



ADMINISTRATIVE ORDER  
STATE OF COLORADO  
EIGHTH JUDICIAL DISTRICT

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HANDLING DANGEROUS EVIDENCE IN THE COURTHOUSE

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**ORDER 2024-03**

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The purpose of this Administrative Order is to ensure the 8<sup>th</sup> Judicial District has policies and procedures in place to maintain safety in our facilities and courthouses. The 8<sup>th</sup> Judicial District already has a policy in place (Administrative Order 2019-17) to address deadly weapons being introduced to court and probation facilities. This Administrative Order does not modify Administrative Order 2019-17 but rather serves to clarify additional parameters of the introduction of any firearm, edged weapon, ammunition, controlled substance, and bludgeon being introduced to the courthouse for use as evidence during a proceeding. Pursuant to Chief Justice Directive 95-01 whereby a Chief Judge may implement a policy for the maintenance of safety at the courthouses. The 8<sup>th</sup> Judicial District adopts the following policy regarding firearms, edged weapons, ammunition, controlled substances, and bludgeons:

1. The presiding Judicial Officer shall be notified by the pretrial conference, or no later than 14 days prior to a court appearance, that a party intends to introduce firearms, edged weapons, ammunition, controlled substances, or bludgeons.

2. Any firearm sought to be introduced shall be unloaded and disabled by a lock or other sufficient means. All Court staff, parties, and Larimer County Sheriff's employees, Jackson County Sheriff's employees, shall ensure that firearms are presented separate from ammunition, and each are secured and stored separately when the other is presented.
3. In a criminal proceeding prosecuted by the 8<sup>th</sup> Judicial District Attorney, all firearms, edged weapons, ammunition, controlled substances, and bludgeons shall be stored and handled through that office. For all other proceedings, any firearm, edged weapon, ammunition, controlled substance, and bludgeon shall be provided directly to the Larimer County Sheriff's Office or Jackson County Sheriff's Office at least 24 hours in advance of the Court appearance, at which point the item will be safely secured by that agency.
4. If any issues exist concerning the chain of evidence, the parties shall address the issue at the pretrial conference with the Presiding Judicial Officer on that matter. Further, should any party wish to demonstrate a firearm, edged weapon, ammunition, controlled substance, or bludgeon, such demonstration shall be approved by the Court in advance in consultation with the Sergeant or Corporal (or their designee) of the Larimer County Sheriff's Office or Jackson County Sheriff's Office assigned to the Larimer County Justice Center/Loveland Police and Courts/Jackson County Courthouse.
5. Any time a firearm, edged weapon, ammunition, controlled substance, or bludgeon is being introduced into Court, there will be a law enforcement agent from the Larimer County Sheriff's Office or Jackson County Sheriff's Office present in the courtroom unless the Presiding Judicial Officer in consultation with the Sergeant or Corporal (or their designee) from the Larimer County Sheriff's Office or Jackson County Sheriff's Office overrides this policy. When a Presiding Judicial Officer deviates from this Administrative Order, that Judicial Officer shall make a record as to why they are deviating from this policy.
6. During deliberations, any time a jury requests access to examine a firearm, edged weapon, ammunition, controlled substance, or bludgeon, the Presiding Judicial Officer shall consult with the Sergeant or Corporal (or their designee) from the Larimer County Sheriff's Office

or Jackson County Sheriff's Office as well as the parties in the matter to determine a method making the items(s) available to jurors for examination consistent with this Order.

SO ORDERED this 2<sup>nd</sup> day of May, 2024.

A handwritten signature in cursive script that reads "S. Blanco". The signature is written in black ink and is positioned above a horizontal line.

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Susan Blanco  
Chief Judge, Eighth Judicial District