

**Draft Minutes
Security Manual Subcommittee
Workgroup 2
October 14, 2009**

The Security Manual Subcommittee, workgroup 2, addressing chapters 4-7 in the Security Manual, met on October 14, 2009 at 1 Courthouse Square, New London, Connecticut in the Jury Assembly Room.

Members in attendance: Mr. Russell E. Downer, Jr., Ms. Diane Hatfield, Hon. Barbara B. Jongbloed, Atty. Richard Loffredo, Atty. Denise K. Poncini

The meeting was called to order at 3:00

1. Richard Loffredo welcomed those in attendance.
2. Richard Loffredo stated that the suggested changes from this workgroup will be combined with the suggested changes of the workgroup addressing chapters 1-4 and will be circulated on the afternoon of October 15, 2009. The next meeting of the full subcommittee will be on October 20, 2009 in East Hartford. It is anticipated that a vote will be taken on the suggested changes and to forward the revised Manual to the full Security Committee.
3. The workgroup was assigned to review and update chapters 5-7 of the Judicial Branch's Security Manual.
3. The workgroup decided that the best starting point would be to address each section in each chapter to determine whether or not it needed to be updated.
4. Discussion ensued on each section as to whether or not the section needed to be updated.
5. The meeting was adjourned at 4:38.