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COURT SECURITY

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## **BANDERA MUNICIPAL COURT SECURITY PLAN**

Approved by Court Security Committee on June 7, 2024

### **I. PURPOSE**

The purpose of this policy is to establish and maintain the security of the Bandera Municipal Courtroom and provide for the safety of its occupants. It is intended to accomplish this objective with the minimum intrusion necessary on the personal freedoms of those people who appear in court.

### **II. SCOPE**

All persons entering the Bandera Municipal Courtroom, except the following, are subject to the procedures set out in this policy:

1. Bandera Court Judge or the Associate Judge.
2. The Bandera Bailiff and designee(s).
3. Employees of the Bandera Court clerk's office.
4. Uniformed peace officers appearing in court on official business.
5. Non-uniformed peace officers appearing in court on official business who present proper department identification.
6. Attorneys who possess and present a valid Attorney Identification (AID) card issued.

Should circumstances arise which cause the judge or those persons with responsibility for enforcing the courtroom security policy to reasonably believe that ensuring the safety of one or more persons in the courtroom requires any of the above persons to undergo security screening, then such persons shall be subject to the procedures set out in this security policy.

No one will be allowed into the courtroom (except Sworn Texas Peace Officers) with any type of weapon, contraband, or any device that may pose a threat to the safety of any person in the courtroom. In the event a person is discovered to have an illegal weapon and/or contraband in their possession, that person should be removed immediately from the courtroom and if necessary, confiscate the weapon and/or contraband for safety and notify the Bandera Marshal's Office.

### **III. GENERAL COURTROOM SCREENING PROCEDURES**

All persons entering the courtroom who are subject to this policy must undergo security screening. Persons who refuse to undergo security screening will be denied entry to the courtroom.

Security screening procedures shall be conducted in a manner that allows the officer to accomplish the task and allows the individual to maintain his or her personal dignity. Officers will be consistent and will not make exceptions due to a person's race, gender, or other factors. Everyone will be treated the same regarding security screening.

#### **A. Screening Subject through Metal Detector**

- Prior to passing through the metal detector the person should empty their pockets of all change, keys, and any metal objects, including cell phones, large belt buckles, etc.
- If the machine is activated, the officer will ask if the person has other metal objects in their possession such as steel-toed boots, knee-brace, etc. After a second activation of the sensor, the officer will screen that person with a hand-held detector.
- If the hand-held detector activates, then a pat search will be conducted of that person. If the person is a female, then a female officer will conduct the pat search.
- Non-English speaking, hearing impaired, or elderly persons can be processed as anyone else by demonstrating what you want done. Screeners must ensure that these visitors are thoroughly screened while being sensitive to the visitor's physical or mental condition.
- Persons who wear or have implanted medical devices that are adversely affected by the screening equipment will be allowed to undergo modified screening.
- Anytime the detector is activated or if an officer becomes suspicious about a person, a container, or an object, the officer is expected to satisfy those suspicions before allowing the person or object into the courtroom. Officers are expected to use sound judgment and a responsible application of procedures and the law.
- Anyone leaving the courtroom will be required to undergo security screening before they are allowed to re-enter the courtroom.

#### **B. Courtroom Dress Code**

Anyone violating the dress code will be asked to leave and/or denied entry into the Bandera Municipal Courtroom.

The following will not be allowed in the courtroom:

- No shorts/halter tops.

- All clothes with offensive language or images must be worn inside out.
- No Caps, Hats, Bandanas, or Do-Rags
- No Tanks, Midriffs, or Unreasonable Revealing Attire
- No Obscene / Profane Language and/or Any Illustrations on Clothing

#### **C. Physical Inspection/Search of Carry-In Items**

A person may refuse to allow the search of their belongings; however, those items will not be allowed into the courtroom. The item(s) not searched may be taken to the owner's vehicle and secured inside it.

While physically inspecting purses, briefcases, backpacks, and other items; attempt to position the item(s) so it is in the owner's view, yet far enough away to avoid reach and/or easy access.

Inspect the exterior/interior of the item for signs of tampering, unusual weight, or any other type of alterations.

#### **D. CONTRABAND**

Contraband includes any items that may pose a threat to the safety and security of the people in the courtroom. While this obviously includes all of the items listed in Penal Code 46.02 (UCW) and Penal Code 46.05 (Prohibited Weapons), it may also include other items that are legal to own and carry; but may, *in the officer's opinion*, pose a threat to the safety and security of the courtroom.

#### **E. ARMED PERSONS**

Despite the best efforts at preventing the introduction of weapons in the courtroom. Should this occur, the officer will call for law enforcement backup, keeping the person under observation. Once the backup officer arrives, they should approach the person, ask if they are armed, and take immediate custody of the weapon if found. Have the person removed from the area quickly and quietly.

#### **F. ARREST**

When an individual(s) is remanded into custody, the person will immediately be handcuffed and advised of the purpose of arrest. The bailiff and/or law enforcement officer will ensure the individual(s) are turned over to the Bandera Marshal's Office and remanded to jail.

### **IV. EMERGENCY PLAN**

The purpose of the Emergency Plan is to ensure the safety of judges, court employees and the public who are in the Bandera Municipal Court by establishing procedures for various types of emergencies.

## **A. EVACUATION**

Some emergency events will require the immediate evacuation of the court facility. The evacuation may be made by the Judge, Court Clerk, and/or the Bailiff.

### **1. Primary Location:**

The primary evacuation location will be the **agreed designated area**. All clerks will quickly and safely go out of the exit and proceed to the designated area.

### **2. Secondary Location:** In the event the primary location is deemed unsafe, personnel will divert and proceed to the **agreed designated area**.

### **3. Handicapped or Injured Personnel:**

Able bodied personnel should make reasonable efforts to assist those who are handicapped or injured in evacuating the court facility.

### **4. Remain at Evacuation Location:**

All personnel should remain at the evacuation location until released by the Judge, Bailiff and/or Bandera Marshal's Office.

### **5. Bailiff Responsibilities During Court Session Evacuation:**

Peace Officers assigned as Bailiffs will assist the court if an evacuation is ordered by assisting with evacuating civilians and securing the building. The Marshal's Office will assist in the evacuation of all personnel.

## **B. COURTROOM INCIDENTS**

Sometimes a disturbance and/or violence may erupt inside the courtroom, which necessitates intervention by the Bailiff. Should an eruption occur in the courtroom, the Judge and all clerks should immediately exit the courtroom.

Officers in the courtroom will take necessary steps to suppress and control the disturbance and/or violence in the courtroom until assistance arrives.

Following a courtroom incident, the Bailiff will notify the judge and clerks of the incident as soon as practicable. If future contact by anyone from the court with the person causing the disruption is reasonably expected, the Bailiff will make every effort to identify that person to court staff so they might be aware of potential problems in the future.

If an evacuation order is given, the judge, all clerks, and the public should evacuate to the agreed designated area.

## **V. REPORTING SECURITY INCIDENTS TO OFFICE OF COURT ADMINISTRATION**

Pursuant to Article 102.017(f) of the Texas Code of Criminal Procedure, the Bailiff/Marshals Office will submit to the Office of Court Administration a report regarding any security incident online at <https://www.txcourts.gov/programs-services/court-security/court-security-incident-reporting/> involving court security that occurs in or around the court building not later than the third business day after the date the incident occurred. A copy of the report must also be provided to the presiding judge.

A "security incident" is any adverse event that threatens the security of a person or property or causes or may cause significant disruption to the function of the court due to a breach in security. This includes, but is not limited to, threats to harm a person or property, disorderly conduct, assaults, escape/attempts, weapons, introduction of weapons or contraband, or any other serious situation involving security issues that disrupts court activities. Note: This report should not be completed for medical emergencies or non-threatening personnel matters.

## **VI. COURTROOM SECURITY TRAINING FOR STAFF**

It is the objective of the Office of Court Administrators to administer yearly courtroom security training to each employee and equip them with the knowledge and tools necessary to obtain a safe environment. The safety training will be provided with the support of the Bandera Marshal's Office and should consist of safety practices in the courtroom and court area.

## **VII. COURTROOM SECURITY EQUIPMENT AND TESTING**

Metal Detector (walk-through) and Wand (hand-held detector)  
Duress Alarms (Panic Buttons)  
Security Cameras

All courtroom security equipment will be tested monthly to ensure that it operates properly. The bailiff is responsible for scheduling and/or conducting the testing. Security Cameras will be retained for at least ten working days. Equipment determined to be inoperable should be addressed immediately.

### **Committee Members:**

Judge Towers (Judge/Chair)  
Stan Farmer (City Administrator)  
Jannett Pleper — Court Clerk  
Allyson Wright — Deputy Clerk  
Nancy De Foster — Marshal  
Jon Davis — Code Enforcement Officer

**Govt Code Sec. 29.014. COURT SECURITY COMMITTEE.** (a) The presiding or **municipal judge**, as applicable, shall establish a court security committee composed of:

- (1) the presiding or municipal judge, or the judge's designee;
- (2) a representative of the law enforcement agency or other entity that provides the primary security for the court;
- (3) a representative of the municipality; and
- (4) any other person the committee determines necessary to assist the committee.

(b) The person described by Subsection (a)(1) serves as presiding officer of the committee.

(c) The committee shall establish the policies and procedures necessary to provide adequate security to the municipal courts served by the presiding or municipal judge, as applicable.

(d) A committee may recommend to the municipality the uses of resources and expenditures of money for courthouse security but may not direct the assignment of those resources or the expenditure of those funds.

**GOVERNMENT CODE**  
**TITLE 2. JUDICIAL BRANCH**  
**SUBTITLE L. COURT PROFESSIONS REGULATION**  
**CHAPTER 158. COURT SECURITY OFFICERS**

**Sec. 158.001. DEFINITION.** In this chapter, "court security officer" means a constable, sheriff, sheriff's deputy, **municipal peace officer**, or any other person assigned to provide security for an appellate, district, statutory county, county, municipal, or justice court in this state.

**Sec. 158.002. COURT SECURITY CERTIFICATION.** (a) Except as provided by Subsection (b), a person may not serve as a court security officer for an appellate, district, statutory county, county, municipal, or justice court in this state unless the person holds a court security certification issued by a training program approved by the Texas Commission on Law Enforcement.

(b) A court security officer is not required to hold a court security certification to provide security to a court described by Subsection (a) before the first anniversary of the date the officer begins providing security for the court.

**Sec. 158.003. VERIFICATION.** The sheriff, constable, law enforcement agency, or other entity that provides security for a court shall verify that each court security officer holds the court security certification as required by this chapter.

CODE OF CRIMINAL PROCEDURE  
TITLE 2. CODE OF CRIMINAL PROCEDURE  
CHAPTER 102. COSTS, FEES, AND FINES PAID BY DEFENDANTS  
SUBCHAPTER A. COSTS; REIMBURSEMENT FEES; FINES

Art. 102.017. COURTHOUSE SECURITY FUND; **MUNICIPAL COURT BUILDING SECURITY FUND**; JUSTICE COURT BUILDING SECURITY FUND.

(a) The courthouse security fund is a fund in the county treasury, and **the municipal court building security fund is a fund in the municipal treasury.** The funds consist of money allocated to the funds under Sections 134.101, 134.102, 134.103, 135.101, and 135.102, Local Government Code.

(b) Money deposited in a courthouse security fund may be used only for security personnel, services, and items related to buildings that house the operations of district, county, or justice courts, and money deposited in a **municipal court building security fund may be used only for security personnel, services, and items related to buildings that house the operations of municipal courts.**

**LOCAL CONSOLIDATED FEE ALLOCATION**

The Local Consolidated Fee is a \$14 cost collected on all nonjailable misdemeanor offenses, including criminal violation of a municipal ordinance (Section 134.103, Local Government Code). The municipal treasurer is required to allocate the \$14 to four separate funds or accounts outlined below, based on percentages in the statute, and maintain that individual fund or account. The money in the fund or account may only be used for the purposes provided by law (Section 134.151(a), Local Government Code).

	Allocation	Specific Statute	Percentage	Dollar Amount	Allowed Uses
Local Consolidated Fee	Municipal Court Building Security Fund	Article 102.017, Code of Criminal Procedure	35%	4.90	May only be used for security personnel, services, and items related to buildings that house the operation of municipal court. A non-exhaustive list of potential uses is included in Article 102.017(c), Code of Criminal Procedure.
	Local Truancy Prevention and Diversion Fund	Section 133.125, Local Government Code	35.7143%	5.00	May only be used to finance the salary, benefits, training, travel expenses, office supplies, and other necessary expenses relating to the position of juvenile case manager. Money may not be used to supplement the income of an employee whose primary role is not juvenile case manager.
	Municipal Court Technology Fund	Article 102.0172, Code of Criminal Procedure	28.5714%	4.00	May only be used to finance the purchase of or to maintain technological enhancements for a municipal court. A non-exhaustive list of potential uses is included in Article 102.0172(b), Code of Criminal Procedure.
	Municipal Jury Fund	Section 134.154, Local Government Code	0.7143%	10	May only be used by municipality to fund juror reimbursement and otherwise finance jury services.



## City Clerk

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**From:** michael evans <mkekerv@outlook.com>  
**Sent:** Friday, June 7, 2024 2:29 PM  
**To:** City Clerk  
**Subject:** Panic Buttons

City of Bandera  
Judge Mike Towers  
511 Main St  
Bandera, TX. 78003

1 - Master Alarm Unit Panel  
w/ Touchpad  
w/ Wireless Receiver  
w/ Cell Network Module  
5 - Wireless Panic Buttons

\$1765.00

Monthly breakdown for monitoring is \$38. per month .  
We bill quarterly or annually for the alarm monitoring.

Thank You

Protect All Security  
Michael K. Evans  
mkekerv@outlook.com  
c. 830-370-8889  
o. 800-250-8540

TXDPS PSB Lic# B10291  
TDI Lic# ACR-1918946

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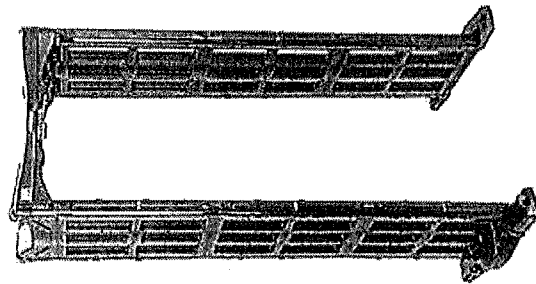
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[Home](#) > [All Products](#) > [Safety Products](#) > [Detectors](#) > [Walk-Through Metal Detector](#)

## Walk-Through Metal Detector



[Q. More Images](#)

Quickly detects guns, knives and razor blades at schools, concerts, night clubs and government buildings.

- Portable and easy to use. 5-minute setup with no tools required.
- Operates up to 40 hours on rechargeable 12V batteries. No cords needed.
- 3 sensor zones with LED indicators provide head-to-foe detection.
- Carry strap and 2 wheels make transportation quick and easy.
- 100 sensitivity settings. Can be adjusted to pick up items as small as a bobby pin.

+ Free Offer

MODEL NO.	DESCRIPTION	SIZE H x W x D	WT. (LBS.)	PRICE EACH	IN STOCK SHIPS TODAY
H-8541	Walk-Through Metal Detector	88 x 46 x 34"	120	\$4,950	<div><div>1</div><div>ADD</div></div>

SHIPS VIA MOTOR FREIGHT



## Hill Country Elite Construction & Excavation

Po Box 638 | Bandera, TX 78003  
830-522-6435 | Hillcountryelite@yahoo.com

### RECIPIENT:

**City of Bandera**  
511 main st  
Bandera, Texas 78003

### Quote #17

Sent on Jun 04, 2024

**Total \$0.00**

Product/Service	Description	Qty.	Unit Price	Total
Emergency Exit Bid #1	Remove glass on back of building, frame in door opening. Install 30/68 commercial steel emergency door with exit only lock and escape bar. Install interior and exterior trim. Install sheetrock, tape float and textured. Paint to match existing color.	1	\$0.00	\$0.00
	Total Material and Labor			\$4920.00
Emergency Exit Bid #2	Side of building, cut door opening through rock. Install 30/68 commercial steel door with exit only lack and escape bar. Frame will consist of steel framing. Sheetrock interior, tape float and textured. Paint to match existing color. Install interior and exterior trim.	1	\$0.00	\$0.00
	Total Material and labor			\$11820.00
Door Latch	If electric door latch is desired for project instead of exit bar an additional \$2,200.00 will be added to either bid accepted.	1	\$0.00	\$0.00

**Total \$0.00**

This quote is valid for the next 30 days, after which values may be subject to change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Final Details for Order #112-6861075-7715462

Order Placed: May 29, 2024

Amazon.com order number: 112-6861075-7715462

Order Total: \$361.98

Shipped on May 30, 2024	
<b>Items Ordered</b>	<b>Price</b>
2 of: Garrett Super Scanner V Metal Detector, Made in USA	\$180.99
Sold by: Garrett Metal Detectors ( <a href="#">seller profile</a> )	
Business Price	
Condition: New	
<b>Shipping Address:</b>	
City Of Bandera	Item(s) Subtotal: \$361.98
511 MAIN ST	Shipping & Handling: \$8.25
PO BOX 896	Free Shipping: -\$8.25
BANDERA, TX 78003-3983	-----
United States	Total before tax: \$361.98
	Sales Tax: \$0.00
<b>Shipping Speed:</b>	-----
FREE Shipping	<b>Total for This Shipment: \$361.98</b>
	-----

Payment information	
<b>Payment Method:</b>	Item(s) Subtotal: \$361.98
MasterCard   Last digits: 5522	Shipping & Handling: \$8.25
	Promotion applied: -\$8.25
<b>Billing address</b>	-----
City Of Bandera	Total before tax: \$361.98
511 MAIN ST	<b>Estimated Tax: \$0.00</b>
PO BOX 896	-----
BANDERA, TX 78003-3983	<b>Grand Total: \$361.98</b>
United States	
<b>Credit Card transactions</b>	MasterCard ending in 5522: May 30, 2024: \$361.98

To view the status of your order, return to [Order Summary](#).