



Office of Court Administration  
**Texas Court Security Incident Report**  
-- District, County and Justice Courts --

## Instructions

**Who completes the form:** As amended by SB 42 of the 85<sup>th</sup> Legislature, Article 102.017(f) of the Texas Code of Criminal Procedure requires the sheriff, constable, or other law enforcement agency or entity that provides security for a court to submit to the Office of Court Administration (OCA) a written report regarding any security incident involving court security that occurs in or around a building housing a court for which the sheriff, constable, agency, or entity provides security not later than the third business day after the date the incident occurred. A copy of the report must also be provided to the presiding judge of the court in which the incident occurred.

**Definition of a security incident:** A security incident is defined as any adverse event that threatens the security of a person or property, or causes or may cause significant disruption to functions of the court due to a breach in security. This includes, but is not limited to, threats to harm a person or property, disorderly conduct, physical assaults, escape attempts, or any other serious situation involving security issues that disrupts court activities.

**When to complete the form:** A Texas Court Security Incident Report form must be completed for each incident involving a breach of court security that occurred in or around a courtroom or court-related offices. According to statute, the report must be submitted to OCA not later than the third business day after the date the incident occurred. If you miss the deadline, please turn it in as soon as possible.

Form → [www.txcourts.gov/statistics/court-security-incidents](http://www.txcourts.gov/statistics/court-security-incidents)

### What to report:

- Report incidents that are related to the security of the court, e.g., not medical emergencies or personnel issues.
- Report incidents that actually occurred, not potential incidents. For example:
  - Do not complete an incident report when a security officer is requested for "stand-by" in case of an incident.
  - Do not complete an incident report when an individual reports that they fear another individual, unless an actual threat of injury occurred.
- Complete an incident report only for court-related offices. Do not complete an incident report if the incident occurred in offices that are not court related, e.g., the county's appraisal district office, even if they are located within the court building.

### Regarding attempts to take a weapon into the courtroom or court building:

- Do not complete an incident report if an item is a legal weapon or item, such as a pocket knife, is found through normal security procedures, AND is surrendered or removed by the individual without complaint.
- Complete an incident report if:
  - the weapon is not declared during normal security procedures and is found later (i.e., the person tried to sneak it in);

- the person became upset and/or became argumentative when asked to remove the weapon from the courtroom or court building;
- the weapon is not legal, or the individual does not have a permit to carry it (i.e., a double-edged dagger); and/or
- law enforcement was notified of the incident.

**Provide complete information:** In order for OCA to compile the most complete set of data for analysis of security needs in the court system, it is important that full and accurate information be provided. Complete the form with as much information as is known. If a question on the form is not known, "U/K" may be written across that area or the area may be left blank.

If the incident occurred in a courtroom, in offices/chambers related to a specific judge or court type (e.g., district clerk's office), or if the incident was related to a particular case before the court, indicate the **type and name of the court** that the incident was related to.

If the incident occurred in or adjacent to a building that houses multiple court types and was not related to a particular case before the court, indicate **"not related to a particular court type"** and provide the name of the courthouse or court building.

If the incident was related to an "other judicial officer" (associate judge, magistrate, referee, etc.) or the staff of an "other judicial officer," indicate the **type of court** (district court or county court) for whom the "other judicial officer" handles cases, if known.

In the section "Description of Incident," please provide a brief, but thorough, description of the event or any additional information that is not included elsewhere in the report but is essential for a thorough understanding of the incident. Include who was involved, what happened, and what the response/outcome was. An example is: "During trial, perpetrator in criminal case became hostile; screaming and threatening to harm witness. Bailiff handcuffed perpetrator and escorted him to the holding area. No harm to any individuals occurred."

**How to submit the form:** The form may be submitted via mail, fax, or email:

Send to:	Court Security Division	Email:	<a href="mailto:courtsecurity@txcourts.gov">courtsecurity@txcourts.gov</a>
Address:	Office of Court Administration	Fax:	512-463-1648
	P.O. Box 12066	Phone:	512-463-1625
	Austin, TX 78711-2066		



Office of Court Administration

Texas Court Security Incident Report

- District, County, and Justice Courts -

Texas Code of Criminal Procedure, Art. 102.017(f)

Form must be submitted not later than the 3rd business day after the date the incident occurred.

This form is for administrative purposes only. If law enforcement attention is needed, contact the local police or sheriff's department.

**1. Information of Person Completing Form:**

Last		First	Area Code and Phone
Title		Email	

<b>2. Type of Court:</b> <input type="checkbox"/> District <input type="checkbox"/> County <input type="checkbox"/> Justice <input type="checkbox"/> Not related to a particular court type <b>Name of Court or Courthouse/Court Building:</b> _____	<b>3. County:</b> _____	<b>4. City:</b> _____
<b>5. Incident Date:</b> _____ <b>Time:</b> _____ <input type="checkbox"/> AM <input type="checkbox"/> PM		

**6. Type of Incident:**

Physical assault       Disorderly behavior  
 Bomb threat             Hostage situation  
 Threat  
*Type of threat:*     Verbal    Written  
*Threat against:*    Judge, judicial officer, or court staff  
                               Attorneys, witnesses, or jurors  
                               Other: \_\_\_\_\_

Prisoner escape attempt  
 Attempt to bring a weapon into the courtroom or court building  
 Other: \_\_\_\_\_

**7. Location of Incident:**

Courtroom                                       Judge's chambers  
 Judge's staff offices                         Clerk's office  
 Holding area                                     Parking lot  
 Public area of courthouse/court building (lobby, hallway, etc.)  
 Other: \_\_\_\_\_

**8. Was a weapon involved?**

No    Yes, identify all weapons involved:  
           Gun    Knife    Blunt object (knuckles, etc.)  
 Other: \_\_\_\_\_

*Was the weapon screened/ found before court entry?*

No    Yes

*Was the weapon used by or found on the perpetrator after court entry?*

No    Yes

**9. Was anyone injured?**

No    Yes, type of injury: \_\_\_\_\_  
*If yes, was medical attention rendered?*  No  Yes

**10. Who was the perpetrator in the incident?**

Name(s): \_\_\_\_\_

Criminal defendant or juvenile respondent  
 Plaintiff or non-criminal defendant/respondent/petitioner  
 Family member/friend of party in the case  
 Member of public (unknown relation to any case)  
 Other: \_\_\_\_\_

*Was this individual charged as result of the incident?*

No    Yes    Pending

**11. Was the incident reported to law enforcement?**

No  
 Yes, name the agency: \_\_\_\_\_

**12. Was this incident related to a particular case within the court?**

Criminal    Civil    Mental Health    Unknown  
 Family    Probate    Juvenile    Not related to a case type

Case Number: \_\_\_\_\_

Style: \_\_\_\_\_

**13. Brief Description of Incident:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Office of Court Administration  
**Texas Court Security Incident Report**  
 - District, County, and Justice Courts -  
 Texas Code of Criminal Procedure, Art. 102.017(f)

**Form must be submitted not later than the 3<sup>rd</sup> business day after the date the incident occurred.**

This form is for administrative purposes only. If law enforcement attention is needed, contact the local police or sheriff's department.

<b>1. Information of Person Completing Form:</b>	
Last _____ First _____	Area Code and Phone _____
Title _____	Email _____
<b>2. Type of Court:</b> <input type="checkbox"/> District <input type="checkbox"/> County <input type="checkbox"/> Justice <input type="checkbox"/> Not related to a particular court type	
Name of Court or Courthouse/Court Building: _____	
<b>3. County:</b> _____	<b>4. City:</b> _____
<b>5. Incident Date:</b> _____ <b>Time:</b> _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
<b>6. Type of Incident:</b>	
<input type="checkbox"/> Physical assault <input type="checkbox"/> Disorderly behavior <input type="checkbox"/> Bomb threat <input type="checkbox"/> Hostage situation <input type="checkbox"/> Threat <i>Type of threat:</i> <input type="checkbox"/> Verbal <input type="checkbox"/> Written <i>Threat against:</i> <input type="checkbox"/> Judge, judicial officer, or court staff <input type="checkbox"/> Attorneys, witnesses, or jurors <input type="checkbox"/> Other: _____	
<input type="checkbox"/> Prisoner escape attempt <input type="checkbox"/> Attempt to bring a weapon into the courtroom or court building <input type="checkbox"/> Other: _____	
<b>7. Location of Incident:</b>	
<input type="checkbox"/> Courtroom <input type="checkbox"/> Judge's chambers <input type="checkbox"/> Judge's staff offices <input type="checkbox"/> Clerk's office <input type="checkbox"/> Holding area <input type="checkbox"/> Parking lot <input type="checkbox"/> Public area of courthouse/court building (lobby, hallway, etc.) <input type="checkbox"/> Other: _____	
<b>8. Was a weapon involved?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes, identify all weapons involved: <input type="checkbox"/> Gun <input type="checkbox"/> Knife <input type="checkbox"/> Blunt object (knuckles, etc.) <input type="checkbox"/> Other: _____	
<i>Was the weapon screened/found before court entry?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<i>Was the weapon used by or found on the perpetrator after court entry?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>9. Was anyone injured?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes, type of injury: _____ <i>If yes, was medical attention rendered?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes	
<b>10. Who was the perpetrator in the incident?</b>	
Name(s): _____	
<input type="checkbox"/> Criminal defendant or juvenile respondent <input type="checkbox"/> Plaintiff or non-criminal defendant/respondent/petitioner <input type="checkbox"/> Family member/friend of party in the case <input type="checkbox"/> Member of public (unknown relation to any case) <input type="checkbox"/> Other: _____	
<i>Was this individual charged as result of the incident?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Pending	
<b>11. Was the incident reported to law enforcement?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Yes, name the agency: _____	
<b>12. Was this incident related to a particular case within the court?</b>	
<input type="checkbox"/> Criminal <input type="checkbox"/> Civil <input type="checkbox"/> Mental Health <input type="checkbox"/> Unknown <input type="checkbox"/> Family <input type="checkbox"/> Probate <input type="checkbox"/> Juvenile <input type="checkbox"/> Not related to a case type	
Case Number: _____	
Style: _____	
<b>13. Brief Description of Incident:</b>	
_____ _____ _____ _____ _____ _____ _____ _____	