



# WASHOE COUNTY

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CM/ACM   
Finance   
DA   
Risk Mgt.   
HR   
Grant Mgt.

## STAFF REPORT

BOARD MEETING DATE: April 26, 2016

**DATE:** April 18, 2016  
**TO:** Board of County Commissioners  
**FROM:** Alicia Lerud, Assistant Court Administrator, District Court  
328-3467, alerud@washoecourts.us  
**THROUGH:** Jackie Bryant, District Court Administrator and Clerk of Court  
**SUBJECT:** Request that the Board of County Commissioners acknowledge a grant award of (\$4,000, District Court match of \$2,000) awarded to the Second Judicial District Court from the Nevada Administrative Office of the Courts for the purposes of modifying a computer-based active shooter training, retroactive to January 27, 2016 – June 30, 2016, and direct the Comptroller's Office to make the necessary budget adjustments. [All Commission Districts]

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### SUMMARY

The Second Judicial District Court (District Court) has been awarded grant funds in the amount of \$4,000.00 from the Nevada Administrative Office of the Courts (AOC) to be spent on the modification of existing computer-based active shooter training. The Institute for Court Management (ICM) created this computer-based training for Court Security Officers serving in the state of Arkansas. The District Court has asked ICM to modify this training to make it appropriate for general court employees in an effort to better train employees for the possibility of an active shooter event. The modification will cost a total of \$6,000.00, with the additional \$2,000.00 being absorbed by the Court's existing budget. This grant is being acknowledged retroactively as the completed agreement was received from the AOC in February 2016.

**County Strategic Objective supported by this item:** This item supports the County's strategic objective of providing safe, secure and healthy communities.

### PREVIOUS ACTION

No previous action has been taken on this item.

### BACKGROUND

ICM developed the Arkansas Court Security Officer Training as supplement to the classroom training already provided to court security officers. The course is intended to

AGENDA ITEM # 5E

teach students how best to respond to an active shooter, best practices in court security, judicial threat management, and body language as a communication tool. It is an interactive course that keeps the student more engaged than traditional online courses.

After being exposed to the Arkansas Court Security Officer Training, District Court Administration contacted ICM to determine whether it would be possible to modify the existing training for general employee use. Currently, Washoe County Sheriff's Office provides employees with lecture-style trainings on how to respond to an active shooter and other volatile situations. While this training is well-received by employees, it is offered only once a year. Adding a computer-based training program will increase the ability for staff to refresh throughout the year, and will also enable the District Court to immediately train new employees on active shooter protocols.

The District Court sought grant funds from the AOC to off-set the costs of program modification. In January, the District Court was awarded \$4,000.00 from the AOC to off-set the \$6,000.00 program modification costs. The remaining \$2,000.00 will be paid for from existing District Court funds.

### **GRANT AWARD SUMMARY**

**Project/Program Name:** District Court Employee Active Shooter Training

**Scope of the Project:** At a cost of \$6,000.00, the Institute of Court Management (ICM) will modify the existing Arkansas Court Security Officer Training to make it appropriate for use by general Court employees.

**Benefit to Washoe County Residents:** Courthouses are known targets for active shooter events. Should such an event occur at the District Court, the Court wants to ensure its employees have all received appropriate training so as to minimize the impact of such an event.

**On-Going Program Support:** The program modifications are associated with a one-time cost of \$6,000. Once modifications are complete, the District Court will be the owner of the modified product. There will be no additional on-going support costs.

**Award Amount:** \$4,000.00

**Grant Period:** January 27, 2016 – June 30, 2016

**Funding Source:** Nevada Administrative Office of the Courts

**Pass Through Entity:** N/A

**CFDA Number:** N/A

**Grant ID Number:** A16-80

**Match Amount and Type:** \$2,000.00 from existing District Court funds

**Sub-Awards and Contracts:** The Institute of Court Management (ICM) will be contracted to complete modification work on the existing Arkansas Court Security Officer Training. ICM was the only vendor considered for this contract as it developed the existing training.

**FISCAL IMPACT**

- Should the board accept this grant award and approve these amendments, the adopted budget will be increased by \$4,000.00 in both revenues and expenditures in the following accounts:

<b>Cost Object</b>	<b>G/L Account</b>	<b>Amount</b>
11289	471220	\$4,000.00
11289	710200	\$4,000.00

- Grant funds will be drawn as an advance.
- A 33% match is required.
- There are no indirect costs included with this budget.

**RECOMMENDATION**

The District Court recommends that the Board of County Commissioners acknowledge a grant award of (\$4,000, District Court match of \$2,000) awarded to the Second Judicial District Court from the Nevada Administrative Office of the Courts for the purposes of modifying a computer-based active shooter training, retroactive to January 27, 2016 – June 30, 2016, and direct the Comptroller’s Office to make the necessary budget adjustments.

**POSSIBLE MOTION**

Move that the Board of County Commissioners acknowledge a grant award of (\$4,000, District Court match of \$2,000) awarded to the Second Judicial District Court from the Nevada Administrative Office of the Courts for the purposes of modifying a computer-based active shooter training, retroactive to January 27, 2016 – June 30, 2016, and direct the Comptroller’s Office to make the necessary budget adjustments.

**GRANT AGREEMENT  
BETWEEN  
THE NEVADA ADMINISTRATIVE OFFICE OF THE COURTS  
AND  
SECOND JUDICIAL DISTRICT COURT**

**SUPREME COURT OF NEVADA  
ADMINISTRATIVE OFFICE OF THE COURTS**  
CONTRACT NO. 116-80  
Budget and Category Number 1493-18  
Contract Administrator J. Gradick

The Administrative Office of the Courts (AOC), and Second Judicial District Court, Grantee, enter into this Grant Agreement (Agreement) as follows:

**WITNESSETH:**

**WHEREAS**, AOC has established a funding source from monies received through preemptory challenge fees, hereinafter referred to as Trial Court Improvement (TCI) Grant; and

**WHEREAS**, Grantee has provided AOC with all required applications, forms, and budget information, dated July 30, 2015, consisting of 15 pages as required by the Trial Court Improvement (TCI) Grant, a copy of which is attached as **EXHIBIT A**; and

**WHEREAS**, the AOC has approved Grantee's request for funding to be used for development of an interactive, online active shooter training for court employees; and

**WHEREAS**, the AOC has determined the project is within the parameters of Trial Court Improvement (TCI); and

**WHEREAS**, the parties agree that this Agreement is in the best interests of all parties;

**NOW THEREFORE**, in consideration of the mutual promises contained herein, the parties agree as follows:

**A. The AOC's Commitment**

1. The AOC and/or the TCI Grant Administrator, or its designee, shall be responsible for contract administration, including, but not limited to, review and approval of all reports required herein and responses to Grantee's inquiries.
2. The AOC representative, Jamie Gradick, may be contacted at the Administrative Office of the Courts, 201 South Carson Street, Suite 250, Carson City, Nevada 89701; telephone number 775-987-9808.
3. The AOC hereby grants to the Second Judicial District Court, Grantee, the total sum of **FOUR THOUSAND DOLLARS (\$4,000.00)**. These funds shall be paid directly by AOC to the Grantee/Grantee's representative to be used for the purpose described in the recommendation memo more fully described in **EXHIBIT B**.
4. Grant funds shall be disbursed via electronic funds transfer (EFT) within a reasonable time after this Agreement has been fully executed by all parties.

5. The funds expended will be drawn from budget account [1493-18].

**B. Second Judicial District Court Commitment**

1. The Second Judicial District Court, Grantee, agrees that all grant funds received from AOC under this Agreement shall be used solely for the purpose described in the recommendation memo.
2. The Grantee's representative, Alicia Lerud, may be contacted at 75 Court Street, Reno, NV 89501 and 775-328-3467.
3. Grantee agrees that all grant funds received shall be documented and accounted for under an accounting system that is in compliance with AOC's Minimum Accounting Standards. All such accounts and records shall be subject to inspection and audit by AOC or its authorized representative at any time upon reasonable advance written notice.
4. Grantee shall safeguard the grant funds upon receipt to the best of its ability.
5. Grantee shall comply with all rules and regulations regarding the expenditure of funds and Project completion, including timelines and reporting requirements established by the AOC.
6. Grantee acknowledges it is solely responsible for the management of the purpose/project for which grant funds are awarded and that AOC has no responsibility to maintain said equipment; and
7. Grantee shall submit a final narrative and budget report upon completion of the project, but no later than 30 days prior to the expiration date. The final narrative report shall be in a form/format approved by AOC and is attached as **EXHIBIT C**.
8. Upon completion of the project, if the project comes in under the projected budget, the Grantee agrees to return any unused grant funds to the AOC. The amount of funds returned should be the same percentage as was provided for the whole project. Since 67% funding was provided for the project then the same percentage of the savings shall be returned to the AOC to be applied to the TCI budget.
9. Grantee agrees to acknowledge the Administrative Office of the Courts and the Nevada Supreme Court as a funding source on any and all publications prepared utilizing grant funds as described herein.


**C. General Provisions**

1. This Agreement shall expire on June 30, 2016.
2. The parties shall comply with all applicable local, state, and federal laws, as well as applicable Canons of Judicial Conduct, in carrying out the obligations of this Agreement.


3. Grantee shall not assign, transfer, or delegate any rights, obligations, or duties under this Agreement without prior written consent of AOC.
4. Grantee shall not be liable to AOC or to any third party; nor shall AOC be liable to the Grantee or to any third party for any indirect, special, or consequential damages including, without limitation, any loss of income, loss of profit, loss of revenue, or loss of use of equipment, regardless of whether AOC or Grantee has been advised of the possibility of such damages arising out of or in connection with this Agreement.
5. This Agreement shall be construed and interpreted according to the laws of the State of Nevada.
6. This Agreement may be terminated by either party within thirty (30) days following execution, without cause and upon written notice by mail, facsimile, email, or other method effecting actual notice. Termination of this Agreement shall be effective thirty (30) days after the date of delivery of the termination notice. Upon the effective date of such termination, any and all rights and obligations of all parties hereto shall be deemed at an end and canceled except as previously accrued or vested.
7. If any term or provision of this Agreement is found to be illegal or unenforceable, this Agreement shall remain in full force and effect and that term or provision shall be deemed stricken.
8. This Agreement constitutes the entire contract between the parties and may only be modified by a written amendment signed by the parties.

IN WITNESS WHEREOF, the parties, or their representatives, have caused this Agreement to be signed and intend to be legally bound thereby.

**ADMINISTRATIVE OFFICE OF THE COURTS  
NEVADA SUPREME COURT**

By:   
**ROBIN SWEET**  
Director  
Dated: January 25, 2016

**SECOND JUDICIAL DISTRICT COURT**

By:   
**JACKIE BRYANT**  
District Court Administrator and Clerk of Court  
Dated: 1-7-16

# **EXHIBIT A**

**Received AOC**

**AUG 03 2015**

**Nevada Supreme Court, Administrative Office of the Courts  
AOC Grant Application Coversheet**

Applicant Court Second Judicial District Court

Contact Person Alicia Lerud, Assistant Court Administrator

Address 75 Court Street

Reno, Nevada 89501

Phone 775-328-3467 Fax 775-328-3469

E-mail alicia.lerud@washoecourts.us

Project Title: Court Employee Safety Training

Project Description: The Institute for Court Management (ICM) has developed on-line active shooter training for court security officers. Through ICM, the Second J.D. intends to have this training modified for use by Second J.D. employees.


Grant Applied For:  USJR  TCI

Project Start Date: 01/01/2016 Project Completion Date: 08/15/2016

Project Total:	\$6,000
Requested Amount:	\$4,000
Applicant Match:	\$2,000

**Application Checklist**

- Coversheet
- Statement of Problem
- Project Design and Implementation
- Capabilities/Competencies
- Budget and Narrative
- Impact/Outcomes and Evaluation
- Signed Assurances

Authorized Signature:  Date: 07/30/2015

Name: Jackie Bryant Title: District Court Administrator/Clerk of Court



# SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY  
STATE OF NEVADA

Office of Court Administration  
75 Court Street, Reno, NV 89520-3083  
Phone: 775-328-3119 \* FAX: 775-328-3206  
Jacqueline Bryant, District Court Administrator and Clerk of Court

July 30, 2015

AOC Grant Program Administrator  
Administrative Office of the Courts  
201 South Carson Street, Suite 250  
Carson City, Nevada 89701

To Whom It May Concern:

The Second Judicial District Court is requesting funding under the Trial Court Improvement grant for Court Employee Safety Training. As recognized by the Administrative Office of the Courts and any number of other court-focused organizations, court security is of increasing importance as incidents of courthouse violence continue to rise. While it is important to have properly trained court security officers, general court staff is often on the frontlines of both recognizing potential security threats and responding to security incidents. Thus, training of general staff is a matter of urgency.

The Institute of Court Management (ICM) recently developed an interactive on-line training for court security officers in the state of Arkansas. The Second Judicial District Court intends to have this training modified so the content can be used to train general staff rather than court security officers. This will enable the Second Judicial District to both better prepare staff for security events, and will allow training to be offered throughout the year. Assuming funding can be secured through a Trial Court Improvement grant, we believe modifications to the existing training can be completed by the end of March 2016. Once received back from ICM, this training will be administered to all Second Judicial District Court employees and shared with other courts throughout Nevada. Therefore, any grant funds given to fund this project will not only benefit the Second Judicial District Court, but will be of benefit to any court within Nevada that wants to avail itself of the training.

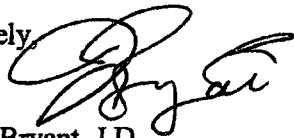
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For more information regarding this project, please contact:

Alicia L. Lerud, J.D.  
Assistant Court Administrator  
75 Court Street  
Reno, Nevada 89501  
775-328-3467  
[alicia.lerud@washoecourts.us](mailto:alicia.lerud@washoecourts.us)

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackie Bryant". The signature is fluid and cursive, with a large initial "J" and "B".

Jackie Bryant, J.D.  
District Court Administrator/Clerk of Court

# SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY  
STATE OF NEVADA

## PROJECT NARRATIVE

The number of incidents of courthouse violence have increase dramatically in recent years. In the most comprehensive study of its kind, the Center for Judicial and Executive Security (CJES) documented 199 incidents of court-targeted shootings, bombings, and arson attacks occurring between 1970 and 2009. These incidents broke down by decade as follows:

- 20 incidents during 1970-79
- 37 incidents during 1980-89
- 64 incidents during 1990-99
- 78 incidents during 2000-09<sup>1</sup>

Based on the increase in violent courthouse incidents, it has become increasingly important to ensure courthouse staff is trained to react appropriately when such an event occurs. Historically, the Second Judicial District Court (the Court) has partnered with the Washoe County Sheriff's Office (WCSO) to provide active shooter and related training to staff. This training is offered in a lecture format approximately once a year. While the Court is very grateful for WCSO's partnership, this lecture-style training cannot replicate the environment of an active shooter event and the importance of the training can be overlooked by employees. Furthermore, it is difficult to schedule training more than once a year, making it hard to train new hires in a timely fashion or to allow existing employees to refresh their training on a more frequent basis than yearly.

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<sup>1</sup> STEVEN SWENSEN, CENTER FOR JUDICIAL AND EXECUTIVE SECURITY, COURT-TARGETED ACTS OF VIOLENCE, DISORDER IN THE COURTS (2010), *cited by* TIMOTHY FAUTSKO, NATIONAL CENTER FOR STATE COURTS, STATUS OF COURT SECURITY IN STATE COURTS, A NATIONAL PERSPECTIVE 4-1 (2013), <http://ncsc.contentdm.oclc.org/cdm/ref/collection/facilities/id/184>.

The Institute for Court Management (ICM)<sup>2</sup> has developed an on-line training program for the Arkansas judiciary intended to train court security officers on court-specific issues.<sup>3</sup> Included in this training is management of active shooter events, best practices in courthouse security, judicial threat management, and interpreting body language. While some of the topics in the training are inapplicable with respect general court employees, much of the substance of the active shooter module and the module on interpreting body language can, and should, be taught to every court employee.

The active shooter module uses various methods to make an active shooter event a more concrete possibility for trainees. Trainees are given details on actual courthouse shooting events, including video footage. The module also provides a simulated environment where trainees are forced to make decisions based on factors that might be present in an actual active shooter event. As an example, a trainee must decide what action to take when his co-worker is too scared to run from the affected area. The trainee's decisions affect his rating on the program's "survival meter," which serves to demonstrate how quickly the wrong decision in an active shooter event can detrimentally affect the likelihood of survival.

The module on interpreting body language provides trainees with information on how to assess body language for the potential that an individual might pose a threat. Trainees are walked through various aspects of body language (eye contact, facial expression, posture) and asked to associate the body language with the potential for a threat. Trainees are also given tools on how best to handle an individual who is displaying threatening or angry body language. Given that most court staff interfaces with the public on a daily basis, this training could be valuable in both teaching employees to recognize when a threat might be present and in training employees to de-escalate negative interactions.

Through the Trial Court Improvement grant, the Administrative Office of the Courts has recognized the importance of courthouse security. Employee awareness and training is an essential part of making the courthouse environment as safe as possible. While the Court can continue to use its current lecture-style security training, Court Administration believes the online training prepared by ICM can better prepare employees for emergencies due to its interactive nature.

The Court intends to contract with ICM to modify its existing training so that all of the information contained therein will apply to general staff. The Court could instruct staff to utilize select portions of the existing training. However, the Court does not want to inadvertently encourage staff to act in the role of a security officer in an active shooter event. Furthermore,

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<sup>2</sup> Please see Appendix A for a brief summary of ICM's background and qualifications.

<sup>3</sup> The Arkansas Court Security Officer Training can be taken for free at <http://www.icmcourtacademy.org/course/arkansas-court-security-officer-training/>.

most of the information contained in the modules on best practices in court security and managing judicial threats is inapplicable with respect to general staff, making any general use of the current training clumsy.

Once modification is complete, the Court will be able to provide its staff with valuable safety training that is more interactive and accessible than the model currently in use. Through the modification process, the Court will request that ICM include a quiz at the beginning of the program that can be used to assess baseline employee knowledge in the subjects of active shooter events and interpretation of body language. A second quiz will be requested at the conclusion of the program so the effectiveness of the teaching program can be assessed. All Court employees will be required to complete the training within three months of the Court receiving a modified product from ICM, which is expected by the end of March 2016 assuming funding is received in January 2016. Other courts will benefit from this project as the Court will disseminate the training through the Nevada Association of Court Executives for use by other jurisdictions.

## SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY  
STATE OF NEVADA

### PROJECT TIMELINE

#### A. PHASES AND TIMELINE

	TASK	TASK SUMMARY	KEY STAFF
<b>PROJECT DESIGN</b>			
01/01/2016	Contract with ICM for training modification	Assuming grant funding is received by 01/01/2016, a contract will be signed with ICM by 01/15/2016 defining project scope and project expectations.	Alicia Lerud
01/15/2016 – 03/04/2016	Storyboard building	ICM staff will work to develop the flow and content of the modified training. Throughout the process, ICM will conduct internal reviews for the purposes of quality assurance.	ICM
02/05/2016 – 03/18/2016	Graphic design	ICM staff will develop graphics and computer programming necessary for the training. Throughout the process, ICM will conduct internal reviews for the purposes of quality assurance.	ICM
02/26/2016	Submit grant status report		Alicia Lerud
<b>IMPLEMENTATION</b>			
03/22/2016	Files transferred to Court	Second Judicial District Court receives modified training for employee use.	Alicia Lerud
03/25/2016	Introduce staff to training	Training will be introduced and briefly demonstrated at March employee Town Hall Meeting	Jackie Bryant/ Alicia Lerud
03/28/2016 – 06/30/2016	Court staff training	All employees of the Second Judicial District Court will be required to complete the security training during this timeframe.	Alicia Lerud
05/06/2016	Submit grant status report		Alicia Lerud

ANALYSIS			
07/01/2016 – 07/15/2016	Training analysis	During this timeframe, employee quiz scores will be evaluated to determine whether the on-line training raised employees' baseline knowledge of security issues. In addition, employee feedback will be sought and incorporated into a project report.	Alicia Lerud
08/01/2016	Training available to other Nevada courts	By August 1, 2016, the training will be made available at no cost to other Nevada courts.	Jackie Bryant
08/15/2016	Submit final grant status report		Alicia Lerud

### B. ROLES AND RESPONSIBILITIES

INDIVIDUAL	ROLES AND RESPONSIBILITIES
Institute for Court Management (ICM)	<p>ICM will be modifying one of their existing products for use by general court staff. All content, graphic design, and quality assurance will be completed by ICM, with content input from the Court. Once the product is finalized by ICM, it will be transferred to the Court for use as the Court sees fit.</p> <p>A description of ICM can be found in Appendix _____. ICM was chosen for this project as ICM has an existing training program that can be modified at a minimal cost.</p>
Alicia Lerud, Assistant Court Administrator	Alicia Lerud will be responsible for communication between the Court and ICM to ensure the final product meets the Court's needs. Once a final product is received from ICM, she will be responsible for ensuring all Court staff completes the training. She will also be responsible for conducting an analysis of employee baseline knowledge versus knowledge after training is complete. Finally, she will be submitting grant reports to the AOC.
Jackie Bryant, District Court Administrator	Once a final product is received from ICM, Jackie Bryant will assist in introducing the training to staff. She will also ensure the product is made available for use by other Nevada courts.

### C. MEASUREMENTS AND MAJOR DELIVERABLES

A final quiz will be incorporated into the training to assess employee comprehension of the training content.

**Administrative Office of the Court  
Grant Request Budget Form**

Indicate grant funding source (s):

Uniform System for Judicial Records Grant

Trial Court Improvement Grant

<u>CATEGORY</u>	<u>A</u> <u>TOTAL (B+C)</u>	<u>B</u> <u>CASH MATCH</u>	<u>C</u> <u>AOC GRANT FUNDS</u>
Personnel	\$	\$	\$
Fringe Benefits	\$	\$	\$
Consultant/Contractual	\$6,000	\$2,000	\$4,000
Travel	\$	\$	\$
Equipment	\$	\$	\$
Supplies	\$	\$	\$
Telephone	\$	\$	\$
Postage	\$	\$	\$
Printing/Photocopying	\$	\$	\$
Audit	\$	\$	\$
Other	\$	\$	\$
Indirect Costs (%)	\$	\$	\$
<b>TOTALS:</b>	<b>\$6,000</b>	<b>\$2,000</b>	<b>\$4,000</b>

Financial assistance has been or will be sought for this project from the following other sources: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Nevada Supreme Court, Administrative Office of the Courts**

**Grant Assurances**

As an authorized representative of the applicant, I hereby certify and assure that:

- 1) The applicant has the authority to apply for Administrative Office of the Courts (AOC) grant assistance and has the institutional, managerial, and financial capacity to successfully carry out the project described in the application.
- 2) The applicant acknowledges receipt of grant funds is contingent upon availability of funds to AOC, and delivery of funds is dependent upon applicant compliance with all terms of the grant award and program.
- 3) The AOC will not be held responsible for recurring costs, maintenance costs, or support costs for any product or service procured with grant funds.
- 4) The applicant agrees to indemnify, save, and hold harmless AOC to the extent legally allowable for all claims related to grant funds and funded projects.
- 5) The applicant will grant the AOC and its authorized representatives full access to, and right to examine, all records, books, papers, documents, and electronic files relating to the award, expenditure of funds, and applicant contribution.
- 6) The applicant will account for any awarded funds and applicant contribution under an accounting system that is in compliance with the AOC's Minimum Accounting Standards (MAS).
- 7) The applicant will make reasonable efforts to ensure that no employee or official will use the awarded funds for personal gain, and will diligently work to prevent conflict of interest, or an appearance thereof, related to grant funds and grant funded projects.
- 8) The applicant has read the AOC Grant Program Guidelines and will comply with all rules, regulations, policies, and procedures regarding the expenditure of funds and project completion, including timelines and reporting requirements, as set forth by AOC in any award that is made.
- 9) The applicant is, and will continue to be, in compliance with all applicable Nevada Revised Statutes, Federal Laws, and Cannons of Judicial Conduct applicable to the awarded funds, expenditure of funds, and/or project completion.
- 10) The applicant will acknowledge the Nevada Supreme Court, Administrative Office of the Courts as a funding source on all publications furnished by grant funds.
- 11) The applicant will receive awarded grant funds via electronic funds transfer (EFT), unless undue hardship is demonstrated.

Authorized Signature: \_\_\_\_\_

Date: July 30, 2015

Name: Jackie Bryant

Title: District Court Administrator/Clerk of Court

# APPENDIX A

**NCSC/ICM Background and Qualifications:**

NCSC's current mission, improving the administration of justice through leadership and service to state courts, and courts around the world, springs logically from its original purpose: serving as an information clearinghouse so that innovations made in one court can benefit all courts.

Since its founding in 1971, NCSC has played a key role in the development of court administration worldwide.

The Institute for Court Management offers program participants a wide range of professional development opportunities. Participants may enroll in individual courses to improve their knowledge, skills, and abilities in specific areas.

Employers and employees may also use ICM programs to implement a professional development plan. Many courts have begun to invest in succession planning as mid- and upper-level managers from the baby boomer generation reach retirement age. ICM programs empower court leaders to approach these and other issues with confidence through a variety of delivery options.

ICM's Creative Learning Services' courses are designed and developed with an interactive, adaptive, and personalized learning approach using the most current instructional design and technology delivery methods.

Creative Learning Services' (CLS) innovative approach to course design is based on a more effective delivery of online learning which users can immediately apply to their respective occupations. Part of this design focuses on content and content delivery, but it also concentrates on the structure of the content so that any topical area can be used as a "quick hit job aid" or as a subject refresher for users to revisit without having to review a course sequentially or in its entirety.

The big powerhouses in online learning – Khan Academy, EdX and Coursera – have shown data on student behavior which reveal that lectures and videos are the least important part in the learning process. Instead, interactivity, provided by frequent questions and assessments, an iterative learning process, and diagnostics hold the most power in online technologies and adaptive learning processes.

**Court Security Officer Training Course:**

The Court Security Officer Training is a highly interactive course featuring virtual simulations of active shooter events, role-playing and scenario-based interactive assessments allowing users to immediately put knowledge into action.

Because courthouses must be accessible, they are vulnerable to acts of random violence. Courts must have proper court security procedures, technology, personnel, and architectural features, both to protect the safety of the people and property within and around the courts, and to

**maintain the integrity of the judicial process. While there is no one solution to issues concerning court security, proper planning must involve collaboration with law enforcement offices, emergency agencies, and governing bodies.**

**Modules include:**

- **How to Respond to an Active Shooter**
- **Best Practices in Court Security**
- **Judicial Threat Management**
- **Body Language as a Communication Tool**

**Project Timeline: See attached**

**Final Budget: \$6,000**

Task Name	Start	End	% Complete	Status	Resource	Comments
Design and Develop			0%			
Nevada Active Shooter Training			0%			
Analysis						
CLS ID MU	01/15/16					
Storyboard	01/15/16	01/22/16				
CLS ID: Storyboard Initial Concept	01/15/16	01/22/16	0%			
CLS ID: Storyboard First Draft	01/25/16	02/15/16	0%			
CLS QA: Internal Review	02/16/16	02/17/16	0%			
CLS ID: QA Updates	02/17/16	02/24/16	0%			
CLS ID: Storyboard Final Draft	02/25/16	02/29/16	0%			
CLS QA: Internal Review	03/01/16	03/02/16	0%			
CLS ID: Update Final Draft	03/04/16	03/07/16	0%			
Graphic Design -			0%			
CLS GD: Graphic Concept	02/05/16	02/19/16	0%			
CLS GD: Graphic First Draft	02/22/16	02/26/16	0%			
CLS QA: Internal Review	03/02/16	03/04/16	0%			
CLS GD: QA Updates	03/09/16	03/10/16	0%			
CLS GD: Graphic Final Draft	03/14/16	03/15/16	0%			
CLS QA: Internal Review	03/18/16	03/18/16	0%			
CLS GD: Update Final Draft	03/18/16	03/21/16	0%			
Deployment/Project Closeout			0%			
CLS ID-GD: Transfer Files to Client	03/22/16	03/22/16	0%			
CLS PM: Lessons Learned Meeting	03/23/16	03/31/16	0%			
CLS PM: Create and Distribute Lessons Learned Document	03/31/16	03/31/16	0%			
ID = Instructional Design						
QA = Quality and Assurance						
GD = Graphic Design						
PM = Project Management						

	<b>Hours</b>
Needs Assessment	4
Prepare Project Plan	2
Conduct Course Content/Learning Analysis	14
Develop Instructional Media Design Package	15
Develop Script/Storyboards	20
Produce/Acquire Media (Photos, audio, video)	2
Evaluate the Course (In-Process Reviews)	15
	<b>Total Hours to create 72 course</b>

	<b>Labor Cost</b>
Q&A Reviewer	\$520.00
Captivate Developer	\$1,300.00
Graphic Designer	\$740.00
Programmer	\$2,600.00
Administrative	<b>\$5,160.00 Total</b>
Misc. Costs	
Voice Over Revisions	\$500.00
New graphics	200
Avatars	140
	<b>\$840.00 Total</b>
	<b>\$6,000.00 Grand Total</b>

# **EXHIBIT B**

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

**MEMORANDUM**

**TO:** Supreme Court Executive Committee

**THROUGH:** Robin Sweet, Director and State Court Administrator

**FROM:** AOC Grant Review Board  
Jamie Gradick, Rural Courts Coordinator  
John McCormick, Assistant Court Administrator  
Rick Stefani, Deputy Director, IT

**DATE:** October 19, 2015

**SUBJECT:** Fiscal Year 2016 AOC Grant Requests and Recommendations

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The Administrative Office of the Courts received eight grant requests for funding during fiscal year 2016 AOC Grant Program submission period. All eight grant applications have been evaluated against the guidelines and have been determined to be within the parameters of either the USJR or the Trial Court Improvement (TCI) funding stream. The requests are separated by funding stream below:

**USJR**

The USJR funding stream has \$50,000 available to award to Nevada trial courts. The Eleventh Judicial District Court was the only court to request funding for projects that fall within the USJR funding stream guidelines. Although the court initially requested \$50,000 to fund a variety of projects falling within both the USJR and TCI funding streams, the AOC Grant Review Board experienced concern regarding the court's ability to successfully implement and manage its entire project list within the timeframe of the grant cycle. Thus, the Grant Review Board chose to focus on that portion of the court's proposed project list that meets the qualifying requirements of the USJR funding stream. The total monetary value of the USJR portion is \$6,426.99.

The Grant Review Board recommends funding this proposal at the requested amount of \$6,500\* for the USJR-applicable project. The fiscal year 2016 budget has allocated funds for these purchases and there is the money available to support the request.

<b>COURT</b>	<b>PROJECT SUMMARY (USJR Portion Only)</b>	<b>PROJECT AMT</b>	<b>MATCH AMT</b>	<b>REQUEST AMT</b>
Eleventh Judicial District	Purchase a high-speed document scanner for electronic file management system.	\$6,426.99	\$1,928.10 (30%)	\$50,000



## TCI

The TCI funding stream has \$100,000 available to award to Nevada trial courts. Seven courts have requested funding within the scope of the TCI funding stream requirements. Although all requests meet the qualifying area regarding improvement to courts, the combined monetary value of the TCI requests is \$205,636.32, which exceeds the available funding.

COURT	PROJECT SUMMARY	PROJECT AMT	MATCH AMT	REQUEST AMT
Virginia Township Justice Court	Installation of metal detector in entrance of courtroom.	\$3,698.12	NA	\$3,698.12
Second Judicial District Court	Development of interactive, on-line active shooter training for 2nd Judicial District Court employees.	\$6,000	\$2,000 (33%)	\$4,000
Reno Justice Court	Upgrade and modernize audio/visual courtroom equipment.	\$77,447.60	\$38,723.80 (50%)	\$38,723.80
First Judicial District Court, Carson Muni/Justice Court	Courthouse front lobby remodel to improve security screening and installation of perforated metal to parking lot fencing at courthouse and at Juvenile Court.	\$41,569	\$12,470 (30%)	\$29,099
Seventh Judicial District Court	Complete JAVS upgrade in White Pine County courtrooms, including backup server and conference phones.	\$43,022	\$12,906.60 (30%)	\$30,115.40
Bunkerville Justice Court	Purchase and install JAVS equipment to conduct 48/72 hour hearings with Clark County Detention Center	\$50,000	\$14,402 (29%)	\$35,598
Argenta Justice Court	Purchase and install audio/visual systems in the new court facility.	\$132,209.27	\$88,146.27 (66.67%)	\$50,000.00

The TCI funding stream applicants and funding recommendations for each are listed below:

1. The Virginia Township Justice Court request demonstrates need as there is currently an absence of adequate security in the courtroom. Per AOC Grant Program policies, no applicant match is required since the requested amount is less than \$5,000. The Grant Review Board recommends funding this grant in the amount of \$3,700.00\* as requested.
2. The Second Judicial District Court requested funding to modify an on-line security training course originally developed by the Institute for Court Management. The applicant is providing slightly more than the required 30% match and has indicated a willingness to "share" this program with other courts throughout the state. Given

the cost-efficiency and the security benefits of the project, the Grant Review Board recommends funding this grant in the amount of \$4,000 as requested.

3. The Reno Justice Court request is an immediate need as the current equipment service contract is at “end of life’ and the current equipment will not be serviceable after December 31, 2015. However, the request also includes funding for other courtroom “upgrades” that are less urgent. The applicant is providing more than the required 30% match. The Grant Review Board recommends funding this new request amount of \$25,200\* which provides for 65% of the court’s original request.
4. The First Judicial District Court and Carson City Municipal/Justice Court requests funding for 3 separate projects. Further clarification from the applicant indicates that the courts’ preference is to complete the front lobby remodel portion of the project list. As such, the Grant Review Board recommends awarding \$18,900\* to cover the costs of the remodel. This provides for 65% of the court original request amount. The court has been contacted regarding the reduced funding amount and is in agreement that the reduced amount still provides significant financial assistance to complete the front lobby remodel project.
5. The Seventh Judicial Court request is an immediate need in that the current equipment service contract is at “end of life’ and the current equipment will not be serviceable by the provider. However, the project proposal also includes elements that are not necessities and the completion of the JAVS upgrade will not result in an expansion of videoconferencing to each courtroom; the court will continue to utilize the one system between the two courtrooms. As such, the Grant Review Board recommends funding this request at \$18,200\*; this provides for approximately 60% of the applicant’s original request. The court has been contacted regarding the reduced award amount and is in agreement that the reduced amount still provides significant financial assistance to complete the JAVS upgrade.
6. The Bunkerville Justice Court request does not demonstrate immediate need. The court has indicated that the current equipment in use is unreliable and “antiquated” but functional. Additionally, the court currently looks to other rural courts in the county to perform their 48/72 hour hearings. According to the vendor quotes submitted with the court’s application, the project cost is expected to total \$42,125.38. Additionally, the court’s application indicates that Clark County is willing to contribute \$14,402 to the project costs. Based on these numbers, the court would need \$27,723.38 to complete the project. As such, the Grant Review Board recommends funding the request at \$20,000\*, this is 40% of the applicant’s original request amount.
7. The Argenta Justice Court equipment is not an immediate need. The project timeline spanned primarily through fiscal year 2015. As such, the Grant Review Board recommends funding an amount sufficient to complete any outstanding

wiring portion for the project. During the FY15 grant cycle, the Grant Review Board originally recommended funding this request at the amount of \$10,000.00\*. The court was contacted regarding the reduced amount of the recommendation and although the court agreed that the reduced amount would still provide significant financial assistance to complete the wiring, the court felt that the other courts competing for the grant funds had a greater need for the funding at that time. Last spring, the court withdrew its request for the FY15 grant cycle on the understanding that it be reconsidered during the 2016 grant cycle. The Grant Review Board recommends awarding the court the amount it willingly relinquished during last year's cycle.

<b>SUMMARIZED FY2016 AOC GRANT REVIEW BOARD RECOMMENDATIONS FOR EXECUTIVE COMMITTEE APPROVAL</b>		
<b>COURT</b>	<b>PROJECT SUMMARY</b>	<b>RECOMMENDED AWARD AMOUNT</b>
<b>TCI FUNDING STREAM (\$100,000 available)</b>		
Virginia Township Justice Court	Installation of metal detector in entrance of courtroom.	\$3,700
Second Judicial District Court	Development of interactive, on-line active shooter training for 2nd Judicial District Court employees.	\$4,000
Reno Justice Court	Upgrade and modernize audio/visual courtroom equipment.	\$25,200
First Judicial District Court, Carson Muni/Justice Court	Courthouse front lobby remodel to improve security screening.	\$18,900
Seventh Judicial District Court	Complete JAVS upgrade in White Pine County courtrooms, including backup server and conference phones.	\$18,200
Bunkerville Justice Court	Purchase and install JAVS equipment to conduct 48/72 hour hearings with Clark County Detention Center	\$20,000
Argenta Justice Court	Purchase and install audio/visual systems in the new court facility.	\$10,000
<b>TOTAL TCI</b>		<b>\$100,000.00</b>
<b>USJR FUNDING STREAM (\$50,000 available)</b>		
Eleventh Judicial District Court	Purchase a high-speed document scanner for electronic file management system.	\$6,500
<b>TOTAL USJR</b>		<b>\$6,500</b>

\* The Grant Review Board rounded the recommended amounts up to the nearest hundred to maintain even dollar amounts.

# **EXHIBIT C**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

### AOC Grant Status Report

Indicate grant(s):

- Uniform System for Judicial Records Grant  
 Trial Court Improvement Grant

Grantee:

Grant Project Manager:

Reporting Period:

Agreement Number:

1	<b>Program Summary</b>			
		Yes	No	Comments
	Is the project within budget?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the project within scope?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the project on schedule?	<input type="checkbox"/>	<input type="checkbox"/>	

2	<b>Please list progress/achievements made this reporting period.</b>
1	
2	
3	
4	
5	

3	<b>Please list activities planned for next reporting period ending: _____</b>
1	
2	
3	
4	
5	

4	<b>Please list any known risks or challenges to project completion.</b>
1	
2	
3	
4	
5	

# AOC Grant Budget Report

Indicate grant (s):

- Uniform System for Judicial Records Grant  
 Trial Court Improvement Grant

<b>Grantee</b>		<b>Grant Project Manager</b>	
<b>Reporting Period</b>		<b>Agreement Number</b>	

1. Total Expenditures previously reported:
2. Expenditures this period:
3. Total expenditures to date (1+2):
4. Balance of awarded funds:
5. Court's cash match to date for project:

Totals

Funds contributed by Court:  
 Total Grant funds:

Previously Reported	Current Period	Total Reported

Signature of Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

Title:

ADMINISTRATIVE OFFICE OF THE COURTS CONTRACT COVER SHEET

82727

Division: JPS for TCI Grant  
Budget Acct & Cat: 1493-18 ✓

Contractor: Second Judicial District Court  
Address: 75 Court Street  
Reno, NV 89501

What is the purpose of the contract (brief statement)?  New Contract or  Amendment

The purpose of this agreement is to fund the approved Trial Court Improvement (TCI) for the purpose of developing an interactive, online active shooter training for court employees.

What solicitation process was used (check one)?  
 Formal competitive bid (RFP)  Informal competitive bid (list vendors contacted below)  
 Sole source (explain below)

Followed AOC Grant Program approval process

RECEIVED  
DEC 22 2015  
SUPREME COURT OF NEVADA  
ACCOUNTING DEPARTMENT

Has the contractor ever been engaged under contract by the AOC? If you are not sure, see the Manager of Budgets.  
 Yes  No

If yes, specify when and indicate if the quality of service was satisfactory:

To your knowledge, is the contractor related to an employee of the Supreme Court, AOC, or state court system?  
 Yes  No

If yes, explain:

Contract Term

Start Date: Jan-16 Term Date: Jun-16

Funding

Maximum amount: \$4,000.00  
Rate: \_\_\_\_\_  
Interval: \_\_\_\_\_ (hour, month, year, etc.)  
Other basis of payment: Funding of grant award amount

Was the contract included in the legislatively approved budget? If you are not sure, see the Manager of Budgets.  
 Yes  No

What is the source of funds that will be used to pay the contractor? If you are not sure, see the Manager of Budgets  
 General Fund  Admin Assessments  Other (Federal grants, other grants, etc.)

If Other, explain: AOC TCI grant peremptory challenges fees

Contract was initiated by: [Signature] 12/22/15  
Signature and Date

Deputy Director Review: [Signature] 12/22/15  
Deputy Director Signature and Date

Funding is available: [Signature] 12/24/15  
Manager of Budgets Signature and Date

Contract is approved as to legal requirements: \_\_\_\_\_  
Staff Attorney Signature and Date