

COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Wednesday, June 3, 2026 at 8:30 a.m.

In Person Location: Jefferson County Courthouse
311 S. Center Avenue, Room C1021, Jefferson, WI 53549

Committee Members by SCR 68.05

Bennett J. Brantmeier
Circuit Court Judge

Steven Nass
County Board Chair

Michael Luckey
County Administrator

Jennifer Weber
Circuit Court
Commissioner

Travis Maze
Sheriff

Margo Gray
Captain

Eric Heine
Sergeant

Monica Hall
District Attorney

Cassie Nelson
Public Defender

Cindy Hamre Incha
Clerk of Circuit Court

John Chavez
Rep. of local Bar
Association

Lillian Kaplan
V/W Coordinator

Tracy Hameau
Emergency Mgmt
Director

John Fox
Director of Facilities
Mgmt.

Danielle Thompson
Corporation Counsel

Ryan Roecker
Comm & Mktg Coord.

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from March 4, 2026 meeting.
5. Public comment. (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Security door in Courtroom – 30 second delay / posted? (John Fox)
 - Tied to Central (any updates ?)
 - Audio alarms on emergency egress doors
7. Incidents (Sgt. Heine)
 - Film on glass
 - Security / Capitol Police Inspection
8. Policy for reporting incidents (Cindy Hamre / Sgt Heine)
 - Testing panic buttons (Sgt Heine)
9. Security Break-out. Group Update (Tracy & John)
10. Fire Drills (John Fox & Tracy Hameau)
 - County Point Person(s)
11. Business Continuity Plan/Courts Emergency Procedure (Tracy Hameau)
 - Review/vote
12. Annual Safety Training (Tracy Hameau)
13. Review Responsibilities for Safety & Facilities Committee (SCR68.05(4) - Attached)
14. Review Committee Responsibilities
15. Discussion: Summary of Security & Emergency Management training & annual drills. (Who conducted, participated and topics covered.) (Tracy Hameau)
16. Tentative future meeting dates / confirm format going forward. The next meeting will need to be held 9-9-26, due to Judge Gruber taking over this committee on July 1, 2026 & being unavailable on September 2, 2026.
 - September 9, 2026 - 8:30 a.m. ZOOM (Judge Gruber not available 9-2-26)
 - December 2, 2026 - 8:30 a.m. ZOOM
 - March 3, 2027 - 8:30 a.m. ZOOM
17. New Chair / July 1, 2026
18. Future agenda items
19. Adjourn.

Join ZOOM Meeting now: <https://wicourts.zoom.us/j/88426724065> Meeting ID: 884 2672 4065 A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

Jefferson County Courthouse
311 S. Center Avenue
Jefferson, WI 53549

Wednesday, March 4, 2026 at 8:30 a.m.
Meeting held in C1021 and by Zoom

Committee Members by SCR 68.05

*Bennett J.
Brantmeier,
Circuit Court Judge*

*Steven Nass
County Board Chair*

*Michael Luckey
County
Administrator*

*Cindy Hamre Incha
Clerk of Circuit Court*

*Jennifer Weber
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*Travis Maze
Sheriff*

*Monica Hall
District Attorney*

*Cassi Nelson
Public Defender*

*John Chavez
Rep. of local
bar association*

*Lillian Kaplan
V/W Coordinator*

*Tracy Hameau
Emergency Mgmt
Director*

*John Fox
Director of Facilities
Management*

1. Call to order at 8:33 a.m. by Judge Brantmeier.
2. Roll call: Judge Bennett J. Brantmeier, Sheriff Travis Maze, District Attorney Monica Hall, Public Defender Cassi Nelson, Bar Representative John Chavez, V/W Coordinator Lillian Kaplan, Emergency Management Director Tracy Hameau, Director of Facilities Management John Fox, County Administrator Michael Luckey, Clerk of Courts Cindy Hamre Incha.

Other attendees: Captain Margo Gray, Sergeant Eric Heine, Corporation Counsel Danielle Thompson, Communications & Marketing Coordinator Ryan Roecker.

Absent: County Board Chair Steven Nass, Circuit Court Commissioner Jennifer Weber.
3. Certification of compliance with the open meetings law verified by Corporation Counsel Danielle Thompson.
4. Review and approve minutes of December 3, 2025, meeting: motion by Tracy Hameau, second by Monica Hall. Motion carried.
5. Public comment: None.
6. Discussion regarding adding Ryan Roecker as a member of the committee. Motion by Michael Luckey to add Ryan Roecker to the membership, second by Tracy Hameau. Motion carried.
7. Discussion regarding Security Door in Courtroom. Per John Fox, the door is operational and omits a local audible alarm. Discussion regarding notification to Central when the door is activated.
8. Discussion regarding Emergency Exits updates/alarms on doors. John Fox is working on budget for audible alarms on emergency exits.
9. Discussion regarding Active Threat Training. The Committee will defer to the Sheriff whether to provide any written guidance following the last drill. Sheriff is considering additional training in the fall followed by a future drill in January/February of 2027.
10. Discussion regarding Incidents and status of film on lower windows in courthouse. The film on the glass windows has been completed. There was 1 fight in the parking lot since the last meeting but no other major incidents.

11. Discussion regarding Fire Drills & other annual safety trainings. The County will be having a meeting to determine which employee(s) are responsible for safety drills. Committee discusses importance of having one point person from the County for departments to report to in the event of an evacuation.
12. Business Continuity Plan: Emergency Management Director Hameau is hosting a virtual training on continuity planning on May 20-21st and will update the Committee at the next meeting.
13. Discussion regarding County Emergency Procedure Flip Chart. Tracy Hameau has prepared the flip chart. It will be printed by Central Duplicating and provided to all staff and new hires.
14. Tentative future meeting dates:
 - September 2, 2026 at 8:30 a.m.-in person (Zoom also to be available)
 - December 2, 2026 at 8:30 a.m.- in person (Zoom also to be available)
15. Judge Gruber will be the new Chair of the Committee effective July 1, 2026.
16. Future agenda items: Business Continuity Plan, County Emergency Procedure.
17. Motion to adjourn by Monica Hall; second by Tracy Hameau, all in favor. Motion carried unanimously. Adjourned at 9:21 a.m.

SCR CHAPTER 68

COURT SECURITY, FACILITIES, AND STAFFING

SCR 68.05 Security and Facilities Committee.

- (1) The presiding judge for each county shall appoint a security and facilities committee composed of all of the following:
- (a) One circuit judge to serve as chairperson.
 - (b) The chairperson of the county board.
 - (c) The county executive, county administrator, or administrative coordinator.
 - (d) The clerk of the circuit court.
 - (e) The county sheriff.
 - (f) The district attorney.
 - (g) The Wisconsin State Public Defender.
 - (h) A circuit court commissioner.
 - (i) One lawyer designated by the president of the local bar association. If there is no association, the presiding judge shall appoint a lawyer residing in the county.
 - (j) One representative of a victim-witness support organization.
 - (k) One representative of the facilities/maintenance department.
 - (l) (l) Such other persons as the committee considers appropriate.

A person specified in sub. (b) – (g) may designate a person for appointment to the committee in his or her place.

- (2) In the absence of a presiding judge or if the presiding judge is unable to act, the chief judge of the judicial administrative district in which the county is located shall act on behalf of the presiding judge under this subsection.

COMMENT

The creation of a committee which includes all of the designated persons is essential to achieve the overall goals of these standards. The purpose of this rule is to insure that the court system is proactive, geared to prevention, not merely reactive, responding to violent, perhaps tragic, incidents. Committees are encouraged to consider if it is appropriate to include a member of the public on the committee. Committees created under this rule generally are not subject to requirements of the Wisconsin Open Meetings Law. See State ex rel. Lynch v. Dancey, 71 Wis. 2d 287, 238 N.W.2d 81 (1976). However, if public officials in attendance generate a quorum of a different public body, open meetings guidelines for that body must be followed. See, e.g., State ex rel. Badke v. Village of Greendale, 173 Wis. 2d 553, 573-74, 494 N.W.2d 408 (1993) and State ex rel. Newspapers, Inc. v. Showers, 135 Wis. 2d 77, 398 N.W.2d 154 (1987).

- (3) The committee shall meet quarterly.
- (4) The committee shall coordinate and develop general court security and facilities policies and procedures including:

- (a) A system for collecting data related to threats and incidents occurring in court facilities or against court officials or staff.

COMMENT

Collection of county-level security threat and incident data is useful in prioritizing the allocation and placement of security equipment and personnel, including data regarding prohibited items identified or confiscated during security screening.

- (b) A policy for the submission of security threat and incident reports to the director of state courts (electronically or using form CS-265, or successor form) within 10 business days following a security incident or threat.
- (c) A policy for the submission of annual reports to the district court administrator regarding courthouse construction, remodeling, or security improvement activities, and regarding active shooter drills or other training events that support court security operations or preparedness.

COMMENT

A systematic reporting procedure for threats to judicial officers, court staff, or their families should be established in each county pursuant to SCR 70.34. This serves the beneficial purpose of allowing persons other than the object of the threat to assess its seriousness, as there may be a tendency by the person threatened to minimize it as "part of the job." The policy should designate the person to whom threats are to be reported, establish the responsibility for investigation or other response, and provide for the retention of records of all reported threats.

- (d) A policy for the screening and secure distribution of mail and deliveries. Such screening should take place in a dedicated, secure area.
- (e) A policy for the issuance, control, and collection of keys and electronic access devices for each court facility, governing access before, during and after business hours.
- (f) A policy to control access to court facilities for third party subcontractors and vendors.
- (g) An annual training program for all employees in coordination with the county sheriff. Training should be provided to all new employees and existing employees upon change in assignment, as appropriate.
- (h) Procedures for a sworn officer/court security officer to patrol the halls and public areas.
- (i) A policy regarding possession of firearms by law enforcement officers who appear as witnesses, litigants, or who are present on personal business in the court facility.
- (j) A procedure for allowing the possession of firearms by those who are statutorily authorized to do so.
- (k) A list of prohibited items not allowed to be brought into the court facility.
- (L) A notice to the public and employees regarding prohibited items not allowed in the facility and warning that persons entering the facility are subject to search.
- (m) A procedure to calibrate screening equipment consistent with manufacturers' directions.
- (n) A plan for addressing disruptions at court proceedings.
- (o) A policy for searching each courtroom or other vulnerable area for explosives or other dangerous instrumentalities before the commencement of court proceedings each day.

COMMENT

The need for this regular practice is greatest in those counties where courtrooms are used for non-judicial purposes on evenings and weekends. Courtrooms should be locked when not in use.

- (p) A preparedness plan for disasters impacting or affecting court operations in coordination with the local emergency management department.
- (q) A procedure to review exterior building features with security in mind, such as an electronic surveillance system and external lighting.

COMMENT

The dangers created by external features of a court facility building may be significant. Wide variations among counties as to their local needs and the designs of their courthouses render a uniform standard impracticable. Each committee should assess risk factors and consider solutions to minimize danger.

- (r) A policy for the monitoring, surveillance, and safety of all parking areas including public, employee, and other designated parking areas.

COMMENT

The best practice is to prohibit vehicular parking in close physical proximity to the building.

- (s) A juror safety policy.

COMMENT

Jurors must be safeguarded from those who would seek to intimidate or engage in reprisals. Juror safety issues may extend outside the court facility and beyond the time of trial.

- (t) A procedure whereby each judicial officer may complete and submit a judicial profile for law enforcement purposes and a process for updating the document on an annual basis.

COMMENT

The judicial security profile provides a template for judicial officers which addresses Wisconsin law, including Wis. Stat. Ch. 19. Use of the profile requires cooperation with each county sheriff as well as other applicable law enforcement agencies.

- (u) A policy for periodic security audits.
- (v) A policy on money collection and the safeguarding of money.

COMMENT

Offices in courthouse facilities collect substantial amounts of money. An enhanced protection program for these funds will not only safeguard the taxpayers' treasury but will also deter any efforts to engage in violence for financial gain.

- (w) A policy for the handling and storage of firearms, other dangerous instrumentalities and contraband received as evidence during court proceedings.

COMMENT

Documents and other exhibits received during judicial proceedings must be safeguarded as part of the court record. Certain items of evidence present reasons for special attention to their handling during breaks, overnight in multi-day proceedings and following the conclusion of the proceeding in which they are introduced.

- (x) Consideration of whether the committee can assist the municipal courts in its county in security matters.

COMMENT

Municipal courts generally are not located in the county courthouse but convene in various public buildings. All courts share certain basic security concerns. If the committee is considering municipal court security or facilities the committee should consider appointing a municipal judge as a committee member.