

# SUGGESTED TOPICS FOR SEPC MEETINGS

## Sample Agenda for First SEPC Meeting

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### 1. Governance

- a. Scope of SEPC work (may include discussion of current facilities under the purview of the county SEPC and location and main contact for security concerns for each local SEPC; for local SEPC's may begin with timelines and immediate goals)
- b. Role of committee and committee members (include assignment of duties for items such as minutes, document tracking, calling of meetings, etc.)
- c. Involvement of other stakeholders (determine the expectation of and for the non-court stakeholders such as first responders, stakeholders from other agencies in the same facility, etc.)
- d. Meeting schedule (location, duration, dates for next meeting or two)

### 2. Getting started

- a. Assessments: (review of the Security Standards requirement for assessments; review assessment if complete; discuss assessment date if planned and upcoming; discussion on any obvious shortfalls or assessment report against Standards)
- b. Policies and procedures re: (based on the Standards and security needs or gaps learned of from the most recent assessment policies can start to be developed; suggest first prioritizing policies needing development or revised and then creating action item list for which policies to address over time, tackling one or two at a time)
  - i. ---
  - ii. ---
  - iii. ----
- c. Telephone trees and emergency gathering places (develop these or update existing documents; plan for dissemination, training/drills, and assessing lessons learned from training/drills)

### 3. Budget Planning

- a. AOC grant funding (review grant application, instructions, deadlines, and which security measures are targeted for current grant cycle; discuss local funding options and determine if grants funds needed to facilitate security improvements; develop action plan for meeting grant deadline)
- b. Budget requests to county/city – making a record (discuss recent and upcoming budget requests to county/city and where security measures fall within that request; discuss how the Standards and data related to security incidents, courthouse traffic, etc. support security-related budget items requested; contemplate development of security strategic plan to share with funding authority as support for budget requests)

- c. Data to support funding requests (e.g., number of confiscated items from entry screening; incident report data; other data supporting need for security equipment, facility improvements, etc.)
4. Periodic drills and feedback to the committee (develop planning group to organize, set dates, invite and coordinate with first responder, etc.)
5. Other discussion items

## Other topics that may fall within an item above, or be in addition to or in lieu of items listed above:

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- Process for tracking security assessments/areas of compliance/areas of need
- Developing list of Security vulnerabilities requiring immediate action
- Training and education needs and planning
- Communications with the bench, court staff and the community
- Responsible party for completion of Security Assessment for each facility (this may be delegated to committee members, completion of the assessment may be performed by the individual court SEPC, the main security contact for each site or by other agency)
- Development of security manual and countywide policy and procedures, integration into site specific policies and procedures
- List of action items from the meeting
- Items for subsequent meetings: Consider follow-up on topics such as incident reporting process, policies related to in-custody defendants, other Phase 1 and 2 items from the Standards, completed assessments, policy and procedure needs, and discussion of Security Fund requests