

Minutes Portage County Combined Courthouse Security & Agency Meeting

March 11, 2015

In attendance

Trish Baker – Clerk of Circuit Court
David Knappen District Attorney's office
Jon Scharbarth DNR Warden
Shaun Morrow – DOC Supervisor
Dan Kontos – Chief Deputy Sheriff
Mike Lukas – Sheriff
Dan Ault – Plover Police Chief
Martin Skibba – Stevens Point Chief Deputy

Andrew Beveridge – City Attorney
Al Hawker – PC It Director
Kelly Exner – Clerks office
Donna Ginzl – Attorney Representing private bar
Dave Worzalla – Family Court Commissioner
Jamie Kiener – Family Law information Center
Kate Kipp – Justice Programs Director

Minutes –

- A. 2014 Courthouse Security Statistics and incidents – presented by Sheriff Lukas, (see monthly/annual spreadsheet report)
- B. 2015 Courthouse Security Statistics and incidents – presented by Sergeant Jacob Wills (see monthly/annual spreadsheet report)
- C. Drills for
 - a. **Tornado Drills** – Jacob Wills to get a date that aligns with tornado awareness month (note - April 13-17, 2015 is Tornado & Severe Weather Awareness Week in Wisconsin.)
 - b. **Code React** – Discussion regarding inviting agencies in group to be in courthouse at time of drill, this should include members of the Portage County Bar Association, as well as all other agencies normally invited to attend Agency meetings . Discussion regarding doing a one security training session with agencies and courthouse personnel in one of the courtrooms immediately after the drill. Discussion regarding the importance to include all City personnel as well as agency. Plover Chief Dan Ault and Chief Deputy Dan Kontos nominated to lead training session for all who can attend.
 - i. Next Action - Discuss this further with the judges and find a date when we can use one of the courtrooms afterwards for debrief and possible training.
- D. **Annual Courthouse Security Conference in Appleton.** Sgt. Wills presented highlights of the conference, and Kelly Exner and David Worzalla also made comments. Discussion regarding who should attend the conference next year – the group felt that at least one judge and member of the District Attorney's office should attend the conference, along with the Mayor potentially and any County Board members who are able to attend. Consensus was that the Treasurers should also attend in that they are the most utilized offices on the first floor of the courthouse. **Date for next year is March 1st , 2016.**
- E. **Evidence left in the Courtroom** – ADA Knaapen presented concerns about evidence not being secured when the Clerk or Bailiff steps away from a courtroom. There was consensus agreement that the Clerks should be removing evidence from the courtroom during the lunch

hour and any breaks. All dangerous weapons should be confiscated by the law enforcement agency working with the DA to prosecute the case.

- F. **Discussion about plea hearings on OWI 3rd and above cases**, ADA Knaapen asked why are defendant's being allowed to report to the jail instead of being remanded to the custody of the Sheriff immediately. Consensus was reached that unless the defendant is enrolled in the post-trial supervision program he or she should be remanded to the custody of the Sheriff immediately and taken into custody in the courtroom. Attorneys will speak to the Sheriff's Security detail to alert them that an arrest should be made immediately after sentencing.
- G. **Discussion about the No Contact provisions of a standard bond form and what happens when bond is modified.** ADA Knaapen would like the bond conditions to be totally inclusive when no 3rd party contact is ordered. Discussion ensued as to what "specifics" might be included in "3rd party no contact" such as working or going to a particular store such as Wal-mart. Clerks office can create standard text code to be added to all bonds, but this would require the Judges to pass a local court rule or Order if this is to be included on all bonds.
- H. **Discussion about doing more court appearances via video** Polycom units. The problem is that the video appearances schedule with the DOC at a prison frequently get canceled if the parties are late or miss an appearance at the exact time. The date and time is then forfeited at the prison and needs to be rescheduled. IT Director Al Hawker says that he is currently working on obtaining more equipment for the courtrooms, and camera equipment for inside squad cars so that inmates can be moved into a squad car and make their appearances from the squad car, where the timing is not so critical.

Adjourned until next meeting on June 10th 11:00 a.m. Conference room D.

Security and Facility Meeting Minutes

December 5th, 2016.

Attendance:

- Judge Thomas Eagon
- Jeanne Dodge- County Board
- Daniel Kontos - PCSD
- Patricia Baker - Clerk of Court
- Attorney Donna Ginzl
- Chief Bailiff Jerome Bodzislaw
- Todd Neuenfeldt
- Marty Skibba SPPD
- Louis Molepske - DA

Shackling of Juveniles During Court Hearings:

Discussion initiated by judge about shackling of juveniles, presented national data to support that this is not necessary in all cases. Discussion. CD Kontos had an email from Sergeant Nicholas Griesbach indicating that juveniles may be impulsive and that members of law enforcement generally know far less about a juvenile defendant than an adult prisoner.

Judge wants to follow an evidence based practice and would like to form a work group to study whether it is necessary to shackle juveniles when they are in court.

Volunteers for the Committee were:

CD Dan Kontos

Clerk of Court Trish Baker

Chief Bailiff Jerry Bodzislaw

Chief Marty Skibba

Supervisor Jeannie Dodge

Relocation of Family Court Commissioner Courtroom

Baker presented a drawing of changing the first floor space for the for the Family court commissioner to a small courtroom. Discussion took place as to the benefits of the new design, although there was also discussion about security of the first floor. Ultimately Supervisor Dodge asked if she could see the space and wanted to discuss the possibility with the Space and Properties Committee, which was scheduled to meet later in the week.

Security of Entire County /City building

Discussion ensued on the benefits versus the difficulties of securing the entire building. Discussion on the doors in the first floor hallway that can be closed but no one wants to close. No decisions took place other then to wait for the County Board to vote on the proposal for construction of a new building. Supervisor Dodge indicated that after the vote on the proposal to construct a new building the Space and Properties committee may take up the security issue

Handcuffing Of Juveniles In The Courtroom.

It is recognized that the current situation for transporting juveniles from the secure detention facility to the courtroom, as well as, the courtroom facilities are far from ideal as they pose certain risks for the safety and security of the juvenile, the transport officer, the public, and court personnel. It is also recognized that imposing unnecessary restraints on juveniles during court proceedings can have a detrimental effect on the juvenile and the goals of the juvenile justice system. This policy is adopted to minimize the detrimental effects of restraint while maintaining safe and secure court proceedings to promote better outcomes in juvenile matters.

Juveniles who are in secure custody during court appearances will have their handcuffs removed unless otherwise authorized by the presiding judge. Factors the judge shall consider include:

Whether the Juvenile:

- 1) Poses a credible and substantial risk to himself or others; and/or
- 2) Poses a credible and substantial risk of attempted flight; and
- 3) There is no other less restrictive means reasonably available to manage risks of harm or flight.

As it is the Portage County Sheriff's Department's responsibility to transport the juvenile to and from court proceedings, the department continues to have the discretion to reasonably secure the juvenile during transport consistent with the safety and security of the juvenile, the transport officer, the public, and court personnel.

The Juvenile's handcuffs may be removed once the juvenile is in the courtroom prior to commencement of the proceeding and replaced for transport at the conclusion of the proceeding.

This policy does not affect the use of leg shackles or other restraint device such as a restraint belt.

Security and Facility Meeting Minutes

March 6, 2017

Attendance:

- Judge Thomas Eagon
- Clerk of Court – Trish Baker
- Lisa Roth – Clerk of Court's Office
- Pat Stanislawski – SPPD
- Chief Deputy Daniel Kontos - PCSO
- Sgt. Nick Griesbach – PCSO
- Kate Kipp – Portage County Justice Planning
- Todd Neuenfeldt
- Attorney Donna Ginzl
- Louis Molpeske – District Attorney
- Chief Bailiff Jerome Bodzislaw
- Family Law Center Representative

Lisa Roth is introduced as the new Clerk of Circuit Court; she will take the Oath of Office on March 10, 2017, replacing Trish Baker.

Shackling of Juvenile During Court Hearings.

Judge Eagon addressed a written procedure entitled Handcuffing of Juveniles in the Courtroom which is presented by the committee that was formed on this issue at the last meeting. Discussion takes place and it is agreed that if it is appropriate, a transport belt should remain on the juvenile while in the courtroom. Copies of the procedure are provided to Chief Deputy Kontos and Chief Bailiff Bodzislaw; a suggestion was made that cooperation and communication ahead of time in these situations is important. The written procedure should not preclude face-to-face discussions when necessary.

A Fourth Courtroom

The idea of a fourth courtroom is by the wayside. Neuenfeldt discusses some space options with a potential move that will be discussed by Space and Properties at a meeting on March 7, 2017.

Other

Court activity report is given by Sgt. Griesbach. He explains to the committee a juvenile threat situation that occurred since the last meeting and describes an additional incident regarding a shank that was made by an inmate in secure detention.

Kontos speaks on holding off until after the upcoming Court Safety and Security Conference to make any recommendations for changes and improvements to courthouse security. He intends to have an updated study of current deficiencies.

Judge Eagon informs the committee that during a recent county holiday when the courthouse was closed for business, one of the court reporters was in the building and found a member of the public roaming in the hallway. Neuenfeldt responded to the information and informed that this was a situation he was aware of and the circumstances have been addressed. Members also discussed the need for additional cameras, specifically in the courthouse parking area.

Kontos raised post-referendum items and that there are expected discussions with Executive Operations at future meetings. Neuenfeldt believes that Supervisor David Medin may be bringing some ideas forward.

Kate Kipp discusses the planning involved with the upcoming Drug Court and the process which is expected to begin Monday, April 3, 2017.

Expected to attend the 2017 Court Safety and Security Conference are:
Supervisor Stanley Potocki, Bailiffs George Barnes, Tom Kujawski, Clerk of Court's staff Lisa Roth, Kimberly Stimac and April Zelenski, Court Security Officers Jared Mayer and Robert Johannes.

The next meeting of the committee is scheduled for June 12, 2017 at 10:30 a.m.

Security and Facility Meeting Minutes

December 18, 2017 10:30 a.m. Branch I Jury Room

In Attendance:

- Judge Thomas Eagon
- Lisa Roth – Clerk of Circuit Court
- Chief Deputy Daniel Kontos - PCSO
- Sgt. Nick Griesbach – PCSO
- Todd Neuenfeldt - Facilities
- Attorney Donna Ginzl
- Louis Molpeske – District Attorney
- Jim LaMar – Deputy Chief Bailiff
- Acalia Kleven, Attorney
- Patty Dreier, County Executive
- Jeanne Dodge, County Board Supervisor

Security Implications and Protocol Changes Regarding SPPD Moving to New Building

Committee discussion regarding Stevens Point Police Department vacating the Courthouse. Chief Deputy Kontos addresses Dispatch protocol in the event of an alert. First call is to Court Security Unit (CSU) from PCSO. The security burden falls on CSU. CSU also responds to Stevens Point City Hall calls. Response time is expected to be slower with fewer officers in the building. Kontos is satisfied we will have adequate response.

Per Mar Telephonic Alarm Follow-up Calls to (715) 346-1400

All issues with calls to County Dispatch have been cleared up.

Security Planning by Sheriff's Office for County/City Building

Past discussions on survey are on hold pending remodeling and developing a County Security Policy.

Security Discussions for Proposed New Courthouse

Proposed Courthouse security plans awaiting development of County Security Policies and final details on what the Courthouse will look like.

For the next meeting, committee participants to provide policy questions to consider when developing a security plan. Each participant is requested to provide input from their perspective.

The committee will discuss policy and recommendations.

2018 Court Safety and Security Conference

Committee members to inform Lisa Roth of their interest in attending (February 20-22, 2018). Parties discuss the potential of Space and Property Committee attending. Contact Dan Kontos with any questions regarding the conference.

Next meeting is scheduled for March 13, 2018 at 8:30 a.m.

Information to be sent to all committee members on the 2018 Court Safety and Security Conference.

Security and Facility Meeting Minutes

March 12, 2019 2:30 p.m. Branch I Jury Room

In Attendance:

- Judge Thomas Eagon – Circuit Court Branch I
- Lisa Roth – Clerk of Circuit Court
- Bob Kussow - SPPD
- Robert Johannes – PCSO
- Todd Neuenfeldt - Facilities
- Katena Roberts-Turner – State Public Defender
- Louis Molpeske – District Attorney
- Jerome Bodzislav – Chief Bailiff
- Andrea Behnke - Justice Programs
- James Williams - Emergency Mgmt.

Review of 2019 Court Security and Safety Conference

Johannes, Roth and Bodzislav provided reports on their attendance at the annual conference. Court Security had two staff in attendance, the Clerk of Courts/Bailiffs had five staff in attendance. Sessions of specific interest were: Outside the Courthouse- Personal Safety Practices, Recognizing Threats and Safely Managing Emotionally Charged Events. The conference booklet was passed around for viewing. Next year's conference is scheduled for March 3 – 5, 2020.

Review of 2018 Court Services Unit Activity Report

Johannes provided the final 2018 Court Services Unit Activity Report to the committee members and reviews its content.

Discussion on Security Issues in the Courthouse

Committee members discussed continued training and protocol for incidents related to security especially training when new bailiffs, clerks, Assistant District Attorneys and State Public Defenders are hired. Annual training should be conducted for review with current staff.

Members discussed the new chairs in the courtrooms (Branch 1 and Branch 3) and the necessity to have chairs without arms for police officers because their gun belts do not fit.

There are no recent threats to report.

Panic devices located throughout the buildings are tested every six months per Neuenfeldt.

Emergency Government staff would help with any incident review and report writing.

Next Meeting Date

Next meeting date is scheduled for June 4, 2019 at 2:30 p.m.