

General Grant Information & Program Requirements

Overview

The Court Security Fund, administered by the Division of Administrative Services, Justice and Community Services Section, was established to make State funds available to county court facilities for the purposes of enhancing security. The Court Security Board was also established to review and approve county court security plans/applications for all court facilities and upon approval of a county's court security plan/application, award funds to purchase equipment or make other expenditures in accordance with the approved security plan (personnel and training are not approved funding areas). Decisions to fund are solely based on the need and or court assessment of the applicant. This booklet provides program and application guidelines for the West Virginia Court Security Fund.

Program Funding Areas

Court Security funds may be used for one or more of the following areas to enhance court security:

1. Purchase equipment – IF ANY GRANT-FUNDED EQUIPMENT IS NOT BEING UTILIZED, GRANTEE WILL BE LIABLE FOR ALL COSTS AND WILL BE REQUIRED TO REIMBURSE THE COURT SECURITY BOARD FOR SAID EQUIPMENT.
2. Other expenditures in accordance with court security fund guidelines.
3. Emergency Lighting (Case by Case Basis)
4. Metal Detectors
5. Duress Alarms
6. Surveillance Cameras
7. Window Glazing
8. Items used for the purpose of securing courthouse access.

Program Priority Areas

Priority will be given to applicants requesting:

1. Duress alarms;
2. Items used for the purpose of securing courthouse access; and
3. Surveillance cameras.

Prohibition on Use of Funds

Grantees may not expend funds provided under the Court Security Fund to purchase, lease, rent or acquire any of the following:

1. Architectural Services/Remodeling;
2. Non-Security Related Construction;
3. Personnel;
4. Training (Provided by the Supreme Court);
5. Firearms;
6. Vehicles;
7. ADA Compliance issues not directly related to security;
8. Emergency Lighting already required by the Fire Marshal;
9. Any security items for non-judicial offices;
10. Generators/Batteries;
11. Bullet Proof Vests; and/or
12. Elevators.

Eligibility for Program Funds

Funding under this program is available to County Commissions which are required to have letters of comment from their respective Chief Circuit Judge, Family Court Judge, Circuit Clerk, Sheriff, Chief Magistrate (if applicable), and Prosecuting Attorney.

Application Process

Applications for grant funds by agencies are initiated by completing a grant application for the Court Security Fund and submitting it to the Division of Administrative Services / Justice and Community Services. Plans/Applications for projects under this program can be accepted only when submitted by County Commissions with the required contents.

The application process consists of the following steps:

1. Applications will be promptly acknowledged upon receipt and reviewed for completeness. IF THE APPLICATION/PLAN IS INCOMPLETE AS OF THE REVIEW DATE IT WILL NOT BE PRESENTED TO THE BOARD.
2. The Division of Administrative Services / Justice and Community Services and Court Security staff will develop a statement of county needs based upon the application and court assessments.
3. The Court Security Board will assess the merit and overall need of the project, as well as evaluate how the specific project will satisfy goals and objectives. The merits of an application might include, but will not necessarily be limited to:

- a. Compliance of the proposed project application with the approved court security plan. Application MUST address the most recent Court Security Audit.
- b. Probability that the grant will achieve its objective(s).
- c. Adequate fiscal responsibility.
- d. Sufficient manpower to operate equipment requested per required manpower resolution.

4. As a condition of funding, it may be required that an individual(s) who is familiar with the proposed project be in attendance to present their plan/application or available by phone to the Court Security Board during the grant review meeting.

Applicants should note that the authority to make grant awards is vested only in the Court Security Board.

General Requirements

A Court Security applicant must demonstrate in writing, that all three courts, the Circuit Clerk, Sheriff, and Prosecuting Attorney were advised of the intention to submit a court security application and were given the opportunity to include the needs of their offices within the courthouse. This can be demonstrated by including a copy of the minutes from one meeting that includes a representative from each of the areas.

Each Court Security application shall include:

- 1. An assessment of the existing security measures in place and any problems or shortcomings with the existing procedures (Note: Application MUST address most recent Court Security Audit);
- 2. A description of how the county responds to court security emergencies and whether the response is adequate;
- 3. A prioritized listing of equipment or other expenditures needed to improve the security of the court facilities in the county, including cost estimates for such equipment;
- 4. A description and illustrated layout of the physical locations of court facilities around the county and a discussion of whether changes or consolidation of space could improve court security in the county;
- 5. An assessment of the training needs for bailiffs currently employed in the county or for additional bailiffs and the options for securing the necessary training;
- 6. A response to the court security audit performed by the West Virginia Supreme Court of Appeals or other approved agency (i.e., United States Marshal Service).

Upon review and **approval** of a county's court security plan/application, the Court Security Board may award grant funds to purchase equipment or make other expenditures in accordance with the approved plan.

A grant award or decision not to award these funds shall not relieve any person or office of their duty or obligation to provide security services to courts in their respective counties.

Financial Requirements

Audits

State and local governments are subject to the Single Audit Act of 1984 and Uniform Grant Guidance.

Suspension or Termination of Funding

The West Virginia Division of Administrative Services / Justice and Community Services and the Court Security Board may, in whole or in part, suspend or terminate funding for or impose another sanction on a grantee for any of the following reasons:

1. Failure to comply substantially with the requirements and objectives of the Court Security Fund, guidelines issued there under, or other provisions of Federal, State, or local law.
2. Failure to adhere to the requirements, standard conditions, or special conditions.
3. Proposing or implementing substantial program changes to the extent that, if originally submitted, the application would not have been approved for funding.
4. Failure to submit reports.
5. Filing a false certification in this application or other report or document.
6. Other good cause shown.

Before imposing sanctions, the West Virginia Division of Administrative Services / Justice and Community Services and the Court Security Board will provide technical assistance to attempt to resolve this problem.

**All grantees will receive upfront scheduled allocation of funds. Grantees must agree to adopt a schedule of payments dictated by JCS. To be eligible for any and all scheduled allocation of funds of the total grant amount, the Grantee shall submit a Request for Funds to JCS which adheres to the schedule of payments. Additionally, supporting documentation for expenditures must be submitted in order to receive court security funds from the Division of Administrative Services / Justice and Community Services.*

Completed application must include:

Applicant: Name, address, and phone number of implementing agency.

Project Director: Name, address and direct phone number of individual charged with the **day-to-day operations and implementation** of the project. This person cannot also be listed as the Authorized Official or the Fiscal Officer.

Fiscal Officer: Name, address, and direct phone number of the person responsible for the fiscal records of the project. This person cannot be the Project Director or the Authorized Official.

Authorized Official: Name, address, and telephone number of the County Commission President. This is the individual who would be authorized to enter into a contractual agreement.

If you have any questions or need technical assistance, please contact Tammy Lemon, Justice Specialist, at 304-558-8814, extension 22415 or via email at Tammy.J.Lemon@WV.gov.

**Applications are due no later than
Friday May 2, 2025**

EMAIL COMPLETED APPLICATION TO:

Tammy.J.Lemon@WV.gov