

District Court, Weld County, State of Colorado  
Court Address: 901 9<sup>th</sup> Avenue, Greeley, CO 80631  
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**ADMINISTRATIVE ORDER NO. 10-01**

▲ COURT USE ONLY ▲

Case Number: **2010 CV01**

Division: **1**

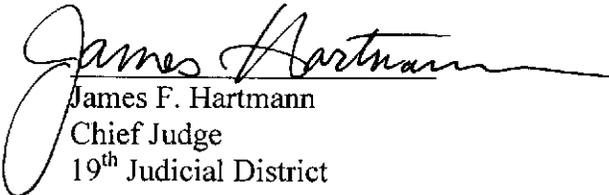
**ADMINISTRATIVE RECESS AT THE REQUEST OF WELD COUNTY SHERIFF'S OFFICE**

1. Maintaining courtroom security is the primary responsibility of the Weld County Sheriff's Office and the deputy sheriffs assigned to courtroom security ("courtroom deputy") who have specialized training to recognize situations that pose a potential or imminent risk of physical danger.
2. There may be instances in which there is no time for the courtroom deputy to discuss with the court risks and issues in advance.
3. At any time a courtroom deputy discerns an emergency affecting a risk of physical danger, he or she may call for an "**Administrative Recess.**" Such recesses may not be called for any other purpose, and use of the words "Administrative Recess" by a courtroom deputy shall be a signal to all court personnel a situation exists that may present an immediate and imminent risk of physical danger.
4. The trial judge shall immediately call a recess whenever a courtroom deputy calls for an Administrative Recess. The judge shall immediately vacate the courtroom and wait in chambers. Court personnel shall follow the emergency plan established in conjunction with the Weld County Sheriff's Office, unless otherwise directed by the courtroom deputy. The judge and court personnel are not to return to the courtroom until notified by the courtroom deputy that it is safe to return to the area.
5. The judge and/or judicial assistant shall activate the emergency notification button before exiting the courtroom, provided there is time to do so without compromising the safety of any person.

6. If a jury is present, court personnel or a courtroom deputy shall escort the jury to a designated safe location. Because the physical layout of the courtrooms in the 19<sup>th</sup> Judicial District vary, commanders with the Weld County Sheriff's Office shall design a specific plan of action for each division and thereafter assist with training courtroom personnel and courtroom deputies as to the recommended procedures.
7. In the event a jury is present, every effort shall be made to not compromise the integrity of the trial; however, the primary responsibility remains personal safety.
8. A courtroom deputy has the authority to order all persons present in the courtroom to vacate the area. All persons in the courtroom shall comply with the directions given by a courtroom deputy.
9. After the situation posing a danger has ended, a courtroom deputy shall inform the judge presiding over the proceedings why the Administrative Recess was called. A written summary of the events pertaining to the Administrative Recess shall be provided to the chief judge and the presiding judge of the criminal court divisions by the Weld County Sheriff's Office. A copy of the written summary shall be included in the file for the case in which the Administrative Recess was called.

Dated: January 25, 2010

BY THE COURT:

  
James F. Hartmann  
Chief Judge  
19<sup>th</sup> Judicial District