

# **Courtroom Security and Facilities Meeting Minutes**

February 3, 2023

## **Call to Order**

The meeting was called to order on February 3, 2023 at 9:30 am.

## **Roll Call**

Joseph Sciascia, Steven Seim, Cameron Clapper, David Frohling, Kelly Enright, Dennis Walston, Terra Mattheis, Jennifer Smith, Russ Freber, John Nehls, Jacob Van Kerkvoorde, Rick Storzer, Andrea Will

## **Approval of Minutes**

Motion by Russ Freber, Second by Cameron Clapper. Minutes from December 2, 2022 approved.

## **Training Committee Report**

Jen Smith is the new chair. Discussion on sub-committee meeting regarding new training dates. Review of January training.

## **Capital Improvement Report**

Russ Freber report on front desk area will contact Federal Marshals for assessment. Discussion regarding carry-over funds.

## **Review Tornado Warning procedure.**

Procedure reviewed and will be written.

## **All Call**

Discussion held. Department heads should make sure all phones have the all call information. All Call testing referred to the Training Committee for discussion on how often and when to test.

## **RAVE**

Discussion held. Referred to Capital Improvement Committee to research.

## **Procedure for taking individuals into custody**

Discussion held.

**Introduction of new hires**

Mr. Clapper will speak to HR about getting department heads the photos of new employees. The Department head will send out an e-mail to the building to advise of new hires.

**Corporation Counsel involvement in annual training**

Corporation Counsel and Public Defender’s Office will be invited to participate in annual security training.

**Review Incident Reports**

No Reports.

**Calendar and any updates**

2023 Court Safety and Security Conference:

1:00 p.m. on Wednesday, March 15 - 12:00 p.m. on Friday, March 17, 2023 at the Hilton Appleton Paper Valley hotel and conference center.

Committee meeting dates:

May 5, 2023 – Equipment and Capital Improvements Report

August 4, 2023 – Training Report

October 6, 2023 – Policy and Procedures Report

**Things to do before next meeting**

Training – Security training dates, All Call Testing

Capital Improvements – Front Desk assessment, RAVE research

**Next meeting date and time**

The next meeting of the Courtroom Security and Facilities Meeting will take place on May 5, 2023 at 9:30 am at the Dodge County Justice Facility, 3<sup>rd</sup> floor District Attorney Conference Room, 210 W. Center St. Juneau, Wisconsin.

**Meeting Adjourned at 10:30 a.m.:** Motion by Cameron Clapper, Second by Kelly Enright.

  
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Hon. Joseph Sciascia

  
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Secretary

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