

IN THE CIRCUIT COURT OF THE 16<sup>TH</sup>  
JUDICIAL CIRCUIT OF THE STATE OF  
FLORIDA, IN AND FOR MONROE COUNTY

ADMINISTRATIVE ORDER: 2.064

IN RE:

JUDICIAL FACILITY SECURITY  
AND SCREENING PROCEDURES

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**WHEREAS**, the Judges of the Sixteenth Judicial Circuit are committed to provide, in a professional manner, a safe and orderly environment in all judicial facilities throughout the Circuit; and

**WHEREAS**, it is necessary to protect the integrity of the court process and maintain the decorum of the court; and

**WHEREAS**, it is necessary to protect persons in the courts from physical harm, and to deter those who would take violent action against the court or its participants; and

**WHEREAS**, the Chief Judge is responsible for the administrative supervision of the courts within the Sixteenth Judicial Circuit, as provided in Rule 2.215, Florida Rules of Judicial Administration; and

**WHEREAS**, the Sheriff of Monroe County is responsible for providing court security and has reviewed and approved the procedures contained herein,

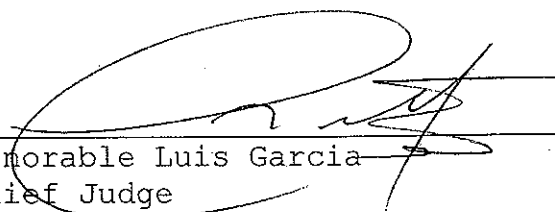
**IT IS THEREFORE ORDERED THAT:**

The following procedures are established to assist and direct Court Security Deputies in the performance of their duties and to serve as part of a security plan for the protection of the court. These procedures are further established to advise, guide, and regulate the performance of Court Security Deputies assigned to secure entrances at judicial facilities throughout the Sixteenth Judicial Circuit:

1. For purposes of this Administrative Order, the term "judicial facilities" is defined as The Freeman Justice Center, 302 Fleming Street, Key West, Florida; the Plantation Key Government Center, 88820 Overseas Highway, Plantation Key, FL; the Monroe County Sub-Courthouse, 3117 Overseas Highway, Marathon, FL and any other facility in which the court conducts official proceedings.
2. For purposes of this Administrative Order, the term "prohibited items" is defined as firearms, weapons, explosives, hazardous devices, mace or pepper spray and contraband.
3. The Sheriff of Monroe County shall provide sufficient personnel to operate a magnetometer and other metal detection devices at all judicial facilities.
4. Any person entering a judicial facility shall be subject to a search of his or her person and his or her personal effects by Monroe County Sheriff's Office personnel for prohibited items, except as provided in paragraphs 8 and 9 below. Monroe County Sheriff's Office personnel are authorized to confiscate prohibited objects seized from persons entering judicial facilities.
5. Monroe County Sheriff's Office personnel shall not allow access to any portion of the judicial facilities to any person who has not successfully proceeded through the magnetometer or hand-held scanning devices, and item x-ray screening, except as provided in paragraphs 7, 8 and 9 below.
6. If the metal detection devices are sounded, the Sheriff shall take such reasonable steps as are necessary to ensure that no weapons are concealed before permitting access to judicial facilities by these individuals.
7. No firearm or weapon shall be permitted to be in the possession of any person entering or occupying judicial facilities established by this Order except the following:
  - Official Court Security Deputies employed by the Monroe County Sheriff's Office;
  - Judges;

- Law enforcement officers, as defined in sections 790.001(8) and 112.531 Florida Statutes, in uniform, who are conducting official agency business. Law enforcement officers, including Court Security Deputies, shall not be permitted to carry weapons into judicial facilities when appearing as a litigant or witness in any personal matter, when conducting personal business or when accompanying a friend or family member for same.
8. Where private, locked entrances exist for judges, judicial employees, or other non-judicial employees whose offices are located in a judicial facility, those entrances are the required locations of entry for those persons. If, for some reason, a judicial employee or other non-judicial employee whose office is located in a judicial facility is unable to utilize a private entrance, then the employee must follow the procedures contained herein regarding security screening.
9. When private, locked entrances exist for Monroe County Public Works personnel in judicial facilities, those entrances are the required locations of entry for those persons. If these entrances do not exist at a particular judicial facility, these employees must follow the procedures contained herein regarding security screening. All Monroe County Public Works personnel shall wear a photo identification badge at all times in judicial facilities.
10. This order shall take effect October 1, 2009. Administrative Order 2.050/07-1 *Courthouse Screening Procedures* and its attachment and Administrative Order 2.060 *Judicial Facilities Security Procedures* are hereby rescinded upon the effective date of this order.

**DONE AND ORDERED** in Chambers at Plantation Key, Monroe County, Florida, on this 15<sup>th</sup> day of September, 2009.

  
Honorable Luis Garcia  
Chief Judge