

Public Service and Trust Commission  
Juror Security Subcommittee Meeting Minutes  
(Draft)

The meeting of the Juror Security Subcommittee was held at 10:00 a.m. on Wednesday, May 20, 2015 in Conference Room 133 at 225 Spring Street, Wethersfield, CT.

Members Present: Esther Harris (Chair), Melanie Kerr, Roy Smith, Buffy Irizarry, Jeffrey Getz, and Kimberly Symmes.

Members Not Present: Robin C. Smith, Ines Nieves, Kevin Grosse, Attorney Raymond Hassett, Judge Brian Fischer, and Richard Loffredo.

The following issues were discussed by attendees:

1. Reviewed and approved minutes from 01/23/15.
2. Bob Kilpatrick attended the last meeting and reported on the current parking contracts. Bob had emailed an update on the parking situation reporting when the current contracts would expire. The current parking contract in Bridgeport does not expire until November, 2017. Reconsidering juror parking in Bridgeport would not be possible at this time. The parking contract in New Haven is a month to month agreement and has been in place for years. The parking contract in Waterbury is also a month to month agreement.
3. In New Haven, there is ideal parking in the Grove St. garage. It is unknown what this parking garage is currently being used for. There is also parking adjacent to the courthouse. This parking is not free and jurors would have to pay for parking. It was suggested that the parking could be subsidized; which is currently being done for staff. Jurors would have to have their parking ticket validated by the court. The New Britain court currently has subsidized parking arrangements. It was reported that the New Britain court currently pays \$7 a day per juror for parking. The number of spaces needed for jurors would be around 80 spaces. Esther will look into parking at the Grove St. garage, including the estimated cost, the number of spaces available, and if subsidizing the parking there is possible.
4. It was previously suggested to implement shuttles run by Judicial Marshals from the courthouses to the parking lots for jurors. This may not be possible as it would create a security issue as well as a marshal staffing issue.
5. Parking for jurors in Waterbury is currently at 210 Bank St. at a municipal garage which is one-third a mile away from the court house. There is parking that is a little closer than the Bank St. garage and is located behind the criminal court on 400 Grand St. More information is needed; Esther will talk to Bob Kilpatrick for more information about this parking garage.
6. Melanie Kerr conducted online research about other Juror Security Plans implemented in other states and put together an outline of what should be considered when putting together a Juror Security Manual. Some of the topics that were suggested in this outline are:

- a. Juror Identification: Jurors are currently given a juror sticker that they are advised to wear throughout the day. This alerts that a juror is present and prevents unauthorized contact or exposure to ex parte information.
  - b. Jury Personnel/ Jury Room: Things that should be considered are the procedures for keeping jurors separate from public or restricted areas, how to be sure lawyers and litigants do not have access to these areas, and to describe the access jurors have to restrooms, food and beverages, smoking areas, and whether these are restricted areas or within the security perimeter.
  - c. Jury Trial Procedures: This would describe the jury control procedures including care of the jury during trial, transportation, deliberations, etc., as well as any special security provisions during high risk/high profile trials. Collecting emergency contact information from jurors for use by court staff and provide jurors with instructions for contacting the court in an emergency.
  - d. Jury Deliberations: This would include the policies and expectations of court personnel - what they can and cannot communicate to jurors, and the policy for how certain communications should be conducted.
  - e. Evacuation Procedures for Jurors: This would describe who is responsible for overseeing Jurors at what point in time. (Jury Clerks, TAC's, and Judicial Marshals)
  - f. Before Releasing Jurors from Service: This provides a template for jurors as far as speaking with media, litigants, and attorneys after a verdict is made. Esther will speak with Judge Fischer about his interest in drafting a letter that would go out to jurors post-verdict.
7. It was suggested that adding the process for signing jurors in upon their arrival to the jury room be added to the manual. Jurors are not required to present a photo ID, however, some jurors will show ID when they sign in. The clerk will then verify their name and address and update accordingly. They also validate juror's parking ticket.
  8. Taking key points and creating laminated DO / DO NOT cards to be handed to jurors statewide explaining why certain procedures are in place could help jurors understand. These cards would include simple, basic points on juror conduct in the courts.
  9. A medical emergency procedure needs to be put in place explaining the proper way to handle a juror who needs to leave the courthouse. There have been situations where jurors have gotten trapped in stairways because of locked doors, then causing them to panic. Marshal Services has implied that they are the first responders in an emergency situation; they will assess the situation and call 911 if needed. Marshals are trained to operate defibrillators and are also CPR certified. Busy or understaffed courts will be an issue for responders. It should be incorporated into the manual that marshals should be accessible as it is their responsibility to respond to an emergency situation within the courthouse.
  10. The Connecticut State Police has a flip booklet with tips on emergency management. Melanie Kerr will bring this to the next meeting for the committee to look at.
  11. Committee members present today agree to go forward with security plan. Having a combination of people's expertise would be best. Robin Smith, Roy Smith, Melanie Kerr, Buffy Irizarry, Kevin Grosse, and Jeffrey Getz will get together and assign sections to

work on. Members will draft the section they are assigned, and then will reconvene in person to go over what everyone has come up with.

12. Clear instructions for parking locations that are far from the courthouses need to be developed. There have been complaints from jurors about driving directions to the courthouse and not to the parking locations. Parking directions are actively being worked on. The New Haven directions have already been changed. Esther will look into developing clear directions to the courthouses and their parking locations. In addition, the signage in certain parking lots is not clear. Jurors will sometimes look for marshals to ask if they are able to park there. Richard Loffredo is part of the Access to Facilities Committee that works on these types of signs; members can talk to Richard about this issue.
13. The meeting adjourned at 11:20 a.m.
14. The next meeting date will be emailed to members.