

**Wyoming Court Security Commission
Record of Proceedings**

Supreme Court Building, Administration Conference Room
Cheyenne, Wyoming

December 12, 2014

I. Call to Order

The Wyoming Court Security Commission public meeting was called to order at 10:00 a.m., December 12, 2014, by Chairman Guy Cameron at the Wyoming Supreme Court Building, Administration Conference Room, in Cheyenne, Wyoming.

II. Roll Call and Introductions of Commission Members – Chairman Guy Cameron

In Attendance:

Commission Members:

Director Guy Cameron – Wyoming Office of Homeland Security
Justice William Hill – Wyoming Supreme Court

(VIA VIDEO CONFERENCE)

Judge Wesley Roberts, 9th Judicial District Circuit Court, Fremont County
Judge Marvin Tyler, District Court, 9th Judicial District, Sublette County

(VIA TELECONFERENCE)

Sheriff Skip Hornecker – Fremont County Sheriff
Representative Kendell Kroeker – Wyoming House of Representatives

Absent:

Senator Drew Perkins – Wyoming Senate
Commissioner Mike Colling – Converse County Commissioner
Lt. Mike Thompson – Casper Police Department

Ex-Officio Commission Members:

Lily Sharpe – State Court Administrator, Wyoming Supreme Court
Joe Hartigan – Court Security Officer, Wyoming Supreme Court

Also Attending:

Eydie Trautwein – Children’s Justice Project Coordinator – Wyoming
Supreme Court
Pam Eisenach –Wyoming Office of Homeland Security
Doug Gumm –Wyoming Office of Homeland Security
Caitlin Young – Office of the Attorney General
Dave Harris – Director, Wyoming Law Enforcement Academy (Teleconference)
Nathan Hall - National Center for State Courts (Teleconference)
Steve Berson - National Center for State Courts (Teleconference)

III. Approval of July 30, 2014 Minutes

Chairman Cameron entertained a motion to approve the Wyoming Court Security Commission Meeting Minutes of July 30, 2014. Justice Hill made a motion to approve the minutes. Judge Tyler seconded the motion and the motion carried unanimously.

IV. National Center for State Courts (NCSC) Grants Update and Assessments – Eydie Trautwein and the National Center of State Courts

Eydie Trautwein, Children’s Justice Project Coordinator for the Wyoming Supreme Court, provided background information to the commission regarding two grants the Wyoming Supreme Court received relating to court security through the State Justice Institute. The first grant awarded \$50,000 funding to conduct court security assessments around the state. The second grant awarded \$30,000 funding to conduct regional trainings around the state related to court security. The Wyoming Supreme Court was notified in July these grants were awarded and the Wyoming Supreme Court immediately entered into a contract with the National Center for State Courts (NCSC) to help with further activities outlined in the grants.

The Court Security Assessment Grant provided security assessments for eight courtrooms around the state: Albany County, Platte County, Goshen County, Niobrara County, Weston County, Crook County, Big Horn County and Park County. Final drafts of these reports will be distributed to commission members, county commissioners, sheriffs and judges.

The Wyoming Supreme Court hosted regional trainings around the state. Approximately 160 personnel attended these trainings. After the trainings, the National Center for State Courts produced an evaluation report. The survey responses were very positive and ranked 7.3 out of a total 8.0 score. The actual trainings were recorded; however, the Wyoming Supreme Court is in negotiations with the NCSC to see if, and how, this training can be redelivered.

The National Center for State Courts was able to develop, in addition to the regional trainings, a shorter training that could be delivered by local law enforcement; in case there was a request for local court security trainings after the training grant was finalized.

Nathan Hall from the National Center for State Courts indicated that the assessments are based on best practices in court security. The suggested recommendations relate to communication and facilitation of court security committees, equipment and infrastructure. Security equipment costs for example would include security cameras, but installation costs would not be covered.

Steve Berson from the National Center for State Courts, reported in reviewing courtrooms in Wyoming to courtrooms in other parts of the country, there is opportunity for improvement. Many things can be done with little or no expense. For example, closing and locking doors, appropriate policies and procedures, emergency and evacuation drills, etc.

Chairman Cameron indicated the assessment costs were listed in three categories: Category A - Items that can be accomplished relatively quickly with little or no cost. Category B - Items that will entail a moderate amount of cost and time to implement. Category C - Items that will require a more significant amount of cost and time to implement. Within each of these three categories, the items are prioritized according to the risk management involved, with those items posing the most risk for the courts listed first. A range of potential cost implications are also presented. The summary of estimated cost implementing recommendations in all eight courthouses is \$1.2M, which does not include labor.

Eydie Trautwein indicated there is opportunity for additional training. Three training videos will be sent to the Wyoming Law Enforcement Academy and each county court security committee, which includes the judge and sheriff of each county, for training purposes. The final draft report of the Overview of Courthouse Security Assessments, excluding the individual court summaries, will be sent to each county court security committee for informational purposes in order for them to conduct their own assessments.

V. Legislative Initiatives and Activities – Chairman Cameron

Director Cameron indicated to varying degrees each of the eight courthouses has some good elements in place in the way of basic security measures, but more improvement is needed. Unfortunately, county funding is not available to enhance courthouse security. Director Cameron and Chief Justice Burke met with Senator Drew Perkins and Representative Kendall Kroeker, members of this

commission, for their leadership and direction with the legislative effort to build upon the momentum from Senate File 14 a year ago.

Representative Kroeker indicated that an individual bill will be drafted, or a supplemental budget request similar to the process during the 2014 Legislative Session. This bill will focus on the eight county courts which are the most vulnerable as addressed in the National Center for State Courts Overview of Courthouse Security. If the court qualifies for a hardship county, the state will contribute 90% toward the county court needs and the local county will contribute 10%. If the court does not qualify for a hardship county, it could be a 50/50 match between the state and the county.

VI. Incident Report Form and Local Court Security Management Committee Annual Report Template – Joe Hartigan

Joe Hartigan, Court Security Officer for the Wyoming Supreme Court, explained in detail to the commission members the draft of the Wyoming Court Security Incident Report Form. Mr. Hartigan suggested at the last Court Security Commission meeting in July, an incident reporting form be established in Wyoming, as it is in a number of states. It was agreed that the Wyoming Supreme Court would establish a draft security incident report form and present it at the Circuit and District Judges' Conferences, as well as the Court Clerks' Conferences. The feedback has been positive, even though the form has not been formally accepted. Director Cameron suggested a court security standard be drafted to task local court security committees to submit an incident report. This incident report form will be available on the Wyoming Supreme Court website. This report is designed for easy access and to collect data and statistics. This court security incident report will enhance reporting from the local court security committees. Steven Dreher, Chief Information and Technology Officer for the Wyoming Supreme Court, will compile this information. There was discussion of the possibility of a supplemental report referring back to the original incident report. A motion was made by Judge Roberts Item #13 on the Wyoming Court Security Incident Report titled, "Description of the Incident" be a mandatory requirement to be completed before submission if the local court security committee chooses to use this incident report form. The motion was seconded by Justice Hill and the motion carried unanimously. A motion was made by Judge Roberts that the Wyoming Court Security Incident Report must be submitted not later than five business days after the date the incident occurred. The motion was seconded by Justice Hill and Sheriff Hornecker. The motion carried unanimously.

VII. Wyoming Court Security Standard 2014-1 – Joe Hartigan

Joe Hartigan, Court Security Officer for the Wyoming Supreme Court, introduced to the commission members a draft report of the Wyoming Court Security Standard 2014-1, which establishes, "Incident Reporting." This standard's intention is to use this data from the incident report to strengthen court security around the state and eliminate any deficiencies that are detected following security incidents. All courts are tasked with submitting the Wyoming Court Security Incident Report within five business days of an incident's occurrence. Judge Wesley Roberts made a motion to adopt the Wyoming Court Security Standard 2014-1, "Incident Reporting." The motion was seconded by Judge Tyler and Justice Hill. The motion carried unanimously. Director Cameron indicated that the Wyoming Court Security Standard 2014-1 will be sent to Wyoming judges and the local court security committees. The official due date for the local court security committees annual report is July 1, 2015.

VIII. Efforts to strengthen Local Court Security Management Committees – Director Cameron

Director Cameron gave background information with regard to the Local Court Security Management Committees Annual Report. The Court Security Standards Checklist became the reporting instrument for the local court security committee's annual reports. The checklist did not elaborate on the efforts at the local level. A narrative form with detailed information with specific questions and assessments is needed.

Judge Marvin Tyler reported to the commission members that the District Judges Conference was recently held in December. Judge Tyler indicated that the Wyoming Court Security Standard 2009-1 was discussed at this meeting. This standard establishes the local court security committee and the district judge and others provide representation on the local committee. Each local committee shall elect a chairperson who will be the primary point of contact representing the local committee. Judge Tyler reported the district judges passed a resolution to recommend to the Wyoming Court Security Commission to amend the Wyoming Court Security Standard 2009-1; to require a district court judge chair each local court security committee, with the proviso that the judge can delegate chair duties to another member of the committee. This will ensure that a member of the local court security committee will be identifiable for each committee.

Judge Roberts suggested, and the commission members agreed, this amendment to the Wyoming Court Security Standard 2009-1 be tabled for any further action. This resolution will be requested to be placed on the agenda for

consideration at the next meeting of the Board of Judicial Policy and Administration.

IX. Adjournment

Chairman Cameron thanked everyone for attending the meeting. The meeting adjourned at 12:08 pm. A special meeting of the Wyoming Court Security Commission will be scheduled in April 2015.