

MINUTES OF THE COURTHOUSE SECURITY MEETING OF MAY 5, 2017

Call to Order

The Courthouse Security Committee was called to order on May 5, 2017 at 9:18 am by Judge Sciascia.

Roll Call

Members in attendance were: Judge Sciascia, Steve Seim, Sheriff Dale Schmidt, Scott Smith, Russ Kottke, Mary Ann Miller, Lynn Hron, Kurt Klomberg, Bob Barrington, Bernie Mueller, Shelby Brandsma, Peggy Novak, Russ Freber, John Nehls, Michelle Kenning and Jaclyn Shelton.

Public Comment

There was no public comment.

Approval of Minutes

Motion by Kottke to approve the minutes of the February 3, 2017 meeting, 2nd by Sheriff Schmidt, Motion Carried.

Check on the All Call System (had been carried over)

The April tornado drill alarm was not heard in many areas of the Justice Facility. Freber advised that the system is being looked at and Smith offers he will discuss it that afternoon when they do a Security Electronic Upgrade phone conference. There has been a communication issue regarding the system. This should be added to the next meeting agenda.

Security of the Jury Assembly Room (had been carried over)

The security of the Jury Assembly Room has been taken care of. There has been a lock installed on the front door of the room and weddings are now being held in the Branch 5 courtroom.

Capital Improvement Committee report on handicapped entrances to courtrooms/other issues

Freber advises that the handicapped entrance issue should be something for the Building Committee to consider and that this building is compliant with ADA codes. The committee is not looking to make any changes at this time.

Security of open files in the work place

Judge Sciascia discusses a recent issue regarding an unauthorized person possibly having access to a confidential file in the courthouse. It was found that there was no security breach but the issue of keeping confidential information secure was reviewed and department heads should remind their employees about keeping information safe. The Sheriff would investigate any potential crimes.

Active Shooter Tabletop meeting discussion

Klomberg advises that his office will not be able to participate as they are at other training and wants to make sure they are informed of potential training dates 6 months in advance. The meeting is scheduled for November 9, 2017 from 8 to noon.

Review procedure for incident reports

Judge Sciascia advises that Incident Reports are to be prepared when necessary and are required to be filed. All Incident Reports are to be forwarded to Judge Sciascia and he will properly file them.

Lockdown procedures in the courtrooms

Judge Sciascia discusses what should be done with members of the public in security situations. Potential options include putting people in the holding cell areas and shutting off lights with a small night light for emergency lighting. This should be added to the next meeting agenda.

Review need for Continuity of Operations and next year's security conference

Sheriff Schmidt states that it has been offered to court security staff to attend the conference but will not mandate it. Mueller believes the conference is a county issue and should come out of the county lodging budget instead of her department. Kottke will discuss that issue with Jim Mielke. Next year Judge Sciascia would like another judge to attend as he has for several years – so far Michelle Kenning, Steve Seim, Mary Ann Miller are going and Peggy Novak will see if she can also attend.

Calendar and updates

A calendar will be included with every Security Meeting Agenda.

Report from the Security Conference

Judge Sciascia advises there was training at the conference on public meetings. Mueller attended the Sovereign Citizens Seminar and feels more departments could benefit from that training. Kenning attended the High Profile Case Seminar for cases that receive high media attention. Active Shooter training was also attended and practice sessions are important for staff. Kenning offers that Wood County had many practices before their actual training. Discussion held regarding common office items that can be used for protection – Sheriff Schmidt offers that people need to train themselves to look for items. Juror safety was also discussed and the presence of court security officers in the building and parking lot to assist jurors. Procedural justice was discussed to train judges for safety, including being careful with their personal items in court/ office and windows in their offices. Brandsma discusses Identification of Persons Under the Influence and her office procedures in those circumstances. Judge Sciascia and Brandsma talk about where mediation takes place, there will be no change at this time but it may be in the future. Mueller discusses duress buttons being added to the telephones but after calling IT, it was found out to be too costly.

Things to do before the next Security Committee meeting

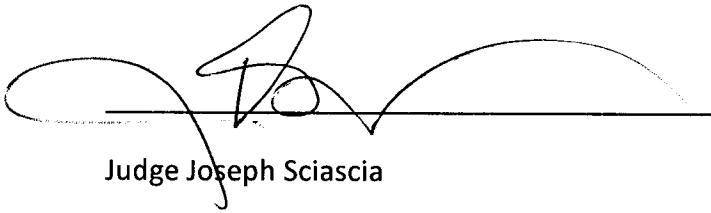
Follow up on the All Call System (Smith). Lockdown in the Courtrooms (Sciascia).

Date, time, and location of next meeting

The next meeting of the Courthouse Security Committee will take place following the Law Enforcement Committee meeting on July 7, 2017 at 9:15 am in Room 3038C of the Dodge County Justice Facility, 210 W. Center Street, Juneau, Wisconsin. (the date was subsequently changed to August 4)

Motion by Sheriff Schmidt to adjourn, 2nd by Smith, Motion Carried.

Meeting adjourned at 10:12 am.

A handwritten signature in black ink, appearing to be 'J. Sciascia', written over a horizontal line. The signature is stylized with a large initial 'J' and a long, sweeping underline.

Judge Joseph Sciascia

A handwritten signature in black ink, appearing to be 'Lynn M. Hron', written over a horizontal line. The signature is cursive and flows across the line.

Lynn Hron, Secretary

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