



**Michigan Supreme Court
State Court Administrative Office**

P.O. Box 30048
Lansing, Michigan 48909
Phone (517) 373-0130
John D. Ferry, Jr., State Court Administrator

FILE COPY

C13
2002-01J

March 28, 2002

Hon. Philip E. Rodgers Jr.
Chief Judge
13th Circuit Court
Courthouse
328 Washington St.
Traverse City MI 49684

Re: Administrative Order 2002-01J
Security Policy for Court Facilities
Joint Courts & Orders: D86 2002-01J, P45 2002-01J

Dear Judge Rodgers:

This is to advise that we have reviewed the above referenced Administrative Order and find that it conforms with the requirements of MCR 8.112(B). This order is being accepted and filed until advised by your court of any change.

Sincerely,

James L. Covault, Director
Trial Court Services

JLC/dmm

cc: Jack C. Crandall, Region 4
Ms. MaryAnne Macy

STATE OF MICHIGAN
IN THE CIRCUIT COURT
IN THE 13TH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER:

Administrative Order
-2001-2 2002-01J

PRESENT: HONORABLE THOMAS G. Power
Chief Circuit Court Judge

C13 Grand Traverse,
Leelanau, Antrim

HONORABLE JOSEPH E. DEEGAN
Chief Probate Court Judge

D86 Grand Traverse,
Leelanau, Antrim

Leelanau Probate Court

HONORABLE MICHAEL J. HALEY
Chief District Court Judge

IT IS ORDERED THAT:

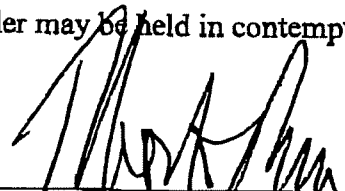
1. No weapons are allowed in any courtroom or other facilities or offices used for official business of any court. This prohibition does not apply to security personnel of the court in the performance of their official duties, or to law enforcement officers in the performance of their official duties. The Chief Judges of the Probate Court, the District Court, and the Circuit Court may authorize additional exceptions.
2. All persons and objects are subject to screening for the purpose of keeping weapons from entering court facilities.
3. Persons in violation of this order may be held in contempt of court.

RECEIVED

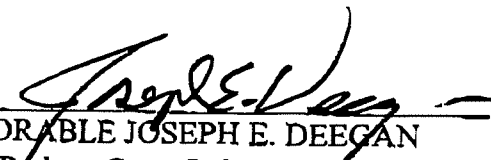
MAR 25 2002

JACK DEANON
REGIONAL ADMINISTRATOR
REGION 4


Entered: 10/29/01


HONORABLE THOMAS G. POWER
Chief Circuit Court Judge
13th Circuit Court

Entered: 10-31-01


HONORABLE JOSEPH E. DEEGAN
Chief Probate Court Judge
Leelanau County

Entered: Oct 26 2001


HONORABLE MICHAEL J. HALEY
Chief District Court Judge



COURT SECURITY POLICIES AND PROCEDURES

The following document outlines the policies and procedures for security for the Grand Traverse County Courthouse and the Probate Court/Circuit Court - Family Division on the Third Floor of the Governmental Center.

SECTION 1. NOTIFICATION

Notification of security at the Courthouse will be made in the following manner:

1. Visitors

Visitors will be notified that a security system is in place by the placement of signs reading:

"All individuals entering the Grand Traverse County Courthouse (or Probate Court/Circuit Court - Family Division) for any reason will be subject to the Courthouse security system, including metal detection and personal property search. No weapons are allowed in the Grand Traverse County Courthouse (or Probate Court/Circuit Court -Family Division)."

2. Staff

All staff of the Courthouse, Law Enforcement Center, and Governmental Center will receive a copy of these policies and procedures.

SECTION 2. OFF HOURS ACCESS

Only judges and their designees will have personal keys to the Courthouse. All Staff and Members of the Grand Traverse - Leelanau Bar Association wishing to enter the building in off hours will be required to show identification and sign in at the Jail desk to receive a key.

SECTION 3. INMATE TRANSPORT

All inmates will be escorted through the South entrance by uniformed officers. The officers and inmates may pass around the magnetometer. Other policies and procedures of the Sheriff's Department detail inmate transport arrangements.

SECTION 4. ALARM SYSTEM

A panic alarm system will be installed throughout the County Courthouse, as well as in the Probate Court, located on the Third Floor of the Governmental Center and the Prosecuting Attorney office. Four alert panels will be installed; one in Central Dispatch, one at the Jail Control Center, one at the Security Desk, and one in Probate Court.

The panic alarms should only be activated when the Judge or staff person believes that there is a physical threat to them or other Courthouse visitors. When the alarm is activated, the Security Guard will immediately respond. Central Dispatch will dispatch the nearest available officer. Jail staff will also respond, if available.

SECTION 5. BANNED ITEMS POLICY

As a general policy, no weapons of either an offensive or defensive nature shall be allowed in the Grand Traverse County Courthouse or Probate Court/Circuit Court - Family Division. In addition, no alcohol, illegal drugs or illegal drug paraphernalia shall be allowed in the Courthouse and Probate Court/Circuit Court Family Division. This policy shall be applicable to all occupants and users of the facility, with specific exceptions noted herein.

1. Firearms

- a. Uniformed police officers in the normal course of their official duties will be exempt from the weapons policy.
- b. Plain-clothed officers, Michigan Department of Corrections Probation Agents, and off-duty police officers, except on personal business shall be exempt upon display of official badge and departmental photo identification.
- c. Any person who may have authority to carry a weapon and attempt to enter the courthouse with same, but have not been exempted from this policy, will be required to secure said weapon in their vehicle.
- d. In the event that the security staff determine a weapon to be illegally possessed, they shall immediately notify Central Dispatch for referral to the Traverse City Police Department

2. Knives

- a. The maximum allowable overall blade length shall be three (3) inches.
- b. Knives may not be carried in any publicly displayed manner (i.e. in a belt carrier or sheath)
- c. In the event the security staff feels a knife is illegal, (i.e. "Switchblade"), they will contact Central Dispatch for referral to the Traverse City Police Department.
- d. Other "bladed instruments", such as cardboard knives, box cutters, razors, (or razor blades), and scissors will not be allowed. The possessor of same will be asked to return the item to their vehicle prior to entering the courthouse.

3. Medical Sharps (needles)

Medical supplies, including needles and blood testing equipment, will be allowed upon demonstrated proof of the personal medical need, (i.e. diabetic ID card or bracelet).

4. Aerosols - - Mace, Pepper Spray

Except for exempted individuals described in Section 5.1.b., these items will not be allowed to enter the courthouse.

5. Tools, Equipment Related Supplies

- a. Employees – advanced approval should be obtained through the Facilities Management Department or from the employee's Department Head.
 - b. Facilities Management Department should be properly identified to the security staff
-
- c. Contractors must have advanced approval through the Facilities Management Department.

6. Alcohol and Illegal Drugs

No alcohol, illegal drugs, and drug paraphernalia shall be allowed in the Grand Traverse County Courthouse or Probate Court/Circuit Court Family Division.

SECTION 6. SEARCHES AND SEIZURE

The security staff will conduct a search of the interior of the courthouse at the beginning of each work day (i.e. - search for contraband/weapons) in the bathrooms, courtrooms, etc.

1. Search - Persons

- a. All persons entering the courthouse will be required to pass through the magnetometer security gate.
- b. Exempted individuals described in Section 5.1.b. may pass around the magnetometer.
- c. Persons with disabilities preventing passage through the magnetometer (i.e., wheelchairs, pacemakers) will be subject to a hand-held metal detector search.
- d. Any persons failing the magnetometer or hand-held wand search may be subject to a personal "pat-down" by the security staff, or if deemed appropriate by an available police officer. The "pat-down" will only be allowed in the area of the body where the activation occurred when using the hand-held metal detector.
- e. Persons declining any of the personal search options will not be granted entrance to the facility.

2. Search - Personal Property

- a. Purses, briefcases, packages, boxes, lunch sacks, etc. will all be subject to physical inspection. Said items will be subject to inspection each time the item is brought into the courthouse, (including re-entries in the same day).
- b. Persons entering the courthouse may be requested to completely open and display the contents of all such items as identified in item (a.) above, including any smaller containers within the original items.
- c. Electronic items, (pagers, radios, computers, recorders, walkmans, etc.), and cameras must be demonstrated as being in functional condition, to the extent possible such devices must be opened for inspection.
- d. Any package or device not able to meet the above inspection standards will not be allowed in the courthouse.

- e. Standard issue items for exempted individuals identified in Section 5.1.b (such as radios), will not be subject to inspection.


3. Seizure

Any item not allowed in the courthouse is subject to seizure by the security staff. In the event that the security staff feels a particular item may be illegal in nature (contraband), they shall contact Central Dispatch for referral to the Traverse City Police Department.

SECTION 7. DISORDERLY PERSONS

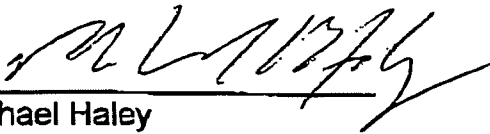
1. Persons who become abusive toward the security staff, demonstrate any potential violent behavior, or use profanity will be asked to leave the premise.
2. Intoxicated persons or those who may be under the influence of drugs will not be allowed in the facility or to remain on the premise
3. In the event that such individuals refuse to comply with the requests of the security staff, Central Dispatch shall be notified, requesting the response of the Traverse City Police Department and/or any available police officers near the facility.
4. Persons who decline to follow these procedures will be denied entrance and requested to leave the premise.
5. Security staff shall provide written documentation of such activities to the responding police agency and the Grand Traverse County Project Manager.

Approved:



Hon. Thomas Power
Chief Judge, Thirteenth Circuit Court

5/16/01
Date



Hon. Michael Haley
Chief Judge, 86th District Court

5-14-01
Date



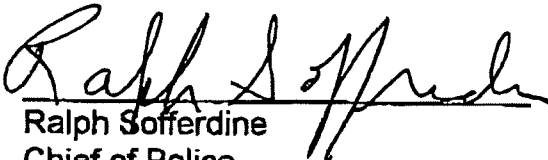
Richard Thomas
Chair, County Board of Commissioners
Grand Traverse County

5-18-01
Date



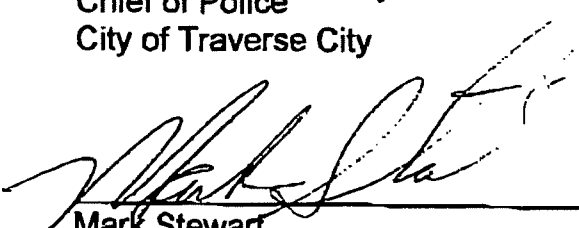
Scott Fewins
Grand Traverse County Sheriff

5-21-2001
Date



Ralph Sofferdine
Chief of Police
City of Traverse City

5-14-01
Date



Mark Stewart
Post Commander
Michigan State Police

5-22-01
Date