

# **Court Security Advisory Committee**

As of February 21, 2023

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

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

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

Associate Justice of the Court of Appeal,  
Sixth Appellate District

**Mr. Hugh K. Swift**

Court Executive Officer  
Superior Court of California,  
County of Stanislaus

**Hon. Charles R. Brehmer**

Judge of the Superior Court of California,  
County of Kern

**Mr. Baltazar Vazquez**

Clerk/Executive Officer  
Court of Appeal,  
Sixth Appellate District

**Hon. Andrew E. Cooper**

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

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

**Ms. Melissa Fowler-Bradley**

Court Executive Officer  
Superior Court of California,  
County of Shasta

**Hon. Kevin J. Lane**

Clerk/Executive Officer  
Court of Appeal,  
Fourth Appellate District

**Hon. Margaret Fujioka**

Judge  
Superior Court of California,  
County of Alameda

**COURT EXECUTIVES ADVISORY  
COMMITTEE LIAISON**

**Ms. Lisa Herrick**

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

**Mr. Hugh K. Swift**

Court Executive Officer  
Superior Court of California,  
County of Stanislaus

**Mr. Justin Mammen**

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

**TRIAL COURT PRESIDING JUDGES  
ADVISORY COMMITTEE LIAISON**

**Hon. R. Glenn Yabuno**

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

# **Court Security Advisory Committee**

As of February 21, 2023

## **GOVERNMENTAL AFFAIRS LIAISON**

### **Ms. Morgan Lardizabal**

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**

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

COURT SECURITY  
ADVISORY COMMITTEE

[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

### MINUTES OF OPEN MEETING WITH CLOSED SESSION

August 11, 2022

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

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

- 
- Advisory Body Members Present:** Hon. Charlene 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. Rodney Cortez, Judge, Superior Court of California, County of San Bernardino
- Hon. Margaret Fujioka, Judge, Superior Court of California, County of Alameda
- Ms. Lisa Herrick, Assistant Court Executive Officer and General Counsel of the Superior Court of California, County of Santa Clara
- 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 (closed session only)
- Mr. Daniel Potter, Clerk/Executive Officer, Court of Appeal, Second Appellate District
- Advisory Body Members Absent:** Hon. Charles R. Brehmer, Judge of the Superior Court of California, County of Kern
- Ms. Melissa Fowler-Bradley, Court Executive Officer, Superior Court of California, County of Shasta
- Mr. Hugh Swift, Court Executive Officer, Superior Court of California, County of Stanislaus
- Others Present:** Hon. Gayle L. Peron, Judge, Superior Court of California, County of San Luis Obispo
- Hon. R. Glenn Yabuno, Presiding Judge, Superior Court of California, County of San Bernardino (closed session only)
- Ms. Dawn Payne, Attorney, Legal Services, Judicial Council of California
- Ms. Pella McCormick, Director, Facilities Services, Judicial Council of California (closed session only)
- Mr. Tamer Ahmed, Deputy Director, Facilities Services, Judicial Council of California (closed session only)
- Ms. Vickie Akers, Analyst, Emergency Planning and Security Coordination Unit, Facilities Services, Judicial Council of California

Ms.Carolynn Bernabe, Analyst, Emergency Planning and Security Coordination Unit, Facilities Services, Judicial Council of California (closed session only)

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 12:18 p.m., and staff took roll call.

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the February 9, 2022, meeting. Justice Manoukian abstained for that date as she was not present.

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**ADJOURNMENT**

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There being no further open meeting business, the meeting was adjourned at 12:21 p.m.

Approved by the advisory body on [date].

**Court Security Advisory Committee**  
**Annual Agenda<sup>1</sup>—2023**  
**Approved by Executive and Planning Committee: [Date]**

**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<br>Ms. Lisa Gotch, Analyst, Emergency Planning and Security Coordination, Facilities Services |
| <p><b>Committee’s Charge/Membership:</b><br/> <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.</p> <p><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.</p> |  |
| <p><b>Subcommittees/Working Groups<sup>2</sup>:</b><br/>None.</p>   |  |
| <p><b>Meetings Planned for 2023<sup>3</sup> (Advisory body and all subcommittees and working groups):</b><br/>Quarterly meetings via videoconference will be scheduled. Additional meetings 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>  |  |

<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

| #  | New or One-Time Projects <sup>4</sup>  |                               |
|--|--|-------------------------------|
| 1.   | <b>Project Title:</b> Judicial Council of California Policy on Facilities Services’ Security Systems Program | <b>Priority<sup>5</sup></b> 1 |
| <p><b>Strategic Plan Goal<sup>6</sup></b> III, VI</p> <p><b>Project Summary<sup>7</sup>:</b> Approve the Judicial Council of California Policy on Facilities Services’ Security Systems Program to proceed to the council for approval. The purpose is to document policy and related procedures for program staff to ensure consistent handling of program projects and equitable expenditure of funds.</p> <p><b>Status/Timeline:</b> The public comment period is not yet scheduled. Staff estimate the project will take approximately nine months and that the earliest it could reach the council for approval is September 2023.</p> <p><b>Fiscal Impact/Resources:</b> None. The Security Systems Program has its own funding as documented in ongoing project #3.</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><b>Internal/External Stakeholders:</b> Trial courts and justice partners.</p> <p><b>AC Collaboration:</b> None.</p> |  |                               |

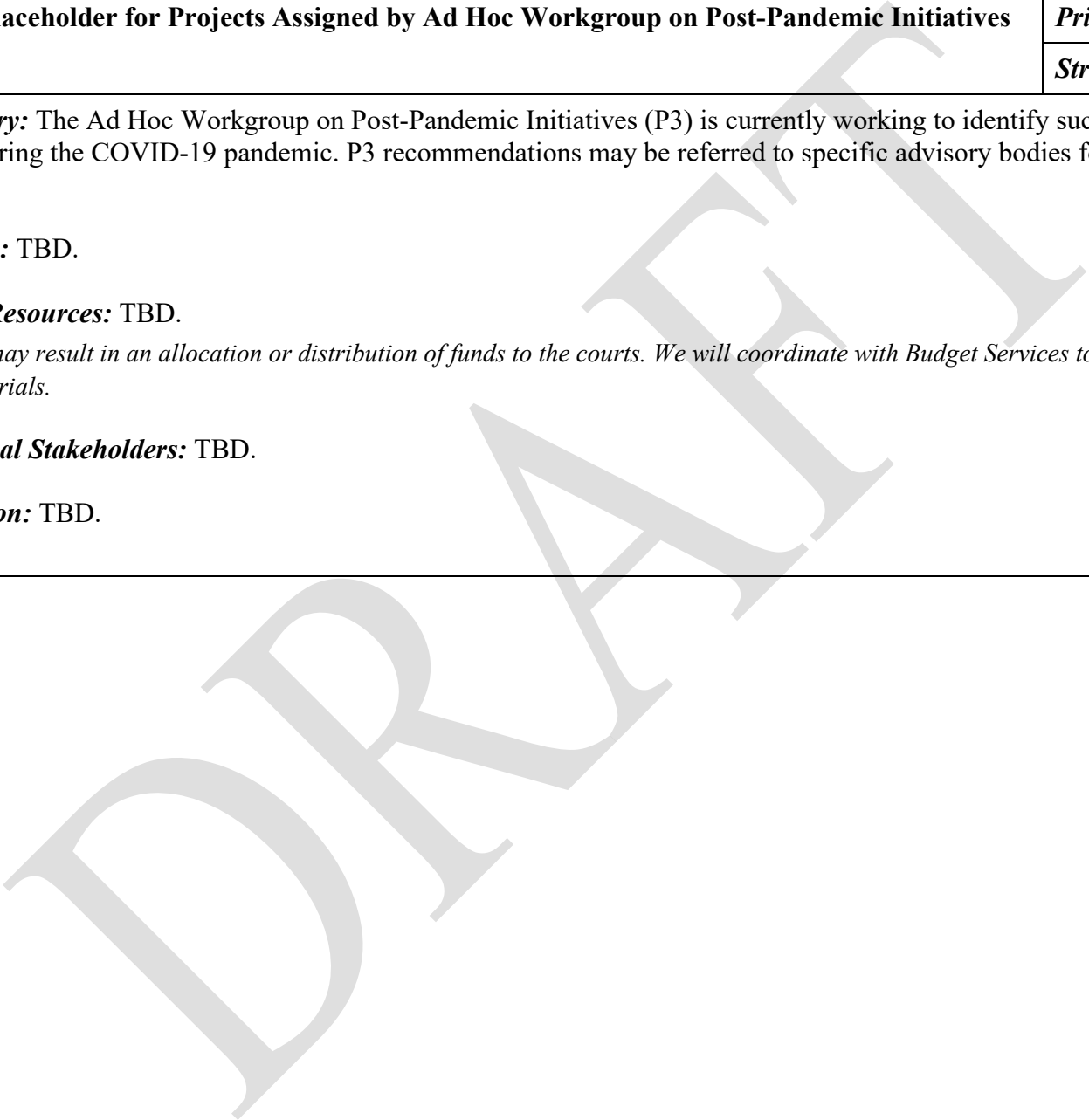
<sup>4</sup> All proposed projects for the year must be included on the Annual Agenda. If a project implements policy or is a program, identify it as *implementation* or a *program* in the project description and attach the Judicial Council authorization/assignment or prior approved Annual Agenda to 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.

| #   | New or One-Time Projects  |                   |
|---|---|-------------------|
| 2.  | <b>Project Title:</b> Placeholder for Projects Assigned by Ad Hoc Workgroup on Post-Pandemic Initiatives (P3) | <b>Priority 1</b> |
| <p><b>Strategic Plan Goal</b> TBD</p> <p><b>Project Summary:</b> The Ad Hoc Workgroup on Post-Pandemic Initiatives (P3) is currently working to identify successful court practices that emerged during the COVID-19 pandemic. P3 recommendations may be referred to specific advisory bodies for development and/or implementation.</p> <p><b>Status/Timeline:</b> TBD.</p> <p><b>Fiscal Impact/Resources:</b> TBD.</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><b>Internal/External Stakeholders:</b> TBD.</p> <p><b>AC Collaboration:</b> TBD.</p> |   |                   |



| #   | Ongoing Projects and Activities   |                   |
|---|---|-------------------|
| 1.  | <b>Project Title: Emergency- and Security-Related Concerns for the Branch</b> | <b>Priority 1</b> |
| <p data-bbox="176 305 1833 412"><b>Project Summary:</b> 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 data-bbox="226 418 1955 675" 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 data-bbox="176 716 527 748"><b>Status/Timeline:</b> Ongoing.</p> <p data-bbox="176 789 1919 896"><b>Fiscal Impact/Resources:</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 data-bbox="176 906 1902 976"><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="176 1016 1927 1123"><b>Internal/External Stakeholders:</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> <p data-bbox="176 1164 1936 1271"><b>AC Collaboration:</b> 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> |   |                   |



| #   | Ongoing Projects and Activities                                     |                   |
|---|---|-------------------|
| 2.  | <b>Project Title: Trial Courts' Screening Equipment Replacement</b> | <b>Priority 1</b> |
| <p data-bbox="176 305 1822 375"><b>Project Summary:</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 data-bbox="226 381 1948 641" 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 data-bbox="176 678 527 711"><b>Status/Timeline:</b> Ongoing.</p> <p data-bbox="176 751 1927 821"><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. This project will use current Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit.</p> <p data-bbox="176 829 1940 899"><input type="checkbox"/> <i>The project includes allocations or distributions of funds to the courts, which have been reviewed and approved by Budget Services to ensure their review of relevant materials.</i></p> <p data-bbox="176 943 968 976"><b>Internal/External Stakeholders:</b> Trial courts (primary users).</p> <p data-bbox="176 1016 806 1049"><b>AC Collaboration:</b> None anticipated at this time.</p> |   |                   |

| #  | Ongoing Projects and Activities                                    |                   |
|--|--|-------------------|
| 3.   | <b>Project Title:</b> Trial Courts' Security Equipment and Systems | <b>Priority 1</b> |
| <b>Strategic Plan Goal III, VI</b>   |  |                   |
| <p><b>Project Summary:</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> |  |                   |

| #   | Ongoing Projects and Activities                                       |                   |
|---|---|-------------------|
| 4.  | <b>Project Title: Emergency and Continuity of Operations Planning</b> | <b>Priority 1</b> |
| <p><b>Strategic Plan Goal III, VI</b></p> <p><b>Project Summary:</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 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> <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> |   |                   |

| #   | Ongoing Projects and Activities                          |  |
|---|--|--|
| 5.  | <b>Project Title:</b> Trial Courts’ Court Security Plans | <p><b>Priority 1</b></p> <p><b>Strategic Plan Goal III, VI</b></p> |
| <p><b>Project Summary:</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> <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 of the module).</p> <p><b>AC Collaboration:</b> None anticipated at this time.</p> |  |  |

### III. LIST OF 2022 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 20, 2022, reviewed and approved proposed projects for the Security Systems Program and voted to approve 1 amended and 7 new projects for access and video systems totaling \$1,086,344.62.  |
| 6.  | Completed: On February 9, 2022, received a presentation about a planned Emergency and Continuity Planning Program survey.   |
| 7.  | Completed: On March 15, 2022, reviewed and approved proposed projects for the Security Systems Program and voted to approve 13 new projects for video and duress systems totaling \$1,900,262.69,   |
| 8.  | Completed: On March 30, 2022, the chair approved an additional Security Systems Program project that was urgent—adding cameras to an existing video surveillance system for \$19,067.28.  |
| 9.  | Completed: On April 21, 2022, reviewed and approved proposed projects for the Security Systems Program and voted to approve 7 new projects for video and access systems totaling \$1,408,527.63.  |
| 10. | Completed: On May 5, 2022, (1) received a presentation about in-progress Emergency and Continuity Planning Program survey on court Continuity of Operations plans; (2) 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; (3) received information on the Security System Program expenditures/encumbrances for the Fiscal Year; and (4) discussed a request for Judicial Council support for a legislative proposal.   |
| 11. | Completed: On August 11, 2022, (1) reviewed and approved proposed projects for the Security Systems Program and voted to approve \$1 million for service calls and \$60,000 for consultant contracts, \$100,000 for asbestos and lead paint surveys, and 10 new and 2 amended projects (for duress, video, and access) for a total of \$3,232,874.53; and (2) received information about completed Emergency and Continuity Planning Program survey with details on court Continuity of Operations plans that inform future program actions to improve online planning system metrics, increase program training and assistance, and share resources.                             |
| 12. | Completed: On August 29, 2022, reviewed a time-sensitive proposal requesting that the Legislation Committee consider submission of an official comment to the Federal Trade Commission (FTC) on behalf of the Judicial Council and Court Security Advisory Committee, relating to personal security. Voted to approve submission of a memo with limited comments specific to data brokers and the risks to judicial officers whose home addresses, phones, and emails are displayed—to bring awareness to the FTC discussion about whether new rules are needed to protect privacy and information. (The Legislation Committee approved distribution of the comments to the FTC.) |

| #   | Project Highlights and Achievements   |
|-----|---|
| 13. | <p>Completed: On November 9, 2022, (1) reviewed and approved proposed projects for the Security Systems Program and voted to approve 3 proposed projects relating to access and video systems for a total of \$401,487.01; (2) discussed a draft policy that documents the Security Systems Program procedures and methodology for equitable distribution of funds; (3) discussed court relationships with their local emergency management offices and local emergency managers, and the importance of regularly exercising the Emergency Plan and/or Continuity of Operations Plan using a sample toolkit or other resources; and (4) received information about potential sponsorship of a Judicial Council Budget Change Proposal to address security equipment that is not covered under the Security Systems Program.</p> |

DRAFT

DRAFT February 9, 2023



# Judicial Council Policy on Security Systems Program

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Approved by the Judicial Council on  
[tbd]



Judicial Council of California

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## Purpose

Security systems are a critical and integral portion of facility infrastructure. These systems help provide and maintain a safe and secure environment for the public and staff. The Security Systems Program (SSP) was created to maintain court security systems by focusing on replacements and improvements and by updating the existing obsolete technology, giving the Judicial Council of California a greater ability to address threats and reduce vulnerability and associated risks.

Security systems installed and maintained by the SSP include video surveillance, electronic access, wireless duress alarm, and detention control systems in trial courts.

The SSP supports Goals III and VI of the *Strategic Plan for California's Judicial Branch*:

- Goal III: Modernization of Management and Administration states that “the judicial branch must ... ensure that court environments are safe and secure.”
- Goal VI: Branchwide Infrastructure for Service Excellence states that “the judicial branch must meet the challenge of providing the necessary technological, human resources, fiscal, and facilities infrastructures, as well as other relevant and critical internal functions, to provide the highest quality of justice and service to the people of California.” The plan addresses facilities infrastructure improvements specifically, indicating that improvements are needed to “[p]rovide and maintain safe, dignified, and fully functional facilities for conducting court business” and to “[p]rovide judicial branch facilities that accommodate the needs of all court users, as well as those of justice system partners.”

## Scope

The SSP installs, upgrades, replaces, repairs, and maintains security systems in trial court facilities statewide utilizing competitively bid contracts with security system vendors to provide equipment and services that are generally consistent with *Security Systems Design Criteria Guide* recommendations from the Judicial Council Facilities Services' Emergency Planning and Security Coordination Unit (EPSCU). Product availability, compatibility with existing equipment, and ongoing changes to technology may require solutions outside of those detailed in the guide.

## Definitions

- *Install/replace* is:
  - The addition of a system that does not currently exist in the facility; or
  - Replacement of an existing system with one of equal or better quality or function consistent with *Security Systems Design Criteria Guide* and/or consultant recommendations.

- *Upgrade* is the furnishing of specific system components necessary to improve the quality or function of the existing system.
- *Repair/maintain* is action that restores and ensures the continued function of existing systems.

## **Identification, Prioritization, and Approval of Work**

Work to be performed is identified as either planned projects or unplanned/emergency repairs.

### **Planned Projects**

Planned projects install, upgrade, or replace security systems.

#### **Identification**

Planned projects are identified by various means, including the following:

- Maintenance history. The need to replace or upgrade systems may be determined based on maintenance history.
- Security systems evaluations. Evaluations are used to identify current system age, condition, technological obsolescence, and estimated remaining life span. These evaluations assist with determining the need and urgency for replacement or upgrade. The evaluations and assessments may be performed by any combination of the following: Judicial Council–contracted consultants, EPSCU staff, and Judicial Council security equipment vendors.
- Court request. Trial courts may request assistance with a project.
- Recent SSP projects. Projects performed in specific courts may be considered for parity.
- Planned major capital improvement. Planned major capital projects that would address the security system need in a reasonable period of time will be a factor in considering the project request and the efficient use of resources. To the extent possible, the existing system will be maintained to keep it functioning until the capital project is completed.

Projects are typically identified by security need, maintenance history, system evaluations, or court requests. In some cases, an unplanned/emergency repair request may be determined to be a planned project.

#### **Process**

1. EPSCU prioritizes projects by identifying the security benefit of the project, analyzing maintenance history, evaluations, court requests (including deferred project requests), recent projects in the court, and pending capital projects to determine need and the level of urgency.

2. An EPSCU project manager (PM) sends a *Service Request Form* to one of the contracted vendors to initiate the development of the scope of work (SOW).
3. Stakeholders meet at the site and conduct a walkthrough to discuss the system, court needs, and the extent of the work to be performed. Stakeholders typically include Judicial Council, court, vendor, and security provider staff.
4. The vendor develops the SOW and submits a *Contractor Proposal Form* to the EPSCU PM for review and approval.
5. EPSCU provides a cost-redacted SOW to the court for review and approval and keeps a signed copy on file as part of the project documents.
6. EPSCU staff prioritize potential projects using the *Project Prioritization Scoring Sheet* (Attachment A).
7. EPSCU submits a prioritized list of proposed projects for review, discussion, and approval by the Court Security Advisory Committee either at a regularly scheduled meeting or via an emailed out-of-cycle approval request.
8. EPSCU staff creates service work orders (SWOs) for each approved project and Facilities Modification Identification (FMID) numbers are assigned.
9. EPSCU requests any necessary asbestos-containing materials (ACM) and lead-based paint surveys, and creates a supplemental facility modification SWO for the survey work.
10. SSP funds are encumbered on a purchase order for the project.
11. EPSCU registers the project with the Department of Industrial Relations.
12. EPSCU meets with vendors regularly for planning and project status updates. Vendors and EPSCU staff communicate with the courts to provide updates and discuss the schedule and progress of the projects.
13. EPSCU staff may visit the site while work is in progress, if necessary, and when the work is complete for a commissioning meeting with the vendor and the court.
14. The court completes the *Acceptance and Sign off Form* when the work is complete, and the vendor submits the form with the final project invoice to EPSCU.

A one-year warranty period in addition to any equipment manufacturer warranties is included in the vendor contracts. Vendor provides service visits relating to recently installed or replaced/upgraded systems if necessary.

Following the expiration of the initial one-year warranty period, SSP funds are used to provide service for unplanned/emergency repairs.

### **Unplanned/Emergency Repairs**

Trial court or Judicial Council staff submit a SWO outlining the issue and requesting service. The SWO will be assigned to a contracted vendor for response within the contracted time frame

and approved costs paid by the SSP. In some cases, emergency repairs or unplanned projects may result in the need for further evaluation and may become a planned project instead.

## **Project Approval**

Per rule 10.61(a) of the California Rules of Court, the charge of the Court Security Advisory Committee is to make recommendations to the council for improving court security, including personal security and emergency response planning.

Projects under consideration for funding by the SSP are presented by EPSCU to the Court Security Advisory Committee or chair for review, discussion, and approval.

All planned projects are subject to available SSP funding.

## **Limitations on Scope**

SSP funds are available only for the purpose described in this policy. These funds are not intended for projects such as the remodeling of clerk counters; the installation of ballistic glass, bollards, or security fencing; or the abatement of asbestos/hazardous material.

Additional details on scope, responsibilities, and exclusions for each type of system follow.

## **Video Surveillance Systems**

### **Scope of work**

1. Evaluate the existing system—including camera positions, coverage, and existing infrastructure—to determine appropriate upgrades to the system, including camera types, resolution, and optimum coverage.
2. Review monitoring/control locations, including ergonomic considerations, required camera views, and display options.
3. Identify any integration between other security system components—including access control, detention control, intercom, and wireless duress alarm systems—and the potential impact of changes to the system.
4. Connect critical components to existing uninterruptible power supply (UPS) systems, or if feasible, provide UPS components as needed.

Components may include cameras, mounting accessories, monitors and workstations, recording servers, cabling, UPS devices, and all licensing required for a complete and functioning system.

## **Responsibilities**

### ***EPSCU***

1. Coordinate initial meetings with court, vendor, and Judicial Council contacts.

2. Assist with coordination of ACM and lead-based paint testing between the court and the testing vendor.
3. Include discussion of after-hours access and escorting during the project, if necessary.
4. Facilitate coordination of e-waste disposal.

### ***Vendor***

1. Conduct a kickoff meeting explaining the work process and how it may affect the court.
2. Coordinate with the court the scheduling of the work, and determine which areas, if any, will be affected by the project to minimize disruptions.
3. Clean up as work is completed in each area.
4. Control and account for tools in accordance with the existing Facilities Services *Tool Control Policy* as work is done throughout the facility, with increased attention in detention spaces.
5. Coordinate with court information technology (IT) and other court staff for access to space or network resources such as switch ports and IP addresses.
6. When ACM is present, observe proper Class III certification and practices as required.
7. Program individual or group user access levels to the system as instructed by the court.
8. Provide training on the installed equipment.
9. Provide drawings with sufficient detail to identify device locations, switches, patch panels, headend equipment, and where possible, cable paths.

### ***Court***

1. Provide access to vendor employees as necessary to perform the work.
2. Provide key contact information for scheduling work.
3. Provide a staging location for materials and work area.
4. Identify who will provide final review of camera views (usually in conjunction with court security).
5. Provide network connectivity if approved by court IT, along with IP addressing detail as required by the contractor.
6. Identify staff who need to be trained on the equipment, and coordinate with the contractor for training time or sessions.
7. Provide instructions and procedures to facilitate remote access to the system for maintenance and troubleshooting, if approved by court IT.
8. Identify proper user access levels for each user of the system—for example, who can view live and recorded video, who is authorized to download or archive video clips, and who may have full administrative access to the system.

9. Identify who will sign the acceptance form on completion of the work.

#### **Exclusions**

- Excluded items include, but are not limited to, millwork, patching and painting, abatement of asbestos or lead-based paint, and the cost of after-hours, weekend, or holiday escort, if required by the court.
- Additional exclusions may be included in specific scopes of work provided by the vendor.

### **Electronic Access Systems**

#### **Scope of work**

1. Evaluate existing electronic access needs based on current technology and potential security vulnerability.
2. Identify locations for electronic access control to replace mechanical cypher locks or keyed lock locations that fit with current design criteria standards.
3. Evaluate mechanical and electrified door hardware that could be affected by upgrading the system.
4. Update any existing system hardware and software as needed.
5. Identify any integration between other security components including video, detention control, intercom, and wireless duress alarm systems and the potential impact of changes to the electronic access control systems.
6. Connect critical components to existing UPS systems or provide UPS components as needed.

Components include electrified hardware, request to exit sensors, control panels, workstations, and servers, cabling, UPS devices, and all licensing required for a complete and functioning system.

#### **Responsibilities**

##### ***EPSCU***

1. Coordinate initial meetings with court, vendor, and Judicial Council contacts.
2. Assist with coordination of ACM and lead-based paint testing between the court and the testing vendor.
3. Include discussion of after-hours access and escorting during the project, if necessary.
4. Facilitate coordination of disposal of e-waste and other removed components.

##### ***Vendor***

1. Conduct a kickoff meeting explaining the work process and how it may affect the court.

2. Coordinate with the court the scheduling of the work, and determine which areas, if any, will be affected by the project to minimize disruptions.
3. Clean up as work is completed in each area.
4. Control and account for tools in accordance with the existing Facilities Services *Tool Control Policy* as work is done throughout the facility, with increased attention in detention spaces.
5. Coordinate with IT and other court staff for access to space or network resources such as switch ports and IP addresses.
6. When ACM is present, observe proper Class III certification and practices, as required.
7. Program individual or group user access levels to the system as instructed by the court.
8. Provide training on the installed equipment.
9. Provide drawings with sufficient detail to identify device locations, switches, patch panels, headend equipment, and where possible, cable paths.

***Court***

1. Provide access to vendor employees as necessary to perform the work.
2. Provide key contact information for scheduling work and a staging location for materials and the work area.
3. Work with the contractor to identify appropriate locations for door control panels and power supplies.
4. Provide network connectivity if approved by court IT, along with IP addressing detail as required by the contractor.
5. Identify staff who need to be trained on the equipment and administrative access levels for users, and coordinate with the contractor for training.
6. Provide instructions and procedures to facilitate remote access to the system for maintenance and troubleshooting, if approved by court IT.
7. Identify who will sign the acceptance form on completion of the work.

**Exclusions**

- Excluded items include, but are not limited to, millwork, patching and painting, abatement of asbestos or lead paint, and cost of after-hours, weekend, or holiday escort, if required by the court.
- Additional exclusions may be included in specific scopes of work provided by the vendor.

## Wireless Duress Alarm Systems

### Scope of work

1. Provide wireless duress buttons and sensors to immediately send notifications of the location of the activation to personnel identified by the court.
2. Include wireless sensors, signal boosters, a central control unit, and a radio communication device.

### Responsibilities

#### *EPSCU*

1. Coordinate initial meetings with court, vendor, and Judicial Council contacts.
2. Provide information to the court and security on the capability of the system and the advantages of radio communication if the court and security providers are unfamiliar with the concept and application in a court environment.
3. Assist with coordination of ACM and lead-based paint testing between the court and the testing vendor.
4. Include discussion of after-hours access and escorting during the project, if necessary.
5. Facilitate coordination of disposal of e-waste and other removed components.

#### *Vendor*

1. Design locations for headend installation and signal booster locations to optimize signal from buttons, ensuring activations are properly received.
2. Test functionality of the system, including all buttons.
3. Provide instructions on maintenance of the system, including testing and identifying when battery replacement is needed.
4. Program any changes of the system sensors and messages.
5. Program and connect the system for radio, email, phone, or other communication options as identified by the court and security.
6. Provide additional training on the installed equipment as necessary.
7. Control and account for tools in accordance with the existing Facilities Services *Tool Control Policy* as work is done throughout the facility, with increased attention in detention spaces.

#### *Court*

1. Provide access to vendor employees as necessary to perform the work.
2. Provide key contact information for scheduling work.
3. Identify locations for duress buttons and an appropriate location for the headend receiver device.



4. Identify which notification methods will be used.
5. Work with the vendor to properly identify the locations, naming convention, and appropriate messages to be communicated.
6. Provide network and/or telephone connectivity, if approved by court IT, along with IP addressing detail as required by the contractor.
7. Identify staff who need to be trained on the equipment and administrative access levels for users, and coordinate with the contractor for training.
8. Provide instructions and procedures to facilitate remote access to the system for maintenance and troubleshooting, if approved by court IT.
9. Identify who will sign the acceptance form on completion of the work.

#### **Exclusions**

- Excluded items include, but are not limited to, millwork, patching and painting, abatement of asbestos or lead-based paint, and cost of after-hours, weekend, or holiday escort, if required by the court.
- Additional exclusions may be included in specific scopes of work provided by the vendor.

#### **Detention Control Systems**

Detention Control Systems are complex and extremely expensive. Because of the significant cost of these systems, the number of detention control replacement/upgrade projects must be limited each fiscal year to allow sufficient funding for the other electronic security systems projects. Absent sufficient funding, detention control projects may need to be addressed through the Trial Court Facility Modification Advisory Committee process and funding.

#### **Scope of work**

1. Evaluate the existing detention control system based on current technology and potential security vulnerability to provide efficient and secure control of detainees.
2. Update any existing system hardware and software as needed.
3. Identify any integration between security components, including video, access control, intercom, and wireless duress alarm systems, and confirm the potential impact of changes to the detention control system with suggestions for mitigation.
4. Include replacing the detention control intercom system or components, if necessary, in detention control system upgrade projects.
5. Connect critical components to existing UPS systems, or provide UPS components as needed.

Components may include touchscreen panels, workstations, servers, programmable logic controller components, power supplies, intercom system components, cabling, UPS components, or any licensing required for a complete and functioning system.

## **Responsibilities**

### ***EPSCU***

1. Coordinate meetings with court and Judicial Council contacts.
2. Provide information to the court and security on the capability of the system and the advantages of radio communication if the court and security providers are unfamiliar with the concept and application in a court environment.
3. Assist with coordination of ACM and lead-based paint testing between the court and testing vendor.
4. Include discussion of after-hours access and escorting during the project, if necessary.
5. Facilitate coordination of disposal of e-waste and other removed components.

### ***Vendor***

1. Conduct a kickoff meeting explaining the work process and how it may affect the court.
2. Coordinate with the court the scheduling of the work, and determine which areas, if any, will be affected by the project to minimize disruptions.
3. Clean up as work is completed in each area.
4. Control and account for tools in accordance with the existing Facilities Services *Tool Control Policy* as work is done throughout the facility, with increased attention in detention spaces.
5. Coordinate with IT and other court staff for access to space or network resources such as switch ports and IP addresses.
6. When ACM is present, observe proper Class III certification and practices as required.
7. Program individual or group user access levels to the system as instructed by the court.
8. Provide training on the installed equipment.

### ***Court***

1. Provide access to vendor employees as necessary to perform the work.
2. Provide key contact information for scheduling work.
3. Provide a staging location for materials and work area.
4. Work with the contractor to identify appropriate locations for door control panels and power supplies.
5. Provide network connectivity if approved by court IT, along with IP addressing detail as required by the contractor.

6. Identify staff who need to be trained on the equipment and administrative access levels for users, and coordinate with the contractor for training.
7. Identify who will sign the acceptance form on completion of the work.

**Exclusions**

- Excluded items include, but are not limited to, millwork, patching and painting, abatement of asbestos or lead-based paint, and the cost of after-hours, weekend, or holiday escort, if required by the court.
- Additional exclusions may be included in specific scopes of work provided by the vendor.

**Resources**

1. [\*Strategic Plan for the California Judicial Branch\*](#)
2. EPSCU's *Security Systems Design Criteria Guide*
3. [\*Rule 10.61\(a\) of the California Rules of Court\*](#)

## Attachment A—Project Prioritization Scoring Sheet

|                      |  |
|----------------------|--|
| <b>County</b>        |  |
| <b>Facility Name</b> |  |
| <b>FMID#</b>         |  |

| Questions/Considerations                   | Possible Points | Score |
|--|-----------------|-------|
| <b>Maintenance History</b>                 |                 |       |
| 0 Service Calls per Year                   | 0               | [ ]   |
| 1–4 Service Calls per Year                 | 5               | [ ]   |
| 5–10 Service Calls per Year                | 10              | [ ]   |
| 10+ Service Calls per Year                 | 15              | [ ]   |
| <b>Age of Current System</b>               |                 |       |
| 0–4 Years                                  | 0               | [ ]   |
| 5–8 Years                                  | 5               | [ ]   |
| 8–12 Years                                 | 10              | [ ]   |
| 12+ Years                                  | 15              | [ ]   |
| <b>Security Risk</b>                       |                 |       |
| Low  | 1               | [ ]   |
| Medium                                     | 2               | [ ]   |
| High                                       | 3               | [ ]   |
| <b>Recent Security Incidents (2 years)</b> |                 |       |
| Yes  | 3               | [ ]   |
| No   | 0               | [ ]   |
| <b>Deficiencies</b>                        |                 |       |
| Yes  | 3               | [ ]   |
| No   | 0               | [ ]   |
| <b>Recent Courtwide Projects (2 years)</b> |                 |       |
| Yes  | 0               | [ ]   |
| No   | 3               | [ ]   |
| <b>Upcoming Capital Projects (5 years)</b> |                 |       |
| Yes  | 0               | [ ]   |
| No   | 3               | [ ]   |

**Magnitude of Project (cost)**

|                |   |  |
|----------------|---|--|
| Less than 100K | 5 |  |
| 100K–250K      | 4 |  |
| 250K–500K      | 3 |  |
| 500K+          | 2 |  |

**Distance From Service Provider**

|                  |    |  |
|------------------|----|--|
| Within 1–2 Hours | 0  |  |
| Within 2–3 Hours | 2  |  |
| 3–4 Hours        | 5  |  |
| 4+ Hours         | 10 |  |

**Required Service Contract (third-party vendor)**

|     |   |  |
|-----|---|--|
| Yes | 3 |  |
| No  | 0 |  |

**Deferred Project From Previous Fiscal Year**

|     |   |  |
|-----|---|--|
| Yes | 5 |  |
|-----|---|--|

**Total Score**

|  |
|--|
|  |
|--|

**Note:**

Additional factors to be considered, but not scored, are recommendations made during system evaluations or assessments and availability of funds.

## JUDICIAL COUNCIL OF CALIFORNIA

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[www.courts.ca.gov/policyadmin-invitationstocomment.htm](http://www.courts.ca.gov/policyadmin-invitationstocomment.htm)

## INVITATION TO COMMENT

[ITC prefix as assigned]-\_\_

|   |  |
|---|--|
| <b>Title</b><br>Facilities Services: Security Systems Program   | <b>Action Requested</b><br>Review and submit comments by [ <i>deadline to be 30 days from posting date</i> ] |
| <b>Proposed Rules, Forms, Standards, or Statutes</b><br>None  | <b>Proposed Effective Date</b><br>September 27, 2023   |
| <b>Proposed by</b><br>Court Security Advisory Committee<br>Hon. Charlene F. Olmedo, Chair<br>Judicial Council staff<br>Edward Ellestad, Supervisor—Emergency Planning and Security Coordination Unit<br>Facilities Services | <b>Contact</b><br>Li Gotch, 415-865-4365<br><a href="mailto:lisa.gotch@jud.ca.gov">lisa.gotch@jud.ca.gov</a> |

**Executive Summary and Origin**

[In an action by email on tbd], the Court Security Advisory Committee agreed to request public comment on the draft proposed *Judicial Council Policy on Security Systems Program*, with the goal of recommending to the Judicial Council that it adopt the final proposed policy at its September 2023 meeting. Staff presented the draft to the Court Security Advisory Committee in November 2022 to document existing internal procedures, and the committee discussed the benefit of proposing it as a Judicial Council policy at its February 2023 meeting.

**Background**

Since fiscal year 2019–20, the Security Systems Program has had a budget of \$6 million funded annually through the Governor’s Budget with which it 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. It is one of many programs and services provided through the Facilities Services’ Emergency Planning and Security Coordination Unit, and the Court Security Advisory Committee has a role in reviewing and approving proposed projects.

*This proposal has not been approved by the Judicial Council and is not intended to represent the views of the council, its Rules Committee, or its Legislation Committee. It is circulated for comment purposes only.*

**The Proposal**

The proposed policy documents the Security Systems Program procedures and methodology, for equitable distribution of funds. Its creation is consistent with policies for other Facilities Services programs.

**Alternatives Considered**

One alternative considered was to continue to follow the current methodology and procedures with the existing internal documentation and Court Security Advisory Committee feedback. However, requesting and reviewing public comment before requesting the Judicial Council’s approval of a formal policy will help ensure that practices are well-considered, transparent, and more readily available for reference.

**Fiscal and Operational Impacts**

Approval of a policy documenting methodology and procedures will incur no costs.

**Request for Specific Comments**

In addition to comments on the proposal as a whole, the advisory committee is interested in comments on the following:

- Does the proposal appropriately address the stated purpose?

The advisory committee also seeks comments from *courts* on the following cost and implementation matters:

- What implementation issues has the Court Security Advisory Committee not yet considered?

**Attachments and Links**

1. *Judicial Council Policy on Security Systems Program*