

Supreme Court of Kentucky

2025-46

ORDER

IN RE: RULES OF ADMINISTRATIVE PROCEDURES OF THE COURT OF JUSTICE, PART X, SECTION VI, COURT SECURITY

Pursuant to Sections 110(5)(b) and 116 of the Constitution of Kentucky and SCR 1.010, it is HEREBY ORDERED that Part X, Section VI of the Rules of Administrative Procedure is adopted as follows:

SECTION I – GENERAL

1.01 Purpose

The purpose of this Administrative Procedure is to establish security standards and policies to ensure court facilities and offices throughout the Commonwealth are secure and safe places to conduct the administration of justice.

1.02 Applicability

This Administrative Procedure applies to all space occupied by the Kentucky Court of Justice pursuant to KRS Chapter 26A.

1.03 Definitions

As used throughout this Administrative Procedure, Part X: Court Facilities, Section VI, Security the following definitions apply:

- (A) "AOC" means the Administrative Office of the Courts.
- (B) "AP" means the Administrative Procedures of the Court of Justice as adopted by the Supreme Court of Kentucky, comprising the administrative policies of the KCOJ.
- (C) "AP Part X" means the Administrative Procedure of the Court of Justice, Part X: Court Facilities.
- (D) "AP Part X, Section VI" means this Administrative Procedure of the Court of Justice, Part X: Court Facilities, Section VI, Court Security.
- (E) "Certified Court Security Officer," means a non-elected individual who meets the requirements of KRS 15.3971, who has been appointed under KRS 70.030 by an elected sheriff, and who has been certified as a court security officer under KRS 15.380-15.404.

- (F) "Court Facility" means the land and buildings owned or operated by the AOC or a local unit of government in which space for the Kentucky Court of Justice is provided pursuant to KRS Chapter 26A.
- (G) "Court Security Coordinator" means a licensed special law enforcement officer ("SLEO") under KRS 61.900 through 61.930 employed by the AOC to provide a variety of security services to the KCOJ.
- (H) "Court Security Personnel" means any of the following individually, collectively, or any combination thereof:
 - (1) Sheriff or deputy sheriff;
 - (2) Certified court security officer;
 - (3) Court security coordinator; and
 - (4) Any law enforcement officer or certified peace officer designated to provide security services in a court facility or for a court proceeding under KRS 70.284, KRS 21A.090, KRS 24A.140 or KRS 29A.180.
- (I) "Deputy Sheriff," means a non-elected individual who meets the requirements of KRS 61.300, who has been appointed as a deputy sheriff by an elected sheriff under KRS 70.030, and who has been certified as required by KRS 15.380.
- (J) "Electroshock Weapon" means a handheld device used to incapacitate a person by delivering a high-voltage, low-current electrical charge.
- (K) "Employee" means an individual hired into a position in the KCOJ, whether tenured or non-tenured, for which he or she is compensated on a full-time or part-time basis.
- (L) "Event Venue" means space where an event sponsored by the KCOJ or attended by KCOJ officials or employees takes place.
- (M) "Handgun" means a firearm designed to be usable with only one hand.
- (N) "Handheld Metal Detector" means a portable magnetometer that court security personnel use at access control checkpoints to conduct security screenings of individuals.
- (O) "Illegal Item" means an item that is unlawful to possess pursuant to state or federal law.
- (P) "KCOJ" means the Kentucky Court of Justice.
- (Q) "Local Unit of Government" means a county, city, urban-county government, special district, or corporate entity created for the purpose of constructing or holding title to a court facility.
- (R) "Magnetometer" means an instrument used to detect metal or magnetic

materials as is commonly known as a metal detector. In court facilities they are used to detect concealed weapons or other contraband.

- (S) "Mobility Device" means a wheelchair, scooter, walker, crutch, cane, or other similar device designed for use by persons with disabilities or needing mobility assistance.
- (T) "Office" means any premises other than a court facility that is owned, leased, or occupied by the KCOJ.
- (U) "Presiding Judge," means the judge of the court where court security personnel attend and keep order in accordance with KRS 64.092.
- (V) "Prohibited Item" means a weapon not authorized by Section 2, illegal item, tool, club or striking device, sporting equipment, self-defense item, or other item prohibited by this AP Part X, Section VI or other AP, the KCOJ Personnel Policies, standards developed by the AOC Division of Court Security, local court order, or local ordinance.
- (W) "Secure Area" means an area within a court facility or office that is secured behind a locked door with access control.
- (X) "Security Incident" means a threat to or assault against the court or court community, including court personnel, litigants, attorneys, witnesses, jurors or others using the courthouse. It also includes any event or threatening situation that disrupts the court or compromises the safety of the court or the court community. A security incident is not limited to a violation of law but may include any act or circumstance that may interfere with the administration of justice.
- (Y) "Security Liaison" means the Chief Circuit Judge or designee responsible for overseeing security-related matters and executing the processes and responsibilities outlined in this AP Part X, Section VI.
- (Z) "Service Animal" means any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, and the work or task performed by the dog is directly related to the disability.
- (AA) "Sheriff" means, in accordance with KRS 67B.020, the sheriff of a county or the sheriff in a county containing a consolidated local government who has been duly elected by qualified voters as provided in Section 99 of the Constitution of the Commonwealth of Kentucky.
- (BB) "Walk-Through Metal Detector" means a magnetometer that an individual walks through to detect metal magnetic materials on or being carried by the individual.
- (CC) "Weapon" means an item that can cause death or injury, including but not limited to any form of an explosive, firearm, knife, blade or other sharp object, electroshock weapon, and pepper spray.

- (DD) "X-ray Machine" means a cabinet x-ray system that contains an x-ray tube installed within a shielded enclosure, also called a closed x-ray system, used to screen outerwear, packages, briefcases, purses, and other bags for weapons, bomb components, and prohibited or illegal items.

SECTION II – WEAPONS IN COURT FACILITIES AND OFFICES

2.01 Weapons Prohibition

- (A) Weapons are not permitted in any KCOJ facility, office, or leased space.
- (B) Exemptions
- (1) The KCOJ recognizes the autonomy of county governments to control access to their facilities. For court facilities occupied by both the KCOJ and a unit of local government, the prohibition in Section 2.01(A) shall be limited to the portion of the court facility occupied by the KCOJ, and access to the KCOJ portion of the court facility shall be separately controlled in compliance with Section 4.03(A)(2)(b).
 - (2) The prohibition in Section 2.01(A) does not apply to weapons lawfully stored in a personal vehicle.
 - (3) Notwithstanding the prohibition in Section 2.01(A), weapons are permitted to be brought into a court facility or office to be used as evidence in a pending court proceeding only if the weapon is:
 - (a) Clearly marked as evidence; and
 - (b) Rendered inoperable; and
 - (c) If a firearm, unloaded and locked in such a manner as to prevent loading and firing. Ammunition must be secured in sealed evidence bags separate from any firearm.
 - (4) Notwithstanding the prohibition in Section 2.01(A), the following persons are permitted to openly carry a weapon in court facilities and offices in the discharge of their official duties:
 - (a) Peace officers, certified court security officers, and court security coordinators;
 - (b) United States mail carriers and agents of express companies or armored truck companies;
 - (c) Police officers employed by state, county, city, or urban-county governments;
 - (d) An elected sheriff and full-time and part time deputy sheriffs;
 - (e) An elected jailer and deputy jailers who have successfully completed Department of Corrections basic training and

maintains his or her current in-service training; and

- (f) The department head or any employee of a corrections department in any jurisdiction where the office of elected jailer has been merged with the office of sheriff who has successfully completed Department of Corrections basic training and maintains his or her current in-service training.
- (5) Notwithstanding the prohibition in Section 2.01(A), the following persons are permitted to carry a concealed handgun, electroshock weapon, knife, or pepper spray in court facilities and offices in the discharge of their official duties:
- (a) Peace officers, certified court security officers, and court security coordinators;
 - (b) Police officers employed by state, county, city, or urban-county governments;
 - (c) An elected sheriff and full-time and part time deputy sheriffs;
 - (d) An elected jailer and deputy jailers who have successfully completed Department of Corrections basic training and maintains his or her current in-service training;
 - (e) The department head or any employee of a corrections department in any jurisdiction where the office of elected jailer has been merged with the office of sheriff who has successfully completed Department of Corrections basic training and maintains his or her current in-service training;
 - (f) A full-time paid peace officer of a government agency from another state or territory of the United States or an elected sheriff from another territory of the United States if the other state or territory accords a Kentucky full-time paid peace officer and a Kentucky elected sheriff the same rights by law;
 - (g) A justice or judge of the KCOJ;
 - (h) A retired judge or justice appointed pursuant to the Temporary Assignment of Retired Judges Program;
 - (i) A Circuit Court Clerk;
 - (j) A Commonwealth's attorney or assistant Commonwealth's attorney with a concealed carry license pursuant to KRS 237.110;
 - (k) A county attorney or assistant county attorney with a concealed carry license pursuant to KRS 237.110;
 - (l) A retired Commonwealth's attorney, assistant Commonwealth's attorney, county attorney, or assistant county attorney with a

- concealed carry license pursuant to KRS 237.110;
 - (m) Retired justices and judges of the KCOJ with a concealed carry license pursuant to KRS 237.110; and
 - (n) Retired peace officers who hold a concealed deadly weapon license issued pursuant to the federal Law Enforcement Officers Safety Act, 18 U.S.C. se. 926C and KRS 237.138 to 237.142.
- (6) No persons exempted pursuant to Section 2.01(B)(3) or (4) may carry a weapon if their presence in the court facility or office is due to personal business.

2.02 Signage

- (A) The Chief Circuit Judge or designated security liaison for each court facility or office must ensure that proper signage is posted indicating that weapons are prohibited in the court facility or office.
- (1) Signage must be large enough to be clearly seen and read.
 - (2) For court facilities, signage must be positioned in a conspicuous location both outside and inside the court facility.
 - (a) Interior signage must be positioned between the entrance and the screening station.
 - (b) Signage in court facilities must indicate:
 - (i) Individuals entering the court facility or courtroom will be subject to a weapons screening;
 - (ii) Belongings will be searched for weapons, illegal items, and other prohibited items;
 - (iii) If a walk-through detector is in-use, notice to individuals with an electronic medical device, such as a pacemaker or defibrator, implanted within the body to alert court security personnel prior to the screening.
 - (3) For offices, signage must be posted in a conspicuous location as determined by the AOC Department of Court Facilities.
- (B) The Chief Circuit Judge or designated security liaison for each court facility or office must submit requests for signage related to weapons prohibitions and screening protocols to the AOC Department of Court Facilities.
- (1) Signage must be approved by the AOC Department of Court Facilities.
 - (2) The AOC Department of Court Facilities shall submit a requisition to order signage. Signage must be compliant with the KCOJ Language Access Policy.

SECTION III – REQUIREMENTS FOR ALL COURT FACILITIES AND OFFICES

3.01 SECURITY LIAISON

- (A) For each court facility, the Chief Circuit Judge is the security liaison unless a designee is appointed in accordance with Section 4.01.
- (B) For each office, the AOC Division of Court Security shall work with the KCOJ official or the appointing authority(ies) of employees assigned to the workstation to designate a security liaison.
- (C) Chief Circuit Judges or designated security liaisons are responsible for:
 - (1) Communicating with the sheriff's office and the AOC Division of Court Security as necessary to resolve security issues and concerns regarding the court facility or office;
 - (2) Ensuring appropriate signage is posted in accordance with Section 2.02;
 - (3) Requesting additional security training, as needed, in accordance with Section 3.02;
 - (4) Requesting security assessments for the court facility, office, or event venues as needed in accordance with Section 3.04;
 - (5) Coordinating with the AOC Division of Court Security to establish access control badge requirements for the court facility or office in accordance with Section 3.05;
 - (6) Issuing, tracking, and collecting upon separation identification badges, access control cards, and physical keys in accordance with Sections 3.05 and 3.06;
 - (7) Arranging testing of panic buttons in accordance with Section 3.07; and
 - (8) Reporting security incidents in accordance with Section 3.08.

3.02 TRAINING AND EDUCATION

- (A) All KCOJ officials and employees are required to complete active shooter training provided by the AOC.
- (B) Upon request of the security liaison, the AOC Division of Court Security may provide additional or location-specific security training.

3.03 SECURITY EQUIPMENT STANDARDS

- (A) The AOC Division of Court Security is authorized to establish security equipment standards for court facilities and offices.

- (B) The AOC Division of Court Security is responsible for providing, installing, and maintaining security equipment in court facilities and offices in accordance with applicable security equipment standards.
- (C) All security equipment installed in a court facility or office is the property of the AOC.
 - (1) Only the AOC Division of Court Security shall install, relocate, or remove security equipment from a court facility or office.
 - (2) Public disclosure of security recordings is prohibited pursuant to AP Part XVII, *Open Records Policy of the AOC*, Sec. 4(1)(f) and (g). Dissemination or disclosure of security recordings without authorization by the AOC Director or designee is prohibited.

3.04 ASSESSMENTS

- (A) The AOC Division of Court Security shall periodically assess court facilities and offices for compliance with security equipment standards and shall perform security assessments of a court facility, office, or event venue upon request of the Chief Circuit Judge or designated security liaison.
- (B) Security assessments by the AOC Division of Court Security will include:
 - (1) An evaluation of existing security equipment for compliance with security equipment standards;
 - (2) An inspection of the court facility, office, or event venue to identify security risks around and within the building; and
 - (3) Recommendations, if applicable.

3.05 ACCESS CONTROL SYSTEMS

- (A) Access control systems restrict access to a court facility or office and secure areas within the court facility or office.
- (B) Upon occupancy of a new court facility or office or upon installation of an access control system, the AOC Division of Court Security shall coordinate with the Chief Circuit Judge or designated security liaison to establish access control levels for each court facility or office.
- (C) The Chief Circuit Judge or designated security liaison is responsible for ongoing management and local protocols of access control levels assigned to access control cards for each court facility or office.
 - (1) Each identification badge provided by the AOC Department of Human Resources also serves as an access control card for court facilities, offices, and secure areas therein to which an employee has been granted access by the Chief Circuit Judge or designated security liaison.

- (2) KCOJ employees are required to conspicuously wear identification badges at work.
- (3) No person may have unsupervised access to a secure area of a court facility or office without an identification badge or access control card.
- (4) The AOC Division of Court Security issues blank and numbered access control cards to Chief Circuit Judges and designated security liaisons upon request. Chief Circuit Judges and designated security liaisons may only issue blank access control cards to the following categories of persons:
 - (a) Court security personnel;
 - (b) County Judge/Executive, or highest-ranking official of the local unit of government that owns a court facility; and
 - (c) Maintenance or janitorial employees or contractors.
- (5) The Chief Circuit Judge or designated security liaison must deactivate access when the assigned individual is no longer authorized to use the access control card or the card has been lost.
- (6) The Chief Circuit Judge or designated security liaison must maintain a list of the identification number of each blank access control card issued, the name and title of individual it is assigned to, the date assigned, and the date of deactivation.
- (7) The AOC Division of Court Security shall modify or deactivate an access control card:
 - (a) At the direction of the Chief Justice or AOC Director's office; or
 - (b) If it is determined by the manager of the AOC Division of Court Security that action is necessary to secure the court facility or office.
- (D) Secure areas may be accessed by persons without an access control card if a door monitoring and release system has been installed at the entry of the secure area. Door release systems are installed in accordance with security equipment standards or at the discretion of the AOC Division of Court Security upon an assessment indicating need.

3.06 KEY REGISTRATION

- (A) The Chief Circuit Judge or designated security liaison is responsible for determining which individuals will be provided a physical key.
- (B) The Chief Circuit Judge or designated security liaison must maintain a list of the identification number of each physical key issued, the name and title of individual it is assigned to, the date assigned, and the date returned or lost.

- (C) Concentrated efforts should be made to confirm the return of these keys immediately upon the transfer, retirement, or termination of any person assigned a physical key.

3.07 PANIC BUTTONS

- (A) Panic buttons may be installed at any court facility or office upon assessment of feasibility and availability of court security personnel and local law enforcement to respond.
- (B) If installed, it is the responsibility of the AOC Division of Security to:
 - (1) Establish the response entity assigned to monitor and respond to activated panic buttons within a court facility or office; and
 - (2) Provide contact information for the response entity to the Chief Circuit Judge or designated security liaison.
- (C) The Chief Circuit Judge or designated security liaison must ensure that panic button system is functionally operational by coordinating with the response entity to test the system at least once a quarter. If the system is not functioning properly, the Chief Circuit Judge or designated security liaison must notify the AOC Division of Security by emailing securitytechnicianrequest@kycourts.net.

3.08 SECURITY INCIDENT REPORTING

- (A) A security incident includes the following:
 - (1) An action or threat of action that disrupts the administration of judicial business;
 - (2) An action or threat of action, including uttered statements and written communications, that is likely to cause injury or bodily harm to a judicial official, employee, court security personnel, participant in the judicial process, or any person lawfully within a court facility, office, or event venue;
 - (3) An action or threat of action, including uttered statements and written communications, that is intended to create terror, intimidate, menace, frighten or threaten the personal safety of a judicial official, employee, court security personnel, participant in the judicial process, or any person lawfully within a court facility, office, or event venue;
 - (4) Unauthorized possession of a weapon, illegal item, or prohibited item within a court facility, office, or event venue;
 - (5) Violations of law committed within a court facility, office, or event venue; or

- (6) Substantial violations of KCOJ security policies and procedures.
- (B) Reporting Security Incidents
 - (1) KCOJ officials and employees must report all security incidents to the Chief Circuit Judge or designated security liaison.
 - (a) If the security incident occurred in a court facility, the incident must also be reported to court security personnel.
 - (b) The Chief Circuit Judge or designated security liaison must complete, or work with court security personnel to complete, an AOC-FAC-50 Court Security Incident Report and submit it via email to CourtSecurity@kycourts.net.
 - (2) For security incidents that pose an immediate threat of bodily harm or destruction of property, the Chief Circuit Judge or designated security liaison must immediately report the incident to the sheriff's office or court security personnel, or other appropriate local law enforcement agency, and to the Court Security Coordinator assigned to the county or the manager of the AOC Division of Court Security.
 - (3) The AOC Division of Court Security shall review and respond to all submitted security incident reports. If a recording of the incident from a closed-circuit surveillance video system exists, the AOC Division of Court Security shall preserve it.
 - (4) The AOC Division of Court Security shall store all submitted security incident reports and related security recording on an internal database and retain them in accordance with the AOC Record Retention Policy.

SECTION IV – REQUIREMENTS SPECIFIC TO COURT FACILITIES

4.01 RESPONSIBILITIES OF THE CHIEF CIRCUIT JUDGE

- (A) The Chief Circuit Judge shall act as the security liaison for the court facility or designate another KCOJ official or employee located in the court facility as the security liaison in accordance with Section 3.01. Any such designation must be reported to the AOC Division of Court Security.
- (B) The Chief Circuit Judge shall work with the local sheriff to ensure court security personnel assigned to the court facility have the requisite training, skill, and ability to perform the responsibilities of the role in accordance with Section 4.02.
- (C) The Chief Circuit Judge may request an assessment to determine the need for additional court security personnel as needed in accordance with Section 4.02(B).

4.02 COURT SECURITY PERSONNEL

- (A) The local sheriff's office shall provide either deputy sheriffs or certified court

security officers to provide security services for court facilities. The number of court security personnel needed for each court facility shall be established by a Court Security Personnel Assessment conducted by the AOC Division of Court Security and certified by the Chief Circuit Judge.

- (1) Court security officers are required to be certified by the Kentucky Law Enforcement Counsel within 12 months of being hired.
- (2) All security personnel must be properly trained to:
 - (a) Use the security equipment provided by the AOC; and
 - (b) Anticipate and respond to security threats and situations that pose a risk to KCOJ officials and employees, as well as members of the public.
- (3) If in the opinion of the Chief Circuit Judge, court security personnel assigned to the court facility lack the training, skill, or ability to perform the responsibilities of the role, the Chief Circuit Judge shall contact the sheriff and request that alternate court security personnel be assigned. The Chief Circuit Judge shall notify the AOC Division of Court Security of the request.
- (4) The Chief Circuit Judge must report to the AOC Division of Court Security any failure or refusal of the sheriff to provide court security personnel at the staffing levels approved by the Supreme Court.

(B) Court Security Personnel Assessments

- (1) The AOC Division of Court Security shall periodically, or upon request of a Chief Circuit Judge, conduct assessments of court security personnel staffing levels at court facilities. Each such assessment shall result in a written report indicating the hours of operation of the court facility, the schedule of monthly court events, security equipment located at the court facility, current staffing levels of court security personnel assigned to the court facility, and recommended staffing levels of court security personnel to be assigned to the court facility.
 - (a) The total number of recommended court security personnel to staff each court facility shall be based on its hours of operation, average monthly court event hours, and available security equipment.
 - (b) Court security personnel assessments and staffing recommendations must be certified and signed by the Chief Circuit Judge.
 - (c) A court security personnel assessment recommending staffing levels in excess of the authorizations outlined in Subsection

4.02(B)(2) must be approved in writing by the Chief Justice.

- (2) Authorized staffing levels for court security personnel include the following:
 - (a) One court security personnel position is authorized to act as a CSO Lead for each court facility.
 - (b) The following court security personnel positions are authorized to staff each item in a court facility screening area, if available, during all operating hours of the court facility:
 - (i) Walk-through metal detector 2
 - (ii) Camera monitoring area 1
 - (iii) X-ray machine 2
 - (c) Three court security personnel are authorized per courtroom to attend court when court is in session.

4.03 SECURITY EQUIPMENT

(A) Walk-Through Metal Detectors

- (1) All judicial centers authorized after the effective date of this Order shall have a walk-through metal detector installed at the front of entrance of the facility.
- (2) For all other court facilities:
 - (a) The AOC will purchase and install a metal detector machine for the front entry of a court facility only if:
 - (i) The court facility has a single public entry point;
 - (ii) The court facility has sufficient space to install a walk-through metal detector and processing tables and to safely process individuals entering the court facility; and
 - (iii) For court facilities occupied by the KCOJ and a local unit of government, the local unit of government agrees to the installation.
 - (b) If the court facility is not eligible for installation of a walk-through metal detector at the front entry, the AOC will purchase and install a walk-through metal detector between the front entry and the courtroom(s) at an entry screening location to be determined by the AOC Division of Court Security.
- (3) Any walk-through metal detector purchased by the AOC must only be used for court security purposes.

(B) X-ray Machines

- (1) All judicial centers authorized after the effective date of this Order shall have an x-ray machine installed at the front of entrance of the facility.
- (2) For all other court facilities, the AOC will purchase and install an x-ray machine if:
 - (a) The court facility has a single public entry point;
 - (b) The front entrance has sufficient space to accommodate the machine and staff while maintaining an adequate means of safe entrance and egress;
 - (c) A sufficient number of persons entering the court facility on a daily basis to justify the need for an x-ray machine as determined by the AOC Division of Court Security; and
 - (d) The AOC has funds available for the purchase.

(3) Inspections and Other Requirements

The AOC Division of Court Security is responsible for regularly inspecting x-ray machines and maintaining them in accordance with all applicable federal and state laws and regulations.

(4) Decommissioning and Disposal

- (a) The AOC shall arrange the decommission and disposal of an x-ray machine in accordance with all federal and state laws and regulations, including administrative regulations promulgated by the Cabinet for Health and Family Services.
- (b) The AOC shall contract with a qualified service provider or vendor to remove and dispose of the x-ray machine. The service provider or vendor must agree to provide all documentation required by federal or state law and regulations.

(C) Other Security Equipment Options

- (1) Handheld Metal Detector: The AOC shall issue a minimum of two handheld metal detectors to each court facility. In some locations, the AOC Division of Court Security may issue more.
- (2) Closed Circuit Video Surveillance Systems
 - (a) The AOC Division of Court Security performs security assessments to determine the need for video surveillance systems within court facilities.
 - (b) Closed circuit surveillance systems may be installed for the following purposes:
 - (i) To allow court security personnel to monitor public and

- secure areas of the building; or
- (ii) To allow the Circuit Clerk or designee to monitor cash-handling areas of an office.
- (c) Presiding judges in courtrooms used for confidential family proceedings, confidential juvenile court proceedings, or mediations must be aware that proceedings may be visible to court security personnel or the public on security monitor screens and shall take precautions to maintain the confidentiality of the proceeding.

4.04 ENTRY SCREENING PROTOCOLS

- (A) Court security personnel must verbally and visually instruct all individuals entering a court facility or courtroom regarding entry screening protocols.
- (B) All court facility or courtroom entrants must pass through security screening at the established entry screening location, unless otherwise exempted under Section 2.01(B). Entrants who fail or refuse to submit to security screening shall be denied entry.
- (C) Security Screening
 - (1) Entrants shall surrender their personal belongings, including but not limited to purses, bags, and briefcases, to court security personnel for inspection.
 - (a) Court security personnel shall inspect personal belongings to ensure no weapons or prohibited items are present. An x-ray machine shall be used, if available.
 - (b) If no weapons or prohibited items are present, the personal belongings shall be returned to the entrant.
 - (2) Entrants shall surrender any metal objects on their person to court security personnel and shall pass through the walk-through metal detector, if available, unless a disability or medical condition prevents passage through the equipment.
 - (a) If no alarm sounds, the entrant may gather their belongings and proceed.
 - (b) If the alarm sounds, court security personnel may require the entrant to pass through a second time or shall use a handheld device or physical pat down, if necessary, to determine the cause of the alarm. Once court security personnel is satisfied the cause of the alarm has been determined, the entrant may gather their belongings and proceed.
 - (3) If an entrant declares a disability or medical condition that prevents passage through a walk-through metal detector, or if a walk-through

metal detector is unavailable, alternative screening methods such as a handheld device or physical pat down must be used to ensure the entrant does not possess any weapons or prohibited items.

- (a) An entrant with a declared implanted electronic medical device shall not be required to pass through a walk-through metal detector.
- (b) Wheelchairs and other mobility devices must not be passed through a walk-through metal detector.
 - (i) If an entrant is unable to separate from their wheelchair or other mobility device to pass through the walk-through metal detector, a handheld device or physical pat down must be used.
 - (ii) An entrant using a mobility device shall not be forced to stand for the purpose of conducting a search if he or she is not able. If the entrant is able to stand, they should not be required to remain standing for an extended period.
 - (iii) If feasible, entrants using a mobility device shall be provided a place to sit while the alternative screening protocol is performed.
- (4) Entry with an Animal
 - (a) Service animals as defined by the Americans with Disabilities Act are permitted to enter a court facility or courtroom. No other animals shall be permitted entry.
 - (i) Service animals are not required to wear a vest or have the certification present.
 - (ii) Court security personnel are permitted to ask the entrant the following two questions:
 1. Is this dog a service animal required because of a disability?
 2. What work or task has the dog been trained to perform?
 - (iii) Entry shall be denied if the entrant refuses to respond, responds in the negative to the first question, or fails to identify a task in response to the second question.
 - (iv) Court security personnel must not request documentation for the service animal, require that the service animal demonstrate its task, or inquire about the nature of the entrant's disability.

- (b) Service animals must not be required to pass through a walk-through metal detector.
- (c) Entrants with a service animal must not be separated from the service animal for the purpose of passing through a walk-through metal detector. A handheld metal detector or physical pat down must be used.
- (d) Service animals shall be visually inspected and scanned with a handheld metal detector. Court security personnel shall not touch a service animal without permission from the entrant.
- (e) A service animal may be removed from the court facility if:
 - (i) It is out of control and the handler cannot take effective action to control it; or
 - (ii) It is not housebroken.
- (5) Physical pat downs, when required, should be conducted in the presence of another court security personnel or in view of a security camera.
- (D) Any entrant who possesses a weapon or prohibited item must not be permitted to enter the court facility or courtroom unless the entrant decides to leave the premises and return for re-screening to ensure the weapon or prohibited item is no longer in their possession.
- (E) Any illegal items found during inspection shall be confiscated by court security personnel and shall not be returned to the entrant or any other person. Entrants carrying illegal items may be detained and/or cited for criminal charges and arrested depending on the seriousness of the offense.
- (F) Notwithstanding the requirements of subsection (B), the following persons are exempt from passing through security screening:
 - (1) Entrants entering through an access-controlled door.
 - (2) Entrants wearing a KCOJ-issued identification badge.

4.05 SECURE PARKING

- (A) Parking areas designated for use by KCOJ officials, employees, and the public attending to judicial business within a court facility may include a secure section with controlled access.
- (B) The AOC Department of Court Facilities is responsible for determining the allocation of secure and assigned parking spaces.

SECTION V – ADDITIONAL SECURITY SERVICES

5.01 AOC DIVISION OF COURT SECURITY

- (A) Court security coordinators in the AOC Division of Court Security, must obtain certification as a SLEO under KRS 61.900-61.930 within 6 months of their hire date and must maintain the certification for the entirety of their employment. Court Security Coordinators are authorized to act as a SLEO in any location permanently or temporarily occupied by the KCOJ.
- (B) The AOC Division of Court Security can provide additional security services upon request. Additional services include but are not limited to:
 - (1) Additional security personnel to attend a trial or hearing upon request of the presiding judge;
 - (2) Specialized security equipment upon request of the presiding judge;
 - (3) Dignitary protection for Supreme Court Justices and Court of Appeals judges; and
 - (4) Security services for any event sponsored by the KCOJ.


SECTION VI – IMPLEMENTATION

KCOJ officials and personnel shall obtain necessary equipment and training from the AOC Division of Court Security and, unless otherwise express authorization is given by AOC Division of Court Security and the Chief Justice, ensure compliance with these rules no later than March 1, 2026.

This Order shall be effective November 17, 2025, and until further

Order. ENTERED: November 17, 2025

All sitting. All concur.


CHIEF JUSTICE