

September 1, 2020



**Wyoming Court
Security Commission
Annual Report**

Supreme Court of Wyoming
Cheyenne, Wyoming 82002



August 27, 2020

TO: Chief Justice Michael Davis
Governor Mark Gordon
Joint Judiciary Interim Committee Members
Joint Appropriations Interim Committee Members

SUBJECT: Annual Report from the Court Security Commission as required by
Wyoming Court Security Act, W.S. § 5-11-101 et seq.

On behalf of the Wyoming Court Security Commission, we are pleased to present our 2020 Annual Report. The Commission continues to fulfill its statutory duty to oversee court security programs across the state.

At its May 22, 2019 meeting, the Commission voted to increase its efforts to travel throughout the state to tour local court facilities. In accordance with this objective, the November 15, 2019 meeting of the Commission was held in Pinedale, and the January 21, 2020 meeting was held in Wheatland. Traveling to the courthouses across the state has provided the Commission a more in-depth understanding of the challenges faced by our county commissioners in renovating historic buildings to meet the challenging requirements of safety in the current environment.

The Commission's travel since the spring of 2020 has been curtailed by the COVID-19 pandemic, which has brought new meaning to the safety concerns regarding Wyoming courthouses. Judges and clerks are working with the local security committees to ensure the health and safety of the employees, jurors and citizens that are critical to the work of the courts.

The Commission continues its important work and stands ready to answer any questions that may arise.

A handwritten signature in blue ink, which appears to read "Keith G. Kautz".

Keith G. Kautz
Supreme Court Justice

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Wyoming Court Security Commission

Authority W.S. 5-11-101
Number of Board Members: 10
Board Term Length: 3 Years

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Wyoming Court Security Commission

Authority W.S. 5-11-101

Number of Board Members: 10

Board Term Length: 3 Years

COUNTY COMMISSIONER

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WYOMING POST COMMISSION

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EX-OFFICIO COMMISSION MEMBERS

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WYOMING SUPREME COURT
ADMINISTRATIVE OFFICE OF THE COURTS

LILY SHARPE
State Court Administrator

RONDA MUNGER
Deputy State Court Administrator



ELISA BUTLER
General Counsel

JULIE GOYEN
Chief Information Officer

CLAIRE SMITH
Chief Fiscal Officer/Human Resources

TO: Senator Eli Bebout, Chairman
Representative Bob Nicholas, Chairman
Members of the Joint Appropriations Interim Committee

Senator Tara Nethercott, Chairman
Representative Dan Kirkbride, Chairman
Members of the Joint Judiciary Interim Committee

From: Lily Sharpe, State Court Administrator

Re: Report on Court Security Funds

Date: September 1, 2020

This memorandum outlines the expenditures for court security funds. The Court Security Funding Program was authorized during the 2014 Budget Session of the Wyoming Legislature (2014 Wyo. Sess. HEA 41, Section 328). The 2014 legislation created the Court Security Funding Program and authorized the State Loan and Investment Board (Board) to issue grants to Fremont and Sweetwater County for court security improvements including the purchase of security equipment within courthouses or construction or modification of facilities. Fremont County dedicated the new Riverton Justice Center on June 19, 2015, and Sweetwater County dedicated its Rock Springs Justice Center on July 18, 2018. During the 2015 General Session, the Wyoming Legislature amended the program to authorize the Board to award additional court security grants to eight additional counties: Platte, Goshen, Niobrara, Albany, Big Horn, Crook, Park and Weston (2015 Wyo. Sess. HEA 56, Section 328).

The chart below shows the funds appropriated to the Board in 2014 and 2015 and the expenditures as of June 30, 2020. As of June 30, 2018, all residual funds not encumbered have reverted to the General Fund.

Office of State Lands & Investments
Court Security Grant Funding
Program Overview
As of June 30, 2020

Entity	SLIB Approved CHS Grant Amount	As of 6/30/20 Expenditures	Reverted Grant Funds	Remaining Grant Balance	Last Draw Date
Fremont County	\$ 2,565,515.00	\$ 2,379,531.16	\$ 185,983.84 *	\$ -	N/A
Sweetwater County	\$ 3,434,485.00	\$ 3,434,485.00		\$ -	N/A
Goshen County	\$ 84,686.00	\$ 83,999.99	\$ 686.01 *	\$ -	N/A
Albany County	\$ 95,355.00	\$ 33,968.74		\$ 61,386.26	5/21/2018
Crook County	\$ 82,778.00	\$ 82,778.00		\$ -	N/A
Niobrara County	\$ 71,778.00	\$ 69,042.00		\$ 2,736.00	6/25/2020
Platte County	\$ 83,563.00	\$ 80,386.28		\$ 3,176.72	8/2/2018
Big Horn County	\$ 371,790.00	\$ 371,790.00		\$ -	N/A
Weston County	\$ 207,846.00	\$ 164,678.19		\$ 43,167.81	4/29/2020
	<u>\$ 6,997,796.00</u>	<u>\$ 6,700,659.36</u>	<u>\$ 186,669.85</u>	<u>\$ 110,466.79</u>	

*county returned grant balance as project was completed, funds reverted to General Fund

Counties who did not apply-Funds reverted as of 6/30/2018	Amount
Park County	\$ 82,760.00

Counties who did not apply for full funding-Funds reverted as of 6/30/2018	Amount
Niobrara County	\$ 2,000.00
Platte County	\$ 866.00
	<u>\$ 2,866.00</u>
	<u>\$ 7,083,422.00</u>

During the 2018 Budget Session, the Wyoming Legislature appropriated Four Hundred Thousand Dollars (\$400,000) to the Wyoming Supreme Court for court security grants. The funds are to be expended upon the recommendation of the Wyoming Court Security Commission (Commission). The Commission met on June 26, 2018 and recommended that the funds be distributed as indicated below:

BALANCE OF COURT SECURITY GRANT FUNDS AS OF MAY 31, 2020

County Name:	Approved Amount:	Amount Reimbursed to date:	Balance of Grant Funds Available to County:
Carbon County **	226,124.00	30,205.80	\$195,918.20
Converse County	12,570.30	12,570.30	\$0.00
Hot Springs County****	30,002.00	14,372.55	\$15,629.45
Lincoln County	35,025.00	35,025.00	\$0.00
Sheridan County ***	22,515.00	22,018.18	\$496.82
Uinta County	35,407.00	35,407.00	\$0.00
Washakie County *	38,435.82	37,731.44	\$704.38
	\$400,079.12	\$187,330.27	\$212,748.85

*Washakie County was originally granted \$25,935.82. On 6/24/19, Amendment One to the Grant Agreement dated 10/30/2018, was signed by the parties. It granted Washakie County an additional \$12,500.00, for a total award of \$38,435.82. Sheriff Rakness's 3/13/2020 letter indicates the county has completed its projects.

**Carbon County and the Supreme Court signed Amendment One on 8/21/19, which revised the Grant Agreement dated 11/13/2018. The amendment removed specific itemizations set forth in the county's grant application, and it extended the date for performance of the terms of the agreement to May 2, 2022.

*** Sheridan County reported on 11/7/2019 that their expenditures have been completed and they do not intend to expend the remaining balance of \$496.82.

****Hot Springs County and the Supreme Court, on 6/12/2020, entered into Amendment One to the Grant Agreement dated 11/6/2018. It extended the date for performance of the terms of the agreement to May 3, 2021.

**TO: JOINT JUDICIARY COMMITTEE
JOINT APPROPRIATIONS COMMITTEE**

FROM: JOE HARTIGAN, COURT SECURITY OFFICER, WY SUPREME COURT

RE: COURT SECURITY INCIDENT REPORT

DATE: SEPTEMBER 1, 2020

The Wyoming Court Security Commission (Commission), established by W.S. § 5-11-101 et seq., continues its work to enhance court security in Wyoming courthouses by partnering with the Court Security Management Committees (local committees) established by Wyoming Court Security Standard 2009-1.

As one of its main objectives, the Commission focuses its efforts on increasing awareness of potential court security situations and risks associated with courthouses across the state. To address this objective, the Commission adopted Standard 2014-1, Incident Reporting. On January 1, 2015, courts in Wyoming began submitting incident reports for security issues happening in their courthouses. As of July 1, 2020, there have been 289 incident reports submitted. Over this past fiscal year there were 41 incident reports submitted, which is a 4.6% decrease from the 43 reports submitted in the prior fiscal year and a 19.6% decrease from the 51 reports submitted two years ago. The incidents reported during fiscal year 2020 include the following types of security events:

- 10 Disorderly conduct reports
- 6 Medical emergency reports
- 4 Verbal threat reports
- 3 Physical assault reports
- 2 Knife in courtroom reports
- 2 Security Breach reports
- 1 Of each of the following reports: attempted escape, suicide threat, check fraud, fraud, counterfeit currency, threatening phone call, intoxicated party, self-harming behavior, suspicious letter, trespassing, panic alarm activation and out of custody arrest.

We do not believe the decrease in the number of incident reports submitted over the past two years is indicative of less events taking place. It is our belief that security incidents in courthouses largely go unreported. The submitted report totals this year were two reports less than the prior year, however, the Covid-19 pandemic did shutdown courthouses across Wyoming for an extended time and, had courthouses remained operational the entire year, I expect the incident reports submitted would have exceeded the prior year. In fact, ten additional incident reports have been received in the last month with courthouses opening back up.

From the reports the Commission receives, there is every indication that courthouses present special challenges in terms of security. Two years ago, we highlighted a case where an inmate overpowered a Court Security Officer, took the officer's weapon and used it to steal a vehicle after he escaped from the courthouse. A year ago, there was an incident where a court clerk received a call from a party who was threatening suicide. The clerk was able to keep the individual on the line while the court security officer arranged for law enforcement to respond to the person's residence. Police contacted the person while she was still on the phone with the court clerk, potentially avoiding a terrible outcome. This past year, there were a couple of reports involving security staff being physically attacked by inmates in the court setting. One of the assaults resulted in a trip to the hospital and a concussion for the officer involved.

To effectively address the security issues in Wyoming courthouses, a collective knowledge of these incidents and security events is imperative and emphasizes the importance of having adequate security in every courthouse. The incident reports provide an important tool for local court security committees in identifying what actions were effective in each incident and what security practices need to be improved.

Over the past year, in an effort to educate court security personnel on the importance of submitting incident reports, Justice Keith Kautz and I have taken part in the Court Security Officer training at the Wyoming Law Enforcement Academy as well as the Cheyenne Police Department. Our block of instruction covers the Wyoming Court Security Commission, and we place a special emphasis on the importance of completing and submitting security incident reports in an effort to advance awareness and make courthouses safer for employees and the public in Wyoming.

**Wyoming Court Security Commission
Meeting Minutes
November 15, 2019 ~ Pinedale, Wyoming**

The Wyoming Court Security Commission met on November 15, 2019, at the Sublette County Courthouse in Pinedale, 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, and Sheriff Scott Matheny. Supreme Court personnel Lily Sharpe, Ronda Munger, Joe Hartigan and Becky Craig also attended. Also, in attendance was Judge Curt Haws, Chief Circuit Court Clerk Amy Knotts, Sergeant Tyson Gulbrandson, Municipal Judge Ruth Neely, and Reporter Joy Ufford from the Pinedale Roundup.

Tour of Sublette County Courthouse

A tour was taken of the Sublette County Courthouse and judicial facilities immediately prior to the meeting.

Call to Order – Justice Keith Kautz, Chairman

Welcome & Introductions

Justice Keith Kautz opened the meeting. He welcomed those who were in attendance and spoke about the tour the Commission members took of the Sublette County Courthouse and judicial facilities. Justice Kautz complimented the Sublette County Commissioners and others who were involved with the project.

Approve Minutes of August 14, 2019, Meeting

Justice Kautz addressed the next order of business on the agenda: approval of the minutes from the August 14, 2019, meeting. He asked for comments, additions, and corrections. Sheriff Scott Matheny moved, seconded by Leland Christensen, to approve the August 14, 2019 minutes after the correction is made to Leland Christensen's title on page 4. The motion passed unanimously.

Standards and Resolution Requested from the August 2019 Meeting

Ronda Munger reminded the members about the discussion at the August meeting regarding a resolution the district judges approved at a conference meeting in 2014 concerning the amendment of Court Security Standard 2009-1. The resolution required a district court judge to chair each county's court security management committee, with the judge having the ability to delegate the chair duties to another member of the committee. Ronda provided background on this matter. She referred the members to Rule 106 of the Uniform Rules for District Courts and Rule 1.07 for the Uniform Rules for Circuit Courts. These two rules both reference court security and endorse the judge's power to do as he or she feels is necessary with regard to court security when their court is in session. Additionally, Ronda spoke of the Board of Judicial Policy & Administration's (BJPA) October 27, 2014 resolution, which determined that, in accordance with Standard 2009-1, there is to be one circuit court judge and one district court judge on the court security management committee in each county. Ronda also discussed the December 2014 letter from Guy Cameron, Chairman of the Commission at that time, who posed the question to the BJPA, on behalf of the Commission, asking if the district judges' 2014 verbal resolution referenced above, and Standard 2009-1, were in conflict. She then drew attention to the BJPA minutes for March 2015 which indicate that the board did not believe there was a conflict between the two. Ronda also spoke about the Court Security Commission's discussion at its August

meeting regarding the Commission developing ways to improve the quality of the annual reports that are being submitted by the Local Court Security Management Committees. Justice Kautz indicated that he will send the documents Ronda provided for this meeting, along with a personal letter, to each chairman of the local court security management committees. He will also call the chairmen a month or two in advance of the annual reports being due.

Sublette Co. Local Court Security Management Committee—Challenges & Lessons Learned

Sublette County Circuit Court Judge Curt Haws advised that a challenge most courts in the state will face, unless it's a newly constructed building, is that their facilities were not designed to accommodate the security concerns that exist today. He commented that the Sublette County Circuit Court is in a newer building, yet it was still a challenge to put in a single point of entry for screening purposes and to have direct private access from the jail to the courtroom to ensure that people in custody don't intermix with the public. Judge Haws shared the 3 main lessons he learned during their project: teamwork leads to success, the local committees need to work closely with their county commissioners, and do not assume that the people who feel court security isn't an important issue won't change their minds. Judge Haws recommended that a uniform court security order be put in place across Wyoming to ensure that no matter which courtroom a person enters, they will know what to expect. District Judge Marv Tyler pointed out that court security isn't just for the security of the judge and court staff in the courtroom, it's to ensure that all people are secure in the courthouse: jurors, litigants, attorneys, witnesses, and the public—no matter what type of business they're taking care of in the building. He also spoke of the importance of there being abundant signage throughout the courthouse that informs the public about the items that are not allowed in the courtroom. Judge Haws mentioned that he found having a security presence available when the public first comes into the court office dramatically de-escalates the interactions between the patrons and the clerks. Justice Kautz asked for suggestions about what the Commission can do to assist the local committees to be more active. Judge Haws emphasized that education is the key, and that courthouse security isn't just a concern for urban areas—it's also critical for rural areas.

Security Class Update, Wyoming Law Enforcement Academy

Joe Hartigan spoke about the September training session that was held at the Law Enforcement Academy in Douglas, taught, in part, by two U.S. Marshalls. Joe and Justice Kautz presented a 2-hour class to 11 officers who were attending a 40-hour training session. Joe, having previously informed the U.S. Marshalls that Wyoming established a Court Security Commission, but that its mission might not be well-known across the state, was invited by the Academy, along with Justice Kautz, to speak to the class about the Court Security Commission and the local committees. During the class, Joe and Justice Kautz covered the Wyoming Court Security Act that created the Wyoming Court Security Commission; the five Wyoming Court Security Standards; the Wyoming Court Security Incident Report form and the types of incidents it covers; the Wyoming Court Security Committee Annual Reports that are due by July 1st; the Court Security Standards Checklist for local committees to use to conduct their own assessments (which the U.S. Marshalls asked to use for their trainings); and District Court Rule 106 and Circuit Court Rule 107. Justice Kautz spoke to the class about the importance of court security in Wyoming courts and asked that they share this knowledge with their local committees. Joe and Justice Kautz hosted a question and answer period and provided the class with folders that contained the materials that were discussed. Joe indicated the class was very well received. He will ask the Academy to notify him when future classes are planned so that he can distribute the information to the sheriffs' departments. Sheriff Matheny suggested it would be beneficial for each sheriff's security team to participate in this section of the Academy's class—which could ultimately generate more interest in the local committees. Discussion was held about the U.S. Marshalls possibly holding

a half-day or full-day training in different regions of the state. Sheriff Matheny will bring up the topic at the Sheriffs' upcoming meeting on December 3rd-4th.

Incident Reports—Reports Received Since the August Meeting; Email from Judge Stipe

Joe Hartigan discussed the incident reports he received since the Commission's August meeting. He noted that a total of 274 reports have been submitted to date. The 25 reports received since the August 2019 meeting are the most submitted in a 3-month period. For that period, the reports include the following types of incidents:

- 7 disorderly conduct
- 5 emergency medical needs
- 2 knives in courtroom
- 2 physical assaults
- 2 verbal threats
- 1 threatening phone call
- 1 escape attempt
- 1 suicide threat
- 1 fraud
- 1 counterfeit money
- 2 security breaches (doors found open/code given out to non-court personnel).

Of these 25 incident reports, Laramie County submitted 11, the Supreme Court 3, Campbell County 2, Converse County 4, Fremont County 3, and Platte County 2. Six out of the 24 reporting entities submitted reports. There are four counties that have never submitted an incident report since its 2015 inception date. Joe commented that having a definition of "incident" might increase the number of reports that are sent to him. He pointed out that there's a box to check on the report that asks if the incident was reported to the county's local court security management committee. This enables the local committee to examine the details of the incident and discuss whether it was handled correctly. Judge Roberts spoke about the current requirement that the incident reports be submitted within 5 days of the occurrence, but that it's sometimes difficult to do so within that time frame. He inquired if an electronic reporting system could be developed to streamline the reporting process. Ronda informed the members that an electronic system of reporting will be available at some point in the future. Joe and Judge Roberts expressed concern that perhaps the 5-day reporting requirement dissuades some reports from being submitted, and they suggested that the requirement be changed to "as soon as possible." Justice Kautz, Representative Olsen, Judge Roberts and Joe Hartigan will work together to reword Standard 2014-1 to enlarge the amount of time in which to submit the reports.

Justice Kautz spoke about the email he received from Judge Stipe wherein she asks if copies of the incident reports, or a synopsis of the incidents, could be provided to the local committees. She feels it would make the committees more aware of the types of incidents that are occurring around the state. Ronda Munger explained that the Supreme Court is currently exploring a mechanism to create a list-serve for its opinions, and that a similar system could perhaps be created for court security incident reports. The judges and local committee chairmen could sign up for the service, which would enable them to receive a summary of an incident report shortly after the incident occurred. Concern was expressed about ensuring that the reports are not available to the public.

Judge Tyler expressed appreciation to Joe for emailing national news reports to the judges about incidents involving courthouse safety violations. Judge Tyler shares the news reports with his local court security management committee, which generates discussions at their meetings.

Grant Funds Update

Ronda delivered a report about the grant funds that have been disbursed to date. She pointed out that in the Grant Agreement it's required that each county is to submit a one-page report to the Court Security Commission by September 30, 2019, that describes the expenditures, goals and objectives they've met as set out in their grant agreement. Only one of the seven counties did not submit a report. Ronda also pointed out that Carbon County was given an extension on its grant expenditure deadline in order to first complete building renovations that are needed before progressing to the areas where the grant funds will be used.

Justice Kautz expressed his thanks to the legislature for providing the grant monies for court security purposes. He commented that the \$400,000 in grant funds are being put to very good use by providing many high-priority needs for the seven counties.

Next Meeting

Ronda will gather possible dates for a meeting in January 2020. Discussion was held about where the next courthouse tour and meeting should take place. It was decided that the Platte County Courthouse will be the next venue. Ronda will contact District Court Clerk Mona McAuley about using their courtroom and hub.

Miscellaneous

Judge Roberts suggested that every courthouse should seriously consider conducting an ALICE Training (Alert-Lockdown-Inform-Counter-Evacuate). The training is very informative and trains individuals in proactive response options. Sheriff Matheny offered to discuss the topic at the Sheriffs' December meeting and will ask them to consider holding an active shooter training in their courthouses. Judge Roberts also commented that an important piece of Wyoming history to remember when people question whether courthouse security is an important issue, especially in our rural areas, is the Cokeville, Wyoming, elementary school hostage and bombing incident in 1986.

Judge Roberts also emphasized that the municipal courts need to be involved in court security education and need to consider creating court security management committees. Justice Kautz spoke about the orientation program the Judicial Education Committee created for new municipal judges and advised that he plans to add a court security component to that training. Judge Roberts volunteered to help with that portion of the curriculum.

Meeting Adjourned

Actions Taken:

1. The Commission approved the minutes from its August 14, 2019, meeting, after making a minor correction.

Action Items:

1. Justice Kautz will provide the materials from this meeting to the local court security management committees. He will also contact the chairmen of the local committees a month or two in advance of the annual reports being due.
2. Justice Kautz, Judge Roberts, Representative Olsen and Joe Hartigan will develop a definition of the word "incident" in order to make the Court Security Incident Report form a more useful tool. They will also draft a revision to Standard 2014-1 that will enlarge the amount of time the reporting entity has from the date an incident occurred to the date the incident report is due.
3. Ronda Munger will explore the possibility of developing the following:
 - A list-serve type of system whereby authorized entities would be provided with the incident reports shortly after each occurrence; and
 - An electronic system for submitting incident reports.
4. Sheriff Matheny will suggest the following at the Sheriffs' December meeting:
 - That each sheriff's security team participate in the court security section of the Law Enforcement Academy's training sessions; and
 - That each sheriff should consider holding an active shooter training in their courthouse.
5. Ronda will send an email to the Commission members to gather available dates for the January meeting that will be held at the Platte County Courthouse in Wheatland, Wyoming.

**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.
6. *The January 21, 2020 minutes will be officially approved at a future meeting.

**WYOMING COURT SECURITY COMMISSION
LOCAL COURT SECURITY MANAGEMENT COMMITTEES**

ALBANY COUNTY

Tori R. A. Kricken – District Court Judge, Chairman
Robert Sanford – Circuit Court Judge
Heber Richardson – Albany County Commissioner
Devon O’Connell – Albany County Bar Association
Peggy Trent – Albany County Attorney
Roy Torres – Albany County Maintenance Supervisor
Dave O’Malley – Albany County Sheriff

BIG HORN COUNTY

Kenneth Blackburn – Big Horn County Sheriff, Chairman
Edward Luhm – Circuit Court Judge
Randy Royal – Circuit Court Magistrate
Felix Carrizales – Chairman of County Commissioners
Dave Neves – County Commissioner
Deb Craft – County Commissioner
Serena Lipp – District Court Clerk
Lori Smallwood – County Clerk
Chris Kampbell – Basin Police Chief
Marcia Bean – Big Horn County Attorney
Bobbi Overfield – District Court Judge
Diane Nuttall – Chief Circuit Court Clerk
Debbie Cook – Jail Captain
Deb Rathbun – Secretary, Sheriff’s Office

CAMPBELL COUNTY

John Perry – District Court Judge
Scott Mooney – Court Security Sergeant, Chairman
Scott Matheny – Campbell County Sheriff
Jim Hloucal – Douglas Chief of Police
Wendy Bartlett – Circuit Court Judge
Ron Wirthwein – County Attorney

CARBON COUNTY

Susan Stipe – Circuit Court Judge, Chairman
Dawnessa Snyder – District Court Judge
Jennette Hagan – Chief Circuit Court Clerk
Lauretta Sheller – District Court Judicial Assistant
Gwynn Bartlett – County Clerk
Jim Piche – Carbon County Buildings & Grounds Manager
Mara Sanger – District Court Clerk
Archie Roybal – Carbon County Sheriff
Mishell Howard – Deputy Sheriff

CONVERSE COUNTY

F. Scott Peasley – District Court Judge, Chairman
I. Vincent Case – Circuit Court Judge
Brenda Ramseier – District Court Judicial Assistant
Michelle Weeks – Chief Circuit Court Clerk
Pam McCullough – District Court Clerk
Mike Colling – Converse County Commissioner
Clint B. Becker – Converse County Sheriff
Adam Alvarado – Lieutenant, Detention
Kim Wright – CPL-Civil, Court Security, Transport
Russ Dalgarn – Emergency Management Coordinator
Don Gushurst – Maintenance Supervisor

CROOK COUNTY

Thomas W. Rumpke – District Court Judge, Chairman
Matthew Castano – Circuit Court Judge
Christina “Tina” Wood – District Court Clerk
Cindi Baudhuin – Chief Circuit Court Clerk
Jeff Hodge – Crook County Sheriff
Larry Schommer – Facility Supervisor
Ed Robinson – Emergency Management Coordinator
Joe Baron – Crook County Attorney
Jeanne Whalen – Crook County Commissioner

FREMONT COUNTY**Lander Court Security Committee**

Jason Conder -- District Court Judge
Robert Denhardt – Circuit Court Judge
Phil Holder – Sheriff’s Office/Court Security, Chairman
Jeff Hutson -- Sargeant Fremont County Sheriff’s Office
Heather Beddoes – Court Security Officer
Shawn Wilkinson – Transport Officer, Fremont County Sheriff’s Office
Sarah Trehearne – Lieutenant, Fremont County Sheriff’s Office
J.R. Oakley – Fremont County Building Superintendent
Paul Beddoes – Chief Circuit Court Clerk

FREMONT COUNTY**Riverton Court Security Committee**

Wes Roberts – Circuit Court Judge, Chairman
Wendy Sutherland – Chief Circuit Court Clerk
Ryan Lee – Fremont County Sheriff
Mike Hutchinson – Fremont County Undersheriff
Sarah Trehearne – Lieutenant, Fremont County Sheriff’s Office
Delbert Dale – Sergeant, Fremont County Sheriff’s Office
Patrick LeBrun – Fremont County Attorney
J.R. Oakley – Fremont County Building Superintendent
Kathi Metzler – Fremont County Emergency Management Coordinator
Todd Byerly – Captain, Riverton Police Department
Travis Becker – Fremont County Commissioner

GOSHEN COUNTY

Kory K. Fleenor – Goshen County Sheriff, Chairman
Patrick Korell – District Court Judge
Nathaniel Hibben – Circuit Court Judge
Eric Boyer – County Attorney
Shelly Kirchhefer – Emergency Management Coordinator/Grant Coordinator (SHSP)
John Ellis – Goshen County Commissioner
Cindy Kenyon – County Clerk/Grant Coordinator (SLIB)
Brandi Correa – District Court Clerk
Tony Richard – Maintenance Supervisor
Jesse Bowen – IT Department Supervisor
Gail Babbitt – District Court Judicial Assistant
Cydney Sharp – County Attorney Asst.

HOT SPRINGS COUNTY

Tom Ryan – County Commissioner, Chairman
Phillip Scheel – County Commissioner
Jack Baird – County Commissioner
Bobbi Overfield – District Court Judge
Edward Luhm – Circuit Court Judge
Terri Cornella – District Court Clerk
April Andreen – Chief Circuit Court Clerk
Daniel Webber – County Assessor
Rosemary DeSeyn – County Clerk
Julie Mortimore – County Treasurer
Jeremie Kraushaar – Hot Springs County Sheriff
Jill Logan – County Attorney
Curtis Cheney – Deputy County Attorney
Julie Mathews – Chief of Police
Anthony Fruciano – Courthouse Maintenance

JOHNSON COUNTY

Rod Odenbach – Johnson County Sheriff, Chairman
Pat Monroe – Johnson County Undersheriff
Wes Killian – Captain/Jail Administrator
Colter Chapman – Sargent
Tucker Ruby – County Attorney
William Edelman – District Court Judge
Shelley Cundiff – Circuit Court Judge
Paul G. Jarvis – Circuit Court Magistrate
Paige Rhoads – District Court Clerk
Sylvia Mannering – Chief Circuit Court Clerk
Bob Perry – Johnson County Commissioner
Linda Greenough – Johnson County Commissioner
Bill Novotny – Johnson County Commissioner
Marilyn Connolly – Emergency Management
Dave Eads – Facilities Manager

LARAMIE COUNTY

Gunner Malm – Laramie County Commissioner
Mark Voss – Laramie County Attorney
Chris Wegner – Building Maintenance
Peter Froelicher – District Court Judge
Thomas Lee – Circuit Court Judge
Diane Sanchez – District Court Clerk
Don Hollingshead – Captain, Laramie County Sheriff's Department
Brad Alexander – IT
Lori Pollack – Rick Management
Michael Parker – Sargeant, Laramie County Sheriff's Department
Dylan Turley – Cpl, Laramie County Sheriff's Department
Gladys Ayokosok – Deputy County Attorney
Linda Heath – Laramie County Commissser, Chair

LINCOLN COUNTY

Joseph Bluemel – District Court Judge, Chairman
Gregory Corpening – Circuit Court Judge
Shane Johnson – Lincoln County Sheriff
John Stetzenbach – Lincoln County Sheriff's Office
Steve Dillree – Court Security
Kent Connelly – Lincoln County Commissioner
Debbie Larson – Lincoln County Assessor
April Brunski – Lincoln County Clerk
Jerry Greenfield – Lincoln County Treasurer
Ken Roberts – District Court Clerk
Kent Brown – Public Defender's Office
Destry Dearden – IT/GIS Dept.
Blaine Nelson – Deputy County Attorney
Matt Mochel – Maintenance
Bob King – Lincoln County Commissioner

NATRONA COUNTY

Catherine Wilking – District Court Judge, Chairman
Rob Hendry – Natrona County Commissioner
Steven Brown – Circuit Court Judge
Mark Sellers – Natrona County Undersheriff
Gordon Clapp – Natrona County Lieutenant
Gordon Schuler – IT Supervisor, Natrona County
Chad Beckett – Natrona County Deputy

NIOBRARA COUNTY

F. Scott Peasley – District Court Judge, Chairman
Patrick Wade – Niobrara County Commissioner
John Midkiff – Niobrara County Commissioner
Elaine Griffith – Niobrara County Commissioner
Becky Freeman – Niobrara County Clerk
Cary Gill – Niobrara County Sheriff
Bo Krein – Lusk Chief of Police
Chrisanna Lund – District Court Clerk

PARK COUNTY

Scott Steward – Park County Sheriff, Chairman
Bryan Skoric – Park County Attorney
Joseph Tilden – Chairman of Park County Commissioners
Bruce Waters – Circuit Court Judge
William Simpson – District Court Judge

PLATTE COUNTY

Patrick Korell – District Court Judge, Chairman
Nathaniel Hibben – Circuit Court Judge
Scott Cole – Circuit Court Magistrate
Mona McAuley – District Court Clerk
Alanna Lee – Chief Circuit Court Clerk
Clyde Harris – Platte County Sheriff
Terry Stevenson – Emergency Management Coordinator
Jim Dewitt – Maintenance Supervisor
Doug Weaver – Platte County Attorney
Malcom Ervin – Platte County Clerk
Steve Shockley – Platte County Commissioner
Sandy Kontour – Platte County Commissioner
Ian Jolovich – Platte County Commissioner
Jordan Ham – IT Management Company

SHERIDAN COUNTY

John J. Fenn – District Court Judge, Chairman
William Edelman – District Court Judge
Shelley Cundiff – Circuit Court Judge
Renee' Obermueller – County Commissioner Administrative Director
Mike Morris – Facilities Manager
Dianna Bennett – County Attorney
Allen Thompson – Sheridan County Sheriff
Steve Matheson – Courthouse Deputy
Robert Morgan – Detention Sergeant
Levi Dominguez – Lieutenant

SUBLETTE COUNTY

Tyson Gulbrandson – Deputy Sheriff, Co-Chairman
Curt A. Haws – Circuit Court Judge, Co-Chairman
Marv Tyler – District Court Judge
K. C. Lehr – Sublette County Sheriff
David Burnett – Sublette County Commissioner
Carrie Long – Sublette County Clerk
Janet Montgomery – Clerk of District Court
Mike Christie – County IT Department
Andre' Irely – County Maintenance Department

SWEETWATER COUNTY

Craig Jones – Circuit Court Judge, Vice-Chair
John Prokos – Circuit Court Judge
John Grossnickle – Sweetwater County Sheriff
Dan Erramouspe – Sweetwater County Attorney
Roy Lloyd – Sweetwater County Commissioner
David Johnson – Sergeant, Attendee

TETON COUNTY

Timothy Day – District Court Judge
James Radda – Circuit Court Judge
Mark Newcomb – Teton County Commissioner
Matt Carr – Teton County Sheriff
Erin Weisman – Teton County Attorney
Anne Sutton – District Court Clerk
Melissa Owens – Jackson Municipal Court Judge
Todd Smith – Jackson Chief of Police
Lea Colansuonno – Jackson Interim Town Attorney
Paul Cote – County Facilities Manager
Justin Miller – County IT Manager
Erin Munk – Chief Circuit Court Clerk
Michael Crook – Corporal, Court Security, Chairman

UINTA COUNTY

Joseph Bluemel – District Court Judge, Chairman
Michael Greer – Circuit Court Judge
Doug Matthews – Uinta County Sheriff
Rowdy Dean – Chief Deputy Sheriff
Loretta Howieson – Uinta County Attorney
Terry Brimhall – Uinta County Treasurer
Amanda Hutchinson – Uinta County Clerk
Lori Perkins – Uinta County Assessor
Kerri Wright – District Court Clerk
Jeff Breininger – Maintenance
Kim West – Emergency Management
Dean Podzamsky – Communications
Matias Taliercio – Court Security
Kent Brown – Public Defender's Office

WASHAKIE COUNTY

Steve Rakness – Washakie County Sheriff, Chairman
Tiffany Burgess – Detention Sergeant
Terry Wolf – Washakie County Commissioner
John Worrall – Washakie County Attorney
Bobbi Overfield – District Court Judge
Edward Luhm – Circuit Court Judge
Tom Schmeltzer – County Maintenance Foreman
Christy Schneider – Clerk of District Court

WESTON COUNTY

Michael Deegan – District Court Judge, Chairman

Matthew F. G. Castano – Circuit Court Judge, Vice-Chairman

Tina Cote – District Court Clerk (Recording Secretary)

Barb Munger – Chief Circuit Court Clerk

Marty Ertman – County Commissioner

Bryan Colvard – Weston County Sheriff

Alex Berger – Weston County & Prosecuting Attorney

Gilbert Nelson – Homeland Security

Becky Hadlock – Weston County Clerk

Ed Wagoner – Chairman of Weston County Commissioners (Ex Officio Member)

