

# **Court Security Advisory Committee**

As of July 6, 2020

**Hon. Charlaine F. Olmedo**  
**Chair**

Judge of the Superior Court of California,  
County of Los Angeles

**Mr. Justin Mammen**

Emergency Response and Security Services  
Manager  
Superior Court of California,  
County of Orange

**Hon. Patricia Bamattre-Manoukian,**  
**Vice-Chair**

Associate Justice of the Court of Appeal  
Sixth Appellate District

**Mr. Darrel E. Parker**

Court Executive Officer  
Superior Court of California,  
County of Santa Barbara

**Hon. Charles R. Brehmer**

Assistant Presiding Judge of the  
Superior Court of California,  
County of Kern

**Mr. Daniel Potter**

Clerk/Executive Officer  
Court of Appeal  
Second Appellate District

**Hon. Rodney A. Cortez**

Judge of the Superior Court of California,  
County of San Bernardino

**CENTER FOR JUDICIAL EDUCATION  
AND RESEARCH ADVISORY  
COMMITTEE LIAISON**

**Ms. Kimberly Flener**

Court Executive Officer  
Superior Court of California,  
County of Butte

**Ms. Bonnie Sloan**

Court Executive Officer  
Superior Court of California,  
County of Yuba

**Ms. Melissa Fowler-Bradley**

Court Executive Officer  
Superior Court of California,  
County of Shasta

**TRIAL COURT PRESIDING JUDGES  
ADVISORY COMMITTEE LIAISON**

**Hon. Kirk H. Nakamura**

Presiding Judge of the  
Superior Court of California,  
County of Orange

**Ms. Lisa Herrick**

Assistant Court Executive Officer and General  
Counsel of the Superior Court of California,  
County of Santa Clara

**GOVERNMENTAL AFFAIRS LIAISON**

**Mr. Cory Jasperson**

Director, Governmental Affairs  
Judicial Council of California

**Hon. Patricia L. Kelly**

Judge of the Superior Court of California,  
County of Santa Barbara

# **Court Security Advisory Committee**

As of July 6, 2020

## **LEGAL SERVICES LIAISON**

### **Ms. Dawn Payne**

Attorney, Legal Services  
Judicial Council of California

## **FACILITIES SERVICES LIAISON**

### **Mr. Mike Courtney**

Director, Facilities Services  
Judicial Council of California

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

### **Mr. Edward Ellestad**

Supervisor, Emergency Planning and  
Security Coordination Unit  
Facilities Services  
Judicial Council of California

### **Ms. Lisa Gotch**

Analyst, Emergency Planning and  
Security Coordination Unit  
Facilities Services  
Judicial Council of California



# JUDICIAL COUNCIL OF CALIFORNIA

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[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 13, 2020

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

877-820-7831/ Passcode: 285-6918 (listen only)

**Advisory Body  
Members Present:**

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

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

Hon. Charles R. Brehmer, Assistant Presiding Judge of the Superior Court of California, County of Kern

Hon. Rodney Cortez, Judge, Superior Court of California, County of San Bernardino

Ms. Kimberly Flener, Court Executive Officer, Superior Court of California, County of Butte

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

Ms. Lisa Herrick, Assistant Court Executive Officer and General Counsel of the Superior Court of California, County of Santa Clara

Hon. Patricia L. Kelly, Judge, Superior Court of California, County of Santa Barbara

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

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

Mr. Daniel Potter, Clerk/Executive Officer, Court of Appeal, Second Appellate District

**Others Present:**

Ms. Bonnie Sloan, Court Executive Officer, Superior Court of California, County of Yuba

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

Ms. Pella McCormick, Deputy Director, Facilities Services, Judicial Council of California

Ms. Vickie Akers, Analyst, Emergency Planning and Security Coordination Unit, Facilities Services, Judicial Council of California

Mr. Edward Ellestad, Supervisor, Emergency Planning and Security Coordination Unit, Facilities Services, Judicial Council of California

Ms. Lisa Gotch, Analyst, Emergency Planning and Security Coordination Unit, Facilities Services, Judicial Council of California

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**OPEN MEETING**

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**Call to Order and Roll Call**

The chair called the meeting to order at 12:15 p.m., and staff took roll call.

**Approval of Minutes**

The advisory body reviewed and approved minutes of the July 24, 2019, meeting. Ms. Fowley-Bradley, Ms. Herrick, and Mr. Parker abstained as they were not present at that meeting.

The advisory body reviewed and approved minutes of the October 23, 2019, meeting. Justice Manoukian, Mr. Mammen, and Mr. Parker abstained as they were not present at that meeting.

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

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**Info 1**

**Annual Agenda Process**

The committee's 2020 draft Annual Agenda was submitted for internal review and may undergo edits before Judge Olmedo meets with the Executive and Planning Committee in March.

Staff updated the 2019 annual agenda's fiscal year and budget info and made all details current. Work that had been discussed for 2020 all fell under the ongoing project categories.

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**ADJOURNMENT**

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There being no further open meeting business, the meeting was adjourned at 12:27 p.m.

Approved by the advisory body on enter date.

## Court Security Advisory Committee

### Annual Agenda<sup>1</sup>—2020

**Approved by Executive and Planning Committee: April 24, 2020**

#### **I. COMMITTEE INFORMATION**

<b>Chair:</b>	Hon. Charlaine F. Olmedo, Judge, Superior Court of Los Angeles County
<b>Lead Staff:</b>	Mr. Edward Ellestad, Supervisor, Emergency Planning and Security Coordination, Facilities Services Ms. Lisa Gotch, Analyst, Emergency Planning and Security Coordination, Facilities Services
<b>Committee's Charge/Membership:</b> <a href="#">Rule 10.61(a)</a> of the California Rules of Court states the charge of the Court Security Advisory Committee, which is to make recommendations to the council for improving court security, including personal security and emergency response planning.  <a href="#">Rule 10.61(b)</a> sets forth the membership position categories of the committee. The Court Security Advisory Committee currently has 11 members. The current committee <a href="#">roster</a> is available on the committee's web page.	
<b>Subcommittees/Working Groups<sup>2</sup>:</b> None.	
<b>Meetings Planned for 2020<sup>3</sup> (Advisory body and all subcommittees and working groups)</b> Quarterly meetings via teleconference are scheduled for January 13, April 7, July 14, and October 8. Additional teleconference, and no more than one in-person meeting, will be scheduled if necessary.  <input type="checkbox"/> Check here if exception to policy is granted by Executive Office or rule of court.	

<sup>1</sup> The annual agenda outlines the work a committee will focus on in the coming year and identifies areas of collaboration with other advisory bodies and the Judicial Council staff resources.

<sup>2</sup> California Rules of Court, rule 10.30(c) allows an advisory body to form subgroups, composed entirely of current members of the advisory body, to carry out the body's duties, subject to available resources, with the approval of its oversight committee.

<sup>3</sup> Refer to [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings.

## II. COMMITTEE PROJECTS

#	Ongoing Projects and Activities <sup>4</sup>	
1.	<b><i>Project Title:</i></b> Emergency- and Security-Related Concerns for the Branch	<b><i>Priority</i></b> <sup>5</sup> 1
	<b><i>Strategic Plan Goal</i></b> <sup>6</sup> III, VI	
<p><b><i>Project Summary</i></b><sup>7</sup>: Consider new and continuing emergency- and security-related concerns for the branch, and make additional recommendations as needed.</p> <ul style="list-style-type: none"> <li>• The <u>origin</u> of this project is the committee’s charge under rule 10.61.</li> <li>• The <u>objective</u> this project supports is to make recommendations on the necessary emergency response and security functions for the branch. It aligns with the Judicial Council’s Goal III (ensure the safety and security of the work environment, and develop emergency and continuity-of-business plans for times of crisis or natural disaster) as well as Goal VI (provide and maintain safe, dignified, and fully functional facilities for conducting court business).</li> <li>• The <u>outcome</u> would be reports to Judicial Council, which may include recommendations that the council direct its facilities and budget advisory committees on specific or urgent priorities.</li> </ul> <p><b><i>Status/Timeline:</i></b> Ongoing.</p> <p><b><i>Fiscal Impact/Resources:</i></b> Recommendations that may have a fiscal impact will be discussed with appropriate Judicial Council staff and advisory bodies first. This project will use current Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit of the Facilities Services office.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b><i>Internal/External Stakeholders:</i></b> Depending on recommendations, stakeholders could include Judicial Council offices (Governmental Affairs, Budget Services, Business Management Services, Center for Judicial Education and Research, Leadership Support Services, and Legal Services). External stakeholders include the trial courts and appellate courts.</p>		

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> Indicate which goal number of [The Strategic Plan for California’s Judicial Branch](#) the project most closely aligns.

<sup>7</sup> A key objective is a strategic aim, purpose, or “end of action” to be achieved for the coming year.

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<i>AC Collaboration:</i> Depending on recommendations, collaborators could include the Court Executives Advisory Committee, Trial Court Presiding Judges Advisory Committee, Court Facilities Advisory Committee, Trial Court Facility Modification Advisory Committee, and the Center for Judicial Education and Research Advisory Committee.	
2.	<b>Project Title: Trial Courts' Screening Equipment Replacement</b>	<b>Priority<sup>5</sup></b>
		<b>Strategic Plan Goal<sup>6</sup> III, VI</b>
	<p><b>Project Summary<sup>7</sup>:</b> Make recommendations to Judicial Council to support Emergency Planning and Security Coordination Unit's Screening Equipment Replacement Program for trial courts, which replaces and maintains x-ray machines and magnetometers.</p> <ul style="list-style-type: none"> <li>• The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies this program as a necessary and appropriate function.</li> <li>• The <u>objective</u> this project supports is to advise on, and advocate for funding to support, existing emergency- and security-related programs. It aligns with the Judicial Council's Goal III (ensure the safety and security of the work environment) as well as Goal VI (provide and maintain safe, dignified, and fully functional facilities for conducting court business).</li> <li>• The <u>outcome</u> would be to support and advocate for continued funding should proposed budget cuts threaten the Screening Equipment Replacement Program.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> The program in project #2 has a budget of \$2.286 million funded annually through the Trial Court Trust Fund. However, the demand for equipment replacement in some years is lower than in others, resulting in a lower estimated expenditure in FY 2019–20, allowing for a one-time budget reduction to \$1.3 million. This project will use current Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts (primary users).</p> <p><b>AC Collaboration:</b> None anticipated at this time.</p>	
3.	<b>Project Title: Trial Courts' Security Equipment and Systems</b>	<b>Priority<sup>5</sup> 1</b>
		<b>Strategic Plan Goal<sup>6</sup> III, VI</b>

#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p><b>Project Summary<sup>7</sup>:</b> Make recommendations to Judicial Council to support Emergency Planning and Security Coordination Unit’s Security Systems Program that refreshes, maintains, replaces, improves, and installs electronic security equipment and systems. The program includes (but is not limited to) video surveillance, access control, duress alarm, and specialized systems as well as services to evaluate and design new or replacement systems. In addition, it supports an online planning system, which is referenced in project #4 and #5.</p> <ul style="list-style-type: none"> <li>• The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies the related work as a necessary and appropriate function.</li> <li>• The <u>objective</u> this project supports is to advise on, and advocate for funding to support, existing emergency- and security-related programs. It aligns with the Judicial Council’s Goal III (ensure the safety and security of the work environment) as well as Goal VI (provide and maintain safe, dignified, and fully functional facilities for conducting court business).</li> <li>• The <u>outcome</u> would be review and approval of Security Systems Program projects, and information about costs associated with this goal for the Judicial Council’s facilities and budget advisory committees and decision-makers.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> The program in project #3 has a budget of \$6 million funded annually through the Governor’s Budget, effective FY 2019–20. As the BCP that requested those funds specified the committee’s involvement, the committee regularly receives information on, and reviews and approves proposed projects. This project will use Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts (primary users).</p> <p><b>AC Collaboration:</b> Information Technology Advisory Committee.</p>	
4.	<b>Project Title: Emergency and Continuity of Operations Planning</b>	<b>Priority<sup>5</sup> 1</b> <b>Strategic Plan Goal<sup>6</sup> III, VI</b>
	<p><b>Project Summary<sup>7</sup>:</b> Make recommendations to Judicial Council to support Emergency Planning and Security Coordination Unit’s Emergency and Continuity of Operations Planning Program, which provides and maintains online planning system and trainings.</p> <ul style="list-style-type: none"> <li>• The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies this program as a necessary and appropriate function.</li> <li>• The <u>objective</u> this project supports is to advise on, and advocate for funding to support, existing emergency- and security-related programs. It aligns with the Judicial Council’s Goal III (ensure the safety and security of the work environment, and develop</li> </ul>	



#	<b>Ongoing Projects and Activities<sup>4</sup></b>	
	<p>emergency and continuity-of-business plans for times of crisis or natural disaster) as well as Goal VI (provide and maintain safe, dignified, and fully functional facilities for conducting court business).</p> <ul style="list-style-type: none"> <li>The <u>outcome</u> would be information about costs associated with this goal for the Judicial Council’s facilities and budget advisory committees and decision-makers.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p> <p><b>Fiscal Impact/Resources:</b> The program in project #4, and related module in project #5, are paid for through the Emergency Planning and Security Coordination Unit’s general fund, and any supplemental trial court training is paid by the annual funding described in project #3. This project will use current Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b>Internal/External Stakeholders:</b> Trial courts (primary users) and Judicial Council/appellate courts (secondary users).</p> <p><b>AC Collaboration:</b> None anticipated at this time.</p>	
5.	<p><b>Project Title:</b> Trial Courts’ Court Security Plans</p>	<p><b>Priority<sup>5</sup></b> 1</p> <p><b>Strategic Plan Goal<sup>6</sup></b> III, VI</p>
	<p><b>Project Summary<sup>7</sup>:</b> Make recommendations to Judicial Council to support Emergency Planning and Security Coordination Unit’s Court Security Plan services—specifically, through a module included in the online planning system mentioned in Project #4, and annual review of summary data by this committee under rule 10.172(e).</p> <ul style="list-style-type: none"> <li>The <u>origin</u> of this project is our July 2015 report to the Judicial Council, which identifies this service as a necessary and appropriate function, and rule 10.172 on Court Security Plans.</li> <li>The <u>objective</u> this project supports is to advise on, and advocate for funding to support, existing emergency- and security-related programs. It aligns with the Judicial Council’s Goal III (ensure the safety and security of the work environment, and develop emergency and continuity-of-business plans for times of crisis or natural disaster) as well as Goal VI (provide and maintain safe, dignified, and fully functional facilities for conducting court business).</li> <li>The <u>outcome</u> would be information about costs associated with this goal for the Judicial Council’s facilities and budget advisory committees and decision-makers.</li> </ul> <p><b>Status/Timeline:</b> Ongoing.</p>	

#	Ongoing Projects and Activities <sup>4</sup>
	<p><b><i>Fiscal Impact/Resources:</i></b> The program in project #4, and related module in project #5, are paid for through the Emergency Planning and Security Coordination Unit’s general fund, and any supplemental trial court training is paid by the annual funding described in project #3. This project will use current Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit.</p> <p><input type="checkbox"/> <i>This project may result in an allocation or distribution of funds to the courts. We will coordinate with Budget Services to ensure their review of relevant materials.</i></p> <p><b><i>Internal/External Stakeholders:</i></b> Trial courts (primary users of module).</p> <p><b><i>AC Collaboration:</i></b> None anticipated at this time.</p>

### III. LIST OF 2019 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	<p>Met objectives to make recommendations on the necessary emergency response and security functions for the branch, and to advocate for funding to support those functions/existing emergency- and security-related programs.</p> <p>The following applies to <i>ongoing</i> projects summarized as:</p> <ul style="list-style-type: none"> <li>• <b>Trial Courts’ Security Equipment and Systems</b></li> <li>• <b>Emergency and Continuity of Operations Planning</b></li> <li>• <b>Trial Courts’ Court Security Plans</b></li> </ul> <p>As documented in the last submission, related programs had a budget from the State Trial Court Improvement and Modernization Fund. However, the Trial Court Security Grant Program was eliminated when its \$1.2 million budget was redirected effective FY 2015–16. Staff attempted to regain dedicated funding for trial court security system installation, maintenance, and replacement through the BCP process, but their BCPs for FY 2015–16, 2016–17, 2017–18, and 2018–19 were not successful. In 2018, the committee advocated for funding and provided input to the Judicial Branch Budget Committee. Shortly after the 2019 annual agenda was approved, a successful BCP resulted in a \$6 million annual augmentation included in the Governor’s Budget, effective FY 2019–20, to support these programs.</p> <p>Committee actions were:</p> <ul style="list-style-type: none"> <li>• April 2019: Reviewed court security plan summary data as described in project #5. The Emergency Planning and Security Coordination Unit provided courtesy reminders to the trial courts about the requirement and received submissions. Members reviewed information and discussed related challenges and the possibility of earlier reminders to provide more time for courts to prepare a response. Members may discuss ideas for additional improvements at future meetings and develop recommendations.</li> <li>• July 2019: Began receiving information on, and reviewing and approving proposed projects for, the Security Systems Program as described in project #3. Voted to allow the Chair to approve urgent proposed projects between meetings, blanket approval for duress migration project for 138 duress systems, delegation of authority for critical need projects, delegation of authority for day-to-day maintenance issues also called “time and materials” work, and blanket approval for program consultants for system evaluations.</li> <li>• October 2019: Received information on, and reviewed and approved proposed projects for, the Security Systems Program as described in project #3. Voted to approve nine proposed projects, most of which were for failing video surveillance systems.</li> <li>• October 2019: Reviewed feedback related to project #4. The Emergency Planning and Security Coordination Unit maintains an optional online planning system for courts to create/maintain Continuity of Operations (COOP) Plans, and under its contract it had three days of user workshops that it made available to the courts. Participants provided feedback, which was reviewed by the committee. Members may discuss the possibility of comprehensive trainings at future meetings and develop recommendations.</li> </ul>