



Office of Court Administration
Texas Court Security Incident Report
-- Municipal Courts --

Instructions

Who completes the form: As amended by [SB 42](#) of the 85th 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 3rd business day after the date the incident occurred. If you miss the deadline, please turn it in as soon as possible.

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.

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:	courtsecurity@txcourts.gov
Address:	Office of Court Administration	Fax:	512-463-1648
	P.O. Box 12066	Phone:	512-463-1625
	Austin, TX 78711-2066		