

## **AMENDMENTS TO THE RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO**

Comments Requested: The Supreme Court of Ohio will accept public comments until December 22, 2025, on the following proposed amendments to the Rules of Superintendence for the Courts of Ohio.

Comments on the proposed amendments should be submitted in writing to: Keely McWhorter, Supreme Court of Ohio, 65 South Front Street, Columbus, Ohio 43215, or [RuleAmendments@sc.ohio.gov](mailto:RuleAmendments@sc.ohio.gov) not later than December 22, 2025. Please include your full name and mailing address in any comments submitted by email.

### Key to Adopted Amendments:

1. Unaltered language appears in regular type. Example: text
2. Language that has been deleted appears in strikethrough. Example: ~~text~~
3. New language that has been added appears in underline. Example: text

1                                   **RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO**  
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4   **RULE 9.       Court Security ~~Plans~~ Advisory Committee.**  
5

6   **(A)   Definition**  
7

8       As used in this rule and the Ohio court security standards, “court facility” means either of  
9       the following:

10  
11           (1)   Any building or structure housing a court or division of a court or multiple  
12           courts or divisions;

13  
14           (2)   Tunnels, bridges, common entrances, or other avenues utilized to access a  
15           building or structure housing a court or division of a court or multiple courts or  
16           divisions.

17  
18   **(B)   Court security ~~plan~~ advisory committee**  
19

20       ~~For purposes of ensuring security in court facilities, each~~

21       (1)   Each court or division of a court that is the sole court occupant of a court facility  
22       shall ~~develop and implement~~ appoint a court security ~~plan~~ advisory committee. If more  
23       than one court or division occupies a court facility, the courts and divisions shall  
24       collectively ~~develop and implement~~ appoint a single court security advisory committee.  
25

26       (2)   The committee shall assist the court or division in developing, adopting, and  
27       implementing a court security plan for each court facility in which the court or division  
28       operates.

29  
30       (3)   Each court or division shall implement and follow the provisions of any court  
31       security plan that has been adopted by the vote of a majority of the judges who occupy the  
32       court facility. Nothing herein prevents an individual judge from implementing other  
33       security measures for that judge’s courtroom or pending matter or circumstance as the  
34       judge deems reasonable and appropriate.

35  
36       (4)   In addition to any other provisions necessary to satisfy the purposes of this rule, the  
37       court security plan shall address the provisions of the “Ohio ~~court security standards~~  
38       ~~adopted by the Supreme Court and~~ Court Security Standards,” as set forth in Appendix C  
39       to this rule.  
40

41   **(C)   Committee membership and chair**  
42

43       (1)   A court security advisory committee shall consist of each judge of the court or  
44       division of the court housed in a court facility. The composition of the remainder of the  
45       committee shall be determined by majority vote of all judges of the court or division housed

46 in the court facility. The term of each committee member shall be one year, and a member  
47 may serve consecutive terms.  
48

49 (2) The committee shall be chaired by the presiding judge of the highest court housed  
50 in the court facility. The term of the committee chair shall be one year, and the chair may  
51 serve consecutive terms. If the presiding judge is unwilling or unable to serve as chair, the  
52 committee shall be chaired in the following order, by rotation:  
53

54 (a) The administrative judge of the court or division housed in the court facility  
55 having the longest total service as an Ohio judge;  
56

57 (b) A judge selected by majority vote of all judges of the court or division  
58 housed in the court facility;  
59

60 (c) A judge selected by the presiding or administrative judge of the court or  
61 division housed in the court facility.  
62

63 **(D) Meeting**  
64

65 Each court security advisory committee shall meet on a periodic basis for purposes of  
66 implementing the “Ohio Court Security Standards,” but no less than annually. A quorum  
67 consists of a majority of the members present for a scheduled meeting.  
68

69 **(B)(E) Public access**  
70

71 For purposes of ensuring security in court facilities, a court security plan, including any  
72 security policy and procedures manual, emergency preparedness manual, and continuity of  
73 operations manual adopted as part of the court security plan, shall not be a public record  
74 and shall not be available for public access.  
75  
76

77 **OHIO COURT SECURITY STANDARDS**

78 **PREAMBLE**

79  
80 The following Ohio Court Security Standards represent the efforts of the Supreme  
81 Court Advisory Committee on Court Security & Emergency Preparedness. The Standards  
82 were first adopted by the Supreme Court in 1994 and are now revised to reflect changes in  
83 our society affecting them.  
84

85 Ohio citizens should expect all court facilities to be safe and secure for all who  
86 enter so that justice for all may be sought and not unjustly interrupted. Court facilities and  
87 each courtroom therein should have appropriate levels of security to address any  
88 foreseeable concern or emergency that may arise during the course of business. Elected  
89 officials charged with court facility authority must be proactive and sensitive to court  
90 security and emergency preparedness concerns. While the Advisory Committee  
91 understands providing a safe court facility to all carries a financial price, it is imperative  
92 that the topics discussed in the Ohio Court Security Standards be addressed.  
93

94 Court security and emergency strategies and actions must be consistent with  
95 individual rights, civil liberties, and freedoms protected by the United States Constitution,  
96 the Ohio Constitution, and the rule of law. Because Ohio has a diverse population, special  
97 thought should be given to overcoming language and cultural barriers and physical  
98 disabilities when addressing security and emergency issues. However, Ohio citizens must  
99 be assured that any security practice or policy is employed in a neutral manner.  
100

101 The Ohio Court Security Standards attempt to balance the diverse needs of each  
102 community. However, each locale is encouraged to promulgate policies and procedures to  
103 meet its specific needs. Special consideration should be given to defining the roles and  
104 responsibilities of the court and law enforcement officials within each local jurisdiction.  
105

106 **DEFINITIONS**

107  
108 As used in these standards:  
109

110 **(A) Court facility**  
111

112 “Court facility” means either of the following:  
113

114 (1) Any building or structure housing a court or division of a court or  
115 multiple courts or divisions;  
116

117 (2) Tunnels, bridges, common entrances, or other avenues utilized to  
118 access a building or structure housing a court or division of a court or  
119 multiple courts or divisions.  
120

121 **(B) Court security officer**

122  
123 “Court security officer” means an individual employed or contracted to perform  
124 security duties or functions at a court facility and includes a law enforcement officer  
125 assigned to court security and a bailiff who performs court security duties or  
126 functions. “Court security officer” does not include an administrative bailiff who  
127 does not perform court security duties or functions.

128  
129 **(C) Communication device**

130  
131 “Communication device” means any device intended to communicate, disperse, or  
132 retrieve information, including cellphones, computers, tablet computers, and  
133 cameras.

134  
135  
136 **STANDARD 1. COURT SECURITY ~~COMMITTEE~~ PLAN**

137  
138 **(A) Court security plan**

139  
140 Each court facility shall ~~appoint~~ adopt a comprehensive court security ~~committee to meet~~  
141 ~~on a periodic basis for the purpose of implementing these standards~~ plan for each court  
142 facility in which a court or division of a court operates. If more than one court occupies a  
143 court facility, the courts shall collectively appoint a single committee.

144  
145 **(B) Requirements**

146  
147 Each of the following shall apply to a court security plan:

- 148  
149 (1) It shall be developed in consultation with the court security advisory  
150 committee established pursuant to Sup.R. 9;  
151  
152 (2) It shall be adopted by collective agreement of all judges of the courts and  
153 divisions or by the vote of a majority of the judges who occupy the court facility;  
154  
155 (3) It shall be reviewed annually for necessary updates or modifications.

156  
157 **Commentary**

158  
159 Court security issues affect many sectors of the community and include differing local needs and  
160 serious funding concerns. Therefore, a Court Security Advisory Committee should review these issues in  
161 a cooperative and constructive manner.

162  
163 The Court Security Advisory Committee should include representatives of first responders,  
164 emergency management agencies, and funding authorities, and may include representatives from each  
165 entity within the court facility and the community.

166  
167  
168 **STANDARD 2. COURT FACILITY CLOSURE PROCEDURES**

169

170 **(A) Weather-related or emergency closures**

171  
172 In the absence of a local rule adopted by majority vote of the judges housed in a court  
173 facility, the procedures of this standard shall govern court closures.  
174

175 **(B) Authority to close**

176  
177 For a court facility that does not house any office other than a court or division of a court  
178 or a clerk of courts, the following individuals shall have authority to close the court facility  
179 after consultation with all judges and clerks of the court who occupy the court facility, in  
180 the following order:  
181

182 (1) The presiding judge of the highest court who is present in the jurisdiction  
183 of the court facility;  
184

185 (2) The presiding judge of the next highest court who is present in the  
186 jurisdiction of the court facility;  
187

188 (3) The administrative judge of the court who is present in the jurisdiction of  
189 the court facility and has the longest total service as an Ohio judge;  
190

191 (4) The judge having the longest total service as an Ohio judge who is present  
192 in the jurisdiction of the court facility.  
193

194 **(C) Closure protocol**

195  
196 The decision to close a court facility shall be based upon the following factors:  
197

198 (1) Public safety;  
199

200 (2) Employee safety;  
201

202 (3) Access to the court facility;  
203

204 (4) Severity and duration of the emergency condition;  
205

206 (5) Any other relevant reason.  
207

208 **(D) Notifications**

209  
210 (1) Public notice of a court facility closure shall be provided on the court or division's  
211 website and social media, if applicable.  
212

213 (2) Notice of a court facility closure shall be provided to each of the following  
214 recipients:  
215

- (a) Court personnel;
- (b) Local media;
- (c) Local bar associations;
- (d) Local law enforcement;
- (e) If the closure is anticipated to last more than five court-business-days, the Chief Justice of the Supreme Court.

**(E) Documentation**

The decision to close a court facility shall be documented in writing and include the following information:

- (1) The reason for the closure;
- (2) The duration of the closure;
- (3) The essential functions to be maintained during the closure;
- (4) The method of public notification;
- (5) If no alternative facilities or methods for conducting essential operations is identified, a statement declaring that a day of closure is not considered a business day and court filings with deadlines during the closure may be filed on the next succeeding day the court is open.

**STANDARD 3. SECURITY POLICY AND PROCEDURES MANUAL**

**(A) Adoption of manual**

As part of its court security plan, each court shall adopt a written security policy and procedures manual governing security of the court and the court facility to ensure consistent, appropriate, and adequate security procedures. The manual shall include each of the following:

- (1) A physical security plan;
- (2) Routine security operations;
- (3) An emergency action plan that addresses events such as a hostage situation, an escaped prisoner, violence in the courtroom, a bomb threat, and fire;

(4) A high risk trial plan.

**(B) Review of manual**

A court shall periodically test and update its security policy and procedures manual for operational effectiveness.

**(C) Multiple courts**

If more than one court occupies a court facility, the courts shall collectively adopt and review a single security policy and procedures manual. Nothing herein prevents an individual judge from implementing additional security measures for that judge's courtroom or pending matter or circumstance as the judge deems reasonable and appropriate.

**STANDARD 34. EMERGENCY PREPAREDNESS MANUAL**

**(A) Adoption of manual**

As part of its court security plan, each court shall adopt a written emergency preparedness manual. The manual shall include a plan providing for the safety of all persons present within the court facility during an emergency.

**(B) Review of manual**

A court shall periodically test and update its emergency preparedness manual for operational effectiveness.

**(C) Multiple courts**

If more than one court occupies a court facility, the courts shall collectively adopt and review a single emergency preparedness manual.

**STANDARD 45. CONTINUITY OF OPERATIONS MANUAL**

**(A) Adoption of manual**

As part of its court security plan, each court shall adopt a written continuity of operations manual. The manual shall include a plan that addresses each of the following:

- (1) The continued operation of the court at an alternative site, facilities, or methods should its present site be rendered inoperable due to a natural disaster, act of terrorism, security breach within the building, or other unforeseen event;

(2) The essential functions that must continue during any closure;

(3) The personnel necessary to maintain essential functions;

~~(2)~~(4) The provisions of the “Court Continuity of Operations (COOP) Plan Template” available on the website of the Supreme Court.

**(B) Review of manual**

A court shall periodically test and update its continuity of operations manual for operational effectiveness.

**(C) Multiple courts**

If more than one court occupies a court facility, the courts shall collectively adopt and review a single continuity of operations manual.

**STANDARD ~~56~~. PERSONS SUBJECT TO A SECURITY SEARCH**

All persons entering a court facility shall be subject to a security search. A security search should occur for each visit to the court facility, regardless of the purpose or the hour.

**Commentary**

The credibility of court security requires the public be subject to a security search when entering a court facility. Any exemption of personnel from the security search process, including elected officials, court personnel, attorneys, law enforcement officers, or court security officers, should be decided and documented by the Court Security Advisory Committee.

At a minimum, each court facility should have at least one portable walk-through magnetometer and a hand-held magnetometer, with court security officers trained in the proper use of that equipment. Walk-through magnetometers at a single point of entry, with accompanying x-ray viewing of packages and handbags, is the optimal method of searching entrants to a court facility and should be utilized to provide the type of security needed to ensure a safe environment. A single point of entry for the public is strongly recommended.

**STANDARD ~~67~~. COURT SECURITY OFFICERS**

**(A) Assignment**

Uniformed court security officers ~~should~~ shall be assigned in sufficient numbers to ensure the security of each courtroom, as needed, and the court facility.

**(B) Certification and training**

(1) All court security ~~should be certified through the Ohio Peace Officers Training Council. These officers should receive specific training on court security and weapons instruction specific to the court setting~~ authorized to carry firearms within the scope of that individual's duties shall receive a certificate by the executive director of the Ohio peace officer training commission ("OPOTC"), which attests to satisfactory completion of an approved basic training program for bailiffs and deputy bailiffs of courts of record or firearms training program approved by OPOTC. Individuals who possess firearms training and certification through OPOTC or another recognized peace officer training authority that meets or exceeds these minimum requirements shall be deemed to have satisfied this standard.

(2) All such court security officers also shall annually complete a firearms requalification program approved by the executive director of the OPOTC.

(3) Court security officers should receive training specifically designed for court security operations, including weapons handling procedures appropriate for the court environment.

#### Commentary

~~For the purpose of these standards, "court security officer" means an individual employed or contracted to perform security duties or functions at a court facility and includes a law enforcement officer assigned to court security and a bailiff who performs court security duties or functions. "Court security officer" does not include an administrative bailiff who does not perform court security duties or functions. "Uniformed" refers to officers who are clearly marked or otherwise readily identifiable by their attire or insignia, ensuring their presence is visible within the court environment.~~

Law enforcement officers who are present within the court facility for purposes other than court security, such as testifying at a trial, should not be considered a component of the court security system. These law enforcement officers' full attention should be directed to the duties to which they are assigned. The security of the court should not be reliant upon these law enforcement officers, who may have no specific training in court security.

## STANDARD 78. WEAPONS IN COURT FACILITIES

### (A) Prohibition

No weapons should be permitted in a court facility except those carried by court security officers or as permitted ~~under division (B)(1) of this standard~~ by R.C. 2923.123. The court should establish and install adequate security measures to ensure no ~~one~~ unauthorized individuals will be armed with any weapon in the court facility.

### (B) Law enforcement

(1) Each court should promulgate a local court rule governing the carrying of weapons into the court facility by law enforcement officers who are not a component of court

security and are acting within the scope of their employment. If more than one court occupies a court facility, the courts shall collectively promulgate a single rule.

(2) In all cases, law enforcement officers who are parties to a judicial proceeding as a plaintiff, defendant, witness, or interested party outside of the scope of their employment should not be permitted to bring weapons into the court facility.

## **STANDARD 89. PRISONER TRANSPORT WITHIN COURT FACILITIES**

### **(A) Transport**

Prisoners should be transported into and within a court facility through areas that are not accessible to the public. When a separate entrance is not available and public hallways must be utilized, prisoners should be handcuffed behind the back or handcuffed with use of “belly chains” to limit hand movement and always secured by leg restraints.

### **(B) Protection of Due Process Rights**

Judges and court personnel must be mindful that transporting prisoners into and through a court facility where they may be viewed in custody by jurors and witnesses can result in prejudicial inferences that are detrimental to a defendant's constitutional due process rights, including the right to a fair trial before unbiased jurors. Every effort should be made to minimize such exposure through careful timing, route planning, and coordination between court security and judicial staff.

### **(C) Judicial Authority Over Security Measures**

The judge presiding in a case, after consulting with court security personnel, has ultimate responsibility for determining all security measures within the courtroom and court facility to ensure both safety and fair proceedings. Court security officers must defer to judicial directives regarding the use, timing, and visibility of restraints and security protocols.

### **~~(B)~~ Carrying of firearms**

~~During the transport of prisoners, personnel in direct contact with the prisoners should not carry firearms. However, an armed court security officer should be present.~~

### **~~(C)~~(D) Holding area**

Once within a court facility, prisoners should be held in a secure holding area equipped with video monitoring, where practicable, while awaiting court hearings and during any recess.

If prisoners cannot be transported through private court facility entrances, public movement in the area should be restricted during the time of prisoner transport since transport through a public area exposes the public to danger, enhances the possibility of prisoner escape, and increases the ability to transfer weapons or other contraband to prisoners.

Law enforcement officers should accompany prisoners to the courtroom, remain during the hearing, and return prisoners to the secured holding area. Court security officers should not assume this responsibility.

Court security must coordinate with judicial staff to minimize prisoner visibility to jurors and witnesses during transport. Alternative routes and timing should be utilized whenever possible to avoid public areas during jury movement. The judge presiding on the case must be consulted regarding any security measures that may impact the fairness of proceedings, as all security decisions must balance facility safety with the preservation of defendant's constitutional rights.

Security recommendations may be made by court security personnel, but final decisions rest with the judge presiding in a case, whose determinations regarding security measures are subject to appellate review.

#### **STANDARD 910. DURESS ALARMS FOR JUDGES AND COURT PERSONNEL**

All courtrooms, hearing rooms, judges' chambers, clerks of courts' offices, and reception areas should be equipped with a duress alarm system connected to a central security station within the court facility and appropriate local law enforcement agency. The duress alarm system should include enunciation capability.

##### **Commentary**

There are times when individuals may be able to circumvent standard court security measures. Judges and court personnel should have a readily accessible signal system upon which to rely in emergency situations.

It is important that the duress alarm system be a type which includes an audible alarm at the central security station. However, the system should not include an audible alarm at the activation site. The duress alarm system should quickly summon additional help from the county sheriff's department or the nearest police jurisdiction when needed.

To ensure confidence in the duress alarm system is maintained, duress alarms should be tested periodically and all efforts should be made to minimize false alarm.

#### **STANDARD ~~10~~11. CLOSED-CIRCUIT VIDEO SURVEILLANCE**

If When a court utilizes closed-circuit security video surveillance, the system should have recording capability and include the court facility parking area, entrance to the court facility, court lobby, courtroom, stairwells, and all other public areas of the court facility.

##### **Commentary**

Posted notices that every judicial proceeding is under surveillance may dissuade those who have intentions of disrupting a hearing. Some court facilities may lack the architectural and structural elements

necessary for court security and, therefore, require greater reliance on security devices. Closed-circuit video surveillance ~~is secondary to~~ shall not be used in lieu of security searches of entrants to a court facility.

#### **STANDARD ~~4~~12. RESTRICTED ACCESS TO PARKING AND OFFICES**

To ensure safe and secure work areas and to protect against inappropriate interaction between judges and participants in the judicial process, an effective security perimeter should be utilized for the parking area for judges and an effective secondary security perimeter should be utilized at the entrance to the office space housing judges and court personnel.

##### **Commentary**

The security of the office space housing judges and court personnel must be maintained. Unlimited access to these areas is dangerous and unnecessary. The general public should not be permitted to wander through these areas for any reason. However, attorneys should have controlled access to the areas. Persons having business with a judge or court personnel should be encouraged to make appointments.

Steps which may be taken to facilitate this standard include a main receptionist checkpoint, passive or active electromagnetic hall locks, and cardreader door locks.

Also, the judges' chambers, as differentiated from the staff offices, and judges' parking spaces should not be designated by "Judge" signage.

Finally, parking spaces should be located as close as possible to an entrance.

#### **STANDARD ~~12~~13. OFF-SITE PERSONAL SECURITY**

As part of its court security plan, each court, in conjunction with law enforcement officers, should adopt procedures for the personal security of judges and court personnel at locations outside the court facility. If more than one court occupies a court facility, the courts shall collectively adopt procedures applicable to all judges and court personnel ~~in the court facility~~.

##### **Commentary**

The protection of judges and court personnel from work-related threats and acts of violence outside the court facility is important. It is essential that procedures be in place, when necessary, to respond to such incidents.

The particular procedures may include personal security profiles, residential alarm systems, cellular telephones, weapons training, self-defense training, and personal/family bodyguard security. While all of these steps include some financial commitment, the procedures may be graduated to respond to the needs of any given situation.

#### **STANDARD ~~13~~14. STRUCTURAL DESIGN OF COURT FACILITIES AND COURTROOMS**

When designing new or remodeling ~~old~~ court facilities, consideration ~~should~~ shall be given to all of the standards. Consideration shall also be given to circulation patterns that govern the movement of people to, from, and in the courtroom. Judges, juries, court personnel, and prisoners should have routes to and from the courtroom separate from public routes. Waiting areas should be available to allow separation of parties, victims, and witnesses.

#### **Commentary**

The circulation patterns should separate the prisoners from all other persons. The public should also be separated from the judges, juries, and court personnel.

### **STANDARD ~~14~~15. SECURITY INCIDENT REPORTING**

#### **(A) Reporting of security incidents**

(1) Every violation of law that occurs within a court facility should be reported to the appropriate law enforcement agency ~~having jurisdiction~~. ~~To facilitate reporting, all~~ All court personnel should familiarize themselves with the law enforcement agency that has jurisdiction within and around their court facility.

(2) Each ~~court should adopt a policy for reporting court security incidents and should include the policy in the~~ court's security policy and procedures manual should include a policy for reporting court security and other incidents requiring documentation. If more than one court occupies a court facility, the courts shall collectively adopt a single policy.

(3) A summary of court security incidents should be compiled annually for the court's benefit in evaluating security measures.

#### **(B) Periodic review of security incidents**

All courts within the court facility should periodically review all court security incidents so the judges and court personnel are aware of recent events.

#### **Commentary**

Although the facility may be a county court facility, in some areas, if the facility is located within the limits of a municipal corporation, the local police may be the law enforcement agency having jurisdiction.

A "court security incident" is any infraction outlined within the court's Security Policy and Procedures Manual and includes any and all disruptions made in the confines of the court facility.

To measure the effectiveness of court security procedures and to aid in securing necessary funding for court security measures, it is useful to recognize and record court security incidents. A standard incident reporting form should be utilized by court personnel to record each event which compromised the security of the court and/or the safety of the participants in the judicial process. Additionally, each court should do an annual summary of court security incidents for its own benefit in evaluating court security measures using the model incident reporting form.

602  
603 **STANDARD 1516. COMMUNICATION DEVICES IN THE COURT FACILITY**  
604

605 The court security advisory committee, along with other court officials, should consider and  
606 formulate a plan that governs the presence and use of communication devices in the ~~courthouse~~  
607 court facility, courtroom, and surrounding courthouse court facility grounds. “~~Communication~~  
608 ~~device” means any device intended to communicate, disperse, or retrieve information, including~~  
609 ~~cell phones, computers, tablet computers, and cameras.~~ Each judge shall consider and formulate a  
610 plan that governs the presence and use of communication devices in the courtroom. ~~The plan plans~~  
611 should comply with the requirements of Rule 12 of the Rules of Superintendence for the Courts of  
612 Ohio and provide all of the following:

613  
614 (A) The use of communication devices in the courtroom, as well as the entrance into  
615 and departure from the courtroom, should be minimally intrusive so as not to disturb court  
616 functions or distract the court proceedings in any manner;

617  
618 (B) Communication devices should be used and moved into and out of the courtroom  
619 safely, so as to protect all persons in the courtroom and not create an impediment to court  
620 operations;

621  
622 (C) Except as provided in paragraphs (D) and (E) of this standard, at no time should the  
623 public, jurors, or witnesses be permitted to use communication devices in the courtroom.  
624 The plan should explicitly prohibit the public, jurors, and witnesses from using any  
625 communication devices while in attendance at trial. “Use” includes texting, audio and  
626 video recording, and still photography.

627  
628 (D) If the court determines there is a need for such use, the court may permit the use of  
629 communication devices in the courtroom for scheduling purposes and to obtain or  
630 disseminate information. Other uses of communication devices in the courtroom should  
631 be at the court’s discretion. Communication devices should either be turned off or put in  
632 silent mode when not in use.

633  
634 (E) With the court’s prior approval, the news media ~~must~~ shall be permitted to use  
635 communication devices in the courtroom. However, the plan should provide that no audio  
636 recording, video, or photograph of any juror, witness, or juvenile defendant should be taken  
637 by any means by a person other than as approved by the judge. This paragraph shall not  
638 apply to the court recording the proceeding as part of its official record.

639  
640 (F) Appropriate signage should be posted identifying the procedure for use of  
641 communication devices if allowed in the courtroom and stating that use of communication  
642 devices in the courtroom may be prohibited if it interferes with the administration of justice,  
643 poses a threat to safety or security, or compromises the integrity of the proceedings.

The presence of communication devices in the courtroom during court operations should be pre-approved to avoid disruption of court proceedings.

The use of communication devices for texting, audio/video recording, and still photography, has been a rather controversial subject resulting in varied responses from the courts. As a result, each court should adopt a ~~Best Practices~~ policy based on local court expectations and the ability to enforce its policy. Failure to comply with ~~established Best Practices~~ the policy may result in a fine, including confiscation, incarceration, or both, for contempt of court.

## **STANDARD ~~16~~17. INFORMATION TECHNOLOGY OPERATIONS SECURITY**

~~With the proliferation of court information technology standards, each~~ Each court should periodically evaluate and update its security for its information technology systems and operations. Information technology security is ~~a broad and complex arena and this standard is~~ best addressed by having a discussion with the court information technology representative and ensuring that these issues are understood. An adequate information technology security plan should include at least the following components:

### **(A) Disaster recovery**

A disaster recovery plan is one of the most important aspects of every information technology security program. A disaster recovery plan, also known as a business continuity plan, can be defined as a set of steps an entity will take to get its business up and running in the event of a disaster.

### **(B) Physical security**

Physical security addresses where key information technology equipment, such as servers, core routers and switches, and data storage, ~~is~~ are housed and who has access to it. A well-designed server room should have access control restrictions. Only the people who need to be in the server room should have access to it. There should be humidity and temperature control in the room, as well as protection systems for smoke, fire, and water. Since server rooms tend to house critical equipment, backup emergency power, such as an ~~uninterrupted~~ uninterruptable power source or generator, should be considered.

### **(C) Patch management**

Patch management involves keeping computer system firmware and software up to date. ~~It, and~~ is one of the most difficult administrative tasks for information technology professionals. ~~New vulnerabilities are found every day.~~ Keeping all systems up to date on patches and fixes can take much time and effort, but can also provide the greatest benefit in terms of security threats.

### **(D) Endpoint/antivirus security**

A comprehensive endpoint antivirus security solution should be used on all network-attached computers to prevent malware infections on user devices. Antivirus software ~~must~~ shall frequently be updated ~~in order~~ to protect against the ever-growing list of threats. A good antivirus product will be one that can be automatically updated ~~on a daily basis~~ daily with new threat detection files.

**(E) Access control security**

Access control involves managing who has access to different resources. The principle of least privilege for users, groups, and applications should be used. ~~This principle involves restricting~~ to restrict access for users, groups, and applications to only those required to perform the job.

**(F) Authentication and authorization**

Authentication is the use of security methods and processes such as identification and passwords to verify the identity of a user. Multi-factor authentication should be considered. Authorization is the process of checking whether a person, an information technology component, or an application is authorized to perform a specific action.

**(G) Network security**

Network security can involve a wide range of tools and methods to help secure the information technology systems. At a minimum, the information technology security plan should include both of the following components:

(1) A firewall, which is a system or set of systems that control access between the internal network and some other external network, such as the internet. A firewall is a gateway to the network that controls access. ~~Firewalls provide the first line of defense for network security infrastructure.~~ The firewall protection methods may include access control lists, blacklists, VPN's, proxy/NAT, etc.

(2) Access control lists on network routers and switches. An access control list is an ordered set of rules that is used on routers and switches to filter traffic. Access control lists are used to protect networks and specific hosts from unnecessary or unwanted traffic. For example, access control lists can be used to disallow internet traffic from a high-security network to the internet.

**(H) Email security and protection**

Email security appliances and software, such as spam filters, should be used to protect against phishing and virus emails and to keep unwanted email from entering your users' inboxes and junk folders. Users also should be taught how to identify junk mail even ~~if it's~~ from a trusted source.

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**(I) Data Security, protection, and backup**

Data security refers to the protection of data's confidentiality, availability, and integrity. "Data protection" refers to the protection of personal data against misuse by third parties. "Data backup" refers to the copying of existing data to prevent its loss.

## APPENDIX D

### Court Facility Standards

These standards apply to all courts of record in Ohio except as otherwise indicated. The standards represent the minimum requirements to ensure the efficient and effective administration of justice and are intended to complement federal, state, and local laws, regulations, and standards pertaining to building construction, safety, security, and access. For new construction or renovations of existing spaces, all discretionary provisions become mandatory.

**(A) General considerations.** ~~In order to maintain suitable judicial atmosphere and properly serve the public, clean,~~ Court facilities and operational space that is clean, well-lighted, adequately heated and air-conditioned, and appropriately sized court facilities shall be provided and maintained.

**(B) Security considerations.** In order to maintain a safe and secure court facility, consideration shall be given to the Ohio Court Security Standards, including space, equipment, and systems.

**(C) Location.** The facilities should be located in a courthouse or county or municipal building. The location within the building should be separate from the location of non-judicial governmental agencies. Court facilities should be located in a building that is accessible, dignified and properly maintained.

~~(C)~~**(D) Courtroom.** Every trial judge should have a separate courtroom.

The courtroom should have adequate seating capacity during hearings so that for litigants and ~~others~~ other participants ~~are not required to stand or wait in hallways and areas adjacent to the courtroom.~~

All participants must be able to hear and to be heard. If the room acoustics are not satisfactory, an efficient public address system shall be provided.

Every courtroom ~~should~~ shall have an elevated bench. Adequate shelving should be provided adjacent to the bench for legal reference materials. United States and Ohio flags should flank the bench.

The witness chair should be near the bench, slightly elevated, and situated in an appropriate enclosure.

Desks, tables, and chairs ~~should~~ shall be provided for all court personnel regularly present in the courtroom.

Tables and chairs ~~should~~ shall be provided for parties and counsel. Tables shall be situated to enable all participants to hear and to allow private interchanges between litigants and counsel.

Each trial courtroom should be equipped with a jury box, suitable for seating jurors and alternates sufficient to meet the demands of the court. The jury box should be situated so that jurors may observe the demeanor of witnesses and hear all proceedings.

~~A blackboard and other~~ All necessary demonstrative aids as determined by the judge should shall be readily available. Unnecessary material or equipment should not be kept in the courtroom.

Each judge ~~should~~ shall have private chambers convenient to the courtroom. Access from chambers to the courtroom ~~should be private~~ shall be secure. Chambers ~~should~~ shall be ~~decorated~~ furnished and equipped ~~in appropriate fashion~~ as required by the judge.

**(D) Library.** Each court shall be provided an adequate law library comprised of those materials, including electronic media, considered necessary by the court.

**(E) Magistrate.** Magistrates ~~should~~ shall have appropriate courtroom and office facilities ~~similar to those of a judge~~.

**(F) Juror and witness facilities.** Each trial courtroom shall have a soundproof jury deliberation room located in a quiet area as near the courtroom as possible. Access from the jury deliberation room to the courtroom ~~should be private~~ shall be secure. Private personal convenience facilities should be available for the jurors.

An adequate waiting room ~~must~~ shall be provided for jurors. ~~Reading material of general interest, television, and telephones should be provided.~~

~~A waiting room~~ Adequate waiting areas comparable to the jurors' waiting room should shall be provided for victims and witnesses.

**(G) Consultation room.** ~~A room should be provided for use of attorneys~~ Private rooms should be available to afford private communications.

**(H) Violations Bureaus and pay-in windows.** Facilities for violations bureaus and pay-in windows should be located near public ~~parking areas~~ entrances.

**(I) Court staff and court-related personnel facilities.** Adequate space and equipment shall be provided for court personnel to prepare, maintain, and store necessary court records. Space and equipment should be utilized to ensure efficiency, security, and confidentiality.

~~Adequate restroom~~ Private personal convenience facilities separate from public restroom facilities should be provided for all court personnel. Private personal convenience facilities should be provided for each judge adjacent to or within chambers.

**(J) Public convenience facilities.** Clean, ~~modern~~ adequate restroom facilities ~~should~~ shall be available in the vicinity of the public areas of the court. ~~Public telephones should be available and afford privacy.~~