

Security Plan

Bishop Paiute Tribal Court

Approved: November 15, 2016

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Bishop Paiute Tribal Court
Security Plan Overview

This Security Plan has been created for the following facility:

Bishop Paiute Tribal Court
50 Tu Su Lane
Bishop, CA 93514

The Presiding Judge is Hon. William Kockenmeister.

The Court Administrator is Joyce Alvey.

This plan was completed and approved on November 15, 2016.
An amendment was made and approved on December 20, 2016.

The following personnel are responsible for maintaining and updating this Security Plan. For more information about the Security plan, please contact:

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Section 1. Facility Information

A. Description of Facility

The Bishop Paiute Tribal Court is the Judicial Branch of the Bishop Paiute Tribe. The Bishop Paiute Tribe resides on the reservation of approximately 875 acres within Inyo County, California. There are approximately 1,650 individuals who reside on the reservation.

Currently, the Tribal Court building is a shared building with Tribal Administration. This single story building resides at 50 Tu Su Lane, Bishop, CA 93514, and is the Main Administration Building of the Bishop Paiute Tribe.

There is one (1) Courtroom. This Courtroom is also shared with the Tribal Administration and Tribal Council.

The following is a brief description of the 14 individuals (12 employees) who occupy this building on a regular basis:

- Tribal Council Members (2 of the 5 members have offices within the building)
- Tribal Council Secretary

- Tribal Administrator
- Assistant Tribal Administrator
- Executive Secretary
- Administrative Assistance
- Receptionist

- Human Resources Manager
- Human Resources Generalist

- Enrollment Department Manager
- Enrollment Assistant

- Tribal Court Administrator/Clerk
- Tribal Court Project Coordinator

B. Executive Team

The Court staff is listed as follows:

Hon. William Kockenmeister, Tribal Court Judge
Joyce Alvey, Tribal Court Administrator/Clerk
Hidonee Spoonhunter, Tribal Court Project Coordinator

Section 2. Policies, Procedures, Plans, and Committees

A. Court Security Committee

This Security Plan was developed with the assistance of a Court Security Committee and this committee is the following individuals:

Tribal Court Staff (Judge, Court Administrator/Clerk, Project Coordinator)
Tribal Administrator
Tribal Council (2 members)
Community Representatives (4 Tribal Members from the Community)
Tribal Police

The Court Security Committee is also responsible for review and approval of this Security Plan as well as any amendments thereafter.

B. Evacuation Planning

The evacuation drills for the judicial staff, employees, and court participants and attendees is practiced twice a year. Because this building is shared with Administration staff, employees within the building also participate in the semi-annual drills. Evacuation maps are located in the Courtroom and in the Tribal Court Office space. See appendices A and B.

Emergencies during standard work hours either 911 or Tribal Police are to be called.

Below is a contact list of the individuals (no particular order) who are to be contacted for after-hour emergencies:

- Tribal Police
- Tribal Administrator
- Tribal Council Members

C. Public Access to Court Proceedings

Court proceedings are open to the public, with the exception of cases involving juveniles, in this case, Court is a closed proceeding and everyone is dismissed except the parties involved.

All parties are screened by a handheld metal detector prior to entry into the Courtroom.

D. Computer and Data Security

The Tribe's Information Technology (IT) Department is responsible for the setup, maintenance, data storage, and data backup for the Tribal Court computers and storage. This also includes the security cameras, panic button, and storage for the security camera data.

Data is stored onsite. Data back-up is stored onsite. Planning for data to be stored/ backed-up off site is currently in progress.

E. Workplace Violence Prevention

Currently, there has been no training on workplace violence prevention.

There is protocol with disgruntled community members. If there can be no agreement or dissolution of a situation between the upper management and the disgruntled individual the Tribal Police are called. If there is a situation between any visitors within the Tribal Administration Building the Tribal Police are called.

F. Incident Reporting and Recording

Incident Reporting is open and encouraged to community members and tribal employees. This can be filed with the Tribal Administration and depending on the severity/urgency outcomes can require meetings with Tribal Council.

The Tribal Court has an Incident Reporting and Records file. This includes incidents that are related to either Court hearings or Court processes (mainly involving cases registered with Inyo County Superior Court) or incidents involving local Law Officials (Sheriff, California Highway Patrol, City of Bishop Police, etc.). The Tribal Court Administrator monitors and maintains records of these reports.

G. Hostage, Escape, Lockdown, and Active Shooter Procedures

Currently, there are no specific procedures for hostage, escape, lockdown, and active shooter procedures.

The capability does not exist to secure the Courtroom from outside or inside. All individuals are either to evacuate the building, if possible, or lock their office doors, and main entries, if possible.

H. Firearms Policies and Procedures

The Tribal Police Department has adopted policies and procedures that are consistent with the Bureau of Indian Affairs, Office of Justice Services, Law Enforcement 3rd Edition.

The Tribal Police Officers act as bailiffs during Court proceedings and are armed with firearms.

Section 3. Perimeter Security

A. Parking Plan

Parking for the Court is open and also shared with the Tribal Administration and the Toiyabe Indian Health Project (health clinic). Entry and exit to parking areas is not controlled. No reserved parking available. Parking lot does have sufficient lighting; however, other parking areas for surrounding

buildings are limited. Two security cameras are located on the exterior of the Tribal Administration building and monitor two of the parking lots on either side of the building (see appendix G). The Tribal Court Judge has access to the employee parking (parking lot behind Tribal Administration).

B. Weapons Screening

Screening is conducted at the facility to search for weapons or contraband prior to all Court hearings. Screenings are conducted with a hand held metal detector. All individuals who enter the Courtroom are screened by a Tribal Police Officer. Screening staff is armed.

Signs are not posted at entrances announcing screening.

Section 4. Interior Security

A. Mail Handling

All mail is processed in a central location – Tribal Administration Receptionist and Administrative Assistant station. The Tribal Admin. Receptionist and the Admin. Assistant are responsible for the signing, stamping-in, organizing, and distribution of all mail that is received at the 50 Tu Su Lane, Bishop, CA 93514 address.

All incoming packages are not x-rayed. Staff is not trained in handling unusual, suspicious, or hazardous mail.

B. Identification Cards, Access Control, and Key Control

All Tribal employees are required to wear their identification cards (ID) while on duty for the Tribe. Currently, there are no written policies regarding the ID cards.

Issuing of keys and ID cards are collected and distributed through the Bishop Paiute Tribe's Human Resources Department.

C. Access Control

All keys are accounted for through the Human Resources Department when employees are hired and upon their departure from the organization.

There are electronic access controls on all doors (except the main front door); these codes are only given to the employees who work in the main Administration building.

The lobby area of the Administration building has security doors and all visitors must be granted access by either the Admin. Receptionist or the Tribal Court Clerk. Only employees can access the lobby security doors by use of the code.

D. Administrative/Clerk's Office Security

The only entry available to the public is through the main doors of the Tribal Administration building (50 Tu Su Lane). Upon entry there are two windows available, the Admin. Receptionist and the Tribal Court. Individuals are closed to all offices of the Administration building by security doors which have been installed in the lobby area. Individuals seek entry via appointment. During Court proceedings the lobby security doors are opened and there is a security check point by the Tribal Police Officer for those who are attending Court. Security is conducted with a hand held metal detector.

E. Interior and Public Waiting Areas

Individuals must wait in the lobby area unless they are attending Court. If attending Court, the Tribal Police will open doors for security check point. After security check, individuals attending Court are able to sit and wait in the Courtroom until Court proceeds.

F. Vital Records Storage Security

Court records and all documents are storage in the Tribal Court Office. Documents are physically stored in fireproof, secure file cabinets and digitally on the Tribal Court computers and Tribal Court server. The Court server is separate from the Tribal Administration and is only granted access through request of the Tribal IT Department with approval from the Tribal Court Administrator. All digital records are stored onsite. Planning for court data to be stored offsite is currently in progress.

G. Court Security Communication

The Court communication methods are through a secured radio frequency, restricted to the Tribal Police only.

All other messages are addressed in a public address during Court hearings. In case of a telephonic hearing, these are address in public, unless involving a juvenile, and all Court proceedings are recorded.

Incoming telephone calls to all court staff go through a central receptionist or automated switchboard.

Section 5. Security System

A. Security Camera System

There is a five camera security system installed throughout the building and on the exterior of the building. See Appendix G for camera locations. The cameras are located in the following areas:

- 1) Courtroom
- 2) Lobby

- 3) Exterior – sidewalk area near main entry (facing main entrance)
- 4) Exterior – back corners (2 cameras) of building (facing parking lots)

Cameras are linked to the Tribal Court server and data is stored collected and stored onsite. Data is saved for 7 days. All requests for security camera data needs to be completed within 3 days of an incident. See Appendices C, D, & E.

B. Panic Button

There are two panic buttons installed throughout the building. The panic buttons are remote. During Court proceedings, the panic button installed in the Court Office will be moved to the Court Clerk's station in the Courtroom (only during the duration of Court proceedings). The following areas have access to a panic button (see Appendix F):

- 1) Judge's Bench, Courtroom
- 2) Court Clerk's Desk (near Court filing window), Front Office Area

The Panic Button System is linked to the Tribal Police. Panic Button is to be used anytime there is an emergency.

When a Panic Button is activated a Blue Light will begin flashing at the Main Entrance of the Tribal Administration building, this alerts the general public and other employees of an emergency inside the building. **DO NOT ENTER BUILDING WHILE BLUE LIGHT IS FLASHING.**

Section 6. Courtroom

A. Courtroom Security

All doors in the Courtroom are not secured. Aside from the main entrance into the Courtroom, there are four (4) separate entrances/exits into the Courtroom. Court staff uses the east entrance/exit for entry and exit into the Courtroom. During all Court proceedings the main entry door (north entrance) is used by the public and monitored by a Tribal Police Officer.

Courtroom is not routinely searched before and after court.

Tribal Police are armed in the Courtroom.

B. Judges and Court Clerk's Stations

The Judges and Court Clerk's stations are not routinely searched before and after court.

Court staff uses a side door (east entrance) for entry and exit into the Courtroom.

Section 7. Emergency Power and Fire Life Safety

A. Fire Detection and Equipment

The building is not equipped with emergency lighting or with a sprinkler system. Floor plans or evacuation routes are posted in the Courtroom and throughout the building.

Exits are clearly identified. See Appendix A.

B. Emergency Power Supply

The facility does not have an emergency power supply.

Section 8. Court Security Staffing

A. Security Personnel

The Court uses two Tribal Police Officers during all Court proceedings. Tribal Police are armed in Court.

B. Security Backup

Additional backup is requested through the Inyo County Sheriff's Department. A protocol has been informally established between the Tribal Police and the Inyo County Sheriff's Department. If Tribal Police anticipate an incident could potentially arise during a Hearing, the Inyo County Sheriff Department is contacted prior to the Court Hearing and deputies are on "standby" during the scheduled Hearing.