

Court Security Advisory Committee

As of February 9, 2021

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

Judge of the Superior Court of California,
County of Kern

Hon. Rodney A. Cortez

Judge of the 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 of the 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

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

Ms. Bonnie Sloan

Court Executive Officer
Superior Court of California,
County of Yuba

**COURT EXECUTIVES ADVISORY
COMMITTEE LIAISON**

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

Court Security Advisory Committee

As of February 9, 2021

GOVERNMENTAL AFFAIRS LIAISON

Mr. Mark Neuburger

Legislative Advocate, Governmental Affairs
Judicial Council of California

LEGAL SERVICES LIAISON

Ms. Dawn Payne

Attorney, Legal Services
Judicial Council of California

FACILITIES SERVICES LIAISON

Ms. Pella McCormick

Acting 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

www.courts.ca.gov/courtsecurityadvcomm.htm
courtsecurityadvcomm@jud.ca.gov

COURT SECURITY
ADVISORY COMMITTEE

COURT SECURITY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING WITH CLOSED SESSION

October 8, 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. Charles R. Brehmer, Judge of the Superior Court of California, County of Kern

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

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

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 12:17 p.m., and staff took roll call.

Approval of Minutes

The advisory body reviewed and approved minutes of the July 14, 2020, meeting.

INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

Info 1

Continuity Plans

The Judicial Council's agreement with the online planning system developer, BOLDplanning, usually includes three days of in-person refresher workshops to help courts navigate the system and do hands-on work in their plans. Due to the pandemic, these workshops were held remotely. Staff have not received the full attendee list and feedback yet, but thought courts found it helpful. An analyst is being hired for the Emergency and Continuity Planning Program and related work.

Info 2

Court Security Plans

Each February, rule 10.172 requires that the presiding judges of the trial courts notify the Judicial Council whether they made changes to their Court Security Plans. Last year, staff sent their courtesy reminders to the presiding judges and court executive officers earlier than usual. This year, staff will send courtesy reminders out using the same language and timeframe, so that the trial courts have sufficient time to prepare before the February 2021 notification deadline.

ADJOURNMENT

There being no further open meeting business, the meeting was adjourned at 12:33 p.m.

Approved by the advisory body on [insert date].

Court Security Advisory Committee
Annual Agenda¹—2021

Approved by Executive and Planning Committee: [Date]

I. COMMITTEE INFORMATION

Chair:	Hon. Charlaine F. Olmedo, Judge, Superior Court of Los Angeles County
Lead Staff:	Mr. Edward Ellestad, Supervisor, Emergency Planning and Security Coordination, Facilities Services Ms. Lisa Gotch, Analyst, Emergency Planning and Security Coordination, Facilities Services
<p>Committee’s Charge/Membership:</p> <p>Rule 10.61(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.</p> <p>Rule 10.61(b) sets forth the membership position categories of the committee. The Court Security Advisory Committee currently has 11 members. The current committee roster is available on the committee’s web page.</p>	
<p>Subcommittees/Working Groups²:</p> <p>None.</p>	
<p>Meetings Planned for 2020³ (Advisory body and all subcommittees and working groups)</p> <p>Quarterly meetings via teleconference will be scheduled. Additional teleconference will be scheduled if necessary.</p> <p><input type="checkbox"/> Check here if exception to policy is granted by Executive Office or rule of court.</p>	

¹ 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.

² 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.

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

II. COMMITTEE PROJECTS

#	Ongoing Projects and Activities ⁴	
1.	Project Title: Emergency- and Security-Related Concerns for the Branch	Priority 1⁵ Strategic Plan Goal III, VI⁶
<p>Project Summary⁷: Consider new and continuing emergency- and security-related concerns for the branch, and make additional recommendations as needed—with special focus on assisting courts, justice partners, and parties with access to justice during and following the COVID-19 pandemic.</p> <ul style="list-style-type: none"> • The <u>origin</u> of this project is the committee’s charge under rule 10.61. • 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). • 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. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>		

⁴ 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.

⁵ 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.

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

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

#	Ongoing Projects and Activities ⁴	
	<p>Internal/External Stakeholders: 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> <p>AC Collaboration: 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.</p>	
2.	Project Title: Trial Courts’ Screening Equipment Replacement	<p>Priority 1⁵</p> <p>Strategic Plan Goal III, VI⁶</p>
	<p>Project Summary: 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"> • 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. • 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). • The <u>outcome</u> would be to support and advocate for continued funding should proposed budget cuts threaten the Screening Equipment Replacement Program. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts (primary users).</p> <p>AC Collaboration: None anticipated at this time.</p>	

# Ongoing Projects and Activities ⁴					
3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Project Title: Trial Courts' Security Equipment and Systems</td> <td style="width: 30%; text-align: center;">Priority 1⁵</td> </tr> <tr> <td colspan="2" style="text-align: center;">Strategic Plan Goal III, VI⁶</td> </tr> </table> <p>Project Summary: 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"> • 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. • 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). • 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. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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"/> 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.</p> <p>Internal/External Stakeholders: Trial courts (primary users).</p> <p>AC Collaboration: Information Technology Advisory Committee.</p>	Project Title: Trial Courts' Security Equipment and Systems	Priority 1⁵	Strategic Plan Goal III, VI⁶	
Project Title: Trial Courts' Security Equipment and Systems	Priority 1⁵				
Strategic Plan Goal III, VI⁶					
4.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Project Title: Emergency and Continuity of Operations Planning</td> <td style="width: 30%; text-align: center;">Priority 1⁵</td> </tr> <tr> <td colspan="2" style="text-align: center;">Strategic Plan Goal III, VI⁶</td> </tr> </table> <p>Project Summary: 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"> • 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. 	Project Title: Emergency and Continuity of Operations Planning	Priority 1⁵	Strategic Plan Goal III, VI⁶	
Project Title: Emergency and Continuity of Operations Planning	Priority 1⁵				
Strategic Plan Goal III, VI⁶					

#	Ongoing Projects and Activities ⁴	
	<ul style="list-style-type: none"> 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). 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. <p>Status/Timeline: Ongoing.</p> <p>Fiscal Impact/Resources: 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"/> 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.</p> <p>Internal/External Stakeholders: Trial courts (primary users) and Judicial Council/appellate courts (secondary users).</p> <p>AC Collaboration: None anticipated at this time.</p>	
5.	Project Title: Trial Courts’ Court Security Plans	Priority 1⁵
	<p>Project Summary: 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"> 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. 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). 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. <p>Status/Timeline: Ongoing.</p>	

#	Ongoing Projects and Activities ⁴
	<p>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial courts (primary users of module).</p> <p>AC Collaboration: None anticipated at this time.</p>

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III. LIST OF 2020 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	Ongoing: Considered new and continuing emergency- and security-related concerns for the branch, and whether to make additional recommendations—with special focus on assisting courts, justice partners, and parties with access to justice during and following the COVID-19 pandemic.
2.	Ongoing: Considered information about, and reviewed and approved projects for, Emergency Planning and Security Coordination Unit’s Security Systems Program that refreshes, maintains, replaces, improves, and installs electronic security equipment and systems.
3.	Ongoing: Considered information about Emergency Planning and Security Coordination Unit’s Emergency and Continuity of Operations Planning Program, which provides and maintains online planning system and trainings.
4.	Ongoing: Considered information about Emergency Planning and Security Coordination Unit’s Court Security Plan services—and performed annual review of submission/notification summary data under rule 10.172(e).
5.	Completed: On January 13, 2020, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve 13 proposed projects for video surveillance systems for \$2,233,089.73.
6.	Completed: On March 10, 2020, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve 15 proposed projects for duress alarm and video surveillance systems for \$2,342,879.26.
7.	Completed: On March 20, 2020, the Chair reviewed additional projects for the Security Systems Program as described in project #3. Per established protocol, approved 6 proposed projects for duress alarm and video surveillance systems for \$449,338.33.
8.	Completed: On July 14, 2020, received a summary for the Security Systems Program described in project #3, which provided a total amount encumbered for each type of expenditure during fiscal year 2019-20. Of the program’s \$6m budget, almost all funds were encumbered. An unspent budget amount of \$101,392.25 remained, which does not roll over into the next fiscal year.
9.	Completed: On July 14, 2020, 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 on 54 notifications and discussed experience with reminder timeframe, related challenges, and improvements.
10.	Completed: On October 8, 2020, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve FY 2020-21 costs of consultant contracts (\$116,504) and of service calls (\$750,000) as the amounts encumbered on contracts exceeded blanket approval authority. Voted to approve 6 proposed projects and 1 amended project for access, duress alarm, and video surveillance systems for \$2,270,302.63.
11.	Completed: On October 8, 2020, received update 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. Members received information on participation.
12.	Completed: On November 10, 2020, reviewed and approved proposed projects for the Security Systems Program as described in project #3. Voted to approve 8 proposed projects for access and video surveillance systems for \$1,014,524.