

**MINUTES  
COURT SECURITY AND FACILITIES COMMITTEE  
OCTOBER 25, 2019**

**PRESENT: Judge Huber, Dick Koeppen, Jill Lodewegen, Diane Meulemans, Tim Wilz, Terrie Tews, Veronica Isherwood, Kate Drury, Chris Andraschko, Deborah Berndt, Carl Artz, Fred Zaug, Amanda Welch, Judge Clussman, Jesse Cuff, and Mark Sether**

- 1.) Call to order.
- 2.) Approval of July minutes.
- 3.) Review of security incidents.
  - a. Mark Sether reported an incident where an individual was released from custody and did not have a means to call for a ride. The individual came to the treasurer's office and repeatedly asked to use a phone. Accommodations will be made for released individuals to place calls from the jail or human services to arrange for rides. In the future, the Sheriff's Department will ask the party being released if he/she wants to make a call and will assist in placing a call. If the person has a cellphone, the Sheriff's Department will make sure the phone is charged. The second floor has charging stations available to the public. Terrie Tews will look at getting a cellphone charging station for the third floor.
- 4.) Report from Rules and Policies Committee (Amanda Welch, Diane Meulemans and Ron Hansen)
  - a. The court staff will explore the creation of rules according to Chapter 68. Amanda Welch will reinforce the rules to employees if different from county rules.
- 5.) Report from Terrie Tews, Tim Wilz, Carl Artz and Deborah Berndt as to how other counties handle courtroom security and annual costs. Report as to security problems experienced in other counties by law enforcement.
  - a. Policies were gathered by these members from other counties. It was suggested that security at entrances should be made a priority and that the county board needs to be educated as to the necessity as soon as possible. Sheriff Wilz has found several counties that could come and present their security policies to the county board including Marathon County, Dane County and Waushara County. The annual courtroom security conference

is held in March and Terrie Tews, Tim Wilz, Carl Artz, and Deborah Berndt plan on attending. Additionally these individuals anticipate touring other facilities prior to the next meeting. A new position may need to be created for a court security officer.

- 6.) Planning an annual training program for all employees and state by the Sheriff's Department.
  - a. Amanda Welch explained that all new employees view videos provided by Andy Carlin regarding emergency reaction procedures. Sheriff Wilz and Jesse Cuff will look into training programs for all employees.
- 7.) The implementation of a policy (if not already in effect) for the issuance, control, and collection of keys and electronic access devices for each court facility, governing access before, during an after business hours.
  - a. Continued to January, 2020 meeting.
- 8.) Status of formation of separate entrance committee.
  - a. Continued to January, 2020 meeting.
- 9.) Other matters.
  - a. Sovereign citizens were discussed. Sheriff Wilz advised that when contact is made with these individuals, their names are flagged and extra caution is exercised.
  - b. Panic buttons. Any individual can call the Sheriff's Department and advise that he/she will be pushing the panic button for testing. Ideally, testing should be done once a month.
- 10.) The next meeting of the Security and Facilities Committee is tentatively scheduled at noon on January 21, 2020.