

1. GOAL

IMPROVE EFFICACY OF COURT'S
INTERNAL STRUCTURE

A. Enhance Security-Judicial Bldg

□ Enhance Courtroom Security

- Armed Security Officer on duty during Court proceedings (1 yr)

Costs: Startup - Overtime Funds-Public Safety

Ongoing - Public Safety

Type of Funds - State Funds (Capitol Police)

Key Partners - Capitol Police/Public Safety

Staffing Implications – Capitol Police

Objective – Safe & Secure Courtroom-Lower Risk of Potential Violence in Courtroom

State Strategic Link/Anticipated Impact - Better Security

Provide an Attractive Place to Work & Build a Career in State Government

A. Enhance Security-Judicial Bldg

□ Enhance Courtroom Security

■ Safety Features installed in Courtroom (2 yr)

- Cardkey only access to Judges Robing Room
- Upgrade shutting device on Judges automatic doors for entrance/exit from Robing Room
- Kevlar Lining for Judges Bench, Clerk & Security Officer

Costs: Startup - \$2,500 Cardkey Access, Other Cost Unknown

Type of Funds - State Funds-Enhancement (One-time funds)

Key Partners – GBA/Legislature

Staffing Implications – Capitol Police

Objective – Safe & Secure Courtroom-Lower Risk of Potential Violence in Courtroom

State Strategic Link/Anticipated Impact - Better Security

Provide an Attractive Place to Work & Build a Career in State Government

A. Enhance Security-Judicial Bldg

- **Enhance Courtroom Security**
 - **Limit Public Access to Courtroom to court dates unless arranged through Court (3 yr)**

Costs: Startup - Unknown Cost

Type of Funds - State Funds-Enhancement (One-time funds)

Key Partners – GBA/Legislature

Objective – Safe & Secure Courtroom-Lower Risk of Potential Violence in Courtroom

State Strategic Link/Anticipated Impact – Better Security

Provide an Attractive Place to Work & Build a Career in State Government

A. Enhance Security-Judicial Bldg

- **Enhance Security for Staff in Judicial Bldg**
 - **Active Video Monitoring in Building (1 yr)**

Costs: Startup - \$3,674-CCTV Monitor/Security provided by Public Safety

Type of Funds - State Funds-Budget

Key Partners – Capitol Police/GBA

Objective – Lower Security Risk to Judges & Staff and increase response to threats with Judicial Bldg

State Strategic Link/Anticipated Impact - Better Security

Provide an Attractive Place to Work & Build a Career in State Government

A. Enhance Security-Judicial Bldg

- **Enhance Security for Staff in Judicial Bldg**
 - **Install Receptionist Workstation in Front Lobby Area on 4th Floor**

Costs: \$12,500

Type of Funds - State Funds-Base Budget

Key Partners – GBA

Objective – Lower Security Risk to Judges & Staff and increase response to threats with Judicial Bldg

State Strategic Link/Anticipated Impact - Better Security

Provide an Attractive Place to Work & Build a Career in State Government

A. Enhance Security-Judicial Bldg

- **Enhance Security for Staff in Judicial Bldg**
 - **Secure 4th Floor by building wall to separate elevators from staff hallways & offices. Judges & Staff would enter using cardkey. Visitors cleared through receptionist (2 yr)**
 - **Secure Access to Staff Offices (3 yr)**

Costs: Startup - \$2,500 per cardkey access/ ? Construction Costs

Type of Funds - State Funds-Enhancement (One-time)

Key Partners – Capitol Police/GBA

Objective – Lower Security Risk to Judges & Staff and increase response to threats with Judicial Bldg

State Strategic Link/Anticipated Impact - Better Security

Provide an Attractive Place to Work & Build a Career in State Government

A. Enhance Security-Judicial Bldg

- **Enhance Security for Staff in Judicial Bldg**
 - **Full-time armed security patrolling Judicial Bldg (LT)**

Costs: Startup - \$40,000/yr. contract with Public Safety

Type of Funds - State Funds-Enhancement (Ongoing)

Key Partners – Legislature, Capitol Police/GBA

Objective – Lower Security Risk to Judges & Staff and increase response to threats with Judicial Bldg

State Strategic Link/Anticipated Impact - Better Security

Provide an Attractive Place to Work & Build a Career in State Government

A. Enhance Security-Judicial Bldg

- **Increase Safety/Emergency Preparedness (3 yr)**
 - **Train staff regarding safety/security procedures**

Key Partners – COA Employees

Objective – Staff ready to handle emergency situation – 100% trained

State Strategic Link/Anticipated Impact - Better Security

Provide an Attractive Place to Work & Build a Career in State
Government

B. Improved Efficiency of Space

- **Efficient Work Environment for Judges & Staff (LT)**
 - **Judges & Staff housed in secure self-contained suites.**

Costs: Startup - \$2M

Ongoing - \$30,750 additional rent

Type of Funds - State Funds-Enhancement (One-time & Ongoing)

Space Implications – Additional space needed at least 2,500 sq. ft.

Key Partners – Legislature/State Properties/GBA

Objective – Work performance efficiencies gained by judges & staff in efficient workspace.

Anticipated Impact for Customers (State Strategic Link) -

Deliver State Services Faster, Friendlier & Easier

B. Improved Efficiency of Space

- **Efficiency of Work Environment for Entire Court (LT)**
 - Only One Building housing Staff Offices. (New Justice Center)
 - Locate administrative & support services near staff

Costs: Startup - ?

Ongoing - additional rent

Type of Funds - State Funds-Enhancement (One-time & Ongoing)

Space Implications – Additional space needed at least

Key Partners – Legislature/State Properties/GBA

Objective – Work performance efficiencies gained by judges & staff in efficient workspace.

Anticipated Impact for Customers (State Strategic Link) –

Deliver State Services Faster, Friendlier & Easier

B. Improved Efficiency of Space

- **Clerk's Office-Better Access to Public (LT)**
 - **Locate Clerk's Office on Ground Level with adequate public parking available (New Justice Center)**

Costs: Startup - ?

Ongoing - additional rent

Type of Funds - State Funds-Enhancement (One-time & Ongoing)

Space Implications – Additional space needed at least

Key Partners – Legislature/State Properties/GBA

Objective – Easy Access for Public, Litigants & Attorneys less risk for general staff.

State Strategic Link/Anticipated Impact –

Deliver State Services Faster, Friendlier & Easier

B. Improved Efficiency of Space

□ **Space Anticipates Future Needs (LT)**

- **Need approximately 99,456 sq. ft. to house 24 Judgeships & Staff.**
- **(Population is estimated to increase to 10.8 million by 2015 at current ratio we would need at least 15 Judgeships by 2015).**
- **Space should fill Court needs for:
New Construction- 30 years Renovated Space-15 years**

Costs: Startup - ?

Ongoing - additional rent \$714,006 (estimated current rate)

Type of Funds - State Funds-Enhancement (One-time & Ongoing)

Space Implications – Additional space needed

Key Partners – Legislature/State Properties/GBA

Objective – Easy Access for Public, Litigants & Attorneys less risk for general staff.

State Strategic Link/Anticipated Impact –

Deliver State Services Faster, Friendlier & Easier



C. Uniform Application of Policies

- **Uniform Teleworking Practices (1 yr)**
 - Develop Employee Manual for Teleworking

Key Partners – I.T. Staff/Employees

Objective – More efficient teleworking

State Strategic Link/Anticipated Impact -

Deliver State Services Faster, Friendlier & Easier

C. Uniform Application of Policies

- **Uniform Practices for Hiring & Retention of Experienced Staff. Revised Salary Scale & Policy to Promote Retention & Reward Long-Term Court Employees**
 - **New Salary Scale & Policy for new hires which promotes prior appellate experience. (2 yr)**
 - New hires without prior appellate experience can only be hired at beginning entry and must work way up scale**

Key Partners – COA Judges

Objective – Better use of monies for personal services. Scale & hiring practices promote retention of long-term employees.

State Strategic Link/Anticipated Impact

Provide an attractive place to work & build a career in state government.
Employ an enterprise approach and best practices in Georgia's financial management.

C. Uniform Application of Policies

□ **Better Training for Work Procedures & Policy Practices**

- **Update all job descriptions (1 yr)**
- **Create or Revise Employee Training Manuals (2 yr) Distribution to employees (3 yr)**
- **Development of Attorney Committee to serve as Orientation Panel to create training program on online legal research & share in training duties. (2 yr)**
- **Legal online research training for new staff utilizing online legal research tools & Orientation panel member.**
- **Training Videos for new staff (LT)**

Key Partners – COA Judges

Objective – Adequate description of job requirements & better, more consistent training of staff.

State Strategic Link/Anticipated Impact -

Provide an attractive place to work & build a career in state government.

D. Business Continuity

- **Begin Virtualization of Servers Farm (1 yr)**
 - **Migration to use of virtual servers incorporated with physical services.**

Costs: Startup - \$45,000 Software/ \$30,000 Hardware

Type of Funds – State Funds-Base Budget

Key Partners – COA-IT

Objective – Better use of resources. Reduction of rebuild time, facilitates business continuity.

State Strategic Link/Anticipated Impact -

Provide an attractive place to work & build a career in state government.

D. Business Continuity

- **Develop & Implement Concise Business Continuity Plan (3 yr)**

Type of Funds – State Funds-Base Budget

Key Partners – All COA Divisions

Objective – Approved Plan of Action ready to be implemented during disaster, court shutdown, etc.

Anticipated Impact for Customers (State Strategic Link) -

Employ an Enterprise Approach and Best Practices in Georgia's Financial Management

*Q-1ate
June
metro area*

D. Business Continuity

- **Disaster Recovery Readiness (LT)**
 - **Training for Disaster Recovery/Business Continuity for entire court.**

Key Partners – All COA Divisions

Objective – Staff ready to handle emergency situation.

Anticipated Impact for Customers (State Strategic Link) -

Employ an Enterprise Approach and Best Practices in Georgia's Financial Management

actual mock disaster

2. GOAL

**INCREASE EFFICIENCY & EFFECTIVENESS
OF CASE PROCESSING THROUGH USE OF
TECHNOLOGY**

A. Better Efficiency & More Cost Effective Use of Legal Research Libraries

□ Lexis/Westlaw Usage

- **Mandatory once a year training for all staff attorneys on online legal research tools. (2 yr)**

Key Partners – COA Judges & Attorneys/IT Staff

Objective – More efficient use of online legal tools. Reduction in excluded charges.

State Strategic Link/Anticipated Impact -

Employ an Enterprise Approach and Best Practices in Georgia's financial management.

this back to Better Training John mentions

B. More Efficient Attorney Check-in Procedure

□ **Reduce Minutes & Effort Required to Check-in Attorneys**

■ **Computerization of Attorney Check-In Procedure** 2yr

Costs: Startup - \$16,000 Software Development/Hardware \$3,500

Type of Funds - State Funds-Base Budget

Key Partners – COA Clerk, IT Staff

Objective – Efficient Electronic Check-in Procedure Utilizing
Computer/Printer in Courtroom

State Strategic Link/Anticipated Impact -

Deliver State Services Faster, Friendlier & Easier