

Court Security Advisory Committee

As of August 22, 2014

Hon. Thomas M. Maddock, Chair
Judge of the Superior Court of California,
County of Contra Costa

Hon. Patricia Bamattre-Manoukian
Associate Justice of the Court of Appeal
Sixth Appellate District

Hon. Jeffrey G. Bennett
Judge of the Superior Court of California,
County of Ventura

Ms. Melissa Fowler-Bradley
Court Executive Officer
Superior Court of California,
County of Shasta

Hon. Frederick Paul Horn
Judge of the Superior Court of California,
County of Orange

Ms. Deborah Norrie
Court Executive Officer
Superior Court of California,
County of Plumas

Hon. Charlaine F. Olmedo
Judge of the Superior Court of California,
County of Los Angeles

Mr. Darrel E. Parker
Court Executive Officer
Superior Court of California,
County of Santa Barbara

Mr. Michael M. Roddy
Court Executive Officer
Superior Court of California,
County of San Diego

COURT OPERATIONS SERVICES LIAISON

Ms. Donna S. Hershkowitz
Director, Court Operations Services
and Appellate Court Services
Judicial Council of California

LEGAL SERVICES LIAISON

Mr. Michael I. Giden
Supervising Attorney, Legal Opinion Unit
Legal Services
Judicial Council of California

LEAD COMMITTEE STAFF

Mr. Malcolm Franklin
Senior Manager, Office of Security
Court Operations Services
Judicial Council of California

**Guidelines for 2013 Annual Agendas
from the Executive and Planning Committee, the Rules and Projects
Committee, and the Technology Committee**

Introduction

This document provides an overview of the annual agenda process and information to help prepare members of the Executive and Planning (E&P) Committee, the Rules and Projects (RUPRO) Committee, the Technology Committee, and advisory committee and task force chairs and principal staff for annual agenda review meetings.

Purpose of the Annual Agenda Review Meetings

The purpose of the annual agenda review meetings is for the Judicial Council internal committees and the advisory committee and task force chairs to have constructive conversations about what would be the best use of each committee's and task force's time and attention for the coming year. The internal committees will also determine whether there is any overlap in committee and task force activities and projects.

At these meetings, three of the council's internal committees, E&P, RUPRO, and the Technology Committee, provide oversight and guidance to the council's standing advisory committees so that the advisory committees will focus on matters of importance to the council and provide the council with valuable advice and policy recommendations. For task forces with more specific charges and limited terms, this annual agenda conversation similarly provides an opportunity for the task forces to obtain Judicial Council members' guidance on priorities and direction.

The advisory committee and task force chairs and principal staff will attend the Annual Agenda review meeting, either in person, by videoconference, or by telephone. Each committee and task force will have submitted in advance a proposed annual agenda,¹ consistent with its charge, which includes a short list of key objectives and a longer list of related projects that the committee or task force intends either to commence or accomplish in the coming year. The annual agenda also includes information about any subcommittees and working groups, the status of the past year's projects, staffing needs for the group, and an estimated budget for the group's work for the upcoming year. This annual agenda forms the basis for a conversation about the committee's or task force's key objectives for the upcoming year, the related projects, and the alignment of those projects with the council's strategic and operational plans. The outcome from each meeting will be an understanding of what the committee's or task force's priorities are for the coming year and what objectives and projects each will pursue. This understanding will be a foundation for the next annual agenda conversation in a continuous effort to enhance mutual

¹ Unlike in past years, in which some task forces described their activities in memoranda, in 2013, all task forces will be asked to submit annual agendas.

support and coordination between the Judicial Council and its advisory committees and task forces.

Role of a Judicial Council's Advisory Body and Its Chair

Under the council's governance policies, adopted in 2008 after an extensive development by council members, the council's advisory committees and task forces ("advisory bodies"):

- Provide policy recommendations and advice to the council on topics specified by the council or the Chief Justice, using the members' individual and collective wisdom.
- Work at the same policy level as the council, developing recommendations that focus on the strategic goals and long-term impacts that align with the judicial branch goals.²
- Do not usually implement policy, although the council or the oversight internal committees may assign policy implementation and programmatic responsibilities.
- Do not speak or act for the council except when formally given that authority for specific and time-limited purposes.
- Are responsible, through staff, for gathering stakeholder perspectives.

The advisory body chair is responsible, with the assistance of staff, for developing a realistic annual agenda and discussing appropriate staffing and resources with the Administrative Director or his designee.

The internal committees are responsible for reviewing and approving the annual agendas, which provide the advisory bodies with charges specifying what they are to achieve during the year. Internal committees may add or delete specific projects and reassign priorities.

If after approval of its annual agenda, a committee or task force identifies additional or different priorities and projects, because of legislation or other reasons, it may seek approval from the internal committee that has oversight over it to revise its annual agenda. In determining whether to give approval to a proposed additional project, the internal committee will consider the new project's urgency, whether it is consistent with the advisory body's charge, its approved annual agenda and the Judicial Council's strategic plan, and whether it falls within the body's authorized budget and available staff and other resources.

Preparation of Annual Agenda

Completing the Template

The annual agenda template has been revised this year to:

² The Judicial Council's strategic plan can be found at <http://www.courtinfo.ca.gov/jc/sp.htm> and its operational plan can be found at www.courtinfo.ca.gov/reference/documents/2008_operational_plan.pdf.

- Add a section for information about subcommittees and working groups, their purpose, membership, and duration;
- Expand a section to request the status of each project included in the previous year's annual agenda;
- Add a section for anticipated staff resource needs;
- Add a section containing budget information for meetings; and
- Eliminate priority level 2(b) for rules and forms proposals (“Responsive to identified concerns or problems”).

In addition to identifying resources such as, for example an AOC office or the State Bar, and a contact person, under the Specifications column in the Committee Projects section, the template has a new section titled Resource Information. In this section, staff will list the position classification and anticipated staff hours for logistical and substantive work.³

Another new section, Budget Information, requires a listing of the expected costs of meetings including travel, catering, and materials expenses.

E&P, RUPRO, and Technology Committee Review

Advisory body chairs and staff submit proposed annual agendas for discussion at the meeting with E&P, RUPRO, and the Technology Committee.⁴ Following the meetings, E&P and RUPRO staff will post approved annual agendas on the Serranus website. This allows branch stakeholders to be informed about the work of the council's advisory committees and task forces.

How to Approach the Annual Agenda Review Conversations

The council governance policies express the council's interest in connecting with the leaders of its advisory bodies and coordinating efforts for the sake of continuously improving access to the courts and the administration and delivery of justice. This annual agenda process continues the multi-year process of annual substantive conversations between E&P and RUPRO members and the chair of each of the advisory committees and task forces about each committee's or task force's key objectives and projects and the need for the efforts of each to be aligned with judicial branch goals, objectives, and desired outcomes.

During the meetings, the council's internal committee members will ask questions of the advisory body chair and engage in a conversation to understand the direction and priorities of the advisory body. Understanding a committee's recent history may be helpful, but focus should be

³ Separate instructions are being provided to staff to assist in completing the resource section.

⁴ The Administrative Director of the Courts and Division and Office Directors also will review the annual agendas and provide their comments to committee staff to assist in recognizing possible overlaps and synergies between advisory bodies or between work of an advisory body and current work at the AOC, to identify and consider resource needs from AOC divisions, and to bring to the advisory body's attention relevant past work (either by another advisory committee or the AOC).

on its present and future work. The committee chair will likely be conversant with the high level objectives for the committee's direction and the committee's principal staff will be in command of the details of how the committee will accomplish its objectives. Questions and proposals from the committee chair and principal staff asking for council members' guidance are also welcome and appropriate.

In these conversations, council members will likely convey their interest in the fulfillment of the council's strategic goals and operational objectives through the committee's objectives and projects. The internal committee members may also see possibilities for synergies and opportunities for collaboration between advisory committees.

Policy Considerations in Reviewing the Annual Agendas

The Significance of the Distinction Between Policy Recommendation and Policy Implementation

Because the primary role for advisory committees and task forces is to advise and provide policy recommendations to the Judicial Council, the internal committees may focus on projects that fall outside this role. If an advisory committee has been or wants to implement policy or produce a program, council members will want to ensure that committee staff continues to be accountable to the Administrative Director for the satisfactory performance of that implementation or program, and that the role of the advisory committee is to provide advice to staff. These roles are consistent with the council's governance policies.

Under the council's governance policies, policy implementation and programs are the realm of staff, who are overseen by the Administrative Director, who has direct accountability to the Judicial Council and the Chief Justice for that program or implementation. For committees that have policy implementation and programmatic projects, this annual agenda process can clarify for the committee what part it is responsible for (for example, providing advice and guidance to staff) and what part staff is responsible for (performing to the standards and expectations of the Administrative Director, who is accountable to the Judicial Council).

Preliminary questions about the annual agendas include: Which committee projects are advice-giving or recommending policy, both of which are the advisory committee's primary role? Which projects are policy implementation or programmatic? A committee's *recommendations* of new or revised rules and forms are policy recommendations because they require the weighing of various possibilities and alternatives and their approval requires a policy decision by the Judicial Council. A committee's *recommendations* of specific programs or of specific ways to implement policy are also policy recommendations. So long as a committee stays in the realm of recommending to the council, it occupies its traditional advisory role.

However, under the council's governance policies, when the committee's project actually produces products or services, such as resource materials, content, or programs, or the committee takes final action independent of the council, it is stepping beyond the traditional role for an

advisory committee. This is the realm of policy implementation and program delivery. An explicit Judicial Council or internal committee charge is required for an advisory committee to take this action or pursue this type of project. A council internal committee may approve an advisory committee's involvement with policy implementation or programs, but it is important to specify that what is being approved is a policy implementation project and to clarify the role and accountability of the advisory committee and of staff. In this way, council members can ensure that the Administrative Director continues to be accountable to the Judicial Council for staff performance.

Importance of Judicial Branch Strategic and Operational Plan Goals, Objectives, and Desired Outcomes

The annual agendas require committees to identify the strategic and operational plan goals that would be achieved by each project. If the internal committees observe a project that does not appear to align with existing branch priorities, the project could be one more appropriate for another entity (such as the State Bar). If the annual agenda conversation results in a conclusion that a specific project is attenuated or not covered by the branch priorities, the council members and the advisory committee chair should discuss and decide whether the project can be modified so as to meet a judicial branch strategic goal or policy or an operational objective or outcome, or whether that project should be referred to an outside entity.

General Questions and Issues Applicable to Most of the Annual Agendas

The following general questions may be applicable to some of the advisory committee annual agendas.

- Is this a realistic list of objectives and projects for this year? Factors may include the number of projects on the list, the varied scope of projects, the impact on the courts if the projects are all approved, the resources needed, etc.
- What is the key direction and focus for this committee?
- What is the status of last year's priority level 2 projects?
- For a project that implements policy or is a program:
 - What role do the advisory committee members play in performing this project? What role do staff play? To whom are staff accountable for the satisfactory and timely completion of this project?
 - Does the committee have an explicit council (or internal committee) charge to pursue this project? If that is ambiguous or occurred several years ago, should the internal committee renew that charge? If so, under what circumstances and conditions should the committee pursue or complete this project?
- Does the advisory body gather stakeholder perspectives?

Item 1

- How does the advisory body intend to obtain information about the cost and training impact on the courts of a particular proposal?
- Does the chair or staff have any concerns about the adequacy of resources to accomplish the projects on the annual agenda?

Court Security Advisory Committee
DRAFT Annual Agenda—2014
 Approved by E&P/RUPRO: _____

I. COMMITTEE INFORMATION

Chair:	Hon. Thomas M. Maddock
Staff:	Malcolm Franklin, Senior Manager—Office of Security, Court Operations Services
Committee's Charge: The Court Security Advisory Committee makes recommendations to the council for improving court security, including personal security and emergency response planning.	
Committee Membership: The committee must include at least one member from each of the following categories: Appellate court justice; Appellate court administrator; Trial court judge; Trial court judicial administrator; Member of the Court Facilities Advisory Committee; and Member of the Trial Court Facility Modification Advisory Committee. At least one member of the committee should be from a trial court that uses a marshal for court security services; this is not, however, a separate category of membership. The committee current has nine members, including one appellate justice, four trial court judges, and four trial court administrators, one of whom is a member of the Court Facilities Advisory Committee, and one of whom is a member of the Trial Court Facility Modification Advisory Committee. A solicitation for nominations is underway to re-fill the position of appellate court administrator.	
Subcommittees/Working Groups: <ul style="list-style-type: none"> • Ad Hoc Short Term Subcommittee on Office of Security Functions and Duties 	
Committee's Key Objectives for 2014: <ul style="list-style-type: none"> • Make recommendations on the necessary emergency response and security functions for the branch and organization of the Office of Security, in accordance with Judicial Council Directive 125. 	

II. COMMITTEE PROJECTS

#	Project ¹	Priority ²	Specifications	Completion Date/Status	Describe End Product/ Outcome of Activity
1.	Develop recommendations on the necessary emergency response and security functions for the branch and organization of the Office of Security.	1	<p>Judicial Council Direction: <i>Directives, strategic plan goals, operational plan objectives, rules of court, and/or charges associated with this project include the following.</i></p> <ul style="list-style-type: none"> • California Rules of Court, rule 10.61(a), Area of Focus • Goal III. Modernization of Management and Administration <ul style="list-style-type: none"> ○ Objective 3. Improve safety, security—including disaster preparedness—at all court locations for all court users, judicial officers, and staff. Outcome (c) a. Emergency preparedness and continuity of operations plans and programs in all courts. • Goal VI: Branchwide Infrastructure for Service Excellence <ul style="list-style-type: none"> ○ Part A: Facilities Infrastructure, Objective 2. Facilitate the acquisition of sites for, and the construction, renovation, maintenance, and expeditious transfer of, court facilities. 	December 31, 2014	Report to Judicial Council

¹ All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to this Annual Agenda.

² For non-rules and forms projects, select priority level 1 (must be done) or 2 (should be done). For rules and forms proposals, select one of the following priority levels: 1(a) Urgently needed to conform to the law; 1(b) Urgently needed to respond to a recent change in the law; 1(c) Adoption or amendment of rules or forms by a specified date required by statute or council decision; 1(d) Provides significant cost savings and efficiencies, generates significant revenue, or avoids a significant loss of revenue; 1(e) Urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; 1(f) Otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk; 2(a) Useful, but not necessary, to implement statutory changes; 2(b) Helpful in otherwise advancing Judicial Council goals and objectives.

#	Project ¹	Priority ²	Specifications	Completion Date/Status	Describe End Product/ Outcome of Activity
			<p>Outcome b. Models and guidelines for acquiring sites for new facilities and maintaining facilities and for transferring existing facilities.</p> <p>Outcome c. Shared practices in place for building courthouses to better meet the needs of all court users and judicial branch staff.</p> <p>Outcome d. Funding and operational standards for small construction and renovation projects for the courts.</p> <ul style="list-style-type: none"> ○ Part B: Technology Infrastructure, Objective 3. Ensure that all technology decisions are compatible with the judicial branch enterprise technology master plan. Outcome a. New technologies compatible with and integrated into branchwide infrastructure, including the California Courts Technology Center, telecommunications, security systems, and educational technology. ○ Part B: Technology Infrastructure, Objective 4. Implement new tools to facilitate the electronic exchange of court 		

#	Project ¹	Priority ²	Specifications	Completion Date/Status	Describe End Product/ Outcome of Activity
			<p>information while balancing privacy and security.</p> <p>Outcome c. A single point of Internet access to the Judicial Council/Administrative Office of the Courts for the California courts, justice partners, and the public.</p> <ul style="list-style-type: none"> ○ Part B: Technology Infrastructure, Objective 7. Develop, support, and implement a statewide business continuity and emergency preparedness technology infrastructure— with emphasis on key system features. <p>Outcome a. Threat and vulnerability assessment systems/technology funded and in place.</p> <p>Outcome b. Funding structure for actual disaster recovery/continuity of operations.</p> <p>Origin of Project: Judicial Council Directive 125 and <i>Court Emergency Response and Security Task Force, Final Report</i> (Dec. 2012).</p>		

#	Project ¹	Priority ²	Specifications	Completion Date/Status	Describe End Product/ Outcome of Activity
			<p>Resources: Judicial Council staff support from Legal Services, Court Operations Services, and its Office of Security.</p> <p>Key Objective Supported: Make recommendations on the necessary emergency response and security functions for the branch and organization of the Office of Security, in accordance with Judicial Council Directive 125.</p>		
2.	In conjunction with the report discussed above, consider new and continuing emergency- and security-related concerns for the branch, develop annual agenda for March 2015, and make additional recommendations as needed.		<p>Judicial Council Direction: Same as above.</p> <p>Origin of Project: Same as above.</p> <p>Resources: Same as above.</p> <p>Key Objective Supported: Same as above.</p>	Ongoing	March 2015

III. STATUS OF 2013 PROJECTS:

Not applicable—while the Judicial Council established the committee effective October 25, 2013, appointments were not made until February 10, 2014, and the committee did not have its first meeting until June 18, 2014.

IV. BUDGET INFORMATION (Part I)

[Provide the following budget information for January 1, 2014 through June 30, 2014, as well as a separate budget (if appropriate) for any subcommittees or working groups.]

	In-person meeting(s):	Video/teleconference(s):	Total:
	0	1	1
TRAVEL			
Airfare	\$ 0	\$ 0	\$ 0
Hotel/Meals	\$ 0	\$ 0	\$ 0
Mileage/Parking	\$ 0	\$ 0	\$ 0
Total Cost for Travel Expenses	\$ 0	\$ 0	\$ 0
CATERING			
Total Catering Costs	\$ 0	\$ 0	\$ 0
MATERIALS/MAILING/OTHER			
<i>[Specify]</i>	\$	\$	
<i>[Specify]</i>	\$	\$	
<i>[Specify]</i>	\$	\$	
Total Materials/Mailing/Other	\$	\$	
Grand Total	\$	\$	\$

V. BUDGET INFORMATION (Part II)

[Provide the following budget information for July 1, 2014 through December 31, 2014, as well as a separate budget (if appropriate) for any subcommittees or working groups.]

	In-person meeting(s):	Video/teleconference(s):	Total:
TRAVEL			
Airfare	\$	\$	
Hotel/Meals	\$	\$	
Mileage/Parking	\$	\$	
Total Cost for Travel Expenses	\$	\$	\$

CATERING			
Total Catering Costs	\$	\$	\$
MATERIALS/MAILING/OTHER			
<i>[Specify]</i>	\$	\$	\$
<i>[Specify]</i>	\$	\$	\$
<i>[Specify]</i>	\$	\$	\$
Total Materials/Mailing/Other	\$	\$	\$
Grand Total	\$	\$	\$

VI. Subcommittees/Working Groups - Detail

Subcommittees/Working Groups:

Subcommittee or working group name:

Ad Hoc Short Term Subcommittee on Office of Security Functions and Duties

Purpose of subcommittee or working group:

Duties and Functions

Number of advisory group members:

Four

Number and description of additional members (not on this advisory group):

None

Date formed :

September 4, 2014

Number of meetings or how often the group meets:

One in-person meeting (scheduled on the same date as the one annual in-person meeting of the full committee) and telephone meetings as needed

Ongoing or date work is expected to be completed:

December 31, 2014

DRAFT Suggested Ideas for Functions and Duties for the Office of Security

The following list is to prompt discussion on functions and duties of the Office of Security (OS) that the Court Security Advisory Committee may review in the current year. To give members a broader knowledge of the current work done by the council’s OS, related programs and services are listed on the right.

#	Matters of Importance to the Council	Related OS Programs and Services
1	Personal safety of judges	<ul style="list-style-type: none"> • Judicial Privacy Protection Program • Training for judges on personal security
2	Continuity of Operations Planning (COOP) and Court Security Plans	<ul style="list-style-type: none"> • Online planning tools and templates • Training exercises and staff assistance
3	Courthouse security, capital courthouse projects, and modification projects	<ul style="list-style-type: none"> • Trial Court Security Program • Capital Projects Security Program • Screening Equipment Replacement Program • Trial Court Security Grant Program
4	Threat data collection and dissemination on both personal threats and court system threats	<ul style="list-style-type: none"> • N/A—threats are reported to the California Highway Patrol (CHP) under Penal Code section 76(b)
5	Incident and threat assessments on court facilities	<ul style="list-style-type: none"> • N/A—though some staff have been trained through the Department of Homeland Security
6	Security funding, county funding to sheriffs, and how funds are utilized	<ul style="list-style-type: none"> • N/A—though the OS Senior Manager assists in staffing an ad hoc committee composed primarily of Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee members
7	Liaison with the California State Sheriff’s Association (CSSA)	<ul style="list-style-type: none"> • N/A—though the OS will be invited to CSSA court security committee meetings in the future
8	Court staff security, particularly in the areas of family law courts	<ul style="list-style-type: none"> • Training for court staff on personal security • Security-related review of small repairs and construction projects affecting staff, for council staff in Real Estate and Facilities Management • Contractor Clearance Program
9	Appellate court security	<ul style="list-style-type: none"> • N/A—security services are provided under the contract with CHP and Guardsmark, a security services company

DRAFT Overview of Office of Security Ongoing Programs and Services

Primary Functions

1. Online Privacy

A. Operates *Judicial Privacy Protection Program* that serves over 2,000 judicial officers

Administer online privacy program for trial court judges, assigned judges, commissioners, and referees to assist them with rights granted to them by Gov. Code, § 6254.21—to reduce the ease with which a vexatious litigant or other person can find their home addresses and telephones.

B. Provides threat and incident coordination, home assessment, and consultation service

Provide assistance, primarily to smaller trial courts, in managing threats and incidents, completing threat assessments, and advising on reporting requirements of Pen. Code, § 76 and Gov. Code, § 14613.7(a)—as well as liaising with judicial officers, court staff, court security providers, and local law enforcement and inspecting court facilities and homes for protectees as needed.

2. Trial Court Security

A. Provides physical security consultation, assessment, site survey, risk analysis service

Assist the courts and the council staff in Real Estate and Facilities Management with important security services, including security surveys, risk assessments, and consultation on facility related modifications and upgrades—as well as providing mediation assistance to court/sheriff on Memorandum of Understanding for court security services, as described by Gov. Code, § 69926(d).

B. Provides security, emergency, and continuity plan tools, templates, and review service

Assist the courts with security plan requirements of Gov. Code, § 69925 and rule 10.172 (and assist with related annual reports to the Judicial Council on submissions)—as well as security briefings and active-shooter trainings, templates and trainings for emergency and continuity of operations planning, and an optional online planning system that provides safe offsite storage of information.

C. Provides project *plan* assessment, design consultation, and court/vendor liaison service

Advise courts and council staff in Real Estate and Facilities Management on modification and construction projects (in support of rule 10.184 on court facilities), providing consultation on facility related modifications and security upgrades and liaising with courts and vendors as needed.

D. Provides project *review*, payment, and 30 and 60 day and 12 month follow up service

Conduct walk-through with contractors and other stakeholders to verify all security measures have been properly installed in correct locations; attend commissioning of

security systems equipment to identify and address any deficiencies; and conduct 30 day, 60 day, and 1 year review of all security systems to ensure proper operation is continuing.

3. Capital Projects Security

A. Provides physical security consultation, assessment, site survey, and risk analysis service

Help council's Capital Program manage the trial court facility capital-outlay projects (in support of rule 10.184 on court facilities)—providing security design expertise on all new capital buildings, through land acquisition to building commissioning.

B. Provide advisory groups for construction projects with liaison service (as needed)

Work with courts, security providers, and the design and construction teams to build a facility that protects and separates inmates, the public, staff, and bench officers in a secure and safe environment.

C. Provides project *plan* assessment, design consultation, and vendor liaison service

Provide subject matter expertise to council's Capital Program project management, architects, and construction managers on all aspects of the Security Criteria developed by the Office of Security and adopted by council's Capital Program.

D. Provides project *review* and 30 and 60 day follow up review service

Conduct walk-through with contractors and other stakeholders to verify all security measures have been properly installed in correct locations; attend commissioning of security systems equipment to identify and address any deficiencies; and conduct 30 day, 60 day, and 1 year review of all security systems to ensure proper operation is continuing.

4. Security Equipment

A. Operates *Screening Equipment Replacement Program* maintaining over 800 machines

Manage statewide reimbursement program that replaces and maintains 350 x-ray machines and 460 magnetometers in trial court facilities and provides subject matter expertise and assistance to courts on the mandatory requirements of California Code of Regulations, Title 17, relating to the registration of x-ray machines and radiation protection programs.

B. Operates *Trial Court Security Grant Program* involving over 250 systems statewide

Administer security grant program (funded through the State Trial Court Improvement and Modernization Fund to install duress alarm systems, access control systems, video surveillance systems, secure parking enclosures, clerks' office protection, and other security related enhancements not generally available through normal building modification or maintenance programs.

C. Provides equipment tracking, monitoring, and repair facilitation "after sales" service

Maintain a database of equipment and systems, monitoring and approving time and materials service requests, and tracking repair progress.

D. Provides court/vendor/*Customer Support Center* "system liaison" service

Liaise between court staff, equipment vendors, and the Customer Service Center to resolve issues with the security systems overseen by the Office of Security.

E. Provides master agreement/*vendor liaison* service

Administer statewide master agreements that allow the council, trial courts, Supreme

Court, and Courts of Appeal to have a number of security related vendors complete work in any branch facility without bidding individual projects. Monitor agreements and many aspects of vendor compliance for the council, provide oversight, and conduct related meetings.

5. Special Programs

A. Operates *Badge and Access Program* serving branch staff and consultants

Administer badge and building access program for the council's staffing organization (employees, temporary staff, and consultants)—as well as Judicial Council members, Presiding Judges, and Court Executive Officers—to provide them with access cards that allow authorized users to enter Judicial Council offices in San Francisco and Sacramento.

B. Operates *Contractor Clearance Program* involving over 1,500 active contractors

Administer contractor clearance program currently involving over 1,500 active contractors for council compliance with mandated California Law Enforcement Telecommunications System (CLETS) background check requirements (per authority granted to Department of Justice by Gov. Code, §§ 15150–15167) and related stipulations in existing master agreements and joint occupancy agreements.

C. Operates *Emergency Equipment/AED Program*

Administer council emergency equipment/AED program for council employees, temporary staff, and consultants for 5 facilities across 3 cities—as well as Judicial Council members and court/public visitors—to help meet legal obligations from Occupational Safety and Health Administration (OSHA). Oversee the Automated External Defibrillation Program per council staff's IIPP to meet training standards and program requirements involving inspections, recordkeeping, reporting, and repairs (per Cal. Code Regs. , tit. 22, §§ 100031–1000411, and Health and Saf. Code, § 1797.196). Vice-chair group on the OSHA-required IIPP. Maintain ANSI-compliant workplace first aid kits and emergency supplies.

D. Provides *Emergency Operations Center management/coordination service*

Help ensure the safety of staff and visitors in council facilities, manage the Emergency Operations Center as needed, manage Emergency Response Team, assist in emergency planning including continuity of operations, and coordinate emergency response as needed.

E. Provides *emergency alert, information line, and notification system service*

Provide Office of Security communications and alerts by e-mail, Emergency Information Line (EIL), and Emergency Notification System (ENS) to coordinate response and provide information and instructions during situations that affect the safety of council staff and visitors.