ADMINISTRATIVE DIRECTIVE 182

This 1st day of August 2013,

IT APPEARS THAT:

1) Best practices for court building security support the establishment of permanent court security committees to oversee court policies applying to individual court buildings, or on a county or court-wide basis, and related to court security and safety, including emergency preparedness, disaster recovery/continuity of operations plans, security classifications for personnel and card access, and evacuation planning. This committee structure creates open lines of communication between judges, court administration, court staff, court security personnel, Capitol Police, Department of Correction and Facilities Management, related to security matters, and recognizes the critical importance of security in court operations.

2) Courthouse security committee membership should be structured to meet the needs of the individual courthouse(s) involved, and should include representation of the courts located in the courthouse(s), Capitol Police, Department of Correction, court security officers, Facilities Management, and others, as appropriate.

3) The New Castle County Courthouse has an existing courthouse security committee structure in place, through the operations of the Court Operations Policy Committee (COPC) and the Operations Security Committee (OSC). Those committees work jointly to formulate security and safety policies affecting that courthouse, with security matters being reviewed by the OSC prior to being considered by the COPC.

4) Efficient functioning of courts on a statewide basis supports the creation of a statewide court security committee to review security policies proposed by individual court security committees and make recommendations to the Chief Justice and the Supreme Court concerning those policies, in order to enhance consistency of security policies on a statewide basis, and to minimize confusion caused by unnecessary disparity in policies.

5) A statewide court security committee should include representatives from all individual court security committees, court administration, Capitol Police, Department of Correction, Facilities Management, and others, as appropriate.

NOW, THEREFORE, IT IS DIRECTED, with the unanimous approval of the members of the Supreme Court pursuant to Delaware Constitution, Art. IV, 13(1), that:

A) Courthouse security committees shall be established by the Chief Justice to oversee court policies applying to individual court buildings to address court security and safety issues in that courthouse, including emergency preparedness, disaster recovery/continuity of operations plans, security classifications for personnel and card access, and evacuation planning. The Presiding Judges shall recommend representatives from their courts to be included on these committees, and may recommend that county-wide or court-wide committees be established. County or court-wide courthouse security committees can be established by the Chief Justice, instead of individual courthouse security committees, if agreed-upon by the courts involved.

B) A statewide court security committee shall be established by the Chief Justice. The State Court Administrator, or designee, along with the Capitol Police Captain of Operations should serve as co-chairs of this committee, which shall also include representatives from all individual court security committees, court administration, Department of Correction, Facilities Management, and others, as appropriate.

C) Security-related policies developed by individual courthouse security committees shall be reviewed by the statewide court security committee with the purpose of enhancing statewide consistency of security policies, although individual court needs should be considered, where appropriate. Temporary security-related policies can be established by an individual courthouse security committee to address an urgent security need. The courthouse security committee policies, along with the recommendations of the statewide court security committee, shall be referred to the Chief Justice for review. The Chief Justice may refer a proposed policy to the Presiding Judges, or others, for comment, and to the members of the Supreme Court for their consideration. Security policies shall not become final until approved by the Chief Justice, or a majority of the members of the Supreme Court, as appropriate.

BY THE COURT:

Chief Justice Myron T. Steele

c: The Honorable Jack A. Markell
The Honorable Randy J. Holland
The Honorable Carolyn Berger
The Honorable Jack B. Jacobs
The Honorable Henry duPont Ridgely
Members of the Judicial Conference
The Honorable Joseph R. Biden, III
The Honorable Brendan O'Neill
The Honorable Lewis Schiliro
State Court Administrator
Clerk of the Supreme Court
Counsel to the Governor
Chair Senate Judiciary Committee
Chair House Judiciary Committee
Court Administrators