

2019-05J

Maria K. Mendez

From: Region5 Info <Region5-Info@courts.mi.gov>
Sent: Tuesday, September 03, 2019 2:08 PM
To: Judge Lipsey; Christopher T. Haenicke; Thom M. Canny; Ann E. Filkins; Steven E. Burnham
Cc: Region5 Info; Maria K. Mendez
Subject: Kalamazoo Establishment of a Courthouse Security Committee - Approved

Kalamazoo Establishment of a Courthouse Security Committee - Approved
C09 2019-07J
D08 2019-05J
P39 2019-06J

This is to advise that we have reviewed the above referenced administrative order and find that it conforms to the requirements of MCR 8.112(B). This order is being accepted and filed.

By way of this local administrative order, your SCAO Regional Administrator must be kept apprised of security committee meeting times and locations and be consulted as necessary.

Jill Booth
Region V Administrator
P.O. Box 30048
Lansing, MI 48909
517-373-8679

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STATE OF MICHIGAN 9TH CIRCUIT COURT 8TH DISTRICT COURT KALAMAZOO COUNTY PROBATE COURT KALAMAZOO COUNTY	ESTABLISHMENT OF A COURTHOUSE SECURITY COMMITTEE	LOCAL ADMINISTRATIVE ORDER Circuit Court: 2019-07 J District Court: 2019-05 J Probate Court: 2019-06 J
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Court Address

District Court – 227 WEST MICHIGAN AVENUE, KALAMAZOO, MI 49007
District Court – 150 E. CROSSTOWN PARKWAY, KALAMAZOO, MI 49001
Circuit Court – 227 WEST MICHIGAN AVENUE, KALAMAZOO, MI 49007
Circuit Court – 150 E. CROSSTOWN PARKWAY, KALAMAZOO, MI 49001
Circuit Court – 1536 GULL ROAD, KALAMAZOO, MI 49048

Court Telephone No.

(269) 384-8171
(269) 383-8837
(269) 385-6000

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:

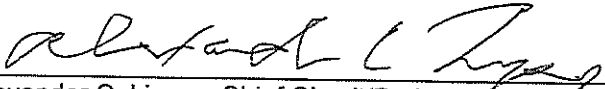
1. At the direction of the Honorable Alexander Lipsey, Circuit/Probate Court Chief Judge and the Honorable Christopher Haenicke, District Court Chief Judge, a courthouse security committee is established effective September 1, 2019. The chairperson of the committee is the Circuit Court Deputy Court Administrator/Trial Division Administrator. Committee membership shall consist of a representative from Circuit/Probate Court, District Court, the Kalamazoo Sheriff's Department, The Office of the Prosecuting Attorney, Kalamazoo County Administration, Kalamazoo County Building and Grounds, Circuit Court Family Division, Circuit Court Trial Division, and the Circuit Court Automation and Technology Unit.
2. The security committee shall:
 - a. Develop and promote security policies and procedures regarding court security and emergency management
 - b. Develop security-related drills, implement and maintain a schedule of drills to administer and debrief the outcome of all drills performed.
 - c. Develop and submit collaborative requests for all security funding including recommendations for new technology purchases, upgrading hardware and software, and vendor maintenance agreements
 - d. Establish goals and objectives specific to improving physical security, emergency preparedness, and employee training.
 - e. Document and 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:
 - a. Facilitate communication, coordination, and decision-making among members (e.g., facility stakeholders) on policies and procedures affecting court security and emergency management.
 - b. Seek member advice and input on goals, objectives, priorities, and issues involving court

security and emergency management.

- c. Work in consultation with local law enforcement, contracted security personnel and emergency management professionals. The SCAO regional administrator will be kept apprised of meeting times and locations and be consulted as necessary.
- d. 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. 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. The annual report will be reviewed by the committee prior to the submission to SCAO.

4. The security committee shall meet on the second Tuesday of every other month.

Date: 8/16/19



Alexander C. Lipsey, Chief Circuit/Probate Judge

Date: 8/29/19



Christopher T. Haenicke, Chief District Judge