STATE OF MINNESOTA IN DISTRICT COURT

EIGHTH JUDICIAL DISTRICT

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ADMINISTRATIVE POLICY 47

PROCEDURES FOR THE MAINTENANCE OF COURT DURESS ALARMS

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The attached procedures are adopted by the Eighth Judicial District for the maintenance of court duress alarms.

Dated: 12/19/01

Gerald J. Seibel
Chief Judge
Eighth Judicial District

Maintenance of Court Duress Alarms

Court duress alarms have been installed in courthouses throughout the Eighth Judicial District. These alarms should be inspected and tested on a monthly basis. Obviously, the impact of a duress alarm that is not functioning could be drastic whether an incident occurs in the courtroom, chambers or court administration offices. Most court personnel are very reluctant to initiate an alarm and so the incidents are serious when the alarm is used.

The following steps should be taken in all counties of the Eighth Judicial District:

- Each county law enforcement agency and court administration office should take an inventory of the duress alarms that are installed in the county courthouse.

- A monthly inspection form should be developed for use in conducting the monthly inspection.

- The county sheriff or other entity responsible for court security should set a monthly date for the inspection of duress alarms.

- On the specified date, the law enforcement agency should test each duress alarm installed in the county courthouse and a monthly form should be completed and filed with the court and the law enforcement agency as to the results of the monthly inspection.

- If a duress alarm fails to operate, the problem should be identified and fixed immediately.