

MINUTES OF THE COURTHOUSE SECURITY MEETING OF MAY 6, 2016

Call to Order

The Courthouse Security Committee was called to order on May 6, 2016 at 9:27 am by Judge Sciascia.

Roll Call

Members in attendance were: Judge Sciascia, Judge Bauer, Steve Seim, Sheriff Dale Schmidt, Scott Smith, James Ketchem, James Mielke, Russ Kottke, Mary Ann Miller, Lynn Hron, Bernie Mueller, Shelby Brandsma, Peggy Novak, John Nehls, Greg Vollan.

Public Comment

There was no public comment.

Approval of Minutes

Motion by Mielke to approve the minutes of the February 5, 2016 meeting, 2nd by Miller, Motion Carried.

Report from Equipment and Capital Improvement Committee

Smith is heard on the problems that the X-ray machine at the Court Security Station has been experiencing. The \$30,000 update for it was budgeted in 2016 but will have to be put out to 2017. There is no further update at this time on the courthouse security electronics project. The point of contact for the Justice Facility will be Judge Sciascia's judicial assistant, Jodie Miller and Scott Smith is the point of contact for the security upgrade project.

2017 Courthouse Security Conference/Report on Funding

Judge Sciascia states that everyone from the Security Committee should attend the conference at one time. Bernie Mueller and Shelby Brandsma will attend the 2017 one with whomever else can go. Mielke offers that there will be training dollars in the 2017 budget for attendees of the conference. There will be an object line in the Sheriff's budget for \$500.

2016 Courthouse Security Conference Reports

Reports were given by Michelle Kenning, Clerk of Courts Office Manager, Greg Vollan, and Judge Sciascia. Kenning reports on the possibility of employees having their conversations taped/recorded, reducing incidents of conflict, and respectful treatment of customers and what has been relayed to the clerk staff regarding these subjects to assist them. Vollan reports on the scheduling of emotional cases, the use of social media (Sheriff Schmidt offers that the Sheriff's Office has Facebook for media), the suggestion that a Judge can issue an order in a specific case for the media, and the importance of staff having good people skills.

Judge Sciascia provides a list of items/notes from the conference. He advises the sub committees to pick out items that pertain to their committee when they meet. He describes a video played there and the encounter that a person had with a security officer. The committee discussed some items from his notes: prohibiting items with "in memory of" from being worn in the courthouse and prohibiting the use of cell phones in the courthouse with several members of the committee being opposed to both. Other items discussed were: training for frequent users of the courthouse (Corp Counsel, social workers, bar members) and a scaled down security manual for them, whether the judge should be the first person out of the courtroom when an incident occurs, and policies on how the courtrooms are cleared. Ketchem advises that the Training sub committee is working on an Emergency Plan Chart and that there will be training provided.

Position of court security in the courtrooms

The position of where security personnel and/or bailiffs are in the courtrooms during court hearings is discussed and that officers should be able to view all parties.

Purchase of crowd control belt/rope stands

Smith offers that the Equipment and Capital Improvement Committee allocate \$200 for crowd control belts/stands

Report on the use of the rear door of the courthouse

Ketchem has addressed the issue of contractors being required to wear badges when working in the building. Additionally all employee badges should be worn by staff.

New business

Sheriff Schmidt advises that even though Supreme Court has a list of security policies, there should be specific policies/procedures for our courthouse. It is recommended that the Policy Committee develop specific policies for Dodge County.

Judge Sciascia discusses whether the Security Committee meetings should be open and that he was given an opinion by the Attorney General that these meetings are not covered by the open meetings law. He is waiting for the opinion to come in writing. Discussion that there will be no change to the meetings at this time and if necessary a motion to close a meeting may be made if necessary.

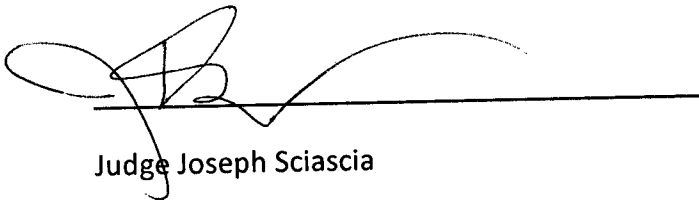
Ketchem advises that he is the point of contact for any security issues for the courthouse.

Date, time, and location of next meeting

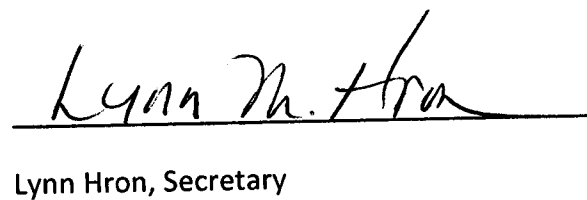
The next meeting of the Courthouse Security Committee will take place following the July Law Enforcement Committee meeting on July 1, 2016 at 9:15 am in Room 3038C of the Dodge County Justice Facility, 210 W. Center Street, Juneau, Wisconsin.

Motion by Vollan to adjourn, 2nd by Ketchem, Motion Carried.

Meeting adjourned at 10:19 am



Judge Joseph Sciascia



Lynn Hron, Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.