



THE FAMILY COURT OF THE STATE OF DELAWARE

SECURITY POLICY NO. 100

TO: Family Court Statewide
FROM: Chiefs of Court Security
DATE: June 1, 2021
RE: PANIC ALARM & EXTRA SECURITY PRESENCE

The following guidelines are for utilizing the panic alarms in **cases of emergency**:

- The activation of a panic alarm requires a response from all available Court Security Officers (CSO)/Judicial Assistants (JA) and Capitol Police within the building.
- This button should be used when a rapid response is required, for example:
 - If there is an unruly person in the courtroom or other area of the courthouse;
 - If there is a physical altercation in progress, or you believe there is a possibility of a physical altercation;
 - If there is a medical emergency; or
 - If you feel your life is threatened, or a person has some type of weapon.
- In the event of a situation requiring a rapid response, any staff within proximity of a panic alarm should press the button.
- When in doubt, it is better to be cautious and utilize the panic button.
- Staff should always be aware of where the closest panic buttons are in relation to their daily assignments.

There are times that may require the presence of a CSO/JA or Capitol Police but do not require a panic alarm response. **Non-emergent calls** should be made in situations such as:

- When a litigant or stakeholder needs a safety escort out of the building;
- When a person needs assistance being transported in or out of the building, such as assistance with a wheelchair; or
- When additional security is needed in the lobby or courtroom waiting areas due to high profile cases or parties with previous altercations.

If this is the case, contact the following numbers for your county:

- **New Castle County:** Chief of Security at x 50393 or Capitol Police x 50022
- **Kent County:** Front Security Desk x21043
- **Sussex County:** Front Security Desk x57423