

**UNITED STATES BANKRUPTCY COURT  
FOR THE SOUTHERN DISTRICT OF OHIO**

In The Matter of: : **General Order Number Ten**  
: :  
SECURITY PROCEDURES : GENERAL ORDER: United States  
: Bankruptcy Court, Southern District of  
: Ohio (Cincinnati, Columbus and Dayton)  
: **Effective August 3, 2009**

This Order, **effective August 3, 2009**, supersedes and replaces all prior orders of this Court on these subjects, and establishes security procedures. All persons, including employees, entering through a main entrance of facilities occupied by the United States Bankruptcy Court for the Southern District of Ohio, are subject to screening by Court Security Officers. At all times the employees of United States Bankruptcy Court for the Southern District of Ohio are required to wear their official identification cards issued by the Clerk of Court.

The locations of the United States Bankruptcy Court for the Southern District of Ohio include: 21 E. Fourth Street, Eight Floor, Atrium Two, Cincinnati, Ohio, 170 North High Street, Columbus, Ohio and 120 West Third Street, Dayton, Ohio ("Locations"). To the extent practicable and where alternative arrangements have not been made, this Order shall also apply to any outlying locations where court is conducted (currently St. Clairsville and Zanesville, Ohio).

**SECURITY PROCEDURES**

**A. Screening of Persons Entering the Buildings**

1. The United States Marshals Service Court Security Officers ("CSO's") shall operate x-ray machines, magnetometers and other screening and security equipment at the public entrances of all the Southern District of Ohio, United States Bankruptcy Court Locations. The purpose will be the screening of persons entering the Locations. All persons and their belongings are subject to screening and searches by the CSO's.
2. All persons that seek entrance to the Locations shall pass through the magnetometers for the purpose of detecting weapons or any other items deemed dangerous or prohibited by law. All persons shall submit to further screening by the CSO's if deemed necessary. This further screening may encompass the removal of all metallic objects from the persons, screening by a portable hand-held metal detectors, or other screening procedures, as necessary. Any persons refusing to submit to this screening process shall be denied access to the Locations.

**FILED**

JUN - 4 2009

Kenneth Jordan  
Clerk of Court  
U. S. Bankruptcy Court

3. The CSO's shall be provided a current roster of all court employees, including photographs, assigned work areas and contact information in the Locations. All court employees shall always wear official photo identification.
4. All persons having business with the courts or any other offices in the Locations, who are carrying, delivering or otherwise transporting any briefcase, suitcase, package, electronic device (including cellular phones, pagers, electronic organizers and portable computers), or any other container (hereinafter referred to as a "carried item"), shall surrender such carried items for screening through an x-ray device and/or personal inspection by the CSO's. Any persons refusing to submit their carried items for screening through an x-ray device and/or personal inspection by CSO's shall be denied access to the Locations. If, after x-rays and/or personal inspections, CSO's detect weapons or any other items deemed dangerous or prohibited by law, the individuals are subject to arrest.
5. The following persons are exempt from the screening procedures set forth above (with appropriate official identification):
  - a. Judges of the United States Court of Appeals for the Sixth Circuit;
  - b. Judges of the United States District and Bankruptcy Courts for the Southern District of Ohio;
  - c. Other judges of the United States Courts who are serving by designation, assignment or visiting the Locations;
  - d. Employees of the United States Marshals Service and employees of contractors of the United States Marshals Service who serve as Court Security Officers and are authorized by law and agency regulations to carry firearms that are on duty ;
  - e. Employees of the United States Federal Protective Service of the Department of Homeland Security and their contract private security officers on duty who are authorized by law and agency regulations to carry firearms; and
  - f. Any other law enforcement officers on duty that are tenants in the Locations, are exempt and are authorized to carry weapons.
6. The screening requirements detailed above shall be applicable to all contractors and vendors performing any work in the Locations, and they must at all times wear visitor identifications provided at the screening stations. Absent exigent circumstances, all contractors and vendors must have been approved for entry based upon background investigations performed by GSA or the United States Marshals Service. Seven-day notice

is required to receive entry clearance. Contractors and vendors must act in a professional manner and not interfere with court operations. CSO's may deny entry or remove any contractors and vendors to enforce these provisions, at their discretion.

7. No persons having authorized access to secure areas after having passed through the screening devices or having authorized access via key, key card or other device, shall permit any persons access to the Locations or to any elevators, locked stairwell doors or any other locked doors in the Locations, without proper authorization.

#### **B. Cameras and Recording Devices**

No camera or recording device is permitted in the Locations, except as follows:

1. Cameras and recording devices are permitted if authorized for a specific occurrence by one of the following permitting authorities: 1) a Judge of the United States Bankruptcy Court for the Southern District of Ohio; 2) the Clerk of the United States Bankruptcy Court for the Southern District of Ohio; 3) the United States Marshal for security purposes; or 4) any designee of the foregoing permitting authorities. The permitting authority shall notify the United States Marshals Service of such authorization in writing. Any person taking unauthorized photos or operating recording devices without permission, is subject to arrest and confiscation of the equipment and related images or recordings.
2. Employees of the United States Courts and the tenant agencies in the Locations may possess cameras and recording devices.
3. The General Services Administration's Property Manager and the United States Marshal, or their designees, subject to approval of court officials (as listed above), can authorize contractors and vendors to utilize cameras or recording devices for the purpose of maintenance, repairs and alterations.
4. Under no circumstances may recordings or pictures be generated of the court, court hearings or other court functions without specific authorization by court officials (as listed above).

#### **C. Computers, Cellular Phones, Pagers and Related Electronic Equipment**

1. The use of portable computers and related electronic equipment in courtrooms and facilities adjacent to courtrooms are subject to restrictions and requirements imposed by judicial officers in connection with cases and proceedings.

2. Cellular phones and pagers or other portable electronic devices belonging to licensed attorneys are permitted in the Locations. United States Marshals Service Court Security Officers may, however, temporarily confiscate cellular phones and pagers if they are unsure or unable to determine from presented credentials whether persons are licensed attorneys. All such devices shall be set in a mode to emit no audible signals while in any of the courtrooms, and they may not be utilized as cameras or recording devices while in any of the Locations. It is the responsibility of members of the bar to ensure that cellular phones and pagers do not interfere with court proceedings and/or professional decorum. Any Judge may revoke this privilege and/or temporarily confiscate such devices in the event these restrictions are not followed in fact or spirit. Nothing herein prevents any Judge from imposing different or more restrictive rules governing cellular phones and pagers in a particular Location.
3. Cellular phones and pagers or other portable electronic devices belonging to persons who are not licensed attorneys are not permitted in the Locations. Such persons will be denied access to the Locations. This provision is not applicable to employees of other tenants in the Locations upon presentation of official identification. Contractors who have been screened by the U.S. Marshal are also exempt.
4. Employees of the United States Courts and the tenant agencies in the Locations are permitted to possess cellular phones and pagers or other portable electronic devices. This privilege also extends to employees of the General Services Administration and management. It also extends to maintenance personnel and contractors that have been screened by the United States Marshals Service.
5. No computer, cellular phone, pager, or other electronic equipment shall be used to take photographs or to record any court proceedings, unless authorized in accordance with this Order.

**D. Weapons: Firearms, Knives, Explosives and Other Dangerous Items**

1. **Except as specifically provided herein, no person shall possess a weapon in the Locations.**

It is illegal to possess a firearm or other dangerous weapon in any federal building with or without the intent to commit a crime (Title 18, U.S.C. § 930(a) and (b)). Persons who do so are subject to arrest. Firearms, knives, explosives, and other dangerous weapons brought into the Locations will be confiscated by the CSO's.

## 2. Exceptions:

- a. Employees of the United States Marshals Service, including CSO's who are authorized by law and agency regulations to carry firearms, may possess firearms within the Locations.
- b. United States Federal Protective Service Officers and their contract security officers of the Department of Homeland Security, who are authorized by law and agency regulations to carry firearms in the performance of their official duties, may possess firearms in the Locations.
- c. State and local Law Enforcement Officers (except as noted below) shall relinquish their firearms, ammunition, knives, defensive sprays, and other items prohibited by law, regulation or court order upon entry in the Locations. Such firearms and all other items will be deposited with the United Marshals Service in weapons lock boxes maintained by the United States Marshals Service. The officers will be required to be re-screened for security purposes.
  - 1) State and Local Law Enforcement Officers, while in uniform, may enter and retain their weapons while investigating/responding to a reported crime within the Locations, but excluding the chambers of any judicial officers.
  - 2) These provisions regarding weapons will be in effect unless authorized otherwise, for a specific occurrence, by the United States Marshal, Chief Deputy United States Marshal, or his/her designee.
  - 3) Any person who refuses to abide by this order governing the possession of weapons will not be permitted access to the Locations.

## E. Violations

**A violator of this General Order is subject to arrest and may be charged with any applicable criminal offense or contempt of court. Property brought into the Locations or used in violation of this General Order is subject to confiscation and forfeiture upon court order.**


**F. United States Marshal Service Security Alert Plan**

The *United States Marshal Security Alert Plan* is divided into five levels, and the most recent version is attached to this Order. Escalating levels provide additional security requirements designed to supplement security procedures already mandated by the United States Marshals Service policy.

When the United States Marshals Service Security Alert protocol is activated, the national policy guidelines directing security levels will supersede this Order.

**Dated: June 4, 2009.**

For the Court:

A handwritten signature in black ink that reads "Charles M. Caldwell". The signature is written in a cursive style with a horizontal line underneath the name.

Charles M. Caldwell, Chief  
United States Bankruptcy Judge