



**Supreme Court of Arkansas**  
**Administrative Office of the Courts**

**Court Facility Assessment**

**Name of Building/Facility:** \_\_\_\_\_

**Building/Facility Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**County:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Information:**      **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

<b>Parking</b>			
	Is a parking area provided?	Yes	No
	Are the parking area entrances and exits monitored or controlled?	Yes	No
	Is there secured parking for Judges?	Yes	No
	Is there secured parking for jurors and witnesses?	Yes	No

<b>Exterior Lighting</b>			
	Is the entire perimeter light	Yes	No
	Are lights on all night?	Yes	No
	Lights are controlled:		
	Automatically	Yes	No
	Manually	Yes	No
	Is the building exterior sufficiently lighted to discourage or observe illegal activity?	Yes	No

<b>Building</b>			
	Does the building have an intrusion alarm?	Yes	No
	Who monitors the alarm:		
	Sheriff's Department?	Yes	No
	Police Department?	Yes	No
	Private Alarm Company?	Yes	No
	Other? _____	Yes	No
	_____		
	Are all exterior windows installed to prevent easy removal?	Yes	No
	Are all accessible windows secured with:		
	Locking devices?	Yes	No
	Metal bars?	Yes	No
	Wire mesh?	Yes	No
	Are all exterior doors equipped with cylinder locks, deadbolts, or quality locking mechanisms?	Yes	No
	Are all exterior door locks installed in a manner to prevent prying?	Yes	No

**Building continued**

Are all roof-top and crawl-space accesses secured?	Yes	No
Is the exterior of the building monitored by closed circuit t.v.?	Yes	No
Is there an auxiliary power source for emergencies?	Yes	No
Does the building have a fire alarm?	Yes	No
Does the building have a sprinkler system?	Yes	No
Are fire extinguishers located throughout the building?	Yes	No

**Building Entrances**

Are there multiple public entrances to the building?	Yes	No	
Could the number of public entrances be reduced?	Yes	No	
Are the public and belongings screened at entrance:			
Always?	Yes	No	
Sometimes?	Yes	No	
Never?	Yes	No	
How are they screened:			
Walk-through metal detectors?	Yes	No	N/A
Hand-held metal detectors?	Yes	No	N/A
Other: _____	Yes	No	N/A
_____			
Is there a separate entrance for employees?	Yes	No	
Are employees and belongings screened at entrance:			
Always?	Yes	No	
Sometimes?	Yes	No	
Never?	Yes	No	
How are they screened:			
Walk-through metal detectors?	Yes	No	N/A
Hand-held metal detectors?	Yes	No	N/A
Other: _____	Yes	No	N/A
_____			
Is signage posted regarding searching/screening of persons/belongings entering the building?	Yes	No	
Is signage posted regarding firearms in the building?	Yes	No	

**Interior**

Does the building have elevators?	Yes	No
If yes, are there separate elevators for:		
Judges/Staff?	Yes	No
Public?	Yes	No
Prisoner movement?	Yes	No
Are all non-public access areas secured? (i.e.; utility room, boiler room, storage closets)	Yes	No
Is a key control policy in place and enforced?	Yes	No
Are public areas and restrooms routinely searched?	Yes	No

**Dangerous Materials**

Are the following items stored in the building:		
Firearms?	Yes	No
Intermediate weapons? (i.e.; stun guns, mace)	Yes	No
Ammunition?	Yes	No
Chemical, hazardous or flammable materials?	Yes	No
If yes, how and where are they stored? _____		
_____		
_____		

**Courtroom**

Can the courtroom be locked when not in use?	Yes	No	N/A
Are secondary courtroom doors secured?	Yes	No	N/A
Are there separate entrances/exits for:			
Judges/Staff?	Yes	No	N/A
Jurors?	Yes	No	N/A
Defendants?	Yes	No	N/A
Public?	Yes	No	N/A
Are the public and belongings screened at the courtroom entrance?			
Always?	Yes	No	N/A
Sometimes?	Yes	No	N/A
Never?	Yes	No	N/A
How are they screened:			
Walk-through metal detector?	Yes	No	N/A
Hand-held metal detector?	Yes	No	N/A
Other: _____	Yes	No	N/A
_____			
Are all windows tinted or draped to prevent viewing from outside	Yes	No	N/A
Is there emergency lighting?	Yes	No	N/A
Is access to light switches controlled?	Yes	No	N/A

**Courtroom continued**

Does the courtroom have the following security items:				
Bullet resistant material? (Judge's bench)	Yes	No	N/A	
Duress alarm? (Judge's bench)	Yes	No	N/A	
Duress alarm? (clerk's bench)	Yes	No	N/A	
Who monitors the alarms:				
Sheriff's Department?	Yes	No	N/A	
Police Department?	Yes	No	N/A	
Private Alarm Company?	Yes	No	N/A	
Other? _____	Yes	No	N/A	
_____				
Does the courtroom layout provide a barrier or obstacle separating others in the courtroom from:				
Judge/Staff?	Yes	No	N/A	
Jurors?	Yes	No	N/A	

**Judge's Chambers**

Are all entrances to the chambers locked at all times?	Yes	No	N/A	
Are duress alarms installed and utilized in the chambers?	Yes	No	N/A	
Who monitors the alarm:				
Sheriff's Department?	Yes	No	N/A	
Police Department?	Yes	No	N/A	
Private Alarm Company?	Yes	No	N/A	
Other: _____	Yes	No	N/A	
_____				
Is the corridor or hallway leading from the courtroom to the chambers secure and not accessible to the public?	Yes	No	N/A	
Is it monitored by closed circuit t.v.?	Yes	No	N/A	

**Court Related Offices**

Are other court related offices located in the building:				
Court Clerks?	Yes	No	N/A	
Prosecuting Attorney?	Yes	No	N/A	
Public Defender?	Yes	No	N/A	
Probation/Intake?	Yes	No	N/A	
Other: _____	Yes	No	N/A	
_____				
Do any of these offices:				
Receive and/or maintain cash payments?	Yes	No	N/A	
Deal with members of the public or others that might create a security risk?	Yes	No	N/A	
Maintain confidential files or materials?	Yes	No	N/A	
If yes, are the offices:				
Locked when not in use?	Yes	No	N/A	
Monitored by closed circuit t.v.?	Yes	No	N/A	
Have duress alarms installed?	Yes	No	N/A	

**Court Related Offices continued**

If yes, who monitors the duress alarm:

Sheriff's Department?	Yes	No	N/A
Police Department?	Yes	No	N/A
Private Alarm Company?	Yes	No	N/A
Other: _____	Yes	No	N/A
_____			

**Victim/Witness****Rooms**

Are victim/witness rooms provided?	Yes	No	N/A
Are prosecution and defense witnesses separated?	Yes	No	N/A
Is public access to victim/witness rooms restricted?	Yes	No	N/A
Are rooms locked when not in use?	Yes	No	N/A

**Jury Deliberation****Room**

Is the jury deliberation room connected to the courtroom?	Yes	No	N/A
Is the room accessible through secured hallway/corridor?	Yes	No	N/A
Is the room searched prior to use and locked when not in use?	Yes	No	N/A

**Prisoner/Defendant****Movement**

Are routes for prisoner movement secured? i.e.; hallways, corridors, stairwells, elevators	Yes	No	N/A
Are prisoners' entrances restricted from public contact and view?	Yes	No	N/A

**Holding Areas**

Are temporary prisoner holding facilities located in building?	Yes	No	N/A
Do holding cell areas directly access the courtroom?	Yes	No	N/A
Is closed circuit t.v. utilized in holding areas?	Yes	No	N/A
Are holding cell areas searched prior to use and locked when not in use?	Yes	No	N/A

**Additional Information**

Please use the attached page for comments and additional information.

