STATE OF MICHIGAN
IN THE 43RD JUDICIAL CIRCUIT COURT

ADMINISTRATIVE ORDER

43rd Circuit Court, 2019-1 J
Cass County Probate Court, 2019-1 J
4th District Court, 2019-1 J

ESTABLISHMENT OF SECURITY COMMITTEE FOR CASS COUNTY LAW & COURTS BUILDING

This Administrative Order is issued in accordance with Administrative Order 2019-1. The purpose of this Order is to establish a Security Committee for the Cass County Law & Courts Building.

IT IS ORDERED:

1. At the direction of the Chief Judge, a security committee for the Cass County Law & Courts Building is established effective May 1, 2019. The Chairperson of the committee is the Chief Judge and in the Chief Judge's absence, the Chief Judge's designee.

2. Members of the security committee shall include the following (not their designees):

    a. Judges from all three Courts (which includes the Chief Judge)
        i. Circuit Court Judge
        ii. District Court Judge
        iii. Probate/Family Court Judge

    b. Cass County ("funding unit")
        i. Chair of the Board of Commissioners
        ii. County Administrator
        iii. IT Director

    c. Office of the Sheriff
        i. Sheriff
        ii. Undersheriff
        iii. Head of Security at the Cass County Law & Courts Building

    d. Local law enforcement
        i. Chief, Village of Cassopolis

    e. Clerk of the Court
        i. Clerk
        ii. File Room Supervisor

f. Court Administration
    i. Court Administrator for Circuit/Family/Probate Courts
    ii. District Court Administrator

g. Emergency Management
    i. Director of Emergency Management

h. Prosecutor's Office
    i. Prosecutor
    ii. Chief Deputy Prosecutor

i. Any other representatives deemed necessary by the Chief Judge.

3. The security committee shall:

    a. Develop and promote security policies and procedures regarding court security and emergency management;

    b. Establish goals and objectives specific to improving physical security, emergency preparedness, and employee training;

    c. Review all security incidents in the Cass County Law & Courts Building and take appropriate corrective measures to mitigate and/or eliminate any security vulnerabilities to prevent future reoccurrences.

4. The Chairperson of the committee shall:

    a. Facilitate communication, coordination, and decision making among members (e.g. facility stakeholders) on policies and procedures affecting security and emergency management in the Cass County Law & Courts Building;

    b. Seek member advice and input on goals, objectives, priorities, and issues involving security and emergency management in the Cass County Law & Courts Building;

    c. 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.;

5. Submit a report to the SCAO regional administrator by March 31, 2020, and an updated report by March 31st of every year thereafter concerning the actions taken by the committee under paragraph 3. The report shall list the members of the committee. The report should also describe the court's current security policies and procedures, describe the goals and objectives established by the committee to improve security of the Cass County Law & Courts Building, and include a summary of any Cass County Law & Courts Building security incidents occurring during the reporting period and related corrective measures taken by the court.

6. The security committee shall meet as arranged by the Chief Judge or upon the request of a stakeholder on this committee with meetings occurring not less than four (4) times per calendar year.

7. Effective Date: May 1, 2019

Dated: 5-1-19

Honorable Susan L. Dobrich, P32783
Chief Judge, Cass County Courts

Cass Establishment of Security Committee - Approved

From : Region5 Info <Region5-Info@courts.mi.gov> Tue, May 07, 2019 02:31 PM

Subject : Cass Establishment of Security Committee - Approved

To : Honorable Susan L. Dobrich (sued@cassco.org) <sued@cassco.org>, Carol Bealor (carolb@cassco.org) <carolb@cassco.org>, nancyb@cassco.org, kelleyj@cassco.org

Cc : Region5 Info <Region5-Info@courts.mi.gov>

Establishment of Security Committee for Cass County Law & Courts Building – Approved
C43 2019-01J
D04 2019-01J
P14 2019-01J

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.

Jill Booth
Region V Administrator
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