

**IN THE CIRCUIT COURT OF THE FIFTH JUDICIAL CIRCUIT
IN AND FOR LAKE COUNTY IN THE STATE OF FLORIDA**

ADMINISTRATIVE ORDER: L-2019-9

**ADMINISTRATIVE ORDER REGARDING BUILDING SECURITY
AT THE LAKE COUNTY COURTHOUSE AND RESCINDING L-1997-53 AND L-2005-8**

THIS CAUSE having come to the attention of the court as one which affects the efficient administration of justice within Lake County, and the court having the authority to enter administrative orders pertaining to the efficient administration of justice, and the court being otherwise duly advised in the premises;

It is **HEREBY ORDERED** as follows:

I. ACCESS TO THE LAKE COUNTY COURTHOUSE:

Primary access to the Lake County Courthouse shall be via either the public entrance located on Main Street or the employee entrance located on the secure side intersection of the East and North buildings.

A. ACCESS TO COURTHOUSE:

a. Public

- i. The public shall enter the building through the main entrance located at 550 Main Street, Tavares, Fl. 32778. Employees may use either the main entrance or the employee entrance.
- ii. No firearms, ammunition, and/or firearm magazines or any other item determined to be a weapon by court security, is allowed in the Lake County Courthouse. All personal belongings which would constitute a non-firearm weapon shall be returned to the owner's vehicle.
- iii. All members of the public entering the Lake County Courthouse shall be subject to security screening. Employees entering the Lake County Courthouse may be required to submit to security screening.

b. Law Enforcement

All law enforcement personnel who are authorized by law to carry firearms shall be entitled to remain armed while conducting official business in the Lake County Courthouse. Uniformed law enforcement personnel who are authorized by law to carry firearms shall be entitled to remain armed while

in the Lake County Courthouse under the following conditions: a.) they are on official business, and b.) all non-concealed firearms shall be in a “retention-style” holster, and c.) all law enforcement in plain clothes are required to display official credentials.

Security personnel at the Courthouse shall make inquiry of each officer whether the officer is in the building on official or personal business. If the officer is on personal business, he/she shall not be permitted to carry his/her firearm in the building and instead must secure the weapon in his/her vehicle or in a lock-box provided by Court Services.

B. VENDORS; PARCELS

a. All Vendors

All vendors shall enter the building through the public entrance unless otherwise arranged by Lake County Sheriff’s Office Court Services Bureau. All vendors must comply with the procedures and policies of the Lake County Sheriff’s Office Court Services Bureau.

b. Mail and Parcels

- i.** All parcels and mail brought into the building shall be pre-screened at the Lake County Records facility located on South Bloxom Avenue. No sealed envelopes will be allowed to enter the building.
- ii.** All other deliveries must be pre-arranged with the Lake County Sheriff’s Office Court Services Bureau.

C. AFTER HOURS ACCESS BY EMPLOYEES

The Lake County Courthouse is equipped with an electronic card access system to allow designated personnel after-hours access to the building. A data log shall be maintained by the Access Control Specialist indicating usage of that system. After-hours access shall be limited to business purposes and/or other purposes at the discretion of the Administrative Judge.

II. COURTHOUSE DECORUM:

All persons entering the Courthouse shall be appropriately attired. Each individual Judge shall make a determination as to any dress code applicable to his or her individual courtroom and shall so advise the Court Services staff as to those limitations.

III. PARKING:

No person shall park in the reserved secured parking area without authorization from the Administrative Judge. A violation of the provision shall subject the vehicle to towing at the owner's expense.

IV. SMOKING:

The Lake County Courthouse has been designated a non-smoking building and smoking shall not be permitted within the building. This includes the use of E-Cigarettes, Vaping and/or other smoking accessories.

V. SOLICITATION, LEAFLETING AND DEMONSTRATIONS:

Commercial, political, charitable and/or private solicitation and leafleting is not permitted within the Lake County Courthouse without prior approval from the Lake County Administrative Judge.

No one shall parade, stand, move in procession, and/or display a flag, banner or device inside the Lake County Courthouse with the intent to bring public notice to any party, organization, or movement in the Lake County Courthouse without prior approval of the Administrative Judge.

VI. REFRESHMENT CENTER:

No food or drink shall be permitted in the public areas of the building. This limitation shall not extend to the individual employee work spaces or offices, or within the jury assembly room.

VII. KEY AND PROXIMITY CARD ACCESS:

Lake County Facilities shall distribute keys as directed by the Lake County Administrative Judge or his or her designee and shall maintain all "master" and spare keys in a secure location. Key and Proximity Card distribution shall be documented and the records available for audit upon demand by either the Lake County Administrative Judge or his or her designee or The Lake County Sheriff's Office Court Services Bureau.

VIII. MEDIA ACCESS; and USE OF CELL PHONES AND ELECTRONIC DEVICES

Media Access in the courtroom is at the discretion of the sitting Judge.

Cellphones and electronic devices will be restricted from use inside the courtrooms. No person will text, photograph, record or transmit live, any video or audio without consent of the presiding Judge.


IX. INMATE TRANSPORT REQUEST:

Any request to transport an inmate to court for a proceeding shall be in accordance with the attached court services inmate transport procedure.

X. ENFORCEMENT:

The Lake County Sheriff's Office, Court Services Bureau and staff are directed to enforce this and any other specifically promulgated rules at all times.

DONE AND ORDERED in chambers in Tavares, Lake County, Florida this 16 day of January 2019.



Heidi Davis
Circuit Judge
Administrative Judge
Lake County