

# **Court Security Advisory Committee**

As of September 14, 2017

**Hon. Patricia Bamattre-Manoukian,**  
**Acting Chair**  
Associate Justice of the Court of Appeal  
Sixth Appellate District

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

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

**Hon. Jaime R. Román**  
Judge of the Superior Court of California,  
County of Sacramento

**Ms. Diana Herbert**  
Clerk/Administrator  
Court of Appeal,  
First Appellate District

## **CJER GOVERNING COMMITTEE LIAISON**

**Hon. Darrell S. Mavis**  
Judge of the Superior Court of California,  
County of Los Angeles

**Hon. Thomas M. Maddock (Ret.)**  
Judge of the Superior Court of California,  
County of Contra Costa

## **TRIAL COURT PRESIDING JUDGES ADVISORY COMMITTEE LIAISON**

**Mr. Justin Mammen**  
Emergency and Security Services Manager  
Superior Court of California,  
County of Orange

**Hon. Gary G. Gibson**  
Presiding Judge of the Superior Court of California,  
County of Shasta

## **GOVERNMENTAL AFFAIRS LIAISON**

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

**Mr. Cory Jaspersen**  
Director, Governmental Affairs  
Judicial Council of California

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

## **LEGAL SERVICES LIAISON**

**Ms. Dawn Payne**  
Attorney, Legal Services  
Judicial Council of California

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

## **FACILITIES SERVICE LIAISON**

**Mr. Mike Courtney**  
Director, Facilities Services  
Judicial Council of California

# **Court Security Advisory Committee**

As of September 14, 2017

## **JUDICIAL COUNCIL LEAD STAFF TO THE COMMITTEE**

### **Mr. Edward Ellestad**

Supervisor, Security Operations  
Facilities Services  
Judicial Council of California

### **Ms. Lisa Gotch**

Analyst, Security Operations  
Facilities Services  
Judicial Council of California



# JUDICIAL COUNCIL OF CALIFORNIA

[www.courts.ca.gov/courtsecurityadvcomm.htm](http://www.courts.ca.gov/courtsecurityadvcomm.htm)  
[courtsecurityadvcomm@jud.ca.gov](mailto:courtsecurityadvcomm@jud.ca.gov)

COURT SECURITY  
ADVISORY COMMITTEE

## COURT SECURITY ADVISORY COMMITTEE

### MINUTES OF OPEN MEETING WITH CLOSED SESSION

January 11, 2017

12:15 p.m. to 1:15 p.m.

877-820-7831, passcode 2856918 (listen only)

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**Advisory Body  
Members Present:**

Hon. Thomas M. Maddock, Judge, Superior Court of Contra Costa

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

Mr. Justin Mammen, Emergency Response and Security Services Manager, Superior Court of Orange County

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

Hon. Charlene F. Olmedo, Judge, Superior Court of Los Angeles County

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

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

Ms. Diana Herbert, Clerk/Administrator, Court of Appeal, First Appellate District

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

**Advisory Body  
Members Absent:**

Hon. Jaime Román, Judge, Superior Court of Sacramento County

**Others Present:**

Ms. Dawn Payne, Legal Opinion Unit, Legal Services, Judicial Council of California

Mr. Enrique Villasana, Director, Real Estate and Facilities Management, Operations and Programs Division, Judicial Council of California

Mr. Edward Ellestad, Supervisor, Security Operations, Real Estate and Facilities Management, Operations and Programs Division, Judicial Council of California

Ms. Lisa Gotch, Analyst, Security Operations, Real Estate and Facilities Management, Operations and Programs Division, Judicial Council of California

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#### OPEN MEETING

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#### Call to Order and Roll Call

Meeting was called to order at 12:20 p.m., and staff took roll call.

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the October 20, 2016, Court Security Advisory Committee meeting.

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**INFORMATION ONLY ITEMS (NO ACTION REQUIRED)**

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**Info 1**

**Member Update**

Judge Maddock announced he retires March 31, 2017, and is willing to continue as a member until that appointment ends on September 14, 2017. When he retires, he will step down as Chair. He will speak with Justice Manoukian about what happens between then and the end of the term for the current Chair position (also September 14, 2017) and will keep the committee apprised.

**Info 2**

**Annual Agenda Update**

Judge Maddock informed members of the February 10, 2017, deadline for draft Annual Agendas, which define annual objectives and projects and confirm that work is aligned with branch goals. Staff will prepare a draft for review, which will be shared with the members before submission. After, Judge Maddock will meet with the Executive and Planning Committee for discussion.

**Info 3**

**Court Security Plan Update**

Staff advised about the February 1, 2017, deadline for trial courts to notify the Judicial Council whether any changes had been made over the past year to their Court Security Plans. Details about plan requirements are in rule 10.172, which was adopted to fully implement the provisions of Government Code section 69925. Staff sent a courtesy reminder to the courts.

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**ADJOURNMENT**

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There being no further open meeting business, the meeting was adjourned at 12:25 p.m.

Approved by the advisory body on enter date.



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COURT SECURITY ADVISORY COMMITTEE

MINUTES OF ACTION BY E-MAIL BETWEEN MEETINGS  
MARCH 14, 2016

**E-mail Proposal**

The Court Security Advisory Committee (CSAC) was asked to approve the draft Annual Agenda for 2016. Due to the limited availability of members and the upcoming submission deadline, CSAC did not have time to consider this request at a meeting. Accordingly, the Chair concluded that action by e-mail was necessary.

**Public Notice**

On March 10, 2016, a notice was posted advising that CSAC was proposing to act by e-mail between meetings under California Rules of Court, rule 10.75(o)(1)(B).

**Public Comment**

Because the e-mail proposal concerned a subject that would otherwise be discussed during an open meeting, CSAC invited public comment on the proposal under rule 10.75(o)(2). No comments were received.

**Action Taken**

After the public comment period ended, members were asked to submit their votes on the proposal. An adjustment was made to change an outdated reference (from the Administrative Office of the Courts to the Judicial Council). The committee was unanimous in its approval. The e-mail proposal was approved.

Approved by the advisory body on enter date.



JUDICIAL COUNCIL  
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COURT SECURITY ADVISORY COMMITTEE

MINUTES OF ACTION BY E-MAIL BETWEEN MEETINGS  
FEBRUARY 2, 2017

**E-mail Proposal**

The Court Security Advisory Committee (CSAC) was asked to approve the draft Annual Agenda for 2017. Due to the limited availability of members and the upcoming submission deadline, CSAC did not have time to consider this request at a meeting. Accordingly, the Chair concluded that action by e-mail was necessary.

**Public Notice**

On January 25, 2017, a notice was posted advising that CSAC was proposing to act by e-mail between meetings under California Rules of Court, rule 10.75(o)(1)(B).

**Public Comment**

Because the e-mail proposal concerned a subject that would otherwise be discussed during an open meeting, CSAC invited public comment on the proposal under rule 10.75(o)(2). No comments were received.

**Action Taken**

After the public comment period ended, members were asked to submit their votes on the proposal. The committee was unanimous in its approval. The e-mail proposal was approved.

Approved by the advisory body on enter date.



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## COURT SECURITY ADVISORY COMMITTEE

### MINUTES OF ACTION BY E-MAIL BETWEEN MEETINGS APRIL 25, 2017

#### **E-mail Proposal**

The Court Security Advisory Committee (CSAC) was asked to approve language of a letter sharing trial court security information with Trial Court Presiding Judges Advisory Committee and Court Executives Advisory Committee chairs. Due to the limited availability of members and the need to share information in a timely manner, CSAC did not have time to consider this request at a meeting. Accordingly, the Chair concluded that action by e-mail was necessary.

#### **Public Notice**

On April 17, 2017, a notice was posted advising that CSAC was proposing to act by e-mail between meetings under California Rules of Court, rule 10.75(o)(1)(B).

#### **Public Comment**

Because the e-mail proposal concerned a subject that would otherwise be discussed during an open meeting, CSAC invited public comment on the proposal under rule 10.75(o)(2). No comments were received.

#### **Action Taken**

After the public comment period ended, members were asked to submit their votes on the proposal. The committee was unanimous in its approval. The e-mail proposal was approved.

Approved by the advisory body on enter date.



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## COURT SECURITY ADVISORY COMMITTEE

### MINUTES OF ACTION BY E-MAIL BETWEEN MEETINGS MAY 25, 2017

#### **E-mail Proposal**

The Court Security Advisory Committee (CSAC) was asked to approve the language of a Fiscal Year 2018–2019 Budget Change Proposal (BCP) Concept, which is due June 1 and goes before the Judicial Branch Budget Committee on June 15. Due to the limited availability of members and the need to obtain approval quickly, CSAC did not have time to consider this request at a meeting. Accordingly, the Chair concluded that action by e-mail was necessary.

#### **Public Notice**

On May 24, 2017, a notice was posted advising that CSAC was proposing to act by e-mail between meetings under California Rules of Court, rule 10.75(o)(1)(B).

#### **Public Comment**

In accordance with California Rules of Court, rule 10.75(o)(2), written public comment was not accepted on the proposed action because prompt action was required.

#### **Action Taken**

Members were asked to submit their votes on the proposal. The committee was unanimous in its approval. The e-mail proposal was approved.

Approved by the advisory body on enter date.