unless otherwise exempted herein. Nothing herein shall prohibit the Trial Court Administrator from being authorized to request a screening of one of the aforementioned categories of persons under warranted circumstances and at his or her discretion in order to protect those within the CCCC.
- H. Court Security Officers shall ensure that all persons, other than those excepted in the preceding sections, and their briefcases, pocketbooks, packages, containers and other personal effects, including pagers, T.V. cameras, cellular telephones, food items and unmarked trial exhibits, undergo electronic and or related security screening, upon entry to the CCCC. The discovery of illegal weapons or contraband as described in §932.701, Florida Statutes, or other violations of criminal statutes occurring within this context will result in immediate notification to the appropriate law enforcement authority, so that an arrest and seizure may be effected.
- I. Employees of the Administrative Office of the Courts, Collier County Clerk of Circuit Court and Comptroller, Office of the State Attorney, Public Defender's Office, Guardian ad Litem, U.S. Senate and State Senate offices, as well as vendors (e.g. court interpreters, court reporters, expert witnesses, technicians, delivery persons, etc.) must have their agency or business issued identification on their person at all times, when attempting to enter a security checkpoint or enter a restricted area, while in the CCCC, and be prepared to present the same when requested to do so by Court Security Officers or Court Deputies. The above referenced categories of persons (excluding vendors) may enter the CCCC with



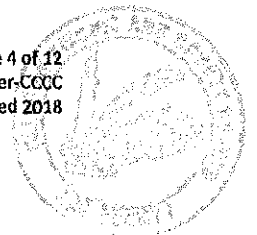
food items and liquids for personal consumption, these items are subject to search by use of handheld or walk through magnetometers, x-ray equipment, other specialized equipment or means available. However, nothing in this policy shall prevent a Court Security officer or Court Deputy from requiring any person to submit to a search as set forth herein.

- J. ANY PERSON WHO REFUSES TO SUBMIT TO A SEARCH OF THEIR PERSON OR THEIR POSSESSIONS OR DOES NOT SATISFACTORILY PASS THE SCREENING PROTOCOLS WILL BE DENIED ACCESS TO THE CCCC.

## 2. Post Specific Procedures

### A. Individuals entering the courthouse are required to:

- i. Remove all items from their pockets: wallets, cell phones, keys, loose change, etc. They may keep loose papers, cash, tissues, and glasses. Glasses and cash are to be given back if placed in a bowl. Allow the person to remove their own cash.
- ii. Remove their belt unless they are elderly, handicapped, or injured.
- iii. Remove heavy jackets and jackets with lots of zippers, buttons, pockets, etc.
- iv. Accompanying adult, not G4S staff, is to remove child or children from strollers and carriages. Toys and stuffed animals are to be sent through the x-ray machine. Allow parents to carry blankets and pacifiers. Carriages are to be run through the x-ray machine. Strollers will be inspected by the officer on point and returned to the owner on the other side of the checkpoint.
- v. Laptops and tablets are to be taken out of bags and scanned separately. If a device is in a protective case it does not need to be removed. If a bag goes through the x-ray machine and a device was not taken out, the owner will be asked to remove it and the bag will be scanned again.
- vi. Cell phones can be left in bags that are completely secure. If a bag has an opening where the cell phone can easily fall out, ask the owner to remove the cell phone and place it in a bowl.
- vii. All bags, purses, briefcases, etc. are to be zipped and secure before passing through the x-ray machine.
- viii. Drinks are not allowed except by parents with small children, pregnant women, and employees. Acceptable drinks include water, juice, Gatorade, milk, etc. Soda, coffee, and energy drinks are not acceptable. (Employees

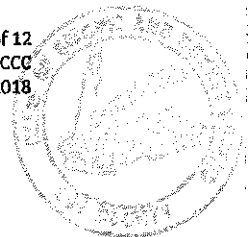


of the courthouse are allowed to bring in any kind of drink except alcoholic beverages.)

**3. When Inspecting a person's bag:**

- A. Politely advise the person that you need to look inside their bag.
- B. If the person refuses, advise them that they will not be allowed to enter the building.
- C. If the person allows you to search their bag, go through the main parts and remove bulky items as necessary.
- D. If you cannot find the item right away, then re-scan the bag along with any items you removed. Place the removed items in a separate bowl and rescreen separately.
- E. You may ask the person if they have the item shown on the x-ray monitor (i.e. a pocket knife). If the person knows where it is, and it is a minor item, you may allow them to remove it themselves. Do not stand close to the person as they remove the item of concern.
- F. Court Security Officers shall offer any individual in possession of a weapon including, but are not limited to: knives, pepper spray, scissors, tools, knitting needles, ammo, and kubotans the opportunity to return to their vehicle to store it there or turn it in to security for disposal.
- G. Court Security Officers shall notify CCSO of firearms entering the Facility through a Code Blue. The suspect firearm will remain in the scanning machine until CCSO arrives to interview the subject and take possession of the firearm to determine if the individual has a valid concealed weapons permit. CCSO will escort those with valid permits back to their vehicle to secure the firearm or take appropriate legal action if such permitting does not exist.
- H. Allow the officer on the belt to be the sole person doing the inspecting. All other officers are to remain at their assigned post.
- I. **Additional Weapons List.** The following list will serve as a reference. This list is subject to change as new styles of weapons are introduced into our system.

Officers will maintain a log of all seized items or contraband. **Contraband** is defined as "any substance or article altered in a manner to definitively and effectively achieve an alternative result, other than the item's intended usage." All items will be turned over to the Operation's Manager or Post Captain to be recorded and held for approximately 60 days after which all lost-and-found and confiscated items not claimed will be turned over to the Collier County Sheriff's Office to the Property and Evidence Department.



**TYPES OF WEAPONS**

<b>FIREARMS</b>	<b>ILLEGAL WEAPONS</b>	<b>LEGAL WEAPONS</b>
Handgun (Any Type)	Stiletto Knife	Knives
Shotgun	Tear Gas Gun	Scissors
Rifle	Switchblade Knife	Mace/Pepper Spray
Blow gun	Dirk/Dagger	Darts
Flare gun	Spike/Ninja Key Chain	Razors
Pellet gun or rifle	Ice Pick	Bullets, Ammunition
BB gun or rifle	Slingshot/Blackjack	Screwdrivers
AirSoft gun or rifle	Bilie Club	Hammer
	Telescopic Baton (ASP)	Pliers
	Throwing Stars (Shuriken)	Wrench
	Metallic "Brass" Knuckles	Drill Bits
	Sword Cane	Carpet Cutters
	Taser/Stun Gun	Biker's Belt
	Butterfly Knife	Large Pins
		Baseball Bat

**4. Position Responsibilities**

**A. Point**

- i. Greet people as they enter the courthouse. (Good morning/afternoon; how may I help you? Do you know where you're heading?)
- ii. Watch for signs of threats.
- iii. Explain what people are to do as they go through security screening.
- iv. Return bowls to the lobby table.
- v. Inspect strollers and take them to the owner on the other side of the checkpoint.
- vi. Control the line by asking people to wait behind the stop sign until called.
- vii. Lightly shake bags and place them at the top of the belt.
- viii. Verify that bags are zipped and secure.
- ix. Verify that bowls contain no glasses, cash, or weapons.
- x. During a Code Blue or Code Red, move people to the front doors and wait for further instructions from the supervisor or the bailiffs.

**B. Monitor**

- i. Look at items going through the x-ray machine.
- ii. Re-scan bags and bowls as needed.



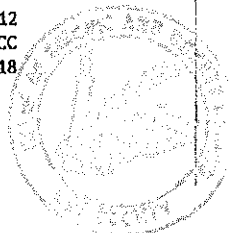
- iii. Advise the officer on the belt when an inspection is required.
- iv. When the officer on the belt is inspecting an item, the officer on the monitor will stop the belt to take items coming out of the machine to the table. The officer on the monitor will perform this function until the inspection is complete.
- v. During a Code Blue or Code Red, stop the belt and hold the threat inside the machine until advised otherwise by the supervisor or bailiffs. If the threat occurred at a different area on the checkpoint, remain by the monitor and hold all items until advised otherwise by the supervisor.

#### C. Belt

- i. Take the items coming out of the machine to the table.
- ii. Place the items on the table and return to the belt for the next item. Do not stand-by and wait for the person to take the item out of the bowl.
- iii. Only ask people to use the side table when the main table is full.
- iv. Perform inspections as requested by the officer on the monitor.
- v. Return empty bowls to the counter next to the officer on the point.
- vi. Advise the officer on the point to hold the line when more than one person sets off the metal detector.
- vii. During a Code Blue or Code Red, assist the person on monitor or wand depending on the situation. Help the supervisor & bailiffs identify the owner of the item in question.

#### D. Wand

- i. Perform a secondary inspection of people who set off the metal detector.
- ii. Officers are to check the person as a whole, not just one area. Be sure to especially check the belt line, the small of the back, and the legs/knees.
- iii. Return bowls from the side table to the officer on the belt.
- iv. Ensure that people entering the courthouse come through the checkpoint and do not bypass screening. Also ensure that people walk through the metal detector unless they have an implanted medical device or some other medical issue which precludes them from passing through the magnetometer.
- v. If people walk through the metal detector with their hands in their pockets they are to be inspected.



- vi. If a person has a medical device, have them place their hand over it but do not wand over that area. Inspect the rest of the person as normal. If the person prefers to be pat down, the officer can do so as long as it is a male/male or female/female.
- vii. During a Code Blue or Code Red, control the lobby area and ask people to exit through the back entrance (Annex). If the threat occurred while inspecting someone with the wand, do not allow the person to reach for the item. Call out the code and wait for assistance from the supervisor and balliffs.

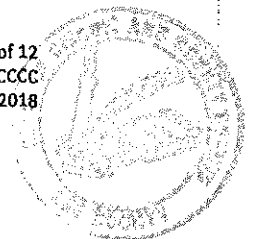
**Please let your supervisor know if you have any questions or concerns.**

#### **5. Access During Non-Business Hours**

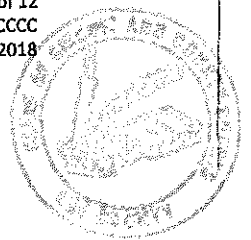
- i. The CCCC is available for authorized employee work schedules, as well as appropriate activities that do not infringe upon nor interfere with the primary purpose of the Court (i.e. the administration of justice) and which do not compromise the safety and security of employees and the public.
- ii. Non-business hour access to the CCCC is granted for construction and renovation projects, MADD victim impact sessions, Teen Court, department/agency workdays that do not coincide with AOC observed holidays, etc.
- iii. Vendors that are required to complete their work during non-business hours (e.g. fire alarm repair/testing, telephone service, elevator service, contractors and lessees in the CCCC, etc.) will be handled in the same manner as those completing work during business hours. Agencies should coordinate vendor services with Court Security to ensure that there are a sufficient number of Court Security Officers scheduled during that time.

#### **6. Use of Electronic Devices in the Collier County Courthouse Complex**

Pursuant to Rule 2.451 of the Florida Rules of Judicial Administration the use of electronic devices in a Courthouse or Court Facility is subject at all times to the authority of the Chief Judge to (a) ensure decorum and prevent distractions; (b) ensure the fair administration of justice; and (c) preserve court security. The Court recognizes the increasing use of mobile devices for business purposes and the trend towards "paperless" offices. A standard must be established to balance the use of electronic devices with competing needs and desires of the Court, Judges, media, litigants, defendants, attorneys, Constitutional Offices within the CCCC, and members of the public.



- A. Pursuant to Florida Rule of Judicial Administration 2.451 Electronic Devices are defined as: An electronic device is any device capable of making or transmitting still or moving photographs, video recordings, or images of any kind; any device capable of creating, transmitting, or receiving text or data; and any device capable of receiving, transmitting, or recording sound. Electronic devices include, without limitation, film cameras, digital cameras, video cameras, any other type of camera, cellular telephones, tape recorders, digital voice recorders, any type of audio recorders, laptop computers, personal digital assistants, or other similar technological device with the ability to make or transmit video recordings, audio recordings, images, text, or data.
- B. Nothing herein is intended to apply to persons who require electronic devices (or services requiring the use of electronic devices) under the Americans with Disabilities Act of 1990 and or the Americans with Disabilities Act Amendments Act of 2008, except that electronic devices cannot be used to record or send photographs, video or audio during a proceeding, unless specifically approved by the presiding Judge.
- C. Cellular Phones
- i. Public – members of the public may not use or display cell phones in the security checkpoint area, in any courtroom, or during any court proceeding. All cell phones must be turned off and not viewed or displayed while in any courtroom. Merely muting a cell phone is not acceptable nor is it in compliance with these policies. They may be utilized in the administrative and lobby areas of the CCCC. However, cell phones and other similar electronic devices cannot be used to record or send photographs, video, or audio.
  - ii. Attorneys – may use cell phones for texting, organizational functions, research and writing functions, and other data transmission functions. Cell phones and other similar electronic devices cannot be used to record or send photographs, video, or audio.
  - iii. AOC Employees, Law Enforcement and Certain Contractual Vendors – AOC employees, law enforcement officers and certain contractual vendors including, but not limited to interpreters and court reporters may use cell phones for texting, organizational functions, research and writing functions, and other data transmission functions in the course of their official duties.



All cell phones must be placed on either silent or vibrate mode. In rare instances, with the permission of the presiding Judge, an AOC employee, law enforcement officer and or certain contractual vendors may use a cell phone to make or receive telephone calls, while in the courtroom.

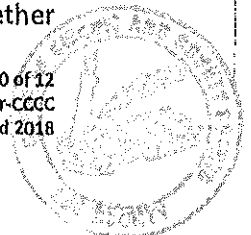
**D. Laptop Computers, Similar Devices, and Other Portable Electronic Devices**

- i. Public – Use of laptop computers and other portable electronic devices by members of the general public, while in a courtroom or at a security checkpoint are prohibited unless granted by the presiding Judge.
- ii. Attorneys and Litigants Representing Themselves – Attorneys and litigants representing themselves may use a laptop computer or other portable electronic devices when their case is in session and they are actively participating in the proceeding. Attorneys may use electronic devices to conduct research, check calendars, check or send emails, and perform other related tasks when in the courtroom. No computers or other electronic device can be used to record or send photographs, video, or audio. The transmission of materials on a computer to other peripheral devices also in use during the proceeding, and specifically in advancement of the proceeding, is permissible. For example, the transmission and display of a power point presentation is allowable.
- iii. AOC Employees, Law Enforcement and Certain Contractual Vendors - AOC employees, law enforcement officers and certain contractual vendors including, but not limited to interpreters and court reporters may use laptop computers and other portable electronic devices as necessary in the course of their official duties.

**E. Use of Electronic Devices by Jurors**

Pursuant to Rule 2.451 of the Florida Rules of Judicial Administration

- i. Electronic devices, as defined herein, must be removed as directed by the presiding Judge from all members of a jury panel upon being sworn as the jury at the beginning of the trial. The electronic devices will be removed and appropriately secured by the Court Deputy. At the beginning of the trial, the presiding Judge will advise the jury panel about the removal of electronic devices.
- ii. Electronic devices that are removed from members of a jury panel may be returned to the members of the jury panel, during recesses in the trial. When jurors are sequestered, the presiding Judge may determine whether



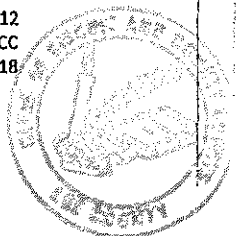
the electronic devices will be removed from jurors, during the entire period of sequestration.

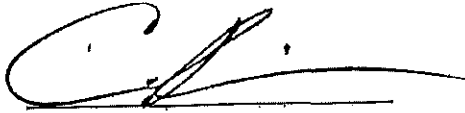
- iii. From the time a person reports for jury service, until the person is discharged from jury service, that person is prohibited from using electronic devices for any of the following purposes:
  - a. Making or transmitting still or moving photographs, audio recordings, video recordings, or images of any kind of the court proceeding;
  - b. Transmitting or accessing text or data during the court proceedings;
  - c. Transmitting or accessing text or data about the case on which the juror is serving;
  - d. Researching, transmitting, or accessing information about the case on which the juror is serving;
  - e. Otherwise communicating about the case on which the juror is serving; or
  - f. Otherwise communicating about the jury deliberations.
  - g. Nothing in this procedure is to be construed to limit or impair the authority of the presiding Judge to grant permission to a juror to retain his or her electronic device during trial proceedings.

#### F. Violations and Enforcement

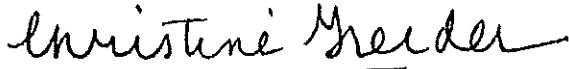
- i. Violations of laws, ordinances, or these policies that occur within the CCCC are considered serious incidents. Court Security Officers will document those incidents contemporaneous to the event.
- ii. Anyone violating the rules applying to the use of electronic devices, as stipulated herein will be subject to the discipline of the Court, including, but not limited to, the Court's contempt authority, immediate removal from the Courtroom or Courthouse.
- iii. Additionally a Court Security Officer or Court Deputy shall enforce this policy upon order of the Court by confiscating electronic devices that are being used in violation. Such devices shall be returned to the violator at the conclusion of their proceeding or at the close of business, as applicable.

**END OF POLICY/PROCEDURES**

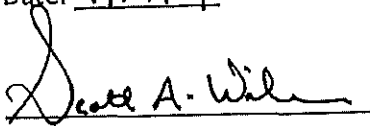




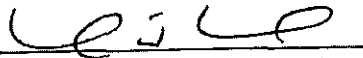
Charles Rice  
Administrative Services Manager  
Collier County  
Date: 1/14/19



Honorable Christine Greider  
Circuit and Administrative Judge  
Collier County  
Date: 1/14/19



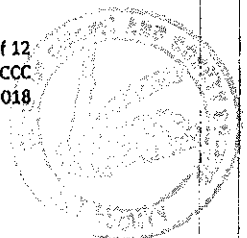
Scott A. Wilsker  
Trial Court Administrator  
Twentieth Judicial Circuit  
Date: 1/22/19



Honorable Michael McHugh  
Chief Judge  
Twentieth Judicial Circuit  
Date: 1/18/19

Notice to:

Liza Flecha, Chief Deputy Court Administrator  
Jeffrey N. Torain, D.Sc., CPP, Director of Court Security/Trial Court Security Coordinator  
File



# Addendum to Administrative Order 2.18 - Amended Court Security Screening Policy & Procedures

Glades County Courthouse  
Administrative Office of the Courts  
20<sup>th</sup> Judicial Circuit of Florida

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## **POLICY**

All persons (with exceptions as provided herein) entering the Glades County Courthouse shall be subject to this court security screening policy at all times.

The Administrative Office of the Courts for the 20<sup>th</sup> Judicial Circuit of Florida (the "AOC") seeks to establish an appropriate level of security that minimizes the opportunity for physical violence and or injury to employees, the public, and anyone conducting business in the Glades County Courthouse. Responsibility for implementing and enforcing this security policy falls under Administrative Order 2.18 Courthouse and Courtroom Security (Amended 12/16/2020).

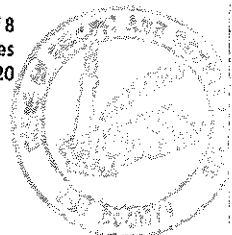
The purpose of this policy is to establish procedures to be used by Court Deputies in Glades County in the performance of their duties. This policy is not intended to address every conceivable circumstance that may be encountered at the security checkpoint, but it is intended to provide a framework for the appropriate response to incidents and situations not directly expressed herein.

The AOC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## **PROCEDURES**

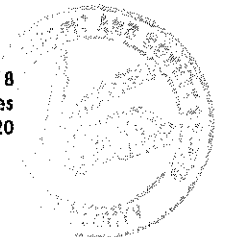
1. Court Deputies assigned to the security checkpoint shall screen all persons seeking access to the Glades County Courthouse.
  - a. Court Deputies shall ensure that no individual who is in possession of, or in control of, any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray, any liquid in an open or sealed container, shall be permitted to enter and remain in the Courthouse.

**EXEMPTIONS:** Federal Judges and Judges of the State of Florida, the elected or appointed State Attorney of the 20<sup>th</sup> Judicial Circuit of Florida, the elected or appointed Public Defender of the 20<sup>th</sup> Judicial Circuit of Florida, the Trial Court Administrator, Chief Deputy Court Administrator, Director of Court Security/Trial Court Security Coordinator, Sheriff's Office Court Deputies or Bailiffs, sworn law enforcement officers (wearing readily identifiable department issued uniforms or if in plain clothes officers able to provide identification) conducting official law



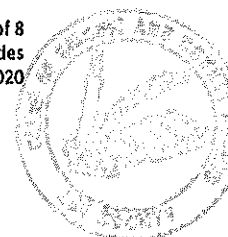
enforcement business within the courthouse, and persons expressly authorized in writing by the Chief Judge, may retain any firearm or weapon in their possession while in the Glades County Courthouse, and may enter therein without being subject to electronic and or related security screening, so long as these persons possess proper identification and are in full compliance with all applicable laws regarding weapons possession, as set forth in Chapter 790, Florida Statutes. Law enforcement officers must possess and display official departmental or agency credentials with a photo. Badges alone are not an acceptable form of official departmental or agency credentials.

- b. Pursuant to Florida Statute 790.06(12)(a), Court Deputies shall ensure that no employees enter the courthouse to include employees of the Administrative Office of the Courts, Glades County, Office of State Attorney, Office of Public Defender, Glades County Supervisor of Elections, Glades County Property Appraiser, Glades County Tax Collector, Glades County Clerk of Circuit Court and certain contractual vendors (i.e., Court Interpreters and Court Reporters) in possession of, or in control of, any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray; except as otherwise authorized by Administrative Order or Florida Statutes. The discovery of illegal weapons or contraband as described in §932.701, Florida Statutes, or other violations of criminal statutes occurring within this context will result in immediate notification to appropriate law enforcement authority for subsequent action in accordance with Florida Statutes.
- c. Magistrates, Judicial Assistants, visiting Judicial Officers, Trial Court Administrator, Director of Court Security/Trial Court Security Coordinator, the Chief Deputy Court Administrator, and the Deputy Court Administrator are permitted to access the Glades County Courthouse through the Sally Port Entrance. Although this provision authorizes a bypass of security screening, it does not authorize any of the aforementioned categories of persons to retain any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray in their possession while in the Glades County Courthouse unless otherwise exempted herein. Nothing herein shall prohibit the Trial Court Administrator from being authorized to request a screening of one of the aforementioned categories of persons under warranted circumstances and at his or her discretion in order to protect those within the Glades County Courthouse.
- d. Court Deputies shall ensure that, if for the purpose of an evidentiary proceeding, it is necessary to bring any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray, any liquid in an open or sealed container into the Glades County Courthouse or Courtroom, the individual shall be escorted by a Court Deputy.



- e. Court Deputies shall ensure that sworn law enforcement, probation, and parole officers and agents, in uniform or plain clothes, while conducting personal business before the Court shall be subjected to a search of their person and or property anywhere in the Courthouse through the use of handheld or walk through magnetometers, x-ray equipment, other specialized equipment or means available. They shall not be permitted to enter and remain in the courtroom in possession of, or in control of any weapon, explosive, hazardous device or substance, mace or pepper spray, or any liquid in an open or sealed container.
- f. Fire and EMS personnel responding to the Courthouse for an emergency will be met by a Court Deputy, or a Bailiff and escorted to the needed area. Responding personnel are not required to pass through the screening process.
- g. Court Deputies shall ensure that all persons, other than those excepted in the preceding sections, and their briefcases, pocketbooks, packages, containers and other personal effects, including electronic devices, T.V. cameras, cellular telephones, food items and unmarked trial exhibits, undergo electronic and or related security screening, upon entry to the Courthouse. The discovery of illegal weapons or contraband as described in §932.701, Florida Statutes, or other violations of criminal statutes occurring within this context will result in immediate notification to appropriate law enforcement authority for subsequent action in accordance with Florida Statutes.
- h. Employees of the Administrative Office of the Courts, Glades County, Office of State Attorney, Office of Public Defender, Glades County Supervisor of Elections, Glades County Property Appraiser, Glades County Tax Collector, Glades County Clerk of Circuit Court, Glades County Employees and certain contractual vendors (i.e., Court Interpreters and Court Reporters) must have their agency or business issued identification on their person at all times. Employees of these offices may bypass the security checkpoint with appropriate identification. The above referenced categories of persons may enter the Glades County Courthouse with food items and liquids for personal consumption. Nothing in this policy shall prevent a Court Deputy from requiring any person to submit to a search as set forth herein.
- i. Any person who refuses to submit to a search of their person or their possessions or does not satisfactorily pass the screening protocols will be denied access to the Courthouse.

## 2. Use of Electronic Devices in the Glades County Courthouse:



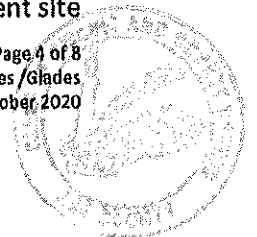
Pursuant to Rule 2.215(b)(2) of the Florida Rules of Judicial Administration the Chief Judge shall be the Administrative Officer of the Courts within the circuit and shall, consistent with branch-wide policies, direct the formation and implementation of policies, and priorities for the operation of all courts and officers within the circuit. The Chief Judge shall exercise administrative supervision over all judges and court personnel within the judicial circuit. The Chief Judge shall be responsible to the Chief Justice of the Florida Supreme Court. The Chief Judge may enter and sign administrative orders, except as otherwise provided by this rule. The Chief Judge shall have the authority to require that all judges of the Court, other court officers, and court personnel comply with all court and judicial branch policies, administrative orders, procedures and administrative plans.

Pursuant to Rule 2.451 of the Florida Rules of Judicial Administration the use of electronic devices in a Courthouse or Court Facility is subject at all times to the authority of the Chief Judge to (a) ensure decorum and prevent distractions; (b) ensure the fair administration of justice; and (c) preserve court security. The Court recognizes the increasing use of mobile devices for business purposes and the trend towards "paperless" offices. A standard must be established to balance the use of electronic devices with competing needs and desires of the Court, judges, media, litigants, defendants, attorneys, constitutional offices within the Courthouse, and members of the public.

**Pursuant to Florida Rule of Judicial Administration 2.451(a) Electronic Devices are defined as any device capable of making or transmitting still or moving photographs, video recordings, or images of any kind; any device capable of creating, transmitting, or receiving text or data; and any device capable of receiving, transmitting, or recording sound. Electronic devices include, without limitation, film cameras, digital cameras, video cameras, any other type of camera, cellular telephones, tape recorders, digital voice recorders, any type of audio recorders, laptop computers, personal digital assistants, or other similar technological device with the ability to make or transmit video recordings, audio recordings, images, text, or data.**

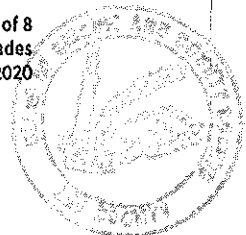
Nothing in this policy is intended to apply to persons who require electronic devices (or services requiring the use of electronic devices) under the Americans with Disabilities Act of 1990 and or the Americans with Disabilities Act Amendments Act of 2008, except that electronic devices cannot be used to record or send photographs, video or audio during a proceeding unless specifically approved by the presiding judge.

3. **Members of the Media – for the purpose of this addendum, "media" is defined as: 1) traditional print and broadcast communications channels, such as radio, television, newspapers, and magazines, through which news and information is disseminated that reach or influence people widely for newsworthy, entertainment, or other purposes; 2) motion picture entities, including documentary and independent filmmakers; and 3) the next generation of digital, computerized or networked information and communication technologies, not directly associated with traditional print and/or broadcast media entities and define as: online entity which was a previously established, independent site**



that contains regularly updated original news content above and beyond links, forums, troubleshooting tips and reader contributions; and said content is thoroughly reviewed by an independent editor before publication. Fan sites, web logs and/or portable websites do not qualify as media. The individual and/or entity requesting to cover any judicial proceeding in the Circuit must demonstrate proof it meets the definition of media. Additionally all media must comply with the 20<sup>th</sup> Judicial Circuit Local Guide to Courtroom Media Coverage, which governs technology coverage of judicial proceedings (found at <https://www.ca.cjis20.org/home/media/mediaruls.asp>).

4. Cameras and/or other recording devices (not including cell phones, tablets or laptops):
  - a. **Public:** Members of the public may not bring cameras or any other recording device that's for the sole purpose of videoing, filming and/or audio recording and visual storage and transmission into the Glade County Courthouse without expressed the expressed written permission from the Chief Judge or authorized designee. All members of the public will be advised to store these devices in their vehicle. Video and audio recording within the Glades County Courthouse without permission from the Chief Judge or authorized designee is **PROHIBITED**.
  - b. **Media:** Members of the media as defined in section 3 will be granted permission to enter the facility with any recording equipment essential to the performance of their job requirements that has been screened by Court Deputies.
  - c. **Courthouse Employees & Certain Contractual Vendors:** Courthouse employees and certain contractual vendors including, but not limited to Interpreters and Court Reporters may possess cameras and other recording devices if needed in the performance of their official duties. Department heads and supervisors shall monitor these duties and ensure recording and the transmission of video and audio is in line with department policies and is appropriately handled.
5. Cellular Telephones:
  - a. **Public :** Members of the public may not use or display cell phones in the security checkpoint area, in any courtroom, or during any court proceeding. All cell phones must be turned off and not viewed or displayed while in any courtroom. Merely muting a cell phone is not acceptable nor is it in compliance with these policies. Cell phones and other similar electronic devices cannot be used to record or send photographs, video, or audio.
  - b. **Attorneys:** may use cell phones for texting, organizational functions, research and writing functions, and other data transmission functions. Cell phones and other similar electronic devices cannot be used to record or send photographs, video, or audio.



- c. **Court Employees & Certain Contractual Vendors:** Court employees and certain contractual vendors including, but not limited to Interpreters and Court Reporters may use cell phones for texting, organizational functions, research and writing functions, and other data transmission functions in the course of their official duties. All cell phones must be placed on either silent or vibrate mode. In rare instances, with the permission of the presiding judge, a court employee may use a cell phone to make or receive telephone calls while in the courtroom.

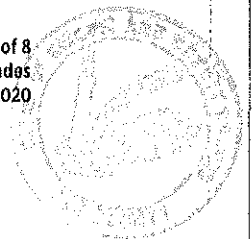
6. Laptop Computers, Similar Devices, and Other Portable Electronic Devices:

- a. **Public:** Use of laptop computers and other portable electronic devices by members of the general public is **PROHIBITED** unless granted by the presiding judge.
- b. **Attorneys and Litigants Representing Themselves:** Attorneys and litigants representing themselves may use a laptop computer or other portable electronic devices when their case is in session and they are actively participating in the proceeding. Attorneys may use electronic devices to conduct research, check calendars, check or send emails, and perform other related tasks when in the courtroom. No computers or other electronic device can be used to record or send photographs, video, or audio. The transmission of materials on a computer to other peripheral devices also in use during the proceeding, and specifically in advancement of the proceeding, is permissible. For example, the transmission and display of a power point presentation is allowable.
- c. **Courthouse Employees and Certain Contractual Vendors:** Courthouse employees and certain contractual vendors including, but not limited to Interpreters and Court Reporters may use laptop computers and other portable electronic devices as necessary in the course of their official duties.

7. Violations and Enforcement:

Rule 2.215(b)(5) of the Florida Rules of Judicial Administration provides that the Chief Judge may designate a judge in any court or court division of circuit or county courts as "administrative judge" of any court or division to assist with the administrative supervision of the court or division. The designee shall be responsible to the Chief Judge, shall have the power and duty to carry out the responsibilities assigned by the Chief Judge, and shall serve at the pleasure of the Chief Judge.

Pursuant to Rule 2.215(b)(5) of the Florida Rules of Judicial Administration, anyone violating the rules applying to the use of electronic devices as stipulated above will be subject to the discipline of the Court as determined by the Administrative Judge of the



Glades County Courts, including, but not limited to, the Court's contempt authority, Immediate removal from the Courtroom or Courthouse.

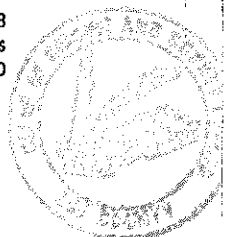
Additionally a Court Deputy or Bailiff shall enforce this policy upon order of the Court by confiscating electronic devices that are being used in violation. Such devices shall be returned to the violator at the conclusion of their proceeding or at the close of business, as applicable.

**8. Use of Electronic Devices by Jurors:**

Pursuant to Rule 2.451 of the Florida Rules of Judicial Administration –

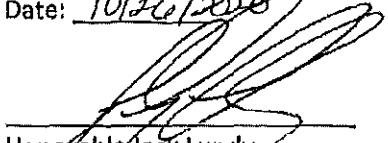
- a. Electronic devices, as defined above, must be removed as directed by the presiding Judge from all members of a Jury panel upon being sworn as the jury at the beginning of the trial. The electronic devices will be removed and appropriately secured by the bailiff. At the beginning of the trial, the presiding Judge will advise the jury panel about the removal of electronic devices.
- b. Any electronic devices remove from members of a jury panel may be returned to the members of the jury panel during recesses in the trial. When jurors are sequestered, the presiding Judge may determine whether the electronic devices will be removed from Jurors during the entire period of sequestration.
- c. From the time a person reports for jury service until the person is discharged from jury service, that person is prohibited from using electronic devices for any of the following purposes:
  - i. Making or transmitting still or moving photographs, audio recordings, video recordings, or images of any kind of the court proceeding;
  - ii. Transmitting or accessing text or data during the court proceedings;
  - iii. Transmitting or accessing text or data about the case on which the Juror is serving;
  - iv. Researching, transmitting, or accessing information about the case on which the Juror is serving;
  - v. Otherwise communicating about the case on which the Juror is serving; or
  - vi. Otherwise communicating about the jury deliberations.
  - vii. Nothing in this procedure is to be construed to limit or impair the authority of the presiding Judge to grant permission to a juror to retain his or her electronic device during trial proceedings.

**END OF POLICY/PROCEDURES**






Dawn Oliver  
Administrative Services Manager  
Hendry and Glades Counties  
Date: 10/26/2020



Honorable Jack Lundy  
Circuit and Administrative Judge  
Glades County  
Date: 10/26/2020



Scott A. Wilsker  
Trial Court Administrator  
Twentieth Judicial Circuit  
Date: 10/29/20



Honorable Michael McHugh  
Chief Judge  
Twentieth Judicial Circuit  
Date: Oct 29, 2020

Notice to:

Liza Flecha, Chief Deputy Court Administrator  
Jeff Torain, Director of Court Security/Trial Court Security Coordinator  
File



# Addendum to Administrative Order 2.18 Court Security Screening Policy & Procedures

Hendry County Courthouse Complex  
Administrative Office of the Courts  
20<sup>th</sup> Judicial Circuit of Florida

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## POLICY

All persons (with exceptions as provided herein) entering the Hendry County Courthouse Complex (the "HCCC") shall be subject to this court security screening policy at all times. For the purpose of this document the Hendry County Courthouse Complex includes all three wings of the courthouse building.

The Administrative Office of the Courts for the 20<sup>th</sup> Judicial Circuit of Florida (the "AOC") seeks to establish an appropriate level of security that minimizes the opportunity for physical violence and or injury to employees, the public, and anyone conducting business in the HCCC. Responsibility for implementing and enforcing this security policy falls under Administrative Order 2.18 Courthouse and Courtroom Security (Revised 1/20/00).

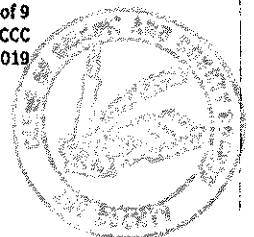
The purpose of this policy is to establish procedures to be used by Court Deputies in Hendry County in the performance of their duties, as they relate to the security checkpoints. This policy is not intended to address every conceivable circumstance that may be encountered at the security checkpoint, but it is intended to provide a framework for the appropriate response to incidents and situations not directly expressed herein.

The AOC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## PROCEDURES

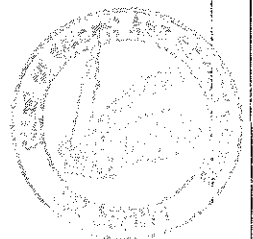
1. Court Deputies assigned to the security checkpoint shall screen all persons seeking access to the Hendry County Courthouse Complex.
  - a. Court Deputies shall ensure that no individual is in possession of, or in control of, any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray, any liquid in an open or sealed container, shall be permitted to enter and remain in the Courthouse Complex.

**EXEMPTIONS:** Federal Judges and Judges of the State of Florida, the elected or appointed State Attorney of the 20<sup>th</sup> Judicial Circuit of Florida, the elected or appointed Public Defender of the 20<sup>th</sup> Judicial Circuit of Florida, the Trial Court Administrator, Chief Deputy Court Administrator, Director of Court Security/Trial Court Security Coordinator, Sheriff's Office Court Deputies or Bailiffs, Court



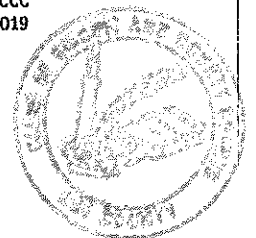
Security Officers, sworn law enforcement officers wearing readily identifiable department issued uniforms or if in plain clothes able to provide identification, who are conducting official law enforcement business within the courthouse complex, and persons expressly authorized in writing by the Chief Judge, may retain any firearm or weapon in their possession while in the Courthouse Complex, and may enter therein without being subject to electronic and or related security screening, so long as these persons possess proper identification and are in full compliance with all applicable laws regarding weapons possession, as set forth in Chapter 790, Florida Statutes. Law enforcement officers must possess and display official departmental or agency credentials with a photo. Badges alone are not an acceptable form of official departmental or agency credentials.

- b. Pursuant to Florida Statute 790.06(12)(a), Court Deputies shall ensure that no employee or elected official of the courthouse complex to include the Administrative Office of the Courts, Hendry County School Board, Supervisor of Elections, Property Appraiser, Tax Collector, Guardian Ad Litem, Clerk of Court and certain contractual vendors (i.e., Court Interpreters and Court Reporters) be allowed to enter the facility in possession of, or in control of, any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray; except as otherwise authorized by Administrative Order or Florida Statutes.
- c. Court Deputies shall ensure that, if for the purpose of an evidentiary proceeding, it is necessary to bring any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray, any liquid in an open sealed container into the Courthouse Complex, the individual shall be escorted by a Bailiff to the designated courtroom.
- d. Court Deputies shall ensure that any sworn law enforcement, probation, and parole officers or agents, not wearing a readily identifiable agency issued uniform, not carry firearms while conducting official law enforcement business within the Courthouse Complex. The above referenced categories of persons shall secure all firearms in their possession in a secure gun locker at the security checkpoint upon entering the Courthouse Complex.
- e. Court Deputies shall ensure that sworn law enforcement, probation, and parole offices and agents, in uniform or plain clothes, while conducting personal business before the Court shall be subjected to a search of their person and or property anywhere in the Courthouse Complex through the use of handheld or walk through magnetometers, x-ray equipment, other specialized equipment or means available. The aforementioned categories of persons in possession of, or in control of, any firearm shall secure all firearms in their possession in a secure gun locker at the security checkpoint upon entering the courthouse complex.



However, they shall not be permitted to enter and remain in the Courthouse Complex in possession of, or in control of any weapon, explosive, hazardous device or substance, mace or pepper spray, or any liquid in an open or sealed container.

- f. Fire and EMS personnel responding to the Courthouse Complex for an emergency will be met by Court Deputies or a Bailiff and escorted to the needed area. Responding personnel are not required to pass through the screening process.
- g. Magistrates, Civil Traffic Hearing Officers, Child Support Hearing Officers, Judicial Assistants, the elected or appointed Supervisor of Elections, the elected or appointed Property Appraiser, the elected or appointed Clerk of Court, the elected or appointed Superintendent of Schools, the Trial Court Administrator, and the Deputy Court Administrator are permitted to access the Courthouse Complex through the Judicial Entrance. Although this provision authorizes a bypass of security screening, it does not authorize any of the aforementioned categories of persons to retain any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray in their possession while in the Courthouse Complex. Nothing in this policy shall prohibit the Trial Court Administrator from being authorized to request a screening of one of the aforementioned categories of persons under warranted circumstances and at his or her discretion in order to protect those within the Courthouse Complex.
- h. Court Deputies shall ensure that all persons, other than those excepted in the preceding sections, and their briefcases, pocketbooks, packages, containers and other personal effects, including pagers, T.V. cameras, cellular telephones, food items and unmarked trial exhibits, undergo electronic and or related security screening, upon entry of the Courthouse Complex. The discovery of illegal weapons or contraband as described in §932.701, Florida Statutes, or other violations of criminal statutes occurring within this context will result in immediate notification to appropriate law enforcement authority, so that an arrest and seizure may be effected.
- i. County Employees, Administrative Office of the Court Employees, Courthouse Complex Employees, Attorneys, and certain contractual vendors (i.e.: Court Interpreters and Court Reporters) with proper identification may advance to the beginning of the screening line through a designated entry point. Proper identification is defined as an official departmental or agency credential with photo. All stated employees must have their agency issued identification on their person at all times while in the Courthouse Complex, and be prepared to present the same when requested to do so by Court Deputies or a Bailiff. The above referenced categories of persons may enter the Courthouse Complex with food



Items and liquids for personal consumption, these items are subject to search by use of handheld or walk through magnetometers, x-ray equipment, other specialized equipment or means available. However, nothing in this policy shall prevent a Court Deputies or Bailiff from requiring any person to submit to a search as set forth herein.

- j. Any person who refuses to submit to a search of their person or their possessions or does not satisfactorily pass the screening protocols will be denied access to the Courthouse Complex.

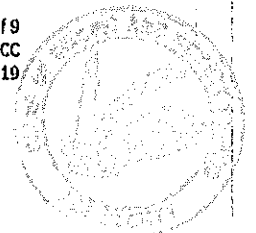
2. Use of Electronic Devices In the Courthouse Complex:

Pursuant to Rule 2.215(b)(2) of the Florida Rules of Judicial Administration the chief Judge shall be the administrative officer of the courts within the circuit and shall, consistent with branch-wide policies, direct the formation and implementation of policies, and priorities for the operation of all courts and officers within the circuit. The chief judge shall exercise administrative supervision over all judges and court personnel within the judicial circuit. The chief judge shall be responsible to the chief justice of the Supreme Court. The chief judge may enter and sign administrative orders, except as otherwise provided by this rule. The chief judge shall have the authority to require that all judges of the court, other court officers, and court personnel comply with all court and judicial branch policies, administrative orders, procedures and administrative plans.

Pursuant to Rule 2.451 of the Florida Rules of Judicial Administration the use of electronic devices in a Courthouse or Court Facility is subject at all times to the authority of the Chief Judge to (a) ensure decorum and prevent distractions; (b) ensure the fair administration of justice; and (c) preserve court security. The Court recognizes the increasing use of mobile devices for business purposes and the trend towards "paperless" offices. A standard must be established to balance the use of electronic devices with competing needs and desires of the Court, Judges, media, litigants, defendants, attorneys, Constitutional Offices within the Courthouse Complex, and members of the public.

Pursuant to Florida Rule of Judicial Administration 2.451(a) Electronic Devices are defined as any device capable of making or transmitting still or moving photographs, video recordings, or images of any kind; any device capable of creating, transmitting, or receiving text or data; and any device capable of receiving, transmitting, or recording sound. Electronic devices include, without limitation, film cameras, digital cameras, video cameras, any other type of camera, cellular telephones, tape recorders, digital voice recorders, any type of audio recorders, laptop computers, personal digital assistants, or other similar technological device with the ability to make or transmit video recordings, audio recordings, images, text, or data.

Nothing in this policy is intended to apply to persons who require electronic devices (or services requiring the use of electronic devices) under the Americans with Disabilities Act of 1990 and or the Americans with Disabilities Act Amendments Act of 2008, except that



electronic devices cannot be used to record or send photographs, video or audio during a proceeding unless specifically approved by the presiding Judge.

3. Members of the Media – for the purpose of this addendum, “media” is defined as: 1) traditional print and broadcast communications channels, such as radio, television, newspapers, and magazines, through which news and information is disseminated that reach or influence people widely for newsworthy, entertainment, or other substantially similar purposes; 2) motion picture entities, including documentary and independent filmmakers; and 3) the next generation of digital, computerized or networked information and communication technologies, not directly associated with traditional print and/or broadcast media entities and define as: online entity which was a previously established, independent site that contains regularly updated original news content above and beyond links, forums, troubleshooting tips and reader contributions; said content is thoroughly reviewed by an independent editor before publication. Fan sites, web logs and/or portable websites do not qualify as media. The individual and/or entity requesting to cover any judicial proceeding in the circuit must demonstrate proof it meets the definition of media. Additionally all media must comply with the 20<sup>th</sup> Judicial Circuit Local Guide to Courtroom Media Coverage, which governs technology coverage of Judicial Proceedings (found at <https://www.ca.cjis20.org/home/media/mediaruls.asp>).

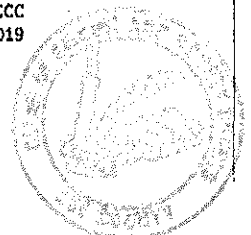
Members of the Media will report to the first floor Court Administration Office behind the security checkpoint to receive courtroom assignments/locations, instructions from the court, and/or specific locations for device setup in courtroom/media rooms.

4. Cameras and/or other recording devices (not including cell phones, tablets or laptops):

**Public:** Members of the public may not bring cameras or any other recording device that’s sole purpose is to video, film and/or record audio and visual for storage and transmission into the HCCC without expressed written permission from the Chief Judge or their designee. All members of the public will be advised to store these devices in their vehicle. Video and audio recording within the HCCC without permission from the Chief Judge or their designee is **PROHIBITED**.

**Media:** Members of the media as defined in section 3 will be granted permission to enter the facility with any recording equipment essential to the performance of their job requirements that has been screened by Court Deputies. The media will be directed to the Court Administration Office on the first floor of the Courthouse Complex behind the security checkpoint to receive courtroom assignments/locations, instructions from the court, and/or specific locations for device setup in courtroom/media rooms.

**Courthouse Employees & Certain Contractual Vendors:** Courthouse employees and certain contractual vendors including, but not limited to interpreters and court reporters may possess cameras and other recording devices if needed in the performance of their official duties. Department heads and supervisors shall



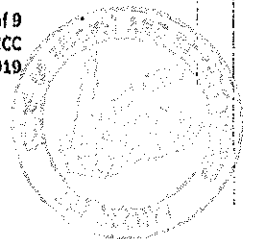
monitor these duties and ensure recording and the transmission of video and audio is in line with department policies and appropriately handled.

5. Cellular Telephones:

- a. Public – Members of the public may not use or display cell phones in the security checkpoint area, in any courtroom, or during any court proceeding. All cell phones must be turned off and not viewed or displayed while in any courtroom. Merely muting a cell phone is not acceptable nor is it in compliance with these policies. Cell phones and other similar electronic devices cannot be used to record or send photographs, video, or audio.
- b. Attorneys – may use cell phones for texting, organizational functions, research and writing functions, and other data transmission functions. Cell phones and other similar electronic devices cannot be used to record or send photographs, video, or audio.
- c. Court Employees & Certain Contractual Vendors – Court employees and certain contractual vendors including, but not limited to interpreters and court reporters may use cell phones for texting, organizational functions, research and writing functions, and other data transmission functions in the course of their official duties. All cell phones must be placed on either silent or vibrate mode. In rare instances, with the permission of the presiding judge, a court employee may use a cell phone to make or receive telephone calls while in the courtroom.

6. Laptop Computers, Similar Devices, and Other Portable Electronic Devices:

- a. Public – Use of laptop computers and other portable electronic devices by members of the general public is prohibited unless granted by the presiding judge.
- b. Attorneys and Litigants Representing Themselves – Attorneys and litigants representing themselves may use a laptop computer or other portable electronic devices when their case is in session and they are actively participating in the proceeding. Attorneys may use electronic devices to conduct research, check calendars, check or send emails, and perform other related tasks when in the courtroom. No computers or other electronic device can be used to record or send photographs, video, or audio. The transmission of materials on a computer to other peripheral devices also in use during the proceeding, and specifically in advancement of the proceeding, is permissible. For example, the transmission and display of a power point presentation is allowable.
- c. Court Employees and Certain Contractual Vendors - Court employees and certain contractual vendors including, but not limited to interpreters and court reporters



may use laptop computers and other portable electronic devices as necessary in the course of their official duties.

7. Violations and Enforcement:

Rule 2.215(b)(5) of the Florida Rules of Judicial Administration provides that the chief judge may designate a judge in any court or court division of circuit or county courts as "administrative judge" of any court or division to assist with the administrative supervision of the court or division. The designee shall be responsible to the chief judge, shall have the power and duty to carry out the responsibilities assigned by the chief judge, and shall serve at the pleasure of the chief judge.

Pursuant to Rule 2.215(b)(5) of the Florida Rules of Judicial Administration, anyone violating the rules applying to the use of electronic devices as stipulated above will be subject to the discipline of the Court as determined by the Administrative Judge of the Hendry County Courts, including, but not limited to, the Court's contempt authority, immediate removal from the courtroom or courthouse.

Additionally a Court Deputy or Bailiff shall enforce this policy upon order of the court by confiscating electronic devices that are being used in violation. Such devices shall be returned to the violator at the conclusion of their proceeding or at the close of business, as applicable.

8. Use of Electronic Devices by Jurors:

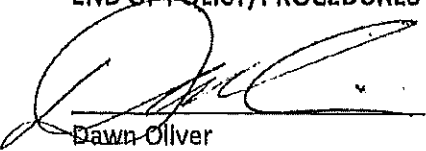
Pursuant to Rule 2.451 of the Florida Rules of Judicial Administration –

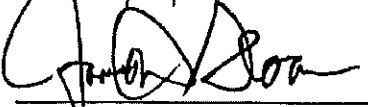
- a. Electronic devices, as defined above, must be removed as directed by the presiding judge from all members of a jury panel upon being sworn as the jury at the beginning of the trial. The electronic devices will be removed and appropriately secured by the bailiff. At the beginning of the trial, the presiding judge will advise the jury panel about the removal of electronic devices.
- b. Any electronic devices removed from members of a jury panel may be returned to the members of the jury panel during recesses in the trial. When jurors are sequestered, the presiding judge may determine whether the electronic devices will be removed from jurors during the entire period of sequestration.
- c. From the time a person reports for jury service until the person is discharged from jury service, that person is prohibited from using electronic devices for any of the following purposes:
  - i. Making or transmitting still or moving photographs, audio recordings, video recordings, or images of any kind of the court proceeding;

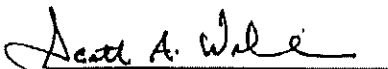


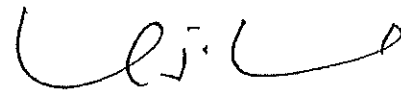
- ii. Transmitting or accessing text or data during the court proceedings;
- iii. Transmitting or accessing text or data about the case on which the juror is serving;
- iv. Researching, transmitting, or accessing information about the case on which the juror is serving;
- v. Otherwise communicating about the case on which the juror is serving; or
- vi. Otherwise communicating about the jury deliberations.
- vii. Nothing in this procedure is to be construed to limit or impair the authority of the presiding judge to grant permission to a juror to retain his or her electronic device during trial proceedings.

END OF POLICY/PROCEDURES

  
Dawn Oliver  
Administrative Services Manager  
Hendry and Glades Counties  
Date: 11/7/19

  
Honorable James D. Sloan  
Circuit and Administrative Judge  
Hendry County  
Date: 11/7/19

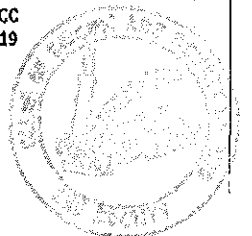
  
Scott A. Wilsker  
Trial Court Administrator  
Twentieth Judicial Circuit  
Date: 11/8/19

  
Honorable Michael McHugh  
Chief Judge  
Twentieth Judicial Circuit  
Date: 11/13/19



Notice to:

Liza Flecha, Chief Deputy Court Administrator  
Jeff Torain, Director of Court Security/Trial Court Security Coordinator  
File



# Court Security Screening and Access Control Policy & Procedures

Lee County Justice Center Complex  
Administrative Office of the Courts  
20<sup>th</sup> Judicial Circuit of Florida

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## **POLICY**

The Lee County Justice Center Complex (the "JCC") is a designated secure facility. As such, it is the responsibility of the Administrative Office of the Courts (the "AOC") to establish a minimum level of protection for the benefit of all departments and agencies housed in the JCC. The AOC seeks to establish an appropriate level of security that minimizes the opportunity for physical violence and or injury to employees, the public, and anyone conducting business in the JCC. Responsibility for implementing and enforcing this security policy falls under Administrative Order 2.18 Courthouse and Courtroom Security (Revised 1/20/00).

The purpose of this policy is to establish procedures to be used by Court Security Officers (inclusive of AOC employees, as well as other agency employees housed in the JCC) in the performance of their duties, as they relate to the security checkpoints at the JCC or the Cape Coral Government Center (the "CCGC"). It is not intended to address every conceivable circumstance that may be encountered at the security checkpoint, but it is intended to provide a framework for the appropriate response to incidents and situations not directly expressed herein.

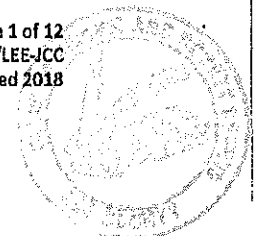
**ALL PERSONS (WITH EXCEPTIONS AS PROVIDED HEREIN) ENTERING THE LEE COUNTY JUSTICE CENTER COMPLEX (THE "JCC") SHALL BE SUBJECT TO THIS COURT SECURITY SCREENING AND ACCESS CONTROL POLICY AT ALL TIMES.**

The AOC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

## **PROCEDURES**

### **Security Screening**

1. Court Security Officers assigned to the security checkpoint shall screen all persons seeking access to the Lee County Justice Center Complex.
  - A. Court Security Officers shall ensure that no individual is in possession of, or in control of, any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray, any liquid in an open or sealed container, shall be permitted to enter and remain in the Justice Center Complex.



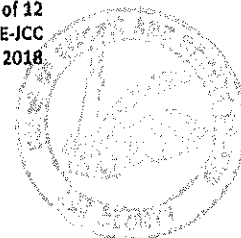
**EXEMPTIONS:** Federal Judges and Judges of the State of Florida, the elected or appointed State Attorney of the 20<sup>th</sup> Judicial Circuit of Florida, the elected or appointed Public Defender of the 20<sup>th</sup> Judicial Circuit of Florida, the Trial Court Administrator, Chief Deputy Court Administrator, Director of Court Security/Trial Court Security Coordinator, Sheriff's Office Court Deputies, Court Security Officers, sworn law enforcement officers wearing readily identifiable department issued uniforms who are conducting official law enforcement business within the JCC, and persons expressly authorized in writing by the Chief Judge, may retain any firearm or weapon in their possession while in the JCC, and may enter therein without being subject to electronic and or related security screening, so long as these persons possess proper identification and are in full compliance with all applicable laws regarding weapons possession, as set forth in Chapter 790, Florida Statutes. Law enforcement officers must possess and display official departmental or agency credentials with a photo. **BADGES ALONE ARE NOT AN ACCEPTABLE FORM OF OFFICIAL DEPARTMENTAL OR AGENCY CREDENTIALS.**

- B. Pursuant to Florida Statute 790.06(12)(a), Court Security Officers shall ensure that no employee of the JCC, to include employees of the Administrative Office of the Courts, Lee County Clerk of Circuit Court and Comptroller, Office of the State Attorney, Public Defender's Office, Lee County Facilities Construction & Management, Guardian Ad Litem, as well as vendors (e.g. court interpreters, court reporters, expert witnesses, technicians, delivery persons, etc.) be allowed to enter the facility in possession of, or in control of, any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray; except as otherwise authorized by Administrative Order or Florida Statutes.
- C. Court Security Officers shall ensure that, if for the purpose of an evidentiary proceeding, it is necessary to bring any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray, any liquid in an open or sealed container into the JCC, the individual shall be escorted by a Court Deputy to the designated courtroom.
- D. Court Security Officers shall ensure that any sworn law enforcement, probation, and parole officers, investigators or agents, **not wearing a readily identifiable agency issued uniform**, not carry firearms while conducting official law enforcement business within the JCC. The above referenced categories of persons shall secure all firearms in their possession in a secure gun locker at the security checkpoint upon entering the JCC.
- E. Court Security Officers shall ensure that sworn law enforcement, probation, and parole officers, investigators and agents, **in uniform or plain clothes, while conducting personal business**, before the Court, shall be subjected to a search of



their person and or property anywhere in the JCC, through the use of handheld or walk through magnetometers, x-ray equipment, other specialized equipment or means available. The aforementioned categories of persons in possession of, or in control of, any firearm shall secure all firearms in their possession in a secure gun locker at the security checkpoint, upon entering the JCC. However, they shall not be permitted to enter and remain in the JCC in possession of, or in control of any weapon, explosive, hazardous device or substance, mace or pepper spray, or any liquid in an open or sealed container.

- F. Fire and EMS personnel responding to the JCC for an emergency will be met by Court Security Officers or Court Deputies and escorted to the needed area. Responding personnel are not required to pass through the screening process, but must be escorted at all times.
- G. Magistrates, Hearing Officers, Judicial Assistants, visiting Judicial Officers, the elected or appointed Clerk of Circuit Court and Comptroller, the Public Defender, State Attorney, Trial Court Administrator and the Chief Deputy Court Administrator are permitted to access the JCC through the Judges Garage. Although this provision authorizes a bypass of security screening, it does not authorize any of the aforementioned categories of persons to retain any firearm, weapon, explosive, hazardous device or substance, mace or pepper spray in their possession while in the JCC, unless otherwise exempted herein. Nothing herein shall prohibit the Trial Court Administrator from being authorized to request a screening of one of the aforementioned categories of persons under warranted circumstances and at his or her discretion in order to protect those within the JCC.
- H. Court Security Officers shall ensure that all persons, other than those excepted in the preceding sections, and their briefcases, pocketbooks, packages, containers and other personal effects, including pagers, T.V. cameras, cellular telephones, food items and unmarked trial exhibits, undergo electronic and or related security screening, upon entry to the JCC. The discovery of illegal weapons or contraband as described in §932.701, Florida Statutes, or other violations of criminal statutes occurring within this context will result in immediate notification to the appropriate law enforcement authority, so that an arrest and seizure may be effected.
- I. Employees of the Administrative Office of the Courts, Lee County Clerk of Circuit Court and Comptroller, Office of the State Attorney, Public Defender's Office, Lee County Facilities Construction & Management, Guardian ad Litem, U.S. Senate and State Senate offices, as well as vendors (e.g. court interpreters, court reporters, expert witnesses, technicians, delivery persons, etc.) must have their agency or business issued identification on their person at all times, when attempting to



bypass a security checkpoint or enter a restricted area, while in the JCC, and be prepared to present the same when requested to do so by Court Security Officers or Court Deputies. The above referenced categories of persons (excluding vendors) may enter the JCC with food items and liquids for personal consumption, these items are subject to search by use of handheld or walk through magnetometers, x-ray equipment, other specialized equipment or means available. However, nothing in this policy shall prevent a Court Security officer or Court Deputy from requiring any person to submit to a search as set forth herein.

- J. ANY PERSON WHO REFUSES TO SUBMIT TO A SEARCH OF THEIR PERSON OR THEIR POSSESSIONS OR DOES NOT SATISFACTORILY PASS THE SCREENING PROTOCOLS WILL BE DENIED ACCESS TO THE JCC.

### Access Control

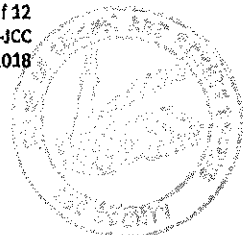
1. Permissions for entry will be strictly controlled to provide for only that amount of access necessary to carry out the functions of the Court and supporting agencies.

#### A. Access Control Administrator (the "ACA")

- i. The Director of Court Security via the AOC Security Department serves as the Access Control Administrator (the "ACA") and is responsible for the utility, security, maintenance and coordination of the card access system with support from Lee County Facilities Construction & Management;
- ii. S/he exercises the authorization, on behalf of the Trial Court Administrator, to approve and assign employee (AOC and agency employees), visitor and vendor access to the JCC;
- iii. Provides authorized employees and visitors with access to the JCC and offices when metal keys or Access ID Badges are not available; and
- iv. Conducts daily physical security inspections of the JCC during and after hours.

#### B. Division/Department/Agency - ACA

- i. AOC division/department directors and agencies housed in the JCC shall designate a person to serve as the Division/Department/Agency - Access Control Administrator;



- ii. The Division/Department/Agency - ACA should be a management-level employee designated by each division/department/agency to serve as the liaison to the AOC-ACA; and
- iii. Exercises the authorization, on behalf of the division/department/agency head, to approve and assign employee access to division/department/agency offices.

C. Key Control Manager (Non-electronic)

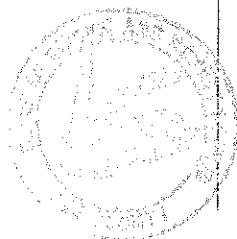
- i. The AOC and each agency housed at the JCC should designate an employee responsible for maintaining a Key Control Log (KCL);
- ii. S/he ensures that the KCL is current and available to the AOC Security Department and or Court Operations-Lee County Sheriff's Office;
- iii. S/he coordinates with the AOC-ACA, the keying of all mechanical locks in agency offices; and
- iv. S/he works with the AOC-ACA in assuring security controls are in place for non-electronic key usage.

D. AOC and Agency Employees

- i. Each employee is responsible and accountable for metal keys or Access ID Badges issued to him/her;
- ii. S/he should report the loss or theft of a metal key or Access ID Badge immediately to the AOC Security Department and their Key Control Manager; and
- iii. S/he should return keys to their Key Control Manager upon request or at time of separation, termination or retirement from the AOC or agency.

E. Metal Key Control Guidelines

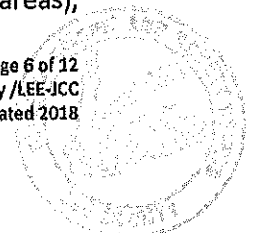
- i. In the issuance of metal keys, individual AOC and agency employees should be issued, the following:
  - The **lowest level key** in the system hierarchy that is necessary to provide access required by the employee's position and responsibilities; and



- The *least number of keys* necessary to properly conduct his/her job duties.

F. All keys are the property of Lee County

- i. The AOC and agencies serve as the custodian of all metal keys issued to them;
- ii. It is a violation of this policy for any employee to attempt to duplicate or to have duplicated any key issued by their division/department/agency without the authorization of their Key Control Manager or designee;
- iii. Only the Key Control Manager or designee is authorized to duplicate keys. Lee County keys are marked with a distinctive stamp. The Key Control Manager should maintain a KCL for the issuance of metal keys;
- iv. Lee County Facilities Construction & Management is responsible for installing, maintaining, servicing, replacing and updating all manual locks used to secure the JCC;
- v. Individual office/room or sub-master keys are issued to the appropriate AOC or agency manager. Each division/department/agency is responsible for issuing keys within their span of control and responsibility through their respective Access Control Administrator;
- vi. The loss or theft of a key must be reported immediately to the AOC Security Department and the Key Control Manager by the person to whom the key was assigned;
- vii. The ACA is responsible for retrieving issued keys from employees prior to termination, separation or retirement from the AOC or agency;
- viii. Vendors (e.g., telephone service, elevator service, contractors, etc.) may have an ongoing need for access to the complex. In such cases the division/department/agency that contracts for these services should coordinate with the AOC-ACA to provide appropriate access to the vendor or contractor; and
- ix. Keys should only be issued to lessees by Lee County Facilities Construction & Management. Vendors needing access to restricted areas (non-public) of the JCC should complete an NCIC/FCIC criminal history check form and be escorted by a Court Security Officer (AOC and judicial restricted areas),

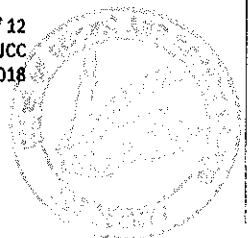


Court Deputy or by an agency employee, depending upon the area where access is needed.

#### G. Employee Access ID Badge Control Guidelines

- i. Most doors (interior and exterior) are controlled electronically by Kantech proximity readers. AOC and department/agency employees can access these doors using their issued Employee Access ID Badge, based upon their assigned access privileges.
- ii. The AOC and department/agencies should develop and maintain control guidelines for the issuance and revocation of Employee Access ID Badges. The AOC at its discretion may restrict access to areas of the JCC that is under its purview and directly or indirectly impact the safety and security of all employees and visitors.
- iii. Employees should immediately report to the AOC Security Department and their department/agency, the loss or theft of their assigned Employee Access ID Badge.
- iv. Departments/agencies should notify the AOC Security Department within twenty-four (24) hours of separation, termination, or retirement of an employee and should immediately retrieve the Employee Access ID Badge from the employee, if possible.
- v. Upon notification of an employee separation, termination or retirement, the AOC Security Department or Lee County Facilities Construction & Management will delete the employee's access privileges in the Kantech system within twenty-four (24) hours.
- vi. All electronically controlled doors will activate a low-level audible alarm when they are left open for an extended period of time. Employees should refrain from propping doors open, except in extenuating circumstances. Doors (especially perimeter doors) propped open create significant security gaps in the JCC safety and security program.
- vii. Modifying, removing or attempting to defeat or disable the Kantech access control system is not permitted except in cases of an emergency, system failure, maintenance or repair.

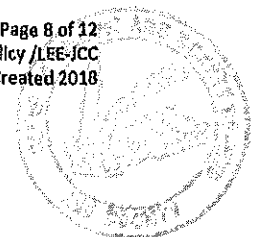
#### H. Access During Non-Business Hours



- i. The JCC is available for authorized employee work schedules, as well as appropriate activities that do not infringe upon nor interfere with the primary purpose of the Court (i.e. the administration of justice) and which do not compromise the safety and security of employees and the public.
  - ii. Non-business hour access to the JCC is granted for construction and renovation projects, MADD victim impact sessions, Teen Court, department/agency workdays that do not coincide with AOC observed holidays, etc.
  - iii. Vendors that are required to complete their work during non-business hours (e.g. fire alarm repair/testing, telephone service, elevator service, contractors and lessees in the JCC, etc.) should be handled in the same manner as those completing work during business hours. Agencies should coordinate vendor services with the AOC Security Department to ensure that there are a sufficient number of Court Security Officers scheduled during that time.
2. Americans with Disabilities Act of 1990 (ADA), Americans with Disabilities Act Amendments (ADAA) Act of 2008
- A. Any person with a disability who needs any accommodation to participate in a hearing is entitled, at no cost, to the provision of certain assistance. Anyone seeking an ADA accommodation should contact the AOC Operations Division at (239) 533-1771 at least seven (7) days before the scheduled court appearance or immediately upon receiving notification, if said notification is less than seven (7) days. Hearing or voice impaired individuals may call 711 for assistance.
  - B. Public entrances to the JCC are accessible to persons with disabilities (e.g. ramps, automatic doors, electronic gates, etc.).
  - C. Visitors to the JCC that require a wheelchair may request the same from the AOC Security Department.

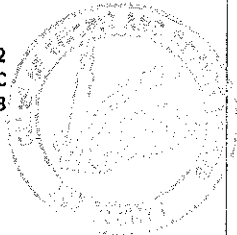
#### **Use of Electronic Devices in the JCC**

1. Pursuant to Rule 2.451 of the Florida Rules of Judicial Administration the use of electronic devices in a Courthouse or Court Facility is subject at all times to the authority of the Chief Judge to (a) ensure decorum and prevent distractions; (b) ensure the fair administration of justice; and (c) preserve court security. The Court recognizes the increasing use of mobile devices for business purposes and the trend towards "paperless" offices. A



standard must be established to balance the use of electronic devices with competing needs and desires of the Court, Judges, media, litigants, defendants, attorneys, Constitutional Offices within the JCC, and members of the public.

- A. Pursuant to Florida Rule of Judicial Administration 2.451 Electronic Devices are defined as: An electronic device is any device capable of making or transmitting still or moving photographs, video recordings, or images of any kind; any device capable of creating, transmitting, or receiving text or data; and any device capable of receiving, transmitting, or recording sound. Electronic devices include, without limitation, film cameras, digital cameras, video cameras, any other type of camera, cellular telephones, tape recorders, digital voice recorders, any type of audio recorders, laptop computers, personal digital assistants, or other similar technological device with the ability to make or transmit video recordings, audio recordings, images, text, or data.
  
- B. Nothing herein is intended to apply to persons who require electronic devices (or services requiring the use of electronic devices) under the Americans with Disabilities Act of 1990 and or the Americans with Disabilities Act Amendments Act of 2008, except that electronic devices cannot be used to record or send photographs, video or audio during a proceeding, unless specifically approved by the presiding Judge.
  
- C. Cellular Telephones
  - i. Public – members of the public may not use or display cell phones in the security checkpoint area, in any courtroom, or during any court proceeding. All cell phones must be turned off and not viewed or displayed while in any courtroom. Merely muting a cell phone is not acceptable nor is it in compliance with these policies. They may be utilized in the administrative and lobby areas of the JCC. However, cell phones and other similar electronic devices cannot be used to record or send photographs, video, or audio.
  
  - ii. Attorneys – may use cell phones for texting, organizational functions, research and writing functions, and other data transmission functions. Cell phones and other similar electronic devices cannot be used to record or send photographs, video, or audio.
  
  - iii. AOC Employees, Law Enforcement and Certain Contractual Vendors – AOC employees, law enforcement officers and certain contractual vendors including, but not limited to interpreters and court reporters may use cell phones for texting, organizational functions, research and writing functions, and other data transmission functions in the course of their official duties.



All cell phones must be placed on either silent or vibrate mode. In rare instances, with the permission of the presiding Judge, an AOC employee, law enforcement officer and or certain contractual vendors may use a cell phone to make or receive telephone calls, while in the courtroom.

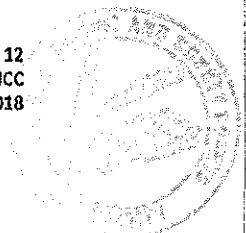
**D. Laptop Computers, Similar Devices, and Other Portable Electronic Devices**

- a. Public – Use of laptop computers and other portable electronic devices by members of the general public, while in a courtroom or at a security checkpoint are prohibited unless granted by the presiding Judge.
- b. Attorneys and Litigants Representing Themselves – Attorneys and litigants representing themselves may use a laptop computer or other portable electronic devices when their case is in session and they are actively participating in the proceeding. Attorneys may use electronic devices to conduct research, check calendars, check or send emails, and perform other related tasks when in the courtroom. No computers or other electronic device can be used to record or send photographs, video, or audio. The transmission of materials on a computer to other peripheral devices also in use during the proceeding, and specifically in advancement of the proceeding, is permissible. For example, the transmission and display of a power point presentation is allowable.
- c. AOC Employees, Law Enforcement and Certain Contractual Vendors - AOC employees, law enforcement officers and certain contractual vendors including, but not limited to interpreters and court reporters may use laptop computers and other portable electronic devices as necessary in the course of their official duties.

**E. Use of Electronic Devices by Jurors**

Pursuant to Rule 2.451 of the Florida Rules of Judicial Administration

- i. Electronic devices, as defined herein, must be removed as directed by the presiding Judge from all members of a jury panel upon being sworn as the jury at the beginning of the trial. The electronic devices will be removed and appropriately secured by the Court Deputy. At the beginning of the trial, the presiding Judge will advise the jury panel about the removal of electronic devices.
- ii. Electronic devices that are removed from members of a jury panel may be returned to the members of the jury panel, during recesses in the trial. When




Jurors are sequestered, the presiding Judge may determine whether the electronic devices will be removed from Jurors, during the entire period of sequestration.

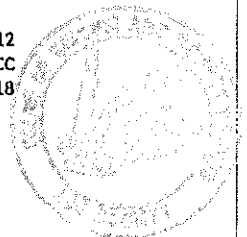
- iii. From the time a person reports for jury service, until the person is discharged from jury service, that person is prohibited from using electronic devices for any of the following purposes:
  - a. Making or transmitting still or moving photographs, audio recordings, video recordings, or images of any kind of the court proceeding;
  - b. Transmitting or accessing text or data during the court proceedings;
  - c. Transmitting or accessing text or data about the case on which the Juror is serving;
  - d. Researching, transmitting, or accessing information about the case on which the Juror is serving;
  - e. Otherwise communicating about the case on which the Juror is serving; or
  - f. Otherwise communicating about the jury deliberations.
  - g. Nothing in this procedure is to be construed to limit or impair the authority of the presiding Judge to grant permission to a Juror to retain his or her electronic device during trial proceedings.

#### **Violations and Enforcement**

1. Violations of laws, ordinances, or these policies that occur within the JCC are considered serious incidents. The AOC Security Department will document those incidents contemporaneous to the event.
2. Anyone violating the rules applying to the use of electronic devices, as stipulated herein will be subject to the discipline of the Court, including, but not limited to, the Court's contempt authority, immediate removal from the Courtroom or Courthouse.
3. Additionally a Court Security Officer or Court Deputy shall enforce this policy upon order of the Court by confiscating electronic devices that are being used in violation. Such devices shall be returned to the violator at the conclusion of their proceeding or at the close of business, as applicable.

#### **END OF POLICY/PROCEDURES**

  
\_\_\_\_\_  
Jeffrey N. Torah, D.Sc., CPP  
Director of Court Security/Trial Court Security Coordinator  
Lee County/Twentieth Judicial Circuit  
Date: 12/18/18



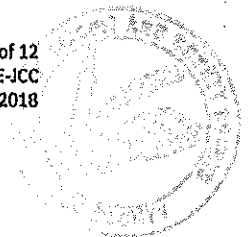
James Adams  
Honorable James R. Adams  
County and Administrative Judge  
Lee County  
Date: 12/19/18

Scott A. Wilsker  
Scott A. Wilsker  
Trial Court Administrator  
Twentieth Judicial Circuit  
Date: 12/18/18

Michael McHugh  
Honorable Michael McHugh  
Chief Judge  
Twentieth Judicial Circuit  
Date: 12/18/18

Notice to:

Liza Flecha, Chief Deputy Court Administrator  
File



# Firearms and Explosives Policy & Procedures

## Lee County Justice Center Complex

Administrative Office of the Courts

20<sup>th</sup> Judicial Circuit of Florida

### POLICY

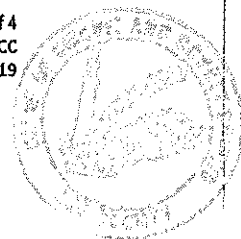
Florida Rule of Judicial Administration 2.215(b)(2) requires the Chief Judge to direct the formation and implementation of policies and priorities for the operation of all courts and officers within the circuit, which s/he may do through the use of administrative orders. The Chief Judge's authority requires that all Judges of the court, other court officers, and court personnel comply with all court and judicial branch policies, administrative orders, procedures and administrative plans. Administrative Order 2.18 and its addendums, governs the AOC security policy.

The Lee County Justice Center Complex (JCC) is designated as a secure facility, as such it has instituted a court security program, comprised of Court Security Officers and Court Deputies, a video surveillance and electronic access control apparatus, as well as systems and practices designed to maintain a safe and secure environment for employees, visitors, and litigants without impeding the public's access to justice.

To that end, it is important that there exist a vigorous effort to Deter, Detect, Respond and Recover to and from potential threats, which includes detection and response to the presence of firearms and explosives, which are prohibited by Administrative Order 2.18 and Florida State Statute.

### PROCEDURES

- A. **Firearms or Dangerous Weapons** - when a firearm/weapon is detected, the Court Security Officer detecting it should immediately alert the checkpoint Supervisor and request assistance from the nearest Court Deputy, without creating an undue alarm or alerting the individual in material possession. Upon said notification, the following procedure should be followed:
1. **Court Security Officer** - Immediately stop the conveyor belt securing the firearm(s) inside the x-ray scanner tunnel. The firearm/weapon should remain secured in the tunnel until a Court Deputy is notified of the situation, and can take possession of the firearm/weapon.
  2. **Court Security Officer** - If the firearm/weapon moves beyond the x-ray scanner, the Court Security Officer should immediately attempt to move it back into the tunnel of the x-ray scanner. If unable, s/he should secure the item containing the firearm/weapon until a Court Deputy can take possession. **AT NO TIME SHOULD THE COURT SECURITY OFFICER HANDLE FIREARM(S), UNLESS DIRECTED TO DO SO BY THE COURT DEPUTY, OR TO PREVENT AN IMMINENT THREAT OF LOSS OF LIFE OR SERIOUS PHYSICAL INJURY.**
  3. **Court Security Sergeant (Supervisor)** - The Supervisor should immediately close-down the affected security checkpoint, relieve the Court Security Officer who detected the firearm/weapon to complete an incident report, and reassign remaining personnel to other available stations or posts.
  4. **Court Security Sergeant (Supervisor)** - Upon securing a suspected firearm/weapon, all security checkpoints in the JCC should be temporarily closed, and persons waiting to gain access to the complex should be cleared from the area and the entry/exit doors secured.
  5. **Court Security Sergeant (Supervisor)** - As soon as practical, notification should be made to the Director of Court Security (DCS) and Public Information Officer (PIO) via the Department Lieutenant or designee.



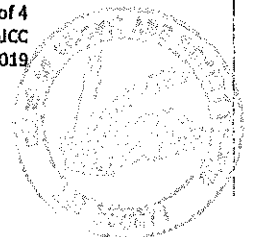
6. **Court Deputy** – In accordance with the Lee County Sheriff's Office (LCSO) policy, the weapon should be cleared and made safe.
  7. **Court Deputy** – The individual responsible for passing the firearm/weapon through the security checkpoint should be escorted away from the general public in accordance with LCSO policy, to allow LCSO to further investigate the incident.
  8. **ALL** – The Court Security Sergeant (Supervisor) and Court Deputy should cooperatively take, but may not be limited to, the following actions:
    - a. NCIC/FCIC for Criminal Background (Felony convictions), Wants & Warrants.
    - b. Pending case(s) before the Court.
    - c. Stolen Firearms.
    - d. If the person is in-possession of a Concealed Weapon or Firearm License, call the Florida Department of Agriculture & Consumer Services at (850) 245-5691, to ensure that the license is current and valid.
    - e. Determine the person's reason for being at the JCC.
    - f. Review threats against the Judiciary.
    - g. Obtain a color copy of the driver and firearms licenses (if applicable).
    - h. Retrieve video and or still images from the video surveillance system.
  9. **Court Security Sergeant (Supervisor)** – should cause the person's photo and biographical information to be entered into the facial recognition software database, as soon as practical.
  10. **Court Deputy (Person without or with a Florida Concealed Weapon License)** – Any person in possession of any firearm/weapon should be handled in the following manner:
    - a. If a subject enters the Lee County Justice Center Complex and proceeds through the security checkpoint with a firearm or other dangerous weapon and does not have a Florida Concealed Weapon License, the following shall occur:
      - i. The firearm or other dangerous weapon shall be seized as evidence;
      - ii. The subject shall be arrested for violation of F.S.S. 790.01(1) or F.S.S. 790.01(2); or a report will be taken to seek an arrest warrant in accordance with agency policy; and
      - iii. If arrested, standard LCSO protocol will be followed.
    - b. If a subject enters the Lee County Justice Center Complex and proceeds through the security checkpoint with a firearm or other dangerous weapon and does have a Florida Concealed Weapon License, the following shall occur:
      - i. The firearm or other dangerous weapon shall be seized, pending determination of the validity of the concealed weapon license; and
      - ii. If deemed appropriate, a report shall be taken, to seek an arrest warrant, in accordance with agency policy.
    - c. This policy does not apply to law enforcement officers (federal, state and local) carrying a firearm or other dangerous weapon pursuant to applicable laws and policies.
- B. **Explosive Devices - Explosive Devices** - In all cases, if a suspected explosive device is detected, the Court Security Officer locating the device should immediately alert the checkpoint Supervisor and request assistance from the nearest Court Deputy, without creating an undue alarm or alerting the individual in material possession. **DO NOT ALERT THE INDIVIDUAL THAT A SUSPECT EXPLOSIVE HAS BEEN DETECTED.**




Upon said notification, the following procedure should be followed:

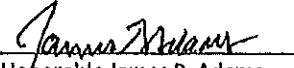
1. **Court Security Officer** - The suspected explosive device must remain in the x-ray scanner tunnel until further assistance is available.
2. **Court Deputy** - In accordance with LCSO policy, Court Operations Division (rank of Lieutenant or higher) should be notified immediately regarding the explosive device alert. **REMINDER; AN EXPLOSIVE DEVICE MAY BE DETONATED BY A TWO-WAY RADIO OR CELL PHONE.**
3. **Court Security Sergeant (Supervisor)** - All personnel should be instructed to turn off their two-way radios, and telephonic communication should be via landline or email only until advised otherwise by competent authority.
4. **Court Security Sergeant (Supervisor)** - Upon securing a suspected explosive device, all checkpoints should be temporarily closed and persons waiting to gain access to the complex should be cleared from the area and the entry/exit doors secured.
5. **Court Security Sergeant (Supervisor)** - Pursuant to LCSO policy, the decision to request further assistance should be made at the discretion of the Court Operations Division Commander or designee.
6. **Court Deputy** - The decision to request further assistance should be made at the discretion of the Court Operations Division Commander or designee.
7. **ALL** - Evacuation and Assistance Decisions:
  - a. Evacuation of the Justice Center Complex should be made in consultation with the Court Operations Division Commander or designee at the discretion of the Chief Judge and the Trial Court Administrator via the Director of Court Security or designee.
  - b. Notification (if needed) to the SW Florida Regional Bomb Squad Unit will be made by the Court Operations Division Commander or designee.
8. **ALL** - If the complex is evacuated and secured, assigned personnel should establish and maintain perimeter control. The evacuation should be conducted in a safe and orderly manner.
9. **ALL** - Reentry of the JCC should be at the discretion of the Chief Judge and the Trial Court Administrator via the Director of Court Security or designee, upon notification from the Court Operations Division Commander or designee that the complex is safe for reentry.

**END OF POLICY/PROCEDURES**  
JNT/2019

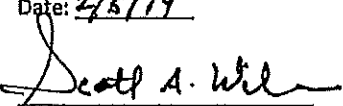




Jeffrey N. Torain, D.Sc., CPP  
Director of Court Security/Trial Court Security Coordinator  
Lee County/Twentieth Judicial Circuit  
Date: 2/5/19



Honorable James R. Adams  
County and Administrative Judge  
Lee County  
Date: 2/5/19



Scott A. Wilsker  
Trial Court Administrator  
Twentieth Judicial Circuit  
Date: 2/6/19



Honorable Michael McHugh  
Chief Judge  
Twentieth Judicial Circuit  
Date: 2/13/19

Notice to:

Liza Flecha, Chief Deputy Court Administrator  
File

