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MCAA Spring 2023 Meeting

# When it ALL Goes South



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# THE 9<sup>TH</sup> LEVEL OF SOUTH

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## In South Carolina

- Hurricanes – Annually
- Tornadoes – Annually
- Flooding – Annually
- COVID – Let’s Not do That Again
- Fire – Potentially
- Bombing – Um, Let’s Hope Not...Ever

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Do You Have A Plan?

# *A Continuity of Operations Plan (COOP)?*

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## COOP Covers



- Safety of Staff/Case Parties/Public
- Courtroom Processing
- Financials
- Records
- Security

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## We have encountered...

POWER OUTAGES

WATER DAMAGE X 4

BUT NOTHING COULD PREPARE US FOR...

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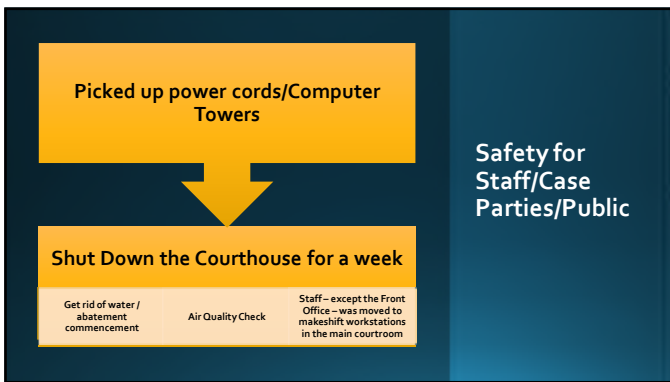
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**Let's Move Court**

How are you going to notify all Case Parties to go somewhere else next week?

Court Records – containing Confidential Criminal Justice information – cannot be moved, in bulk, to an unsecured location.

How are we going to take payments and keep that information and money secure?

How are we going to design a security plan in a week for a whole new location?

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### Courtroom Processing Outside? In August?

- Tents were rented after obtaining permits from the City
- Recording Device was purchased
- Temporary Handicapped Ramp was constructed
- Hand-sanitizer stations – COVID
- Walkie-Talkies were purchased with earbuds
- A Staff Member under each tent calling Names on Dockets
- Portable air-conditioners under the tents
- Folding Chairs
- Heat/Rain and ...Fire Ants




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### Financials

With containment in place & air quality checked, Individuals were able to make payments in the lobby of the courthouse maintaining security and our internal controls.




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### Security

After giving the Chief Security Officer an aneurism, tents, wands and additional Officers were added outside.

Jailed Individuals – including Bench Warrants – were not transported but handled by the Judge at the Detention Center

People kept in hallway to ensure social distancing after our smaller courtroom opened

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## Records

- Boxes of records were moved from flooding areas at the same time as power cords and computer towers
- Records vault was moved to the Judge's chambers, conference room and hallway and kept under lock and key.




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## Safety Checklist

- Air quality control is good
- Structure is sound
- Heat/Air working
- Mold free
- Working Bathrooms/Sinks
- Running Water (Clean Running Water)




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## Courtroom Processing Checklist

Courtroom Functionality	Environmentally Controlled	Protocol for High-Risk Participants
<ul style="list-style-type: none"> <li>• Bench</li> <li>• Defense/Prosecution Areas</li> <li>• Case Parties Area</li> <li>• Recording</li> <li>• Calling Cases</li> </ul>	<ul style="list-style-type: none"> <li>• Heat/Air available</li> <li>• Inclement Weather</li> </ul>	<ul style="list-style-type: none"> <li>• Elderly</li> <li>• Handicapped</li> </ul>

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## Financials Checklist

-  Access – Online, In-Person, Mail
-  Security of Monies
-  Internal Controls – Intact Any modifications noted and maintained in case of audit

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## Records Checklist

- Accessible for Courtroom Processing
- Records Requests modification depending on extent of damage and access
- Records Vault Secured




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## Security Checklist

- Secured Facility – as much as possible – for all Case Parties
- Modified process for Jailed Individuals
- Check-In Process
- Perimeter checks
- In-Custody arrests during proceedings

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IS YOUR COOP READY FOR THE 9<sup>TH</sup> LEVEL?

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