

MINUTES OF THE COURTHOUSE SECURITY MEETING OF AUGUST 4, 2017

Call to Order

The Courthouse Security Committee was called to order on August 4, 2017 at 9:33 am by Judge Sciascia.

Roll Call

Members in attendance were: Judge Sciascia, Steve Seim, Scott Smith, James Ketchem, Russ Kottke, Mary Ann Miller, Lynn Hron, Shelby Brandsma, Peggy Novak, Russ Freber, John Nehls, Greg Vollan, Rick Storzer.

Public Comment

There was no public comment.

Approval of Minutes

Motion by Kottke to approve the minutes of the May 5, 2017 meeting, 2nd by Mary Ann Miller, Motion Carried.

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

Smith advised that IT had been testing the All Call System and it should be working properly for all floors.

Lockdown in the Courtrooms (had been carried over)

Judge Sciascia reported that training he has attended regarding locking down courtrooms involved the judge leaving the room and court security would be in charge of any public. In Dodge County there is not always a security officer or bailiff in courtrooms, the officers and bailiffs cover multiple courtrooms. After meeting with judges and others it was decided that we cannot keep people in the courtrooms if they wish to leave, that we should not use the holding cells for the public, we should lock the courtrooms and escort the public out the back doors, and that no one formula can work for every situation. The training in January will address security scenarios per Ketchem and it will be an opportunity for the staff to be involved in situations. The Policy Committee will meet after the January training and put policies together for courtroom lockdowns. Ketchem also advises that department heads should make sure that staff know where to exit the building.

Judge Sciascia wants to further discuss who is responsible for the public if there is no judge or security officer in the courtroom at the next meeting.

Report on adding room number identification to the inside of rooms

Freber advises that adding room numbers to the inside of rooms is almost completed.

Training Committee Report

Brandsma advises that the Martin Luther King Jr training day is approaching. The first table top has been held with another meeting scheduled for November. Ketchem is updating the Emergency Evacuation Plan.

Schedule hearings to be held at the BD Municipal Court

Mueller is coordinating the upcoming hearings to be held at the BD Municipal Court building – none have been scheduled yet but will be soon.

Calendar

There is an active shooter training in the Justice Facility on Martin Luther King Jr Day – there is also training days set aside of Jan 10 and Jan 18 for other security training. For now those dates will be left on the calendar.

Set meeting dates for 2018

Security committee meeting dates for 2018 will be in February, May, August, and October immediately following the Judicial and Public Protection meeting.

Confirm attendance for the 2018 Security Conference

Judge DeVries, Steve Seim, Michelle Kenning, Mary Ann Miller, and Peggy Novak are planning on attending the conference.

Things to do before the next meeting

Take notes from hearings that will be held at the BD Municipal Court building. The Policy Committee report will wait until after the January active shooter exercise.

possible scenerios per Ketchem and After meeting with 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

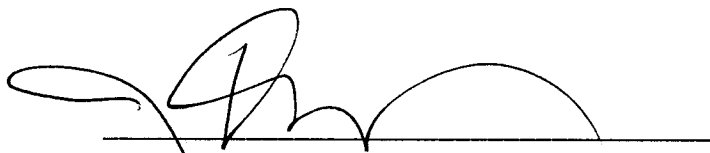
Freber advises that the handicapped entrance issue should be something for the Building Committee to consider and that this building is compliant with ADA codes. The committee is not looking to make any changes at this time.

Date, time, and location of next meeting

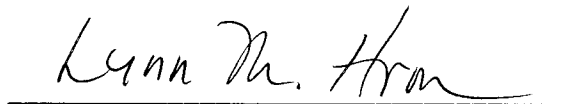
The next meeting of the Courthouse Security Committee will take place following the Judicial and Public Protection Committee meeting on October 6, 2017 at 9:15 am in Room 3038C of the Dodge County Justice Facility, 210 W. Center Street, Juneau, Wisconsin. (the date was subsequently changed to December 1)

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

Meeting adjourned at 10:05 am.



Judge Joseph Sciascia



Lynn Hron, Secretary

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