

Order

**Michigan Supreme Court
Lansing, Michigan**

October 3, 2018

Stephen J. Markman,
Chief Justice

ADM File No. 2018-21

Proposed Administrative Order
to Require Courts to Establish
Security Committees

Brian K. Zahra
Bridget M. McCormack
David F. Viviano
Richard H. Bernstein
Kurtis T. Wilder
Elizabeth T. Clement,
Justices

On order of the Court, this is to advise that the Court is considering the adoption of an Administrative Order requiring courts to establish security committees. Before determining whether the proposal should be adopted, changed before adoption, or rejected, this notice is given to afford interested persons the opportunity to comment on the form or the merits of the proposal or to suggest alternatives. The Court welcomes the views of all. This matter also will be considered at a public hearing. The notices and agendas for public hearings are posted at [Administrative Matters & Court Rules page](#).

Publication of this proposal does not mean that the Court will issue an order on the subject, nor does it imply probable adoption of the proposal in its present form.

Administrative Order No. 2018-XX — Establishment of Court Security Committees

The issue of courthouse security is of vital importance to ensure the safety of the public, litigants, and the judicial employees of this state. Accordingly, the Supreme Court issues the following order regarding the administrative responsibilities of each chief judge in Michigan as they relate to courthouse security.

It is ordered that each chief judge or, in any facility with multiple chief judges, one chief judge as designated by consensus of the chief judges, establish a standing courthouse security committee to be chaired by the chief judge or his/her designee. The members of the committee shall include representatives of the court's funding unit, local law enforcement, the Clerk of Court, and other facility stakeholders. The courthouse security committee is responsible for creating and promoting policies and procedures to improve the safety and security of the courthouse.

Each court shall submit to the State Court Administrative Office (SCAO) a local administrative order that establishes the courthouse security committee in accordance with the model local administrative order developed by the SCAO. Courts with multiple chief judges in one location and courts that have multiple locations must follow the instructions provided by the SCAO for establishing the standing courthouse security committee. In developing the security committee, courts are directed to work with local funding units and to collaborate with other entities in shared facilities, where appropriate.

Proposed local administrative orders must be submitted to the SCAO no later than (MM/DD/YYYY).

Staff Comment: This administrative order would direct courts to establish a standing courthouse security committee to be chaired by the chief judge or his/her designee. The attached appendix is a proposed model local administrative order developed by the SCAO.

The staff comment is not an authoritative construction by the Court. In addition, adoption of a new rule or amendment in no way reflects a substantive determination by this Court.

A copy of this order will be given to the Secretary of the State Bar and to the State Court Administrator so that they can make the notifications specified in MCR 1.201. Comments on the proposal may be sent to the Supreme Court Clerk in writing or electronically by January 1, 2019, at P.O. Box 30052, Lansing, MI 48909, or ADMcomment@courts.mi.gov. When filing a comment, please refer to ADM File No. 2018-21. Your comments and the comments of others will be posted under the chapter affected by this proposal at [Proposed & Recently Adopted Orders on Admin Matters page](#).



I, Larry S. Royster, Clerk of the Michigan Supreme Court, certify that the foregoing is a true and complete copy of the order entered at the direction of the Court.

October 3, 2018

A handwritten signature in black ink, appearing to read "Larry S. Royster".

Clerk

APPENDIX

State Court Administrative Office
Model Local Administrative Order XX - Establishment of a Courthouse Security Committee

[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. 2018-XX. 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. Members of the Security Committee shall include representatives of (*name of 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*)
3. 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.
4. The chairperson of the committee shall:
 - Facilitate communication, coordination, and decision-making among members

APPENDIX

(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 State Court Administrative Office within one year of the first committee meeting and an updated report every two years thereafter concerning the actions taken by the committee under subsection 3. The report shall describe the court’s current security policies and procedures, the goals and objectives established by the committee to improve courthouse security, and a summary of any courthouse security incidents occurring during the reporting period and related corrective measures taken by the court.

5. 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)