

**IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND**  
**COURTHOUSE SECURITY ORDER**

**WHEREAS**, the Sheriff for Montgomery County, Maryland is responsible for establishing and maintaining security in and about the Montgomery County Circuit Court facilities, and that all persons must comply with this Order and the Sheriff's instructions regarding security measures in or about the court facilities, it is this 15<sup>th</sup> day of August, 2017, by the Circuit Court for Montgomery County, Maryland;

**ORDERED**, that all Circuit Court employees and officials with offices in Circuit Court facilities secure identification cards, as provided by the Sheriff's Office, in order to have access to the Judicial Center without having to pass through security screening stations located at various places in or about Circuit Court facilities. Attorneys who contribute to the Maryland Clients' Protection Fund and are duly licensed to practice law before the Maryland Court of Appeals, may submit application to the Bar Association of Montgomery County, and/or the Maryland State Bar Association for a security pass, valid for a period of five years, to be issued through the Sheriff's Office at the expense of the attorney. Each attorney wishing to obtain such a Security Pass must sign the following certification:

**Certification of Attorney**

I hereby certify the following:

- I will present my Security Pass for inspection by a Security Officer whenever entering any Montgomery County Circuit Court facility or any other Court which may choose to accept my Security Pass.
- I will not give, transfer or loan this pass to any other person.
- I will not carry or bring any firearm or other dangerous weapon or dangerous instrumentalities of any kind into any Circuit Court facility or other Court Buildings.
- I will not carry property of another through security entrances of any Circuit Court facility or any other Court Building without submitting it to inspection.
- I will promptly surrender my Security pass if I should cease to be duly licensed to practice before the Maryland Court of Appeals or when requested by a

representative of the Montgomery County Sheriff's Office.

- I will promptly notify the Montgomery County Sheriff's Office, the Bar Association of Montgomery County, and the Maryland State Bar Association, if my Security Pass is lost or stolen.
- I will not duplicate my Security Pass.

**ORDERED**, that the Sheriff, (in this Order, Sheriff includes Sheriff's Deputy or designee), may require any person to go through security stations, as a spot check, regardless of any issued identification card or security pass;

**ORDERED**, that in the event the Sheriff determines there exists an emergency due to fire, bomb threat, or any other occurrence that may threaten bodily injury to persons in or about court facilities, the Sheriff shall sound the alarm by any means possible. All persons, including judges, officials, staff, jurors, and members of the public shall vacate the building forthwith; and, persons refusing to vacate may be removed by any means appropriate including force;

**ORDERED**, that all law enforcement officers who are armed shall comply with the Sheriff's instructions concerning the carrying of weapons and/or dangerous items in or about any Circuit Court facility;

**ORDERED**, that with the Sheriff's exception of law enforcement officers on official business, no person shall possess, bring or attempt to bring into any Circuit Court facility any weapon, firearm, gun, knife, explosive, illegal drugs or other dangerous instrumentalities. Any substance, weapon, or instrument possessed in violation of this Order is subject to seizure by the Sheriff;

**ORDERED**, that a person may not (i) take or record a photograph, video, or other visual image in the court facility; or (ii) transmit a photograph, video, or other visual image from or within the court facility, except in the designated media area on the Circuit Court lobby level; or as permitted in accordance with (a) Maryland Rule 16-208, Rule 16-503, Rule 16-505, or Rule 16-504; or (b) as expressly permitted by the local administrative judge, the Sheriff may

confiscate any items that are used in violation;

**ORDERED**, that the Sheriff will continue with current allotment of deputies assigned to each criminal and domestic violence courtroom. If additional deputies are necessary in those proceedings the Sheriff will provide the personnel. The Sheriff will also provide deputies for civil or family cases at any time a judge requests coverage;

**ORDERED**, that should a judge wish to excuse Sheriff(s) from the courtroom, an inquiry should be made of participating attorneys regarding any concerns they have relative to the parties/defendant(s);

**ORDERED**, that the Sheriff will conduct warrant/record checks for security purposes on prospective employee candidates of the various departments or on a current employee, if requested.

**ORDERED**, that the Sheriff may conduct periodic warrant/record checks for security purposes on all employees employed in any Circuit Court facility (Register of Wills, State's Attorney's, Court Administration, and Clerk of the Court);

**ORDERED**, that the Register of Wills, State's Attorney's Office, Court Administration and the Clerk of the Court will send annual reminders to court employees that they are to self-report to their respective employer any family, civil, criminal or traffic offenses carrying a sentence of confinement;

**ORDERED**, that Judges' Administrative Assistants and Law Clerks be instructed to keep chambers doors secure at all times and utilize the closed circuit video technology for visitor ingress;

**ORDERED**, that Law Clerks secure courtrooms when not in use;

**ORDERED**, that each department have an established evacuation route and predetermined place to meet while waiting for re-entry into the building following an evacuation;

**ORDERED**, that the Sheriff continue the prohibition of firearms or weapons allowed in any

Circuit Court facility for any employee/occupant of the facility other than the Sheriffs or an officer of a law enforcement agency that is on official business. Law enforcement officers when not in uniform will wear a pin designated by the Sheriff to reflect the carrying of a weapon. Any violation of this policy is subject to disciplinary action up to and including possible termination of employment;

**ORDERED**, that the Sheriff request that the local Homeland Security and Fire Department conduct annual evacuation drills of Circuit Court facilities to determine that all emergency evacuation plans, equipment, lighting and announcement systems are in working order;

**ORDERED**, that the Sheriff conduct periodic, random entry level security checks for all persons entering the court facilities with an employee or attorney pass;

**ORDERED**, that the Sheriff is authorized to enforce all Sections of this Order. Any person who resists or fails to comply with this Order, or directions of the Sheriff, may be taken into custody and brought before this Court for disposition in accordance with applicable law.

  
**ROBERT A. GREENBERG**  
Circuit and County Administrative Judge