

[LOCAL COURT LETTERHEAD]

Administrative Order [Year] - [Number]

ESTABLISHMENT OF A COURTHOUSE SECURITY COMMITTEE

This administrative order is issued in accordance with Michigan Supreme Court Administrative Order No. 2019-1. The purpose of this order is to establish a courthouse security committee.

IT IS ORDERED:

1. At the direction of the chief judge (*If a court location has more than one chief judge, the chief judges must decide which one of them shall take the lead. If the chief judges are unable to determine a lead chief judge, the SCAO regional administrator shall select one. If the jurisdiction is a multi-county circuit, each county must have a security committee. The multi-county chief judge can appoint a presiding judge in a county to form the committee.*), a courthouse security committee is established effective [date of establishment]. The chairperson of the committee is (*either chief judge or his/her designee; if the chair is not the chief judge, identify the position of the person designated, for example, "court administrator."*).

2. The security committee shall:

- Develop and promote security policies and procedures regarding court security and emergency management.
- Establish goals and objectives specific to improving physical security, emergency preparedness, and employee training.
- Review all courthouse security incidents and take appropriate corrective measures to mitigate and/or eliminate any security vulnerabilities to prevent future reoccurrences.

3. The chairperson of the committee shall:

- Facilitate communication, coordination, and decision-making among members (e.g., facility stakeholders) on policies and procedures affecting court security and emergency management.
- Seek member advice and input on goals, objectives, priorities, and issues involving court security and emergency management.

- Work in consultation with local law enforcement and emergency management professionals. The SCAO regional administrator will be kept apprised of meeting times and locations and be consulted as necessary.
- Submit a report to the SCAO regional administrator by March 31, 2020, and an updated report by March 31 of every year thereafter concerning the actions taken by the committee under subsection 2. The report shall list the members of the committee. *(The court shall invite representatives of the funding unit, county sheriff and/or local law enforcement, clerk of the court, and other entities/stakeholders in the court facility. If there are multiple court locations, identify each and the members of the committee from each location).* It should also describe the court’s current security policies and procedures, describe the goals and objectives established by the committee to improve courthouse security, and include a summary of any courthouse security incidents occurring during the reporting period and related corrective measures taken by the court.

4. The security committee shall meet [provide intervals of meetings, but no less than four times per calendar year].

Date: _____	_____
	Chief Circuit Judge
Date: _____	_____
	Chief Probate Judge
Date: _____	_____
	Chief District Judge
Date: _____	_____
	Multi-Court Chief Judge

(Strike or add lines as needed)