

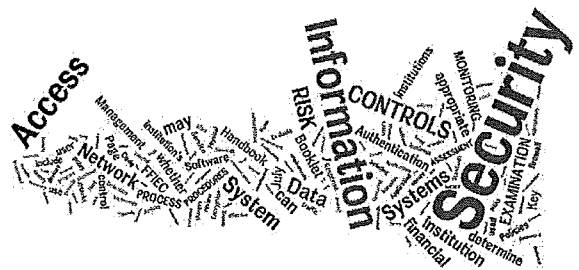
## Security and Space Needs Study/Implementation

In early 2017, Bayfield County contracted for a consultant to evaluate office space and security needs of the county.

The final study had recommended 11 Staff Safety and Security Priorities, 5 Facility Safety and Security Priorities (Interior), 4 Facility Safety and Security Priorities (Exterior) and Exterior Lighting and 2 Policy Modifications. These are identified in the Security Best Practices Matrix Priorities and Recommendations document.

In 2017 the following plan was adopted and spending authorized with existing and supplemental funds.

	Proposals
<b><u>OFFICE SECURITY</u></b>	
Child Support Office	\$ 5,763.00
Child Support Camera	\$ 3,000.00
Clerk of Court Window	\$ 2,112.00
DA Window	\$ 6,739.00
Sheriff Front Entry	\$ 6,354.00
Sheriff Window	\$4,788
Court Security	\$4,000
<b><u>LIGHTING IMPROVEMENTS</u></b>	
Courthouse, Annex, Parking	\$ 3,337.00
<b><u>DOOR CONTROLS</u></b>	
Jail control system upgrade	
Courthouse 13 doors	\$ 66,237.44
<b><u>CONTINGENCY, 5%</u></b>	
	\$ 5,116.52
<b>Total Expense</b>	<b>\$107,446.96</b>
<b><u>Available Funds</u></b>	
Jail Budget	\$ 30,000.00
Space & Security Budget	\$ 50,000.00
<b>Balance</b>	<b>\$ (27,446.96)</b>



Work on this plan will continue in 2018. Proposed priorities for the 2018 budget include:

- Item 8: Mass Notifications under Staff Safety and Security. E Mgt.
- Item 3: Interior Surveillance under Facility Safety and Security Priorities, Interior: \$30,000, IT
- Item 6: Access Control System, Doors. under Staff Safety and Security, \$30,000 IT

FACILITY SAFETY AND SECURITY PRIORITIES - INTERIOR		
PRIORITY	TOPIC	REC
1	<b>Sheriff's Office Reception Glass.</b> Replace existing Sheriff's Office Reception glass with new sliding transaction window with UL listed level 1 bullet resistant acrylic glass.	✓
2	<b>Court Security Officer.</b> Provide ballistic material in the front and side panels of the Court Security Officer desk	✓
3	<b>Interior Surveillance.</b> Provide interior cameras to support the duress system as described above. Provide additional cameras in all public hallways, elevators, monumental stair, and the new security screening entrance.	✓
4	<b>Board Room Security.</b> Provide wireless duress alarm, perimeter intrusion detection at windows, and fire escape enclosure	✓
5	<b>Intrusion Protection.</b> Provide on all accessible windows on the lower level, first floor, and second floor windows on the west side of the Courthouse / Government Center, a glass-break or an infrared motion detector in each room.	
FACILITY SAFETY AND SECURITY PRIORITIES - EXTERIOR		
PRIORITY	TOPIC	REC
1	<b>Exterior Lighting.</b> 6th Street, North Parking Lot, Sidewalks to Building Entrances	✓
2	<b>Securing Fire Escape</b> with an enclosure to restrict access to the Board Room	✓
3	<b>Closing Entrances.</b> Limit entrances into the courthouse / government center including the historic entrance and the entrance near the District Attorney / Human Services offices.	✓
4	<b>50-Foot Stand-off Perimeter.</b> Provide security barriers at stand-off distance, eliminate parking on east side of 6th Street	
SAFETY AND SECURITY PRIORITIES - POLICY MODIFICATIONS		
PRIORITY	TOPIC	REC
1	<b>In-custody Movement.</b> Provide in-custody transportation from the jail to the courthouse in a route away from court personnel and the public, and out of sight of jurors. Recommend transporting incustodies via vehicle versus walking across the street.	
2	<b>Screening of Mail and Deliveries.</b> Provide routine visual inspection of all mail packages coming into the courthouse. Require anyone delivering mail / packages to pass through the magnetometer, and all mail and packages to process through an x-ray imaging system.	

STAFF SAFETY AND SECURITY PRIORITIES		
PRIORITY	TOPIC	REC
1	<b>Child Services.</b> Remodel Child Services Office to provide a secure entry / waiting area with a window and glass separation, separate and private area for DNA screening, second egress out of the staff space, and separate offices for meetings with clients.	✓
2	<b>Criminal Justice.</b> Remodel and provide an addition to the Criminal Justice Office to separate it completely from the Health Department. Provide separate Urinalysis Toilet Room and Lab, and separate offices for private meetings with clients. Provide duress alarms and cameras in the suite.	✓
3	<b>Health Department Entrance.</b> Designate separate entrance for Health Department to provide limited access to the medical suite.	✓
4	<b>Courts &amp; Government Separation.</b> Zoning of Courthouse into two separate zones within the building - Courts & Court Agency Spaces and Government Agencies	✓
5	<b>Security Screening</b> of Courts & Court Agency Spaces including the addition of a dedicated staff position	✓
6	<b>Access Control System.</b> Add a card and biometric reader system integrated with the County Employee Identification Card that encompasses the entire campus – courts / government center, county annex, county health department, jail, and Sheriff's Office. System to tie to individuals and departments they report to for the access they require. Provide for exterior doors and interior doors to each agency / department.	✓
7	<b>Duress Alarm.</b> Provide comprehensive system upgrade to include duress alarms with cameras at each department.	✓
8	<b>Mass Notification.</b> Provide a mass notification system for groups and individuals utilizing the county phone system, county & courts computer networks, text messaging to personal hand-held devices, public address speakers and LED signage.	✓
9	<b>Counter Reach-Around.</b> Provide a separation at open counters to limit reach around access to doors	
10	<b>Public Lobby / Staff Separation.</b> Provide a counter and gate area at non-judicial department entrances where staff can be greeted and serviced.	
11	<b>Judicial Circulation Zone Separation.</b> Establish and maintain complete separation among circulation zones (public, private staff, incustody). Relocate hearing room and Clerk of the Court / Register of Probate Office to allow judges and judicial staff direct access to the courtroom and hearing rooms from chamber and clerk areas without passing through public areas.	