



MEETING AGENDA

12 p.m., Wednesday, August 31, 2016

Telephone Conference Call

1-888-670-3525; Passcode 2923925849#

Note: On Tuesday, August 30, materials will be available at:

<http://www.flcourts.org/administration-funding/court-funding-budget/trial-court-budget-commission/>

Welcome and Roll Call

- I. Consideration of FY 2017-18 Legislative Budget Request (LBR) Relating to Trial Court Security Coordinators
- II. LBR Status Report/Update

Adjourn

Agenda Item I.: Consideration of FY 2017-18 Legislative Budget Request (LBR) Relating to Trial Court Security Coordinators

Issue 1: Consideration of LBR on Security Coordinators

Background

Chief Justice Jorge Labarga on August 22, 2016, announced the creation of a Trial Court Security Workgroup under the Supreme Court Judicial Management Council. The purpose of the workgroup is to:

- Evaluate security procedures, practices, and perceptions at Florida’s trial court facilities;
- Review national courthouse security procedures and consult with professionals and experts on model practices so as to provide the Florida Supreme Court with an evaluation of local security plans;
- Identify important elements of security in trial court facilities;
- Develop standards, model procedures, and recommendations for appropriate training;
- Jointly review security funding practices with the courts, the counties, and the sheriffs to evaluate the appropriateness of the funds used;
- Propose criteria to establish a statewide reporting system for security incidents; and
- Identify effective partnerships and opportunities for partnership in providing and promoting security in trial court facilities and establish dialogues among local governments, law enforcement, and the judiciary.

The workgroup is chaired by Judge Margaret Steinbeck of the Twentieth Judicial Circuit and comprised of eight other judges and two attorneys. (See Attachment A.)

During the workgroup’s first meeting on August 11, 2016, members recommended inclusion of a request for a Trial Court Security Coordinator position in each circuit as part of the State Courts System’s fiscal year 2017-18 legislative budget request (LBR). The Chief Justice subsequently referred the recommendation to the Trial Court Budget Commission (TCBC) for its review and consideration. Attached is a draft narrative on the issue. (See Attachment B, including referral letters from Judge Steinbeck and Chief Justice Labarga.)

Based on analysis of the anticipated responsibilities associated with the Trial Court Security Coordinator position, staff of the Office of the State Courts Administrator (OSCA) developed costs for an LBR using a minimum annual salary of \$64,457.12 (\$5,371.43 per month), which is the minimum salary of a Senior Court Operations Consultant, as follows:

Rate:	1,418,060
20.0 FTE – Trial Court Security Coordinator	
Salaries and Benefits:	\$ 1,965,380
Expenses:	\$ 171,176 (\$47,980 non-recurring)
Human Resource Services:	\$ <u>4,160</u>

Total Budget Request: \$2,140,716 (\$47,980 non-recurring)

Note: Expenses and human resource services amounts for all positions were calculated using the standards outlined in the FY 2017-18 LBR instructions with an additional \$88,056 in expenses added for cost associated with travel within multi-county circuits.

Decision Needed

- 1) Recommend filing a Fiscal Year 2017-18 LBR for a Trial Court Security Coordinator position in each judicial circuit for a total request of \$2,140,716 (\$47,980 non-recurring).
- 2) Recommend further review and analysis.
- 3) Do not recommend filing an LBR.

Issue 2: Priority Ranking of LBR Issues

Background

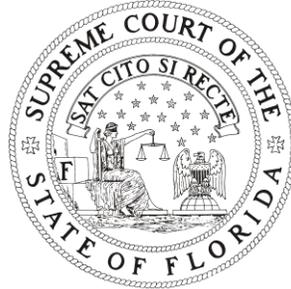
Chapter 216, Florida Statutes, requires the judicial branch (and all state entities) to list the request for operational expenditures in excess of the base operating budget by order of priority. Schedule VIIIA of the LBR is the means by which this prioritization is provided.

The chart below reflects the Fiscal Year 2017-18 LBR issues recommended and ranked by the TCBC at its meeting on August 11, 2016.

ISSUE	PRIORITY # APPROVED AT 8/11/16 MEETING	PRIORITY #
Employee Pay (Phase II)	1	
Trial Court Technology Funding	2	
Court Interpreting	3	
Case Management	4	
Staff Attorneys	5	
Trial Court Security Coordinators (if approved)		

Decision Needed

If the TCBC recommends filing a Fiscal Year 2017-18 LBR for a Trial Court Security Coordinator position in each judicial circuit, rank the priority of this LBR issue among the LBR issues recommended at the TCBC’s August 11, 2016, meeting.



Supreme Court of Florida

FOR IMMEDIATE RELEASE 08/22/2016

Contact: Craig Waters, Director of Public Information

Florida Supreme Court

(850) 414-7641

Workgroup to focus on increasing public safety in Florida's courthouses

TALLAHASSEE – Thousands of our citizens seek justice and the peaceful resolution of disputes within the walls of Florida's courthouses each day. The safety of our courts is all the greater when people see violence erupt in their own streets and communities as they have this summer, Florida Chief Justice Jorge Labarga said Monday, when he announced a new workgroup to study local courthouse security.

"Every day in Florida's courthouses, people are living through heartbreaking dilemmas in both criminal and civil cases," Labarga said. "We must do everything in our power to make sure that these buildings remain safe and secure and that the troubles we hope to resolve are not compounded by acts of violence in the very place reserved for justice. It is key to our freedoms as Americans."

Labarga will issue orders creating the **Trial Courthouse Security Workgroup**. It will work under the auspices of the Court's [Judicial Management Council](#) (JMC), a group that advises the chief justice and the Supreme Court on long-range issues confronting Florida's judiciary.

Four of the members of the workgroup are also members of the Judicial Management Council, including Circuit Judge [Margaret Steinbeck](#), who serves in the 20th judicial circuit in **Fort Myers** and who will chair the workgroup.

Early in her legal career Steinbeck served as a JAG officer in the Army, moving into the Reserves after twelve years of active duty and reaching the rank of lieutenant colonel before retiring in 2008.

"Military service showed me that basic security is the floor that must be laid before we can begin to address these loftier questions of justice," Steinbeck said. "Thousands of people work in Florida's courthouses and many thousands more come to them every day. Keeping everyone safe is paramount, and the members of this workgroup will be focused on making sure that everything that can be done to ensure safety is being done."

The other appointees include judges from **Miami, Orlando, Jacksonville, Tampa, Tallahassee, Pensacola** and **Sanford** and attorneys from **Jacksonville** and **Tallahassee**. Each has agreed to serve for two years. Chief Justice Labarga expressed the Supreme Court's gratitude to each for their enthusiasm about the issue and their willingness to serve.

A list of appointees is attached.

"We want to move ahead quickly on this issue – and stay ahead," Labarga said. "There can be no question of its urgency. It is underscored by the shock, fear, and grief we all have witnessed and experienced this long summer."

As the pathfinder of the judicial branch, the JMC began discussing the likelihood of a security workgroup in early 2016 after the release of Florida's new long-range [strategic plan](#). One long-range goal addresses increasing protection of all judges, court personnel, court users, and facilities. It stresses effective security, emergency preparedness, and continuity of operations plans.

"The workgroup will help advance the mission of the judicial branch and increase current levels of safety for all those who use our courthouses, from Pensacola to Key West," Labarga said

The mission of Florida's judiciary is "to protect rights and liberties, uphold and interpret the law and provide for the peaceful resolution of disputes."

The charge given to the workgroup outlines several responsibilities, including the following:

- evaluate security procedures, practices and perceptions at Florida's courthouses;
- review national courthouse security procedures and consult with professionals and experts on model practices so as to provide the Florida Supreme Court with an evaluation of local security plans;
- identify important elements of security in trial court facilities;
- develop standards, model procedures and recommendations for appropriate training;
- jointly review security funding practices with the courts, the counties, and the sheriffs to evaluate the appropriateness of the funds used;
- propose criteria to establish a statewide reporting system for security incidents; and
- identify effective partnerships and opportunities for partnership in providing and promoting security in courthouses and establish dialogues among local governments, law enforcement and the judiciary.

Cooperation with local governments is crucial here because, under the Florida Constitution, counties bear the responsibility of funding courthouses and local court security rather than state government. Both the courts and the counties must jointly examine security policies and procedures to make sure best practices are in place to safeguard the judicial process and the people it serves.

Labarga also plans direct outreach to county governments, including personal visits to local county commissioners and sheriffs wherever needed to advance these goals.

Local judges and court officials in all 20 of Florida's circuit courts are working with Labarga on this issue and may follow up with their own local press releases in the months ahead. Reporters should feel free to contact them for comment.

For more information about Florida's court system and the long-range plan, please visit www.flcourts.org or to learn about the Florida Supreme Court, www.floridasupremecourt.org.

Judicial Management Council Trial Court Security Workgroup Members

<p>The Honorable Margaret Steinbeck, Chair Circuit Judge, 20th Judicial Circuit 1700 Monroe Street Fort Myers, FL 33901</p>	<p>The Honorable Jonathan Sjostrom Chief Judge, 2nd Judicial Circuit 301 S. Monroe St. 301-E Tallahassee, FL 32301</p>
<p>The Honorable Richard J. Suarez Chief Judge, Third District Court of Appeal 2001 SW 117th Avenue Miami, FL 33175</p>	<p>The Honorable Mark H. Mahon Chief Judge, 4th Judicial Circuit 501 West Adams St. Jacksonville, FL 32202</p>
<p>Thomas S. Edwards, Jr., J.D. Edwards and Ragatz, P.A. 501 Riverside Avenue, Suite 601 Jacksonville, FL 32202</p>	<p>The Honorable Bertila Soto Chief Judge, 11th Judicial Circuit 175 N.W. 1st Avenue Miami, FL 33128</p>
<p>Steven M. Seibert, Esq. 8048 Evening Star Lane Tallahassee, FL 32312</p>	<p>The Honorable Ronald Ficarrotta Chief Judge, 13th Judicial Circuit 800 E. Twiggs Street Tampa, FL 33602</p>
<p>The Honorable Frederick Lauten Chief Judge, Ninth Judicial Circuit 425 N. Orange Avenue, Room 2010 Orlando, FL 32801</p>	<p>The Honorable John Galluzzo Chief Judge, 18th Judicial Circuit 301 N. Park Avenue Sanford, FL 32771</p>
<p>The Honorable Linda L. Nobles Chief Judge, First Judicial Circuit 190 Governmental Center Pensacola, FL 32502</p>	<p>Andrew Johns (OSCA Staff) 500 South Duval Street Tallahassee, FL 32399</p>

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Trial Court Security Coordinator Position

Recommended by the Judicial Management Council's Trial Court Security Workgroup

There is a pressing need for a Trial Court Security Coordinator in each of Florida's twenty judicial circuits.

One of the most fundamental elements of our justice system is the protection of all court users, judges, court personnel, and facilities through effective security, emergency preparedness, and continuity of operations plans. However, too often disgruntled and angry individuals threaten to commit or actually commit acts of violence in courthouses. Often these threats or actions are retaliation for case-related incidents involving a past or present case before the court and may include shootings, bombings, and other assaults and incidents of violence. These incidents may also include efforts to disrupt or delay court proceedings.

According to a 2013 report from the National Center for State Courts, the number of security threats and violent incidents in court buildings has increased dramatically in recent years. Because courthouses represent the ideals of democracy in American society, increasingly they have become targets for anti-government extremist groups as well as individuals angry about court processes and outcomes. Judges, court administrators, courthouse/county facility managers, and law enforcement officials must identify and minimize the risks involved in courthouse operations through developing and implementing a comprehensive and cohesive set of security policies and procedures. Additionally, state and local decision-makers must obtain or provide funding support for the equipment and staffing needed to provide adequate courthouse and courtroom security.

The Judicial Management Council's Trial Court Security Workgroup has recognized a need to address potential security issues through the creation of a Trial Court Security Coordinator position for each of Florida's twenty judicial circuits. This important position would coordinate policy development and implementation of security protocols to safeguard those who work in and visit Florida's courthouses and court facilities. There are more than 160 county courthouses and other public facilities where court business is conducted, thereby increasing the magnitude and complexity of providing and coordinating security. Many circuit jurisdictions cross multiple counties and involve multiple security providers, further complicating a uniform deployment of circuit-wide security policies.

The Coordinator would serve to bridge that coordination gap and act as a central point of contact for security personnel and law enforcement within the circuit. The position would establish an effective working relationship with senior staff of law enforcement agencies within the circuit, coordinate security exercises and training events, and attend regular meetings with law enforcement agencies to address budget, planning, and policy concerns. Additionally, this position would be responsible for managing access control for building security, managing protective devices in courtrooms, and testing and exercising security procedures in courthouse facilities throughout the circuit. The judicial branch as well as court users and the general public would benefit from a judicial employee responsible for the implementation of long-term security plans and policies related to security. As the primary contact with local court emergency management groups, the Trial Court Security Coordinator would serve as the emergency coordinating officer during periods of emergency and maintain emergency equipment and supplies. Continuity of operations plans would also fall under the responsibility of this position. The Trial Court Security Coordinator would be directly accountable to the Chief Judge and Trial Court Administrator.

Florida's Judicial Branch Long Range Strategic Plan highlights the importance of protecting all judges, court personnel, court users, and facilities (Goal 4.1) and the Judicial Management Council noted this as an issue that required immediate attention. Currently, nearly all trial courts rely on trial court administrators and those

performing other critical functions to assist with security coordination. As such, few courts have personnel with the required expertise or experience and amount of time necessary to dedicate to security coordination.

According to the “Status of Court Security in State Courts” report by the National Center for State Courts:

“Recommended future directions to improve court security in this country include: (1) accepting the challenge that doing nothing is not an option; (2) understanding that local, state, regional, and national communication and collaboration are key for success; (3) providing additional funding to improve staffing and equipment is essential; and (4) coordinating and supporting state court security programs is a definite need that must be answered.”

The Trial Court Security Coordinator would assist with the addressing this critical circuit court security need.

Budget Request:

Rate: 1,418,060

20.0 FTE – Trial Court Security Coordinator

Salaries and Benefits: \$ 1,965,380

Expenses: \$ 171,176 (\$47,980 non-recurring)

Human Resource Services: \$ 4,160

Total Budget Request: \$2,140,716 (\$47,980 non-recurring)

Note: Expenses and Human Resource Services amounts for all positions were calculated using the standards outlined in the FY 2017-18 Legislative Budget Request Instructions with an additional \$88,056 in expenses added for cost associated with travel within multi-county circuits.

Prepared by staff of the Office of the State Courts Administrator (revised August 29, 2016)



MARGARET O. STEINBECK
CIRCUIT JUDGE
TWENTIETH JUDICIAL CIRCUIT OF FLORIDA

LEE COUNTY JUSTICE CENTER COMPLEX
1700 MONROE STREET
FORT MYERS, FLORIDA 33901

TELEPHONE
(239) 533-9162
FAX
(239) 485-2705

August 26, 2016

The Honorable Jorge Labarga
Chief Justice
Supreme Court of Florida
500 South Duval Street
Tallahassee, Florida 32399-1925

Dear Chief Justice Labarga:

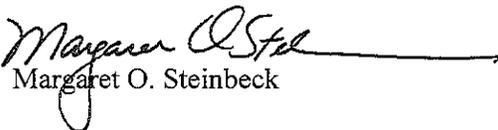
Thank you for appointing me to chair the Trial Court Security Workgroup of the Judicial Management Council (JMC). The workgroup members held a very productive first meeting on August 11 and 12, 2016, following the Circuit Judges Annual Education Program in Ponte Vedra Beach.

Members discussed a wide range of security and related issues confronting the trial courts. Of immediate priority was the need for a position in each judicial circuit to coordinate policy development, implementation of security protocols, and education of judges and court staff, among other critical functions. The members recommended that the judicial branch include a request for such a position in each circuit as part of its fiscal year 2017-18 legislative budget request (LBR). Enclosed is a draft narrative describing the need and the funding request.

In light of the rapidly unfolding timeline for development of the LBR, I am writing respectfully to request that, in your capacity as chair of the JMC, you refer this recommendation directly to the chair of the Trial Court Budget Commission (TCBC) for its review and consideration. This direct referral, as an alternative to action by the full JMC, will allow time for TCBC action and for the appeal of its decision, before all judicial branch budget request recommendations are submitted to the Supreme Court in mid-September.

Thank you for your consideration of this matter. Please do not hesitate to contact me if you have any questions.

Sincerely,


Margaret O. Steinbeck

MOS/em
Enclosure

cc: Patricia (PK) Jameson
Andrew Johns



Supreme Court of Florida

500 South Duval Street
Tallahassee, Florida 32399-1925

JORGE LABARGA
CHIEF JUSTICE
BARBARA J. PARIENTE
R. FRED LEWIS
PEGGY A. QUINCE
CHARLES T. CANADY
RICKY POLSTON
JAMES E.C. PERRY
JUSTICES

JOHN A. TOMASINO
CLERK OF COURT

SILVESTER DAWSON
MARSHAL

August 29, 2016

The Honorable Robert E. Roundtree, Jr.
Chair, Trial Court Budget Commission
Chief Judge, Eighth Judicial Circuit
Alachua County Family and Civil Justice Center
201 East University Avenue, Room 415
Gainesville, Florida 32601

Dear Chief Judge Roundtree:

I recently appointed a Trial Court Security Workgroup of the Judicial Management Council to focus on increasing public safety in Florida's trial court facilities. Judge Margaret Steinbeck of the Twentieth Judicial Circuit is chairing the workgroup. The other members include judges from Miami, Orlando, Jacksonville, Tampa, Tallahassee, Pensacola, and Sanford and attorneys from Jacksonville and Tallahassee. Five of the appointees also are members of the Trial Court Budget Commission (TCBC).

The workgroup's charges include:

- Evaluating security procedures, practices, and perceptions at Florida's trial court facilities;
- Reviewing national courthouse security procedures and consulting with professionals and experts on model practices so as to provide the Florida Supreme Court with an evaluation of local security plans;
- Identifying important elements of security in trial court facilities;

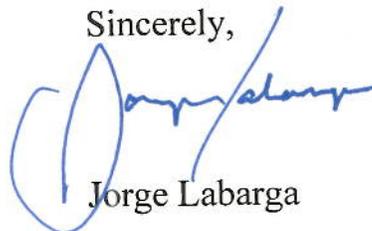
The Honorable Robert E. Roundtree, Jr.
August 29, 2016
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- Developing standards, model procedures, and recommendations for appropriate training;
- Jointly reviewing security funding practices with the courts, the counties, and the sheriffs to evaluate the appropriateness of the funds used;
- Proposing criteria to establish a statewide reporting system for security incidents; and
- Identifying effective partnerships and opportunities for partnership in providing and promoting security in trial court facilities and establishing dialogues among local governments, law enforcement, and the judiciary.

The workgroup held its first meeting on August 11, 2016, at which time members identified the need for a security coordinator position in each judicial circuit to coordinate security efforts, implementation of security protocols, and education of judges and court staff, among other critical functions. The members recommended that the TCBC include a request for a trial court security coordinator position in each circuit as part of its fiscal year 2017-18 legislative budget request (LBR). Enclosed is a draft narrative describing the need and the funding request. I am writing to refer this matter to the TCBC for its review and consideration.

Thank you for your service as chair of the TCBC and your unwavering commitment to the trial courts.

Sincerely,



Jorge Labarga

JL/em

Enclosure

cc: Judge Margaret O. Steinbeck
Ms. Patricia (PK) Jameson

Agenda Item II.: LBR Status Report/Update

There are no materials for this agenda item.