

CALHOUN COUNTY COURTS

HONORABLE MICHAEL L. JACONETTE

Chief Judge: Circuit, Probate & District Courts

HONORABLE JOHN A. HALLACY

Chief Judge Pro Tempore

HONORABLE BRIAN K. KIRKHAM

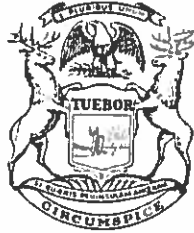
Presiding Judge, Circuit Court Family Division

HONORABLE SARAH S. LINCOLN

Presiding Judge, Circuit Court Civil / Criminal Division

HONORABLE FRANKLIN K. LINE, JR.

Presiding Judge, District Court



KRISTEN L. GETTING

Circuit/Probate Court Administrator/

Friend of the Court

Judicial Council Administrator

KATHERINE K. AMBROSE

District Court Administrator

CINDY RUDE

Probate Court Manager - Register

STATE OF MICHIGAN, COUNTY OF CALHOUN

37TH JUDICIAL CIRCUIT
CALHOUN COUNTY PROBATE
10TH JUDICIAL DISTRICT

Administrative Order C37 2018-01J, D10 2018-01J, P13 2018-01J

SECURITY POLICY FOR COURT FACILITIES

This Administrative Order is issued, after consultation with Calhoun County Judges, the Calhoun County Sheriff, Calhoun County Administration and Calhoun County Court Administration, in accordance with Michigan Supreme Court Administrative Order 2001-1. The purpose of this order is to address general security and the presence of weapons in court facilities.

Previous Local Administrative Orders C37 2008-04J, D10 2008-08J, and P13 2008-02J are rescinded. General Security Order 1993-612 AW is also rescinded.

The Circuit, Probate and District Courts for Calhoun County find as follows:

1. Court security is an effort to prevent or control such problems as verbal abuse or insult, disorderly conduct, generally dangerous situations, physical violence, demonstrations, theft, fire, bomb threats, sabotage, hostage situations, prisoner escapes, kidnaping and assaults; and,
2. The courts have a responsibility for assuring that reasonable measures are undertaken for the safety and security of the public who use the facility and the courts and staff who work in the facility; therefore,

IT IS ORDERED:

1. **NO WEAPONS.** No weapons are allowed in the Calhoun County Justice Center except those in the possession of the Sheriff, his authorized officers and uniformed or plain-clothed certified law enforcement officers during the performance of their official duties, if the officer is in uniform (or otherwise properly identified) and is not a party to

a matter then before the Court.

The Chief Judge may authorize additional exceptions, in writing, in extraordinary circumstances.

2. **COMMUNICATION DEVICES**. No cellular phones, pagers, two-way radios or any other type of communication device will be allowed in the facility except for government employees with current valid picture I.D., licensed and practicing attorneys, physicians, and victim advocates with a county picture identification badge or any person able to provide reasonable proof of an extraordinary need for the communication device.
3. **RECORDINGS IN COURT**. No recording or photography equipment of any kind shall be allowed in the facility except by media that have obtained prior written approval pursuant to the Michigan Supreme Court Administrative Order 1989-1, with the exception of cameras (not incorporated into a cell phone) to be used for a wedding or adoption proceeding. No photographs of court personnel are permitted without prior authorization of the presiding judge, magistrate or the Chief Judge. Jurors and Jury Selection processes may not be photographed by media or any other person.
4. **SECURITY SEARCHES**. All persons and their belongings (unless specifically excepted) and all parcels are subject to screening by Sheriff's Deputies for the purpose of keeping weapons and other restricted items from entering the facility.

If at any time there is an articulable and reasonable suspicion that a weapon or restricted item may be found, a person or object is subject to search. The search shall be no more intrusive than necessary to protect against the dangers presented. Any person who refuses such a search may be denied admittance to, or ejected from, the building.

5. **BUILDING SECURITY**. The Sheriff shall assign sufficient officers whose duties shall include staffing the public entrance to the Justice Center, manning security and scanning devices at the public entrance and responding to requests for security assistance or to security incidents occurring within the Justice Center during all public hours of the facility.

The Sheriff shall advise all agencies within the Justice Center of the security procedures and methods of contacting assigned security officers for assistance.

6. **NOTICE TO PUBLIC**. Signs shall be posted that "No weapons or other restricted items are permitted in the Calhoun County Justice Center. All persons and parcels are subject to search for weapons and restricted items as a condition of entry. Persons in violation of this order may be held in contempt of court."

SECURITY POLICY FOR COURT FACILITIES

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7. **SECURE AREAS OF FACILITY.** Areas of the Calhoun County Justice Center designated as "secure areas" shall be entered and/or occupied only by authorized state, court or county staff unless otherwise permitted by County Administration, the Sheriff, and/or the Chief Judge. Secure areas shall be kept locked from access to the general public at all times when not in use. Court staff shall perform a security sweep of courtrooms and hearing rooms daily to review the premises for any potential security threats or unauthorized persons.


Secure area designation shall be by approval of the Chief Judge, Sheriff and/or County Administration. Persons who enter or occupy any designated secure area of the facility without authorization or who interfere with securing mechanisms or devices for such areas may be removed from such areas by the Sheriff and barred from re-entry. Staff members who violate the established security measures are subject to disciplinary action by their employing court or agency.

8. **IDENTIFICATION AND KEY CARDS.** The Chief Judge, in cooperation with all judges, shall approve in writing any persons other than court staff who are to be permitted access to the Court's secure areas. Members of the Bar must apply for, be approved, pay for a key card, and sign a usage agreement form prior to being permitted access to the Court's secure areas. Vendors must be accompanied by a staff person for admittance into the secure areas of the Court, unless issued a key card by the County. All Calhoun County Judges requested and agreed that members of the State Bar should be permitted access to the secure areas of the Court, subject to these procedures. See the signed agreement attached to and incorporated into this policy by reference.
9. **CLEAR APPROACHES.** All approaches to courtrooms, offices, and other rooms which constitute facilities of this Court shall be kept clear for the safety of the public and employees.
10. **COURT FACILITIES.** The Courtroom(s), Judge's chamber(s), jury room(s), conference room(s), office(s), libraries, and all other areas utilized by the Courts shall be for the exclusive use and occupancy of personnel authorized by this Court. Any unauthorized use is prohibited.
11. **BAR AREA.** The bar area of the Court within the rail is reserved for parties to the action or the proceeding, their attorneys, Court personnel, witnesses while sworn and testifying and such other persons as requested by the parties and authorized by the Court. The Court reserves the right to prohibit entrance and exit from the Courtroom by any person except Court staff, members of the Bar, parties, and witnesses while in session and to bar violators from all proceedings.
12. **EXHIBITS.** No one except attorneys of record, their agents, witnesses while sworn and testifying, Court personnel, and jurors may handle proposed or admitted exhibits except by Order of the Court.

13. **MAXIMUM OCCUPANCY SIGNS**. Each Courtroom shall have a posted maximum occupancy sign. No more than the maximum authorized number of persons shall be in any Courtroom at any time.
14. **REVIEW AND UPDATE OF SECURITY POLICIES**. Court Administration shall review security policies and the Continuation of Operations Procedures on an annual basis, beginning September 20, 2019.

This order is consistent with security policies and procedures developed in cooperation with the Sheriff and County Administration and is effective September 20, 2018 subject to SCAO approval.

DATED: September 14, 2018



MICHAEL L. JACONETTE,
Chief Judge Calhoun County Courts

**CERTIFIED COPY OF
ORIGINAL ON FILE**



**37th JUDICIAL CIRCUIT
DEPUTY COURT CLERK**

CALHOUN COUNTY COURTS

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Judicial Council Administrator

KATHERINE K. AMBROSE

District Court Administrator

CINDY RUDE

Probate Court Manager - Register

TO: MICHAEL L. JACONETTE, CHIEF JUDGE

FROM: UNDERSIGNED JUDGES

DATE: MARCH 6, 2018

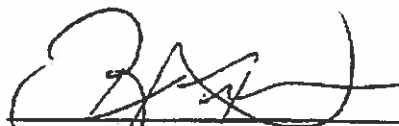
RE: ATTORNEY ACCESS TO SECURE AREAS

We, the undersigned, judges of the Calhoun County Circuit and District Courts respectfully request that members of the Michigan State Bar, who remain in good standing, and have business with the courts which regularly involves interaction with judicial staff or court events held within the secure areas of the Justice Facility be granted key card access without need for court staff supervision. Issuance of key cards shall be determined by you based upon your evaluation of their need for regular access to a secured area. We note that members of the Bar are required to undergo significant background checks to be admitted to the Michigan State Bar and to maintain their accreditation.

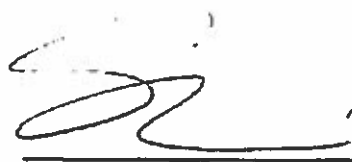
We recognize that the Calhoun County Sheriff, as Court/Facility Security Officer, has expressed a preference that unsupervised access to the secured areas be restricted to court staff. However, we strongly believe that excluding attorneys practicing in our courts from such access will severely disrupt and significantly delay proceedings based on the frequency access is required. This potential is exacerbated by the lack of court staff which would be needed to provide supervision of all non-staff "guests."

We also recognize that additional key card devices and perhaps access doorways may be needed; however, such one-time capital expenses would be significantly less than the annual


expense of additional staff that would be needed to otherwise control access and supervise non staff "guests" required to have access to secure areas.



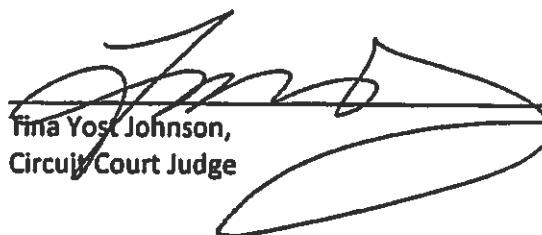
Brian K. Kirkham,
Presiding Family Division Circuit Judge



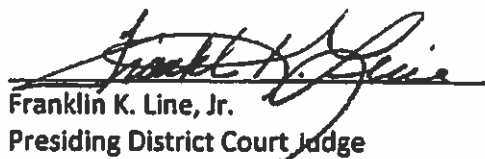
Sarah S. Lincoln,
Presiding Criminal/Civil Division Circuit Judge



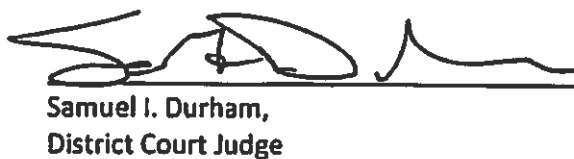
John A. Hallacy,
Chief Judge Pro Tempore, Circuit Judge



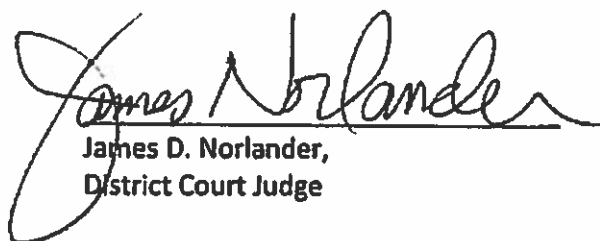
Tina Yost Johnson,
Circuit Court Judge



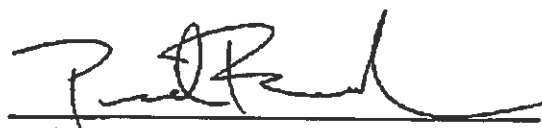
Franklin K. Line, Jr.
Presiding District Court Judge



Samuel I. Durham,
District Court Judge



James D. Norlander,
District Court Judge



Paul K. Beardslee,
District Court Judge