

Project Plan

	Cost		Difficulty of implementation 1 - 10 (diff)	Benefits of implementation	Deliverable - Output (expected outcome)	Responsible Party	Delivery Date
Very Important Issues							
<i>Closed Circuit TV (CCTV)</i>							
The "Ruben Mancha" position, recommended 4 people	30,000	131,400.00	3	Being able to see a problem quickly	Short response time	Sheriff	Aug-11
Currently being utilized as security for Globe JP; 30 years as DPS Officer							
Assignment currently includes watching eight (8) cameras in Globe JP area							
Need a written policy to follow for use of deadly force	Time		4	Knowing what is enforceable and what is not	Having a common policy and procedure	Court Admin. (check with probation)	Jul-11
Recommends using a radio when not near desk for immediate response (4)	1,200/each	4,800.00	3 to 4	Better mobile comm.	Min. response time and collaboration	Sheriff /IT/Facilities	Sep-11
Private security versus using Sheriff's employees (Internal is recommended)							
Cameras 13	1,200 - 1,500	17,550.00	5	Reduce manpower; can be in more places, prevention, people more honest	Being able to monitor happenings; greater surveillance; ability to response quicker	IT/Facilities	Sep-11
Fixed or pan tilt zoom; wide angle lens;							
Recording capacity, digital recording; maintain recordings for 10 working days	3,000 - 5,000	4,000.00	5	Reduce manpower; can be in more places, prevention, people more honest	Being able to monitor happenings; greater surveillance; ability to response quicker	IT/Facilities	Sep-11
Set off by motion, duress alarms, noise							
Flat-screen monitor 17-inch (4)	500 - 800	2,400.00	5	Reduce manpower; can be in more places, prevention, people more honest	Being able to monitor happenings; greater surveillance; ability to response quicker	IT/Facilities	Sep-11
Signs to inform the public that CCTV is in use (use Tanner) (10)	20.00	200.00	2	Better comm./legalities	Message to the public	Facility Manager	Oct-11
Surveillance Room	unknown		7	Better monitoring	Surveying from one area	Facility Manager	Nov-11
<i>Emergency Equipment and Procedure</i>							

Emergency color code for emergency evacuations	Minimum		3	Decision on whether to stay or leave the building	Clear, understandable, and simple communication	Court Admin.	Jun-11
Emergency battery generator for court areas (already in place)	Done		0	Power during outage	Backup power source	Facility Manager	Done
Fire extinguisher (already in place)	Done		0	Prepared for fire	Prepared for fire	Facility Manager	Done
Fire alarms (currently in place, but dead areas/zones) need speakers 6 - 10	2,000	12,000.00	1 to 2	No one left behind	Everyone evacuates the bldg.	IT Dir.	2 to 4 weeks after delivery
Elevators that meet state and local fire codes							
Interior access during business hours							
Look at and determine the best circulation zones for court staff, judges	Minimum	2.00		Control of traffic and easy exit	Cohesive map	Court Admin.	Jul-11
Look at and determine the best way to handle In-custody defendant transport (south elevator)	Minimum	2.00		Isolation from public and potential weapons and drugs	Trained and alert officers	Sherriff	Jul-11
*Restrict public to "public areas"							
Lock the doors that should be locked	Minimum		1	Locked and secure doors	Safer areas	Court Admin.	Jul-11
Key/access card approval needed from Administration, based on need, not convenience and a background check.	Covered under extremely important						
Intrusion alarms							
Install intrusion alarms on all exit doors (emergency use) 10	15,000	150,000.00	6	Control access	Alarmed exit doors	Facility Manager	Sep-11
Jurors							
Provide jurors with court security information via jury summons, include a list of times not allowed	Minimum		2	Jurors know what to expect when they come to court	More comprehensive summons	Clerk of the Court	Aug-11
Items of importance: Don't discuss trial with anyone, Don't wear juror badges outside the courtroom, what not to bring to court							
The orientation for jurors should include basic evacuation instructions	Minimum		2	Jurors know the evacuation plan	Trained jurors	Clerk of the Court	Aug-11
Can the courts use the BOS Hearing Room as a jury assembly room? Pilot Program	Minimum		2	More room and the prosecutors and jurors are separated	Better use of space	Clerk of the Court	Aug-11
Parking (particularly for judges)							

No specific signage should be used for judges	Minimum					Judges	Done
Judges should notify CSO that they have arrived/depart to work and the CSO should escort them when they arrive/depart the building. Could have the Sheriff's Office escort them.	Minimum					Judges/Sheriff	
Public Counters and Offices							
Install one or more duress alarms via phone in the Clerk of the Court's office, in the Court Administration area, and in the STAR's offices and County Attorney's Office (7)	0 - 400	2,800.00	1	Immediate notification of situation	Immediate communication	IT Dir.	Aug-11
Install duress alarm via CCTV							
Train staff on procedures	Minimum		3	Knowledgable employees	Procedures being followed	Department Heads	Jul-11
Install Plexiglas surrounding counters (3)	10,000	30,000.00	7	Secure area	Protection from possible incident	Facility Manager	Sep-11
Install window covering to restrict observation	Minimum					Facility Manager	Aug-11
Keep cash and checks safe	Minimum	100.00	3	Less money being stolen	Protection of the money	Department Heads	Jul-11
Change combinations of a safe/vault regularly	Minimum		5	Security increased	Better procedure to follow	Department Heads	Jun-11
Remove the combinations of safes and vaults in public places	Minimum		1	Security increased	Better procedure to follow	Department Heads	Jun-11
Jacque Durbin/Locksmith to conduct training on "how to change combinations"	Minimum		1	Security increased	Better procedure to follow	Department Heads	Jun-11
Total Estimate		355,254.00					
* Phase II item							