

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 24, 2025, in the County Board Room the Richland County Courthouse. Judge Lisa McDougal called the meeting to order at 9:01 am.

Present: Lisa McDougal (Circuit Court Judge), John Heinen (Emergency Management), Debra Schwarze, (Family Court Commissioner), Stacy Kleist (Clerk of Court) Sara Ehrhardt, (Chief Deputy Clerk of Court), Jason Marshall (MIS), John Couey (MIS) Trish Clements (Administrator) Clay Porter (Sheriff), Jenifer Laue (Register in Probate/Judicial Assistant/Juvenile Clerk) Not present: Randy Nelson-Maintenance e, Dave Turk-Chairperson of the County Board, Jennifer Harper (District Attorney) Andrea Fields (Victim Witness Supervisor) Dominic Anderson-Local Bar President.

Jenifer Laue confirms the meeting Agenda was posted.

Motion to approve the March 18, 2025 minutes by Debra Schwarz, second by Sara Ehrhardt. Motion carried.

Incident Reports: There has been one incidence report filed since our last meeting. The incidence was reviewed and discussed by the committee.

Discussion on procedure: Incidence should be filed with Jenifer Laue within 24 hours of the incidence. All incidence reports will be forwarded to Court operations, Judge Lisa McDougal, Trish Clements and Clay Porter.

Administrator Clements and Sheriff Porter will discern whether staff throughout the building will receive an email regarding a person of interest or a copy of the report itself. Consideration will be given to situational awareness and repeated threats.

Update on cameras by Jason Marshal: Installation of cameras is complete. New cameras have been installed in the small courtroom as well as the lobby in between courtrooms. Cameras outside the courtroom have no audio. A camera has also been installed in the parking lot. Training needs to take place on viewing the footage from cameras if needed.

Kiosk: A second Kiosk needs to be purchased for the small courtroom.

Courtroom Security: Security for weddings has been implemented. It is proposed that we rope off the chairs behind the court security officer.

Per information gathered a security conference, it is not good practice for court personnel and the public to enter at the same entrance. A Private Entrance is need for the Judge and other staff. We may want to have a camera at that entrance. It is a liability to the county when this sectoring is not in place. Best practice has 3 sectors: public, staff and prisoners. We need to be able to control the access. Discussion on keeping doors

locked until 8:00 am.

Signage: Signs are here, they need to be mounted. Discussion on placement of the signs. It was proposed that a meeting with Judge McDougal, Stacy, Jennifer and Clay be set to determine placement of signs.

Venture Architects: The Campus Reconfiguration Committee continues to meet. Venture Architects is developing options/plans for a Jail and Justice Center.

Court Security Requests:

***Small courtroom Improvements:** It was proposed to have a sworn person testify from the tables rather at the witness chair due to the size of the room and vicinity to the Judge. It is not an ideal courtroom. Discussion on safety concerns. The need for amplification and zoom in the small courtroom remains. This is important for visiting Judge's as well. Heating and cooling in the small courtroom remain a challenge due to how loud the registers are.

***Integrated preparedness plan (IPP) by the Emergency management team.**

It has been proposed to have the entire building be trained regarding active threats. Judge McDougal is requesting that training be scheduled that this year in September or October.

A Fire drill needs to be administered in 2025.

Long term goals:

Metal Detector: It would be used for Jury Trials and spot checking. No one denies that one is needed but the question of staffing it remains. Vernon County has rented a unit. This option could be explored.

Next meeting September 22, 2025

Meeting adjourned.

Future Agenda Items:

Kiosk in the small courtroom

Signage installation

Schedule training