

Court Security Advisory Committee

Annual Agenda¹—2025

Approved by Executive and Planning Committee: December 5, 2024

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
Committee's Charge/Membership: 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. Rule 10.61(b) sets forth the membership position of the committee. The Court Security Advisory Committee currently has 11 members. The current committee roster is available on the committee's web page.	
Subgroups of the Advisory Committee²: None.	
Meetings Planned for 2025³ (advisory body and all subgroups listed above): Remote quarterly videoconferences will be scheduled. Additional videoconferences will be scheduled if necessary. <input type="checkbox"/> Check here if in-person meeting is approved by the internal committee oversight chair.	

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

²For the definition of “subcommittee” see Cal. Rules of Court, rule 10.30(c); “working group” see rule 10.70, “workstream,” see rule 10.53(c); and “education curriculum committee,” see rule 10.50(c)(6).

³ Refer to section IV. 2. of the [Operating Standards for Judicial Council Advisory Bodies](#) for governance on in-person meetings. Note: Because of the current budget and staffing constraints, advisory body chairs and staff must first consider meeting remotely. The chair of the Executive and Planning Committee is suspending advisory body in-person meetings for the 2024–2025 annual agenda cycle. If an in-person meeting is needed, the responsible Judicial Council office head must seek final approval from the advisory body’s internal oversight committee chair. Please see the prioritization memo dated July 1, 2024, for additional details.

II. COMMITTEE PROJECTS⁴

#	Ongoing Projects and Activities	
1.	Project Title: Emergency- and Security-Related Concerns for the Branch	Priority⁵ 1
<p data-bbox="170 321 1978 391">Project Summary: 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.</p> <ul data-bbox="226 399 1978 654" style="list-style-type: none"> <li data-bbox="226 399 1978 435">• The <u>origin</u> of this project is the committee’s charge under rule 10.61. <li data-bbox="226 440 1978 581">• 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 data-bbox="226 586 1978 654">• 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 data-bbox="170 695 527 727">Status/Timeline: Ongoing.</p> <p data-bbox="170 768 1978 873">Fiscal Impact/Staff 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 data-bbox="170 881 1978 954"><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 data-bbox="170 995 1978 1101">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 Court Presiding Judges Advisory Committee, trial courts, and appellate courts.</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 or accurately reflect the law; 1(b) Council has directed the committee to consider new or amended rules and forms; 1(c) Change is urgently needed to remedy a problem that is causing significant cost or inconvenience to the courts or the public; or 1(d) Proposal is otherwise urgent and necessary, such as a proposal that would mitigate exposure to immediate or severe financial or legal risk. *For each priority level 1 proposal, the advisory body must provide a specific reason why it should be done this year and how it fits within the identified category.* 2(a) Useful, but not necessary, to implement changes in law; 2(b) Responsive to identified concerns or problems; or 2(c) Helpful in otherwise advancing Judicial Council goals and objectives. *If an advisory committee is interested in pursuing any Priority Level 2 proposals, please include justification as to why the proposal should be approved at this time.*

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

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	<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.	<p>Project Title: Trial Courts’ Screening Equipment Replacement</p>	<p>Priority 1</p> <p>Strategic Plan Goal III, VI</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/Staff Resources: The program in project #2 has a budget of \$2.286 million funded annually through the Trial Court Trust Fund. For fiscal year (FY) 2024–25, it had a one-time increase to \$2.511 million due to increased demand. 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 Court Presiding Judges Advisory Committee, and trial courts (primary users).</p> <p>AC Collaboration: None anticipated at this time.</p>	
3.	<p>Project Title: Trial Courts’ Security Equipment and Systems</p>	<p>Priority 1</p> <p>Strategic Plan Goal III, VI</p>
	<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</p>	

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	<p>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/Staff 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"/> <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 Court Presiding Judges Advisory Committee, and trial courts (primary users).</p> <p>AC Collaboration: Information Technology Advisory Committee.</p>	
4.	<p>Project Title: Emergency and Continuity of Operations Planning</p>	<p>Priority 1</p> <hr/> <p>Strategic Plan Goal III, VI</p>
	<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. • 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). 	

#	Ongoing Projects and Activities	
	<ul style="list-style-type: none"> 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/Staff 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 Court Presiding Judges Advisory Committee, trial courts (primary users) and Judicial Council/appellate courts (secondary users).</p> <p>AC Collaboration: None anticipated at this time.</p>	
5.	<p>Project Title: Trial Courts’ Court Security Plans</p>	<p>Priority 1</p> <hr/> <p>Strategic Plan Goal III, VI</p>
	<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
	<p><i>Fiscal Impact/Staff Resources:</i> 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><i>Internal/External Stakeholders:</i> Trial Court Presiding Judges Advisory Committee, and trial courts (primary users of the module).</p> <p><i>AC Collaboration:</i> None anticipated at this time.</p>

III. LIST OF 2024 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 focus on assisting courts, justice partners, and parties with access to justice.
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 training.
4.	Ongoing: Considered information about Emergency Planning and Security Coordination Unit’s Court Security Plan services—and performed an annual review of submission/notification summary data under rule 10.172(e) of the California Rules of Court.
5.	Completed: On February 13, 2024, (1) reviewed and approved proposed projects for the Security Systems Program and voted to approve 15 projects—primarily relating to access, video, and intercom systems—for a total of \$1,574,036.71 and (2) received a status update on Court Security Plan submissions and notifications.
6.	Completed: On May 13, 2024, received an update on Security System Program expenditures/encumbrances for the fiscal year; for FY 2023–24 all but \$3,428.08 of the \$6 million annual budget was encumbered.
7.	Completed: On August 8, 2024, (1) reviewed and approved 3 updated blanket approvals for Security Systems Program for the current fiscal year (\$1,000,000 for statewide service calls and agreements, \$60,000 for consultant contracts, and \$100,000 for asbestos testing); and (2) reviewed and approved proposed projects for the Security Systems Program and voted to approve 15 projects relating to access, duress alarm, and video systems for an additional \$172,057.64.
8.	Completed: On August 21, 2024, (1) received and discussed information on the Court Security Plan submissions and notifications for the February deadline specified in rule 10.172 of the California Rules of Court; (2) received presentation and discussed Joint Information Security Governance Subcommittee development of a rule proposal regarding information security standards for the courts; (3) received an update on Security System Program expenditures/encumbrances for the current fiscal year; and (4) received an update on the Budget Change Proposal for FY 2024–25 requesting funding to identify deficiencies for physical security features in trial courts that fall outside of the electronic security systems addressed by the Security Systems Program, which it previously discussed in January 2023.