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Project Plan**

	Cost		Difficulty of implementation 1 - 10 (diff)	Benefits of implementation	Deliverable - Output (expected outcome)	Responsible Party	Delivery Date
Extremely Important Issue							
<i>Access of people into courthouse building</i>							
Make front two doors only entrances to building, one door for public and employees with no badge one door for badged employees. Shut down readers. 7 am - 6 pm	None		7	Able to monitor entering and exiting of the bldg.	Better security/safety; less of a chance of getting weapons in bldg.	Facility Manager	Any time
<i>Weapon screening</i>							
Wands (2)	200 - 300	600.00	4	Eliminating weapons from entering the building	It is less likely that a weapon will enter the bldg.	Sheriff	Jul-11
Magnetometer (1)	2,000 - 8,600	5,000.00	4	Eliminating weapons from entering the building	It is less likely that a weapon will enter the bldg.	Sheriff	Jul-11
Gun Lockers (where?)	Paid for		7	Abide by the law; eliminating weapons from entering the bldg	Safe place to secure weapons	Facility Manager	Unknown
Better lighting for employees who work late in the winter. (east side)	None	Facilities Budget	3	Less likely for someone to get hurt	More light in order to see	Facility Manager	In process
<i>After-hours access to courthouse building</i>							
Open courthouse to the public at 7:45am, lock courthouse to the public at 5:00pm	None		1	Ability to monitor and control who is entering the bldg.	Increased safety; less people wandering the halls	Facility Manager	Jun-11
Tailgating - train employees	None		4	Knowledge and better understanding of tailgating/coat tailing; and why necessary	No more tailgating allowed	HR and IT Dir.	Jul-11
Perform background checks on all vendors and employees with key cards	24.00/ee	3,600.00	10 to implement/3 to maintain	Knowledge of everyone's background	Internal security and weeding out the "bad guys"	HR	Sep-11
Isolate public to the floor they came in on							
Doors (6)	3000/door	18,000.00	3	Limiting public access to bldg.	No one wandering the halls	Facility Manager	Sep-11
Elevators	15,000/floor	15,000.00	6	Limiting public access to bldg.	No one wandering the halls	Facility Manager	Dec-11
Better communication and scheduling of after hours meetings/trainings	Time		4	Better coordinate the use of the bldg.	Less confusion/treat all the same	Cty Manager	Sep-11
<i>Chambers</i>							
Install duress alarms (check regularly) (2)	0 - 400	800.00	1	Immediate notification of situation	Immediate communication	IT Dir.	Jun-11
Training for judges regarding safety, and duress alarms	0		2	Better informed/knowledgeable	Smart/Safe judges	Court Admin.	Jun-11

Confidential

Escort judges if area is unsecured	Minimum		3	Secure safe judge	Prevent injuries	Sheriff	Jun-11
Install key cards access in 3rd floor	40,000	40,000.00	4	Limited/Controlled Access	Approx. 13 doors	Facility Manager	6 weeks
Keep doors locked and closed (6)	100/door	600.00	2	Secure building	3 doors	Facility Manager	6 weeks
Sweeps performed at beginning and end of the day 6:30 - 7:00	Minimum		3	Finding weapons and contraband	Increased security	Sheriff	1 month
Courtrooms							
Court Security Officer (CSO) for each courtroom (tazers) (4)	800 each	3,200.00	3	On site person for immediate response	Safe secure premises	Sheriff	Jun-11
Remove all items that could be used as a weapon (i.e.. glass, metal, easels)	Minimum		1	Safe and enhance safety of environment	Fewer potential weapons, safer environment	Court Admin.	Jun-11
Install duress alarms on the judge's bench, and bailiff's area	0 - 400	1,600.00	1	Immediate notification of situation	Immediate communication	IT Dir.	Jun-11
Train courtroom staff in safety	0		2	Better informed/knowledgeable	Smart/Safe staff	Court Admin.	Jun-11
Sweeps performed at beginning and end of the day	Minimum		3	Finding weapons and contraband	Increased security	Sheriff	1 month
Lock courtrooms when not is use	Minimum		1	Secure and Safe areas	Increased security	Court Admin.	Jun-11
Court Security Officers (CSO)							
Specific hours of operation (4 ees)	30,000 ea	131,400.00	4	On site person for immediate response	Trained sec. for operations	Sheriff	After magnetometer installed
Install Globe JP's camera/monitoring system to include courtrooms/front counters	400	400.00	4	Continuous monitoring	Recorded activity	Court IT	Jun-11
Duress Alarms							
Can we use current phone system? Yes							
Need a location identifier for duress alarms. Phone extension and name of phone							
Install duress alarms on the judge's bench, and bailiff's area	0 - 400	X	1	Immediate notification of situation	Immediate communication	IT Dir.	Jun-11
Install duress alarms on the judge's desk, and chambers	0 - 400	X	1	Immediate notification of situation	Immediate communication	IT Dir.	Jun-11
Install duress alarm in and accessible location in the courtroom (2)	0 - 400	800.00	1	Immediate notification of situation	Immediate communication	IT Dir.	Jun-11
Regularly check duress alarm system, monthly	Minimum		1	Can find out if the system is in working order	A working system	IT Dir.	Jun-11
Threat and Incident Reporting							
Establish policy and report to law enforcement, develop and use	Time		4	Historical record and people know what to do	Having a common policy and procedure	Court Admin.	Jul-11
Training on "What is an incident?"	Minimum		3	Staff will know when and how to react	Trained staff that reacts appropriately	Court Admin.	Dec-11
In-custody defendants							

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Assign a CSO for transport/escort	30,000	41,400.00	2	Prisoners continually monitored	Less prisoners escaping	Sheriff	
Detention Officer, man power				Better inmate security	Safer environment, better control of inmate activity	Sheriff	
Write policy and procedures on how to escort prisoners in and out of bldg.	Minimum		3	Updated policy and procedure	Safer transportation and consistency	Sheriff/Court Admin.	Jun-11
All bystanders have to be removed before transportation	Minimum						
Training							
Tailgating - train employees	Minimum		3	Only the people who need to be in the building are in the building	Less potential for and incident	HR/Court Admin.	
Prevention of violence in the workplace - be able to recognize warning signs	Minimum		2	Staff will learn warning signs	Staff will react appropriately	Court Admin.	Jun-11
Establish a deadline to open the courthouse at 7:45am							
Inform and communicate to employees	Minimum		2	Better communication	An established opening and closing of the building	Facility Manager	Jun-11
Inform and communicate to the public	Minimum		3	Better communication	An established opening and closing of the building	Facility Manager	Jun-11
Total Estimate		262,400.00					

Comments:

It would be best to have County Administration a stand alone operation.
 It would be best to have all court related staff in the current Courthouse
 The Courthouse Security Committee are not experts in the field of "Courthouse Security"
 We are making recommendations
 We need an expert in security matters review our plans and the building. i.e. ADT