

Call to Order: The Courthouse Security Committee met Tuesday, April 25, 2023, in the County Board Room the Richland County Courthouse. Judge Lisa McDougal called the meeting to order at 8:36 a.m.

Present: Lisa McDougal (Circuit Court Judge), Stacy Kleist (Clerk of Court), Clay Porter (Sheriff), Christian Cejpek (Court Security), Randy Nelson (Courthouse Maintenance), Debra Schwarze (Family Court Commissioner), Dominic Anderson (Attorney and Richland County Bar President), Jon Hochkammer (Interim County Administrator), Jenifer Laue (Register in Probate/Judicial Assistant/Juvenile Clerk)

REMINDER: This committee is advisory to the public safety committee.

Incidence Reports: There have been no incidence reports since the last meeting. Discussion took place on making the distinction on a report. Sheriff Porter stated that if law enforcement is required for intervention, that would be reportable. Disturbances that cause a safety concern would be reportable.

Clerk Kleist informs committee there is a form accessible through CourtNet, CS-265 Wisconsin Court Security Threat and Incident Report. This report is to be completed whenever there is a treat/incident. Law enforcement reports would be attached to the incidence report.

Sheriff Porter explained there are different tiers including Tier 1: Heightened awareness. Clay will send the Courthouse Security Plan to this committee.

Discussion occurred re SCR (Supreme Court Rule) 68. This committee will be looking at the Courthouse Emergency Plan and reviewing the tiers in the plan.

Incidence Reports should be kept in a binder as well as kept in a GF (group file).

SHORT TERM GOALS of the Committee:

The purpose of this committee to determine goals including funding as we implement the Supreme Court Rule 68 (Court Security, Facilities and Staffing)

Attorney Anderson recommended possibly getting metal detectors or wands for people entering the courtrooms. It may help to limit traffic to one side of the courtroom.

It was also recommended by committee members to have additional cameras in between the courtrooms and in the parking lot. Discussion on possibly giving the Judge visual access to the hallway outside of her Chambers and on a kiosk desk for the security officer to monitor.

Sheriff Porter stated that the US Marshall does evaluations and can give suggestions.

Jon Hochkammer stated these implementations would need to be become part of the capitol improvement plan. County Board supervisors need to see it in the plan. Budgets were briefly noted:

Sheriff's Department Budget includes court security, and that is used for the staffing of court security officers in the courtrooms. Circuit Court and Register in Probate have separate budgets. Neither budget

has security line items or items to address needs in the courtrooms. There is no budget for the Judicial Assistant or Courtrooms.

Randy Nelson's budget does not include courtroom improvements.

It was suggested to create a Judge's budget.

Christian Cejpek reported on the annual security conference he attended. He suggested additional signage throughout the building and moving courtroom door signs so that when the doors are open the public can see them better. Signs provide people with information on proper etiquette in the courtroom including appropriate language and expectations. We also need more security upon entering the building.

Sheriff Porter will look into getting an additional panic button for the Judge's office.

Jason Marshall gave information on a kiosk or station with wireless monitors and referenced the access-point which affects our wifi in between the courtrooms.

Family Court Commissioner Deb Schwarze suggested a buzzer on exit doors so that they cannot be left propped open.

Motion to adjourn by Schwarze, second by Anderson.

Future agenda items:

- Signage outside courtroom and upon entering the building
- Additional court security
- Court security monitoring halls and rooms – including upon attorney requests
- Report on Courthouse Key plan
- Buzzer ensuring doors are not propped open

Minutes respectfully submitted by Jenifer Laue

Note: Later that day, April 25, 2023 and incident took place.