



Grants 24-011  
Exp.

State of South Dakota  
Unified Judicial System  
Office of the State Court Administrator

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500 East Capitol Avenue  
Pierre, SD 57501-5070

July 22, 2024

Jennifer Williams-Curl  
Grant Manager  
Pennington County Sheriff's Office  
321 Kansas City Street; Suite 100  
Rapid City, SD 57701

Dear Jennifer:

I'm pleased to inform you that your application for the Court Security Grant Program has been approved. Your county is being awarded the 75% match on the requested court security project outlined in your grant application.

If your project involves video surveillance, electronic door locks or panic alarms please share a copy of the attached guidelines with your vendors prior to installation. If there are issues with any of the items, please contact the Circuit Court Administrator in your area.

Grant funds will be disbursed by the State Court Administrator's Office after submission of the Security Grant Implementation and Certification report detailing completion of the project and a paid invoice. The Security Grant Implementation and Certification Form is attached as Appendix D.

Please email the applicable forms to: [scott.sheldon@ujis.state.sd.us](mailto:scott.sheldon@ujis.state.sd.us) upon completion of the project.

We appreciate your interest in and commitment to improving the safety of court facilities for the people who work in them, and the public that uses them.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gregory L. Sattizahn".

Gregory L. Sattizahn  
State Court Administrator

Cc: Circuit Administrator

Enclosure

*The mission of the State Court Administrator's Office is to improve the Unified Judicial System through leadership and service to the courts and other justice system stakeholders.*

# APPENDIX D

## Security Grant Implementation and Certification Form

Grant funds will be disbursed to an approved county by the State Court Administrator's Office after submission of this implementation and certification report detailing completion of the project and a paid invoice demonstrating project completion.

### Section I General Information

Project Title: \_\_\_\_\_

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

County: \_\_\_\_\_

### Section 2 Implementation Report

Provide a summary of the implementation of the approved security grant project and completion date:

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### Section 3 Invoice and Payment

Attach Final Paid Invoice for Security Grant Project.

Court Security Committee Chair Certification

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

Work Address: \_\_\_\_\_

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

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

Presiding Judge Certification

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

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

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

# Video Surveillance System

1. Supplier Information and Contact Details
  - a. Vendor Name:
  - b. Contact Person:
  - c. Contact Email:
  - d. Contact Telephone:
  
2. Details of the Surveillance System
  - a. Name and Version of Product:
  - b. Website:
  - c. Deployment Type: Cloud-based, On-Premises, or Hybrid.
  - d. Camera Details:
    - i. Quantity:
    - ii. Model:
  - e. Is any user workstation information required?
    - i. IP addresses?
    - ii. Whitelisting?
  
3. Options for Monitoring Video Feeds
  - a. Is monitoring restricted to a central location for UJS staff? Yes/No
  - b. Is a county-provided device on the county network required? Yes/No
  
4. Accessing the video feed on UJS staff workstations
  - a. Options for Resolution:
    - i. Compression of Video:
    - ii. Resolution of Video:
    - iii. Frames Per Second (FPS):
    - iv. Bandwidth Needed Per Client:
  - b. Choices for Viewing:
    - i. Simultaneous Viewing of Multiple Cameras.
    - ii. Cyclic Viewing of All Cameras.
    - iii. Cyclic Viewing of Selected Cameras by the User.
  
5. Security Measures:
  - a. Is the installation of an application necessary?
  - b. Is a login required?
    - i. Who is responsible for account management?
  - c. Is there a multi-factor component to sign on?
  
6. Access to Previous Recordings:
  - a. Who is authorized?
  - b. Duration of Recording Storage:
  
7. Additional Requirements
  - a. Are there any other features or considerations that might increase bandwidth usage on the State WAN?

## Appendix A

### Video Surveillance, Electronic Door Locks and Duress Alarm Guidelines

- a. Non-state equipment may not be installed in the state computer rack.
- b. No camera or other installed devices will connect to the State network.
- c. No State system will be dual homed to multiple networks. i.e., connected to both the state and county networks.
- d. Hardware or software installed on UJS workstations will need to pass a security approval process and will be installed by UJS technical staff.
- e. The county staff is responsible for management and operation of county installed security systems including video surveillance or electronic door locks.
- f. If access from UJS computers to security systems such as cameras, door locks or duress alarms is desired, that feature should be included in the vendor solution summary. The summary will need to include the anticipated bandwidth utilization for each UJS courthouse user and configuration options to reduce impact on available bandwidth so that UJS business needs are not affected. The summary will also include a list of the available port options that can be verified by SD Bureau of Information and Telecommunications (BIT) security staff to confirm availability prior to installation.
- g. The County may need to allow access through their firewall network for UJS workstations to gain access from the internet.