



## Minnesota Judicial Branch Policy

---

---

<b>Policy Source:</b>	Minnesota Judicial Council
<b>Policy Number:</b>	605
<b>Category:</b>	Statewide Court Programs
<b>Title:</b>	Minnesota Judicial Branch Safety, Security and Emergency Preparedness
<b>Effective Date:</b>	January 1, 2020; July 1, 2023
<b>Revision Date(s):</b>	May 18, 2023
<b>Supersedes:</b>	

---

---

### I. POLICY STATEMENT

The Minnesota Judicial Branch is committed to creating a safer environment in buildings and facilities occupied or utilized by the Judicial Branch that is consistent with commonly accepted best practices of entities such as the United States Department of Homeland Security (DHS) and Cybersecurity and Infrastructure Security Agency (CISA). Creating a safer environment is attained by supporting three elements: personal safety, physical security, and emergency preparedness. These three elements all intersect to effectively mitigate, prepare for, respond to, and recover from incidents to large-scale emergencies.

### II. DEFINITIONS

- A. Emergency: Any unforeseen incident or combination of circumstances, whether natural, technological, or human-caused, that requires responsive action to protect life, property or data.
- B. Incident: An occurrence or situation that happens, especially something unusual or unpleasant.

### III. SAFETY, SECURITY, AND EMERGENCY PREPAREDNESS

It is imperative that personal safety, physical security, and emergency preparedness are viewed as a shared responsibility at all levels of the branch. This includes fostering the relationship between the Judicial Branch and Minnesota counties to develop and maintain coordinated safety, security, and emergency preparedness practices. A comprehensive and strategic approach will facilitate planning, coordination, and communication at all levels of the Judicial Branch.

The efforts of the Judicial Branch toward a safer environment may include, but not be limited to:

- A. Comprehensive Emergency Management Planning

1. Emergency Operations Plan
2. Continuity of Operations Plan
3. Emergency Communications Plan
4. Training, Testing, and Exercising Emergency Plans

B. Comprehensive Physical Security Planning

1. Risk and vulnerability assessments
2. Best practices for Minnesota courts' building security
3. Multi-year physical security improvement plans

C. Personal Safety Training Program

**IV. APPLICABILITY**

The Judicial Council Safety, Security and Emergency Preparedness Policy shall apply to all judicial officers and employees.

**V. IMPLEMENTATION AUTHORITY**

Implementation of this policy shall be the responsibility of the State Court Administrator acting as the Judicial Council's agent.

**VI. EXECUTIVE LIMITATIONS**

Not applicable.