

Court Security Advisory Committee

Annual Agenda¹—2024

Approved by Executive and Planning Committee: March 14, 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 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 2024³ (Advisory body and all subcommittees and working groups): Quarterly videoconferences will be scheduled soon. Additional meetings and up to one in-person meeting will be scheduled if necessary. <input type="checkbox"/> Check here if exception to policy is granted by Executive Office or rule of court.	

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

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

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

II. COMMITTEE PROJECTS

#	Ongoing Projects and Activities ⁴	
1.	<i>Project Title:</i> Emergency- and Security-Related Concerns for the Branch	<i>Priority</i> ⁵ 1 <i>Strategic Plan Goal</i> ⁶ III, VI
<p><i>Project Summary</i>⁷: 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 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><i>Status/Timeline:</i> Ongoing.</p> <p><i>Fiscal Impact/Resources:</i> 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><i>Internal/External Stakeholders:</i> 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 or an internal committee 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; 1(d) Proposal is 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 changes in law; 2(b) Responsive to identified concerns or problems; 2(c) Helpful in otherwise advancing Judicial Council goals and objectives.

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

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

#	Ongoing Projects and Activities⁴	
	<i>AC Collaboration:</i> Depending on recommendations, collaborators could include the Court Executives Advisory Committee, Trial Court Presiding Judges Advisory Committee, Court Facilities Advisory Committee, Trial Court Facility Modification Advisory Committee, and the Center for Judicial Education and Research Advisory Committee.	
2.	<i>Project Title:</i> Trial Courts' Screening Equipment Replacement	<i>Priority⁴</i> 1
	<p data-bbox="174 472 1980 545"><i>Project Summary⁶:</i> 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="226 548 1980 808" 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 data-bbox="174 846 527 878"><i>Status/Timeline:</i> Ongoing.</p> <p data-bbox="174 919 1980 987"><i>Fiscal Impact/Resources:</i> 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="174 1000 1980 1068"><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="174 1109 1667 1141"><i>Internal/External Stakeholders:</i> Trial Court Presiding Judges Advisory Committee, and trial courts (primary users).</p> <p data-bbox="174 1182 806 1214"><i>AC Collaboration:</i> None anticipated at this time.</p>	

#	Ongoing Projects and Activities ⁴	
3.	Project Title: Trial Courts' Security Equipment and Systems	Priority⁴ 1
		Strategic Plan Goal⁵ III, VI
<p>Project Summary⁶: 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 Activities⁴	
4.	Project Title: Emergency and Continuity of Operations Planning	Priority⁴ 1
	Strategic Plan Goal⁶ III, VI	
<p>Project Summary⁶: 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 ⁴	
5.	Project Title: Trial Courts' Court Security Plans	Priority⁴ 1
Strategic Plan Goal⁵ III, VI		
<p>Project Summary⁶: 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 2023 PROJECT ACCOMPLISHMENTS

#	Project Highlights and Achievements
1.	New: Reviewed and approved the draft Judicial Council of California Policy on Facilities Services' Security Systems Program, facilitated a public comment period, and successfully recommended adoption by the Judicial Council effective September 19, 2023. The policy documents procedures for staff to ensure consistent handling of program projects and equitable expenditure of funds.
2.	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 following the COVID-19 pandemic.
3.	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.
4.	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.
5.	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).
6.	Completed: On January 10, 2023, reviewed and approved proposed projects for the Security Systems Program and voted to approve 5 new projects for video and access systems totaling \$258,848.58.
7.	Completed: On January 23, 2023, reviewed and approved committee support of a Budget Change Proposal for fiscal year 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.
8.	Completed: On February 28, 2023, reviewed and approved proposed projects for the Security Systems Program and voted to approve 10 proposed projects relating to access, duress alarm, and video systems for a total of \$744,900.06.
9.	Completed: On May 1, 2023, reviewed and approved proposed projects for the Security Systems Program and voted to approve 13 new projects for video, duress, and access systems totaling \$2,355,480.62.
10.	Completed: On May 10, 2023, (1) received an update on Security System Program expenditures/encumbrances for the fiscal year; (2) received a presentation about in-progress Emergency and Continuity Planning Program pilot workshops and exercises; and (3) received a status update on Court Security Plan submissions and notifications.
11.	Completed: On August 10, 2023, (1) reviewed and approved 3 updated blanket approvals for Security Systems Program for the fiscal year (\$1,000,000 for statewide service calls and agreements, \$60,000 for consultant contracts, and \$100,000 for asbestos testing); (2) reviewed and approved proposed projects for the Security Systems Program and voted to approve 4 projects relating to access, detention control, and video systems for a total of \$2,019,905; and (3) 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.
12.	Completed: On November 2, 2023, discussed transfer of approval authority for the Screening Equipment Replacement Program.