

Court Security Advisory Committee

As of October 25, 2023

Hon. Charlaine F. Olmedo
Chair

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

Mr. Hugh K. Swift

Court Executive Officer
Superior Court of California,
County of Stanislaus

Hon. Patricia Bamattre-Manoukian
Vice-Chair

Associate Justice of the Court of Appeal,
Sixth Appellate District

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

Hon. R. Glenn Yabuno

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

Ms. Melissa Fowler-Bradley

Court Executive Officer
Superior Court of California,
County of Shasta

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

Hon. Margaret Fujioka

Judge
Superior Court of California,
County of Alameda

Mr. Joseph Ford

Assistant Court Executive Officer
Superior Court of California,
County of Placer

Mr. Justin Mammen

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

**COURT EXECUTIVES ADVISORY
COMMITTEE LIAISON**

Mr. Hugh K. Swift

Court Executive Officer
Superior Court of California,
County of Stanislaus

Mr. Darrel E. Parker

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

**TRIAL COURT PRESIDING JUDGES
ADVISORY COMMITTEE LIAISON**

Hon. R. Glenn Yabuno

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

Ms. Amanda Toste

Court Executive Officer of the Superior Court of
California,
County of Merced

Court Security Advisory Committee

As of October 25, 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
courtsecurityadvcomm@jud.ca.gov

COURT SECURITY ADVISORY COMMITTEE

MINUTES OF OPEN MEETING WITH CLOSED SESSION

August 10, 2023
12:15 to 1:15 p.m.
Audio Livestream

Advisory Body Members Present: Hon. Charlaine F. Olmedo, Chair, Judge of the Superior Court of California, County of Los Angeles

Hon. Andrew E. Cooper, Judge, Superior Court of California, County of Los Angeles

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

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. Hugh K. Swift, Court Executive Officer, Superior Court of California, County of Stanislaus

Mr. Baltazar Vazquez, Clerk/Executive Officer, Court of Appeal, Sixth Appellate District

Advisory Body Members Absent: 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. 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

Others Present: Hon. R. Glenn Yabuno, Presiding Judge, Superior Court of California, County of San Bernardino

Ms. Morgan Lardizabal, Legislative Advocate, Governmental Affairs, Judicial Council of California

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

Mr. Tamer Ahmed, 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 12:16 p.m., and staff took roll call.

Approval of Minutes

The advisory body reviewed and approved the minutes of the February 28, 2023, Court Security Advisory Committee meeting as well as the April 21 and July 3, 2023, action-by-email.

ADJOURNMENT

There being no further open meeting business, the meeting was adjourned at 12:22 p.m.

Approved by the advisory body on [insert date].

DRAFT

Court Security Advisory Committee
Annual Agenda¹—2023

Approved by Executive and Planning Committee: April 12, 2023

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 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.	
Subcommittees/Working Groups²: None.	
Meetings Planned for 2023³ (Advisory body and all subcommittees and working groups): Quarterly meetings via videoconference will be held on February 28, May 10, August 10, and November 2. Additional meetings will be scheduled if necessary.	

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.

Check here if exception to policy is granted by Executive Office or rule of court.

II. COMMITTEE PROJECTS

#	New or One-Time Projects ⁴	
1.	Project Title: Judicial Council of California Policy on Facilities Services’ Security Systems Program	Priority⁵ 1 Strategic Plan Goal⁶ III, VI
<p>Project Summary⁷: 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>Status/Timeline: 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>Fiscal Impact/Resources: 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>Internal/External Stakeholders: Trial Court Presiding Judges Advisory Committee, trial courts, and justice partners.</p> <p>AC Collaboration: None.</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 a mendment 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.

#	New or One-Time Projects	
2.	Project Title: Placeholder for Projects Assigned by Ad Hoc Workgroup on Post-Pandemic Initiatives (P3)	Priority 1
<p>Project Summary: 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>Status/Timeline: TBD.</p> <p>Fiscal Impact/Resources: TBD.</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: TBD.</p> <p>AC Collaboration: TBD.</p>		Strategic Plan Goal TBD

#	Ongoing Projects and Activities	
1.	Project Title: Emergency- and Security-Related Concerns for the Branch	Priority 1
	Strategic Plan Goal III, VI	
<p>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 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> <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 Court Presiding Judges Advisory Committee, 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>		

#	Ongoing Projects and Activities	
2.	Project Title: Trial Courts' Screening Equipment Replacement	Priority 1
		Strategic Plan Goal III, VI
<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. This project will use current Judicial Council staffing and resources from the Emergency Planning and Security Coordination Unit.</p> <p><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>Internal/External Stakeholders: Trial Court Presiding Judges Advisory Committee, and trial courts (primary users).</p> <p>AC Collaboration: None anticipated at this time.</p>		

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

#	Ongoing Projects and Activities	
4.	Project Title: Emergency and Continuity of Operations Planning	Priority 1
		Strategic Plan Goal III, VI
<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). • 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"/> <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, trial courts (primary users) and Judicial Council/appellate courts (secondary users).</p> <p>AC Collaboration: None anticipated at this time.</p>		

#	Ongoing Projects and Activities	
5.	Project Title: Trial Courts' Court Security Plans	Priority 1
		Strategic Plan Goal III, VI
<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> <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 Court Presiding Judges Advisory Committee, and trial courts (primary users of the module).</p> <p>AC Collaboration: 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

#	Project Highlights and Achievements
	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.)
13.	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.