

REMINDER: This committee is advisory to the public safety committee. The purpose of this committee to determine goals and priorities including funding as we implement the Supreme Court Rule 68 (Court Security, Facilities and Staffing) Most funding will be done through Capitol Improvement Projects.

Call to Order: The Courthouse Security Committee met Tuesday, June 18, 2024, in the County Board Room the Richland County Courthouse. Judge Lisa McDougal called the meeting to order at 8:31 am.

Present: Lisa McDougal (Circuit Court Judge), Debra Schwarze (Family Court Commissioner), Stacy Kleist (Clerk of Court) Sara Ehrhardt, (Chief Deputy Clerk of Court), Randy Nelson- (Maintenance supervisor), Andrea Fields (Victim Witness Coordinator), Devon Rupnow (Jail Administrator), Clay Porter (Sheriff), Mike Windle (Corporation Counsel), Billy Jones (Chief of City Police), Barb Scott (MIS Director), John Heinen (Emergency Management) (Jenifer Laue (Register in Probate/Judicial Assistant/Juvenile Clerk)

Jen Laue confirms the meeting Agenda was posted.

Anya Crossland and Karen Martin joined us from the District Court Administrator's Office.

Incident Reports: Judge McDougal states there was an incidence that took place earlier this week. There was a question on what qualifies as a reportable incidence.

Discussion took place on completing the report, submitting the report to the Office of Court operations and communication to appropriate people following the report being filed. It was decided that if the incidence rises to the level that requires intervention by law enforcement, it should be reported as an Incidence.

A meeting will be set to further discuss Incident Reporting guidelines and policy as well as follow up communication.

Court Security: Devon reports that she has conducted training on expectations of courtroom security. There is a copy of expectations in the courtroom. The ultimate plan is to get a Kiosk.

Barb Scott has emails out regarding the costs of Kiosks. At this time there is no date to install them but anticipates it will be done soon.

Improved Security Measures:

Judge McDougal thanked Randy for installing the peep hole in her chambers and improved security measures within the chambers.

Signage: Atty Forehand is to send that information to Sheriff Porter. Sheriff Porter clarifies our wants, needs and placement of signs. Language should include: No bags including purses in the courtroom. Signs should be posted in English and in Spanish.

Signage language regarding photography and recording. Mike Windle reviewed SCR 71. No recording is permitted, except by the court. Media requests are approved by the court. Language should include prohibiting the public from making their own recording. Family Court Commissioner-Deb Schwarze states she does not permit recordings in her temporary order hearings.

Update on report from Tammy Johnson of Capital Police. The report has been submitted to Judge McDougal, it is a thorough report of the facility and quite lengthy. Judge will send it out to those who need it but cautions that it contains sensitive security needs. The Judge will send out a brief report of the highlights.

Kiosks: It is being proposed that a Kiosk be added in each of the courtrooms: We are hopeful that these would show camera activity so court security can see what is happening in the hall ways and courtrooms. 2024 Capital Improvement Project (CIP) money may be used. It would be a separate laptop. Discussion needs to take place on the equipment and a decision on possibly using Spillman needs to be made. Devon Rupnow passed around three podium options and 2 chair options. Access to electricity needs to be addressed.

Lockers from HHS – Discussion took place on whether we want or need them. It was determined we do not want the lockers.

Meeting re: Space Needs: The 2nd meeting with the Venture Architects is set for June 28th.

Metal Detector: Discussion took place on CIP budgets and random or intermittent scanning. This has been submitted under CIP projects for 2025 but not yet approved by the board as of this meeting.

Development of general court security: Judge encourages people to read SCR 68, especially page 7, and 68.05.

Next meeting date: Sept 10, 2024 at 8:30 am

Agenda Items:

- Approve March 12, 2024 and June 18, 2024 minutes
- Develop guidelines on reporting and communication regarding Incidence Reports vs Awareness of situations and immediate communication.
- Update on purchase of Court Security Kiosks

Motion to adjourn by Stacy Kleist, Second by Mike Windle.
Meeting adjourned.

