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**IN THE SUPERIOR AND DISTRICT COURTS OF THE  
STATE OF WASHINGTON FOR KITSAP COUNTY**

IN RE THE SECURITY OF THE KITSAP  
COUNTY COURTHOUSE SERVING  
BOTH SUPERIOR AND DISTRICT  
COURTS OF THE STATE OF  
WASHINGTON IN AND FOR KITSAP  
COUNTY

**JOINT  
ADMINISTRATIVE  
ORDER**

**FINDINGS AND CONCLUSIONS**

The Kitsap County Superior and District Courts (hereafter "Courts") find the following facts and conclusions of law:

The Kitsap County Courthouse is used by employees, witnesses, case participants, victims, and jurors daily. The work performed by the courts frequently involves persons dealing with traumatic and/or deeply emotional subject matters, which can give rise to security risks;

The physical design of the Kitsap County Courthouse allows for the free flow of persons throughout the hallways including the daily transportation of in-custody defendants between the jail and one or more of nine courtrooms;

The public enters the courthouse through the main doors located on Division Street (hereafter "Division Street entry"). As currently operated, there are two entrances which are to be exclusively used by employees and other authorized users. One of the two employee entry points is located at the southwest corner of the building closest to Cline Street (hereafter "Cline Street entry"). The Cline Street entry has only been open for employee access in recent years. Previously, the Cline Street entry was for emergencies

1 only. The second employee entry is located to the southeast of the building closest to the  
2 Sheriff's Office (hereafter "Sheriff's entry");

3 The Division Street entry is staffed by security personnel who screen those entering  
4 the courthouse for weapons; there is currently no regular screening at either of the  
5 employee entry points;

6 The closest employee entry to the Division Street entry is the Sheriff's entry. Due to  
7 the location of the Cline Street entry and staffing levels in the courthouse, it is more  
8 difficult for courthouse security staff to respond quickly to incidents occurring at the Cline  
9 Street entry than for them to respond to incidents occurring at the Sheriff's entry.  
10 Immediately adjacent to both employee entry points are staircases leading to the second  
11 floor of the courthouse. Often, when incidents have occurred at the Cline Street entry,  
12 security staff can no longer locate the person or persons involved by the time they are able  
13 to reach the area;

14 Multiple incidents involving the public and/or courthouse staff leaving the Cline  
15 Street entry door propped open and/or allowing unscreened persons to enter the courthouse  
16 have occurred since the door was opened for employee access. These incidents have  
17 resulted in at least one weapon being introduced into the courthouse and have increased the  
18 likelihood that additional undiscovered weapons have been brought into the courthouse.  
19 Employees are aware of the Courts' concerns about the security risks associated with the  
20 Cline Street entry, and yet they persist in propping the door open.

21 Best practices for courthouse security include reducing the number of unmanned  
22 access points to the fewest possible. As the courthouse is currently configured, it is not  
23 feasible to have only one access point for all persons entering the courthouse, especially at  
24 the beginning of the day and after lunch. At these times, there is insufficient space available  
25 at the Division Street entry to process all the persons entering the courthouse, which can  
26 number in the hundreds. Therefore, the Courts have determined that maintaining one  
27 employee entry is the best option available at this time. Due to the security issues  
28 identified above, the Courts find that the Sheriff's entry is the better of the two employee  
29 entries;  
30

1 Courts have inherent power and obligation to control all necessary court functions  
2 to promote the effective administration of justice, *Zylstra v. Piva*, 85 Wn.2d 743, 749-50  
3 (1975). Included within the Court's inherent powers is the authority to do all that is  
4 reasonably necessary for the efficient administration of justice, *Ordell v. Gaddis*, 99 Wn.2d  
5 409, 411 (1983). "Under the inherent powers of the courts, the judiciary has authority to  
6 administer justice and to ensure the safety of court personnel, litigants and the public."  
7 *State v. Wadsworth*, 139 Wn.2d 724, 741 (2000). As noted by the Washington State  
8 Supreme Court in *State v. Harzog*, "[i]t is fundamental that a trial court is vested with the  
9 discretion to provide for courtroom security, in order to ensure the safety of court officers,  
10 parties, and the public." 96 Wn.2d 383, 396 (1981), citing *Illinois v. Allen*, 397 US 337  
11 (1970); see also, *Wadsworth*, 139 Wn.2d at 739-40.;

12 A safe courthouse environment is fundamental to the administration of justice.  
13 Employees, case participants, and members of the public should expect safe and secure  
14 courthouses. See, Washington State General Rule 36; and

15 The Courts find that it is their duty and obligation to the public to act to ensure,  
16 within the means available, that the Kitsap County Courthouse is safe and secure;

17 Based upon the foregoing, the Courts hereby enter the following

18 **ORDER**

19 IT IS HEREBY ORDERED, all patrons entering the county courthouse through the  
20 Division Street entry shall be screened. Screening will apply to all entrants including  
21 members of the public, employees, attorneys, and elected officials.

22 Contractors coming into the Courthouse to perform repairs that require tools or  
23 equipment must go through screening at the Division Street door and be met by either  
24 Facilities staff or the County department responsible for the repair request. Contractors  
25 with oversized equipment or large vendor deliveries shall make prior arrangements with  
26 Security for access through one of the southside doors.

27 IT IS FURTHER ORDERED THAT effective February 1, 2019, the Cline Street  
28 entry will be closed to routine ingress and egress. The door will revert to functioning as an  
29 emergency exit only and will be alarmed if opened.

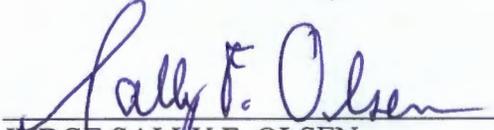
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The Sheriff's entry will be key-card access required for both ingress and egress. Exiting through this door without a keycard will activate an alarm. Private and contract attorneys may obtain a county issued keycard permitting them to use the Sheriff's entry. Keycards can be obtained for a fee through the Sheriff's Department.

If courthouse security is present at the Sheriff's entry, entrants will be required to display their County Identification. Employees bringing friends and family who are not county employees into the Courthouse will be required to use the Division Street entrance. Under special circumstances (such as bringing in a witness for a sensitive case) a person without County identification may be brought through the Cline Street entry or Sheriff's entry if a prior arrangement has been made with courthouse security for individual screening.

IT IS FURTHER ORDERED THAT effective February 1, 2019 any County employees, attorneys, and/or elected officials who allow unauthorized access to the courthouse may lose their privilege of accessing the courthouse through any door other than the Division Street entry. Employees are encouraged to only allow access to those showing their County identification card prior to permitting access.

DATED this 17 day of December 2018.

  
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JUDGE SALLY F. OLSEN  
Presiding Judge  
Kitsap County Superior Court

  
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JUDGE JEFFREY J. JAHNS  
Presiding Judge  
Kitsap County District Court