

AUG 29 2023

[Signature]
CLERK SUPERIOR COURT

IN THE SUPERIOR COURT OF FORSYTH COUNTY
STATE OF GEORGIA

IN RE: COURTHOUSE ACCESS PROTOCOLS FOR SECURED AREAS

ADMINISTRATIVE ORDER NO. 23-9

The purpose of this administrative order is to establish well-defined access protocols for the secured areas within the Forsyth County Courthouse. These protocols are necessary in ensuring the safety and security of the courthouse premises. The primary goal is to grant access solely to authorized personnel while maintaining strict oversight and accountability. By implementing these access protocols, we strive to create a secure environment that upholds the highest standards of safety for all stakeholders within the Forsyth County Courthouse.

In addition, by controlling access to authorized personnel, the Court ensures the appearance of impartiality in its operations. Limiting access to secured areas to only those with legitimate reasons enhances the perception that court proceedings are conducted fairly, without undue external influence or interference. This commitment to impartiality is essential for upholding public trust and confidence in the judicial system.

IT IS HEREBY ORDERED THAT:

Access to secured areas within the Superior and State Courts shall be granted based on authorized positions and a formal request process. To request access, individuals must complete the Court Administration Access Request Form, which includes providing their name, job position, reason for access, and duration of access. Prior to granting access, all requests must receive approval from the Chief Judge or an authorized designee.

Once an individual's request for access has been approved, the Court Administrator shall promptly notify the Sheriff's Office. The Sheriff's Office will be responsible for programming access to secured doors on the County-issued key swipe cards of those authorized to have access. It is important to note that sharing of swipe cards is prohibited to maintain a secure and accountable access system.

All individuals granted access to secured areas must adhere to the rules and regulations governing the use of such areas. This adherence to protocols ensures the safety and integrity of the courthouse environment.

The Court Administrator shall maintain an up-to-date and comprehensive list of all current individuals with access to these secured areas. This list shall be available for circulation to the Superior and State Court judges upon their request, promoting transparency and efficient oversight.

This approach establishes a robust and controlled access management system, safeguarding the security and confidentiality of secured areas within the Superior and State Courts while ensuring accountability and efficient coordination between relevant parties.

Authorized Access Categories to Various Courthouse Areas

1. Access to Superior (5th Floor) and State Court (4th Floor) Secure Hallway Doors:

- | | |
|----------------------------------|-------------------------------|
| a) Elected Officials | f) Chief Deputy Clerk |
| b) Juvenile Court Judges | g) Accountability Court Staff |
| c) Court Administration Staff | h) Court Reporters |
| d) Superior Court Judicial Staff | i) Bailiffs |
| e) State Court Judicial Staff | |

2. Access to Judicial Elevators:

- | | |
|-------------------------------|-----------------------|
| a) Elected Officials | e) Chief Deputy Clerk |
| b) Juvenile Court Judges | f) Mailroom Clerk |
| c) Court Administrator | g) Bailiffs |
| d) Deputy Court Administrator | |

3. Access to Judicial Chamber Doors:

- | | |
|----------------------------------|-----------------------|
| a) Elected Officials | f) Court Reporters |
| b) Juvenile Court Judges | g) Bailiffs |
| c) Court Administration Staff | h) Chief Deputy Clerk |
| d) Superior Court Judicial Staff | i) Mail Clerk |
| e) State Court Judicial Staff | |

4. Access to Courtroom Juror Access Doors:

- | | |
|----------------------------------|-------------------------------|
| a) Elected Officials | f) Court Reporters |
| b) Juvenile Court Judges | g) Bailiffs |
| c) Court Administration Staff | h) Accountability Court Staff |
| d) Superior Court Judicial Staff | i) Chief Deputy Clerk |
| e) State Court Judicial Staff | |

5. Access to Judge's Courtroom Entry Doors:

- a) Elected Officials
- b) Juvenile Court Judges
- c) Bailiffs
- d) Court Administrator
- e) Deputy Court Administrator

Access Provision by the Sheriff's Office

The Sheriff's Office shall be responsible for providing access to Sheriff's Office employees as necessary to maintain a secured courthouse. However, access to the aforementioned secured doors shall be limited to Sheriff's Office personnel specifically assigned courthouse security duties or protection of the courthouse. Personnel who are not directly involved in courthouse security shall not be granted access to these areas.

The Sheriff's Office shall maintain a comprehensive list of all personnel for whom access to secured areas has been granted. This list shall ensure proper oversight and accountability in managing access to the secured areas. The Sheriff's Office shall share this list with the Court Administration to facilitate effective coordination and security management.

Acknowledgment of Sheriff's Office Responsibilities

Recognizing that the Sheriff's Office is tasked with securing the courthouse, access to the secured areas is essential for the fulfillment of their mission. The Sheriff's Office shall exercise its responsibilities in maintaining the security of the courthouse while adhering to the established access protocols.

Compliance and Enforcement

All individuals granted access to the secured areas must comply with the access protocols outlined in this administrative order. Any violations or concerns regarding access should be reported promptly to the Court Administration or the Sheriff's Office for appropriate action.

If an employee or individual with access leaves their position or is no longer authorized to enter these areas, the Court Administrator shall formally notify the Sheriff's Office. The Sheriff's Office will promptly terminate the individual's access upon receiving formal notification from the Court Administrator.

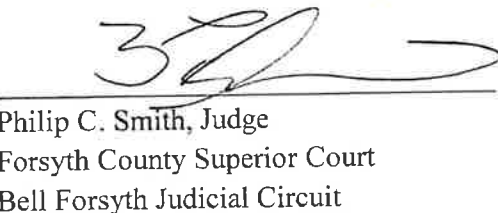
Effective Date

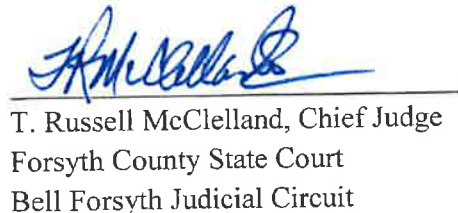
This Administrative Order shall take effect on September 5, 2023 and shall remain in full force until further notice.

SO ORDERED, this 28th day of August 2023.


Jeffrey S. Bagley, Chief Judge
Forsyth County Superior Court
Bell Forsyth Judicial Circuit


David L. Dickinson, Judge
Forsyth County Superior Court
Bell Forsyth Judicial Circuit


Philip C. Smith, Judge
Forsyth County Superior Court
Bell Forsyth Judicial Circuit


T. Russell McClelland, Chief Judge
Forsyth County State Court
Bell Forsyth Judicial Circuit


James A. Dunn, Judge
Forsyth County State Court
Bell Forsyth Judicial Circuit

- Original: Forsyth County Clerk of Courts
Cc: Sheriff Ron Freeman, Forsyth County Sheriff's Office
Penny Penn, Forsyth County District Attorney
William Finch, Forsyth County Solicitor General
Robin Rooks, Circuit Court Administrator