

**Minutes**  
**Committee on Court Security**  
**Subcommittee on Standardized Procedures for**  
**Local JD Security Committees**  
**June 5, 2014**

The Subcommittee on Standardized Procedures for Local JD Security Committees met at 12:30 PM in the attorney conference room at 231 Capitol Avenue, Hartford.

Members in attendance: Hon. Elliot N. Solomon (Chair), Hon. Jon M. Alander, Hon. William H. Bright, Attorney Susan Brown, Chief Judicial Marshal Lawrence Callahan, Hon. Julia D. Dewey, Chief Inspector James Hankard, Ms. Melanie Kerr, Mr. Robert Kilpatrick, Director O'Donovan Murphy, Attorney Robin C. Smith.

Members not in attendance: Attorney Richard Loffredo.

The meeting was called to order by Judge Solomon at 12:30 PM.

1. Judge Solomon welcomed the members in attendance and asked them to introduce themselves.
2. Judge Solomon discussed the charge of the subcommittee, which is to develop a set of standardized procedures for local Judicial District (JD) Security Committees to follow relative to agendas, minutes, frequency of meetings and committee membership.
3. Subcommittee members reviewed the Judicial Branch Security Manual requirements for JD Security Committee membership, meeting frequency and responsibilities.
4. Judge Dewey and Chief Judicial Marshal Larry Callahan provided an overview of the Hartford JD Security Committee. Judge Alander and Judge Bright reviewed the meeting structure and process for convening security committees in the New Britain and Tolland Judicial Districts.
5. After discussion, it was agreed that the subcommittee will develop a standardized plan that each JD will follow for conducting security committee meetings based on the Hartford, New Britain and Tolland Judicial District models. Melanie Kerr will draft a proposed outline for all Districts to follow and it will be forwarded to subcommittee members for review.
6. The next subcommittee meeting will be held on Thursday, September 4, 2014, at 9:30 AM, 4<sup>th</sup> floor conference room at 90 Washington Street, Hartford. Subcommittee members will approve a final recommended plan to be presented to the full Security Committee which meets on September 9, 2014.

The meeting adjourned at 1:20 PM.