



**NEW YORK STATE SUPREME COURT OFFICERS ASSOCIATION, INC.
I.L.A. – A.F.L. – C.I.O.**

June 6, 2017

MEMORANDUM

TO: All SCOA Members

From: SCOA Executive Board

Re: Extreme Vigilance

Please be mindful of your surroundings in light of recent world events. Please take notice and USE EXTREME VIGILANCE in dealing with those in and around ALL Court facilities. Let us be acutely diligent in carrying out all of our duties throughout the day. We must conduct the most thorough and meticulous searches at our entrances as guided by the Rules and Procedures Manual. As we continue to be left shorthanded, it is incumbent upon us to be comprehensive and employ painstaking detail to our searches and sweeps.

Furthermore, we must use the same careful and pointed diligence when working in our courtrooms. Each and every individual using the court should be held to the same standards. Defendants, whether in or out, and litigants are under our supervision when in our facilities and any activity contrary to policy or law should be enforced as such. Any question on the application of these concepts should be directed at a supervisor. Any seeming deviation from this should be reported forthwith to the Union Executive Board. We thank you for your continued hard work during these difficult times and will continue to support you and your efforts.

As always, Stay Safe.