

**Wyoming Court Security Commission
Meeting Minutes
January 21, 2020 ~ Wheatland, Wyoming**

The Wyoming Court Security Commission met on January 21, 2020, at the Platte County Courthouse in Wheatland, Wyoming. Court Security Commission members in attendance via personal appearance, video or phone were: Justice Keith Kautz, Deputy Director Leland Christensen, Judge Marv Tyler, Judge Wes Roberts, Representative Jared Olsen, County Attorney Daniel Erramouspe, Sheriff Scott Matheny, and County Commissioner Mike Colling. Supreme Court personnel Lily Sharpe, Ronda Munger, Joe Hartigan, Julie Kopf, and Becky Craig also attended. Also, in attendance were District Judge Patrick Korell, Circuit Court Judge Nathaniel Hibben, and District Court Clerk Mona McAuley.

Meeting with Platte County Commissioners & Tour of Platte County Courthouse

The members of the Commission toured the Platte County Courthouse immediately prior to the meeting.

Call to Order – Justice Keith Kautz, Chairman

Welcome & Introductions

Justice Keith Kautz opened the meeting. He welcomed those in attendance and spoke about the tour the Commission members took of the Platte County Courthouse. Justice Kautz spoke of the many benefits there are to the Court Security Commission touring court facilities across the state and seeing the various approaches the local committees and county commissioners have taken towards security issues. The members agreed that the on-site method of conducting the Commission meetings, in addition to the courthouse security trainings Justice Kautz and Joe Hartigan are providing for the Law Enforcement Academy classes, and the creation of an automated incident reporting system, will go a long way toward providing education about the need for courthouse security.

Approve Minutes of November 15, 2019, Meeting

Justice Kautz addressed the next order of business on the agenda: approval of the minutes from the November 15, 2019, meeting. He asked for comments, additions, and corrections. There being none, Jared Olsen moved, seconded by Scott Matheny, to approve the November 15, 2019 minutes as submitted. The motion passed unanimously.

Platte County Local Court Security Committee—Challenges & Lessons Learned

Mona McAuley, Clerk of the District Court, described the courthouse security improvements Platte County accomplished with the grant monies they received for that purpose. She explained that with the grant funds of \$85,429.00 and the county's matching funds of \$9,381.00, the county was able to accomplish the following: install several keyless door entry systems, install camera systems and monitors, install emergency door closure devices, install bulletproof paneling and glass, purchase duress alarms, purchase two metal detectors, and purchase two hand-held metal detector wands. Mona reviewed the remaining concerns and issues pertaining to courthouse security that the county will strive to remedy.

Justice Kautz thanked Mona for the report and congratulated her, the county commissioners and their local committee members for their accomplishments. Justice Kautz commented that Platte County received a lot of "bang for their buck" from the court security grant monies provided by the Legislature.

He reminded the Commission members and the seven grant recipients to extend their gratitude to their legislators for the funds.

Summary of Incident Reports

Joe Hartigan, the Court Security Officer at the Wyoming Supreme Court, discussed the incident reports he received since the Commission's November meeting. There has been a total of 277 reports submitted since creation of the report in 2015, per Standard 2014-1. Joe provided a breakdown of the total reports received by year: in 2016 there were 44 reports, 2017: 73 reports; 2018: 51 reports; 2019: 51 reports; and 2020: 1 report. Since the meeting on November 15, 2019, there have been 10 reports submitted. The 10 reported incidents were for the following: 2 knives in the courtroom, 2 security breaches, 1 emergency medical call, 2 threatening phone calls, 1 fraud, 1 counterfeit currency, and 1 intoxicated person. The reports were submitted by: Supreme Court (2), Laramie County (3), Campbell County (2), Platte County (2), and Converse County (1). Joe broke out the 277 reports by county, including the Supreme Court, since inception of incident reporting:

Albany County: 8	Hot Springs: 0	Sheridan: 4
Big Horn: 2	Johnson: 3	Sublette: 9
Campbell: 14	Laramie: 103	Sweetwater: 12
Carbon: 1	Lincoln: 5	Teton: 3
Converse: 19	Natrona: 27	Uinta: 19
Crook: 2	Niobrara: 0	Washakie: 0
Fremont: 14	Park: 5	Weston: 0
Goshen: 3	Platte: 8	WY Supreme Court: 16

Joe pointed out that incident reports have never been received from Hot Springs, Niobrara, Washakie and Weston counties.

Incident Reporting System Demo & Email Distribution Group

Julie Kopf, Business Analyst Developer at the Wyoming Supreme Court, demonstrated the newly developed automated incident reporting system. She explained that there will also be an email distribution group formed which will be composed of people who have been authorized to receive email notification of an incident and view the corresponding pdf report. The system users who are able to submit incident reports, however, will not be included in this email group. Julie advised that a help desk email distribution group will also be created through which authorized users can ask for assistance or have questions answered concerning the system.

Julie explained that the only people who will register to be "users" in the automated reporting system are those individuals who are currently authorized to submit incident reports. The system is an external facing application, which means the user who is reporting the incident will not need to be a member of the court's network in order to log in. When registering to be a "user" in the system, the applicant will provide basic information and will then receive an email to confirm the link; this is a security measure to authenticate the user. When reporting an incident in the system, users will see a "create new incident" button, and a form will come up with required fields that need to be completed (many of the fields have dropdown options); the user then submits the form and the reporting process is complete. Joe Hartigan will receive an email notifying him there's an incident report to review, and the user will receive email confirmation that the report was successfully stored in the database. Joe will also be able to create a report if a user wishes to send the details of an incident to him in an email, rather than entering the information into the automated system. Once Joe receives email notification that a user has submitted a report, he's able to review the details of the incident, make limited edits to

the report, and print a formal report. When a report is submitted that is marked “other,” Joe will be able to review and classify the report. He’ll also be able to add his own comments to a report. Since the system will allow a large number of authorized personnel to be registered users and able to submit incident reports, Joe will determine if the reports that are submitted are credible. If he believes a report is not well-founded, it will not be included in the reports that are produced. Another aspect of the system is the “send” option. If an incident occurs that Joe feels should be reported to the email distribution group, he’ll be able to immediately notify the group about the incident. Joe will have access to all the incident reports in the database, and he will be able to produce several types of informational analyses.

Justice Kautz pointed out that the option of being a member of the email distribution group will not be available to the general public, and that the next step is for the Commission to decide who will be allowed to be a member of the group. After lengthy discussion, the Commission determined that the people who are authorized to be included in the email distribution group are the following: the Court Security Commission members, the Supreme Court Justices and state judges, the chairperson of each county’s Local Court Security Management Committee or designee, and each county Sheriff or designee. When the system is ready, notice will be sent to the email distribution group notifying them that the system is functioning. Joe will have the ability to add additional individuals to the email distribution group who he feels are authorized to be included.

Discussion was held about the security of the incident reporting system and the need to ensure the email distribution group members understand that the information they receive is not to be made public. It was agreed that upon signing up to be included in the group, each person will need to acknowledge and agree they will not share the information in the reports with anyone outside of the email distribution group members. There will be a notation on the report that cautions it is “For official use only.”

Justice Kautz will research the Wyoming Statutes to determine if the incident reports are considered public records. His concern is that if information is available to the public about a courthouse’s security procedures, technology, personnel, and architectural features, it could increase the facility’s vulnerability to acts of violence. Justice Kautz will share the results of his research with the Commission by email.

Grant Funds Update

Ronda Munger provided a summary of the grant funds that have been disbursed to date. She pointed out that two of the seven counties (Converse and Lincoln) have spent their funds in full and completed their projects. The grant funds will continue to be monitored, and an accounting will be included in the 2020 Wyoming Court Security Commission’s Annual Report to the Legislature that is due September 1, 2020. Ronda reminded the Commission members about Carbon County’s 6th Penny Tax, 18 million dollars of which will be used, in addition to the Legislature’s recent grant monies, for renovations to their courthouse and the Carbon Building. Joe Hartigan has been helping the Carbon County Commissioners review their plans and offer suggestions.

Next Meeting

Lengthy discussion was held concerning the date and location of the Commission’s next meeting. It was agreed that it will be held in April or May and that Justice Kautz will determine the location. Justice Kautz will attempt to coordinate the meeting so that it is held in tandem with the monthly county commissioner’s meeting, thereby allowing the commissioners to attend. He will also invite the local legislators to attend as well. The Commission members commented that the county officials of the counties they’ve visited have been very appreciative of the Commission’s visits to their courthouses,

and that the counties' Local Court Security Management Committees seem to be re-energized by the interaction.

Miscellaneous

Judge Roberts discussed the need for an educational program for the judges concerning their personal and residential security. The topic will be included on the next meeting's agenda.

Discussion was held about the need to educate the public about the work the Wyoming Court Security Commission is doing and its accomplishments. Even when the Commission doesn't have grant funds to distribute and monitor, it continues to provide awareness and education across the state about the need for courthouse security for the safety of the state's citizens and courthouse personnel.

Meeting Adjourned

Actions Taken:

1. The Commission approved the minutes from its November 15, 2019, meeting.

Action Items:

1. Justice Kautz will send an invitation to the local court security management committees prior to each meeting to ask for topics for the agenda, information the committees would like to receive from the Commission, and ideas for actions the Commission could take that would help the committees.
2. Justice Kautz will investigate the date and location of the Commission's next meeting. He will coordinate the meeting to be held in tandem with the monthly county commissioner's meeting. The local legislators will also be invited to attend.
3. The Supreme Court IT Department will create an Email Distribution Group for the Incident Reporting System that will include the Court Security Commission members, the Supreme Court Justices and state judges, the chairperson of each county's Local Court Security Management Committee or designee, and each county Sheriff or designee. Justice Kautz will research the Wyoming Statutes concerning public records and will email the results to the Commission members.
4. The topic of developing an educational program for judges concerning their personal and residential security will be included on the next meeting's agenda.
5. Justice Kautz, Judge Roberts, Representative Olsen and Joe Hartigan will continue to develop a definition of the word "incident" in order to make the Incident Report Form a more useful tool. Standard 2014-1 will be revised to enlarge the amount of time the reporting entity has from the date an incident occurred to the date the incident report is due.