



**Michigan Supreme Court  
State Court Administrative Office**

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John D. Ferry, Jr., State Court Administrator

June 11, 2001

Hon. Paul H. Chamberlain  
Trial Court Chief Judge  
21st Circuit Court  
Isabella County Courthouse  
200 N. Main St.  
Mt. Pleasant MI 48858

Re: Administrative Order 2001-03  
Security Policy for Court Facility

Dear Judge Chamberlain:

This is to advise that we have reviewed the above referenced Administrative Order and find that it conforms with the requirements of MCR 8.112(B). This order is being accepted and filed until advised by your court of any change.

Sincerely,

A handwritten signature in cursive script that reads "James L. Covault".

James L. Covault, Director  
Trial Court Services

JLC/dmm

cc: J. Bruce Kilmer, Region 3  
Mr. Lance Dexter

MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE

JUN 12 2001

REGION III

STATE OF MICHIGAN



ISABELLA COUNTY TRIAL COURT

300 NORTH MAIN STREET  
MT. PLEASANT, MICHIGAN 48858  
TEL. (517) 772-0911 FAX (517) 779-8022

HON. WILLIAM T. ERVIN  
PRESIDING JUDGE

HON. PAUL H. CHAMBERLAIN  
CHIEF JUDGE

HON. WILLIAM R. RUSH  
PRESIDING JUDGE

LANCE DEXTER  
COURT ADMINISTRATOR

Local Administrative Order 2001-3

SECURITY POLICY FOR COURT FACILITY

This administrative order is issued in accordance with Michigan Supreme Court Administrative Order 2001-1. The purpose of this order is to address the presence of weapons in court facilities.

**IT IS ORDERED:**

1. No person, except as provided in the *Weapons Control Policy of Isabella County Trial Court*, dated September 20, 2000, and incorporated by reference, will be permitted to carry a weapon into or within the Isabella County Courthouse regardless of whether they have a CCW permit.
2. All persons, their belongings, and all hand carried items are subject to screening by Court officers for the purpose of keeping weapons and contraband from entering the facility.
3. A copy of the *Weapons Control Policy of Isabella County Trial Court* shall be posted at the Courthouse entrance. All persons and parcels are subject to a search for weapons and restricted items as a condition of entry. At any time a person being searched may be allowed to terminate the searching process, collect his or her belongings and immediately exit the building. Any person who moves beyond the point of screening without first clearing the screening process is in violation of this order and may be held in contempt of court.

Date: May 24, 2001

\_\_\_\_\_  
Honorable Paul H. Chamberlain  
Chief Judge



**2000-3**  
**ISABELLA COUNTY TRIAL COURT**  
**WEAPONS CONTROL POLICY**  
**August 18, 2000**

**POLICY:**

To preserve the security of the courthouse; to deter those who would take violent action against the court, court personnel, court users or public; to maintain court decorum.

**PURPOSE:**

To establish a screening procedure for screening court personnel, court users, and the public in a thorough and expedient manner, preventing weapons, contraband, and prohibited goods that threaten the security of the court facility from entering the courthouse.

**DEFINITIONS:**

**Contraband:** Items of lawful possession by non-law enforcement officers, including but not limited to guns, bombs, clubs, and knives.

**Guns:**

**Authorized:** Hand guns only.

**Unauthorized:** Shot guns, rifles, and automatic weapons.

**Hand Held Detector:** A metal detector that can be held in the hand of an operator. These are generally used for bodily inspection of individuals. They can be used separately or as part of a system to support Walk Through Detectors.

**Magnetometer/Walk Through Detector:** Resembling a frame of a door, this type of detector is

designed to detect metallic objects on an individual passing through it, and activate a visual and/or audible alarm upon detection of a metallic object.

**Manual Inspection/Hand Search:** The physical inspection and searching of hand held items before they are taken into a secured area.

**Negative Reading:** Indicates the patron appears to not have weapons, contraband or prohibited goods on their person.

**Pass Line:** Is the gate located next to the magnetometer which is utilized by only wheel chaired patrons. The wheel chaired patron will be manually inspected and hand searched.

**Positive Reading:** Indicates the patron appears to have weapons, contraband or prohibited goods on their person.

**Prohibited Goods:** Items that threaten courthouse security, including but not limited to sharp objects, mace, handcuff keys, pocket knives, nail files, sharp combs etc.

**Proper Identification:** Identification as a police officer and have an official departmental issued photo identification card.

**Screening:** A system of guarding and protecting whereby electronic devices and manual inspection are employed to prevent forbidden items from entering a secured area.

**X-Ray:** A machine capable of penetrating various thicknesses and display on a screen the shapes of objects contained inside containers.

### **SCREENING PROCEDURES:**

Screening will occur at the main entrance or as instructed by the Chief Judge or Court Administrator. Screening procedures at the main entrance will be operational during normal court business hours and all other times deemed necessary.

As individuals enter the courthouse the Court Officers assigned to conduct screening will direct the flow of people. Individuals shall remove all metal objects from their persons and place them in trays. The items in the trays shall be inspected for contraband. The items may be picked up by the owner on the other side of the screening device. All briefcases, handbags, purses, pocket books, knapsacks, etc., shall be placed on the conveyor belt to be moved through the x-ray machine and/or manually inspected/ hand searched. Court Officers may require large objects to be turned over and re-run through the x-ray machine. Items passed through the x-ray machine may be retrieved by the owner after successfully passing through the magnetometer.

An individual upon passing through the magnetometer with a negative reading, shall be permitted to collect their property and proceed. If an individual trips a positive reading on the magnetometer they shall be so advised and given an opportunity to ascertain whether they have any other metal objects in their possession which they previously overlooked and then required to pass through the

magnetometer again. If a second positive reading is registered, the individual shall be searched using the hand held detector. If a hand held search locates a metallic object, it shall be removed if at all possible. In all cases another complete search with the hand held detector shall be done, as the person may have more than one metallic object. If a weapon or contraband is located on an unauthorized individual, appropriate action shall be taken. **AT ANY TIME, A PERSON BEING SEARCHED MAY BE ALLOWED TO TERMINATE THE SEARCHING PROCESS, COLLECT HIS OR HER BELONGINGS AND IMMEDIATELY EXIT THE BUILDING.**

All objects are subject to being opened and the contents visually inspected. Coats must be worn through the magnetometer or scanned by the x-ray. Court officers may request to manually inspect coats.

**Wheel chair patrons and all others unable to be screened by magnetometer** shall be screened by placing their belongings (i.e. brief cases, purses, pocket books) on the x-ray machine conveyor belt for visual inspection. The individual shall be searched with the manually searched with the hand held detector and hand searched before being allowed to proceed.

**EVERYONE** including but not limited to staff, police, attorneys, and the general public must be screened prior to entering the building.

### **AUTHORIZED AND UNAUTHORIZED WEAPONS**

**Judges:** All local Judges will be allowed to carry a concealed weapon after completing a handgun safety course and having a valid concealed carry permit (CCW).

**Police/Peace Officers:** Uniformed police and peace officers and non-uniformed police officers who are not involved in their own personal court cases, including but not limited to civil, criminal or domestic, will be allowed to carry their duty issued belt and weapons into the courthouse upon the showing of proper identification.

**Officers from outside Isabella County:** Will follow the same procedures as local law enforcement (Police/Peace Officers).

**Prisoner Transport Officers:** Federal, state, and local prisoner transport officers, while on duty, will be allowed to carry weapons into the Courthouse upon the showing of proper identification..

**DOC/Probation Officers:** All local DOC Officers will be allowed in the Courthouse with a carrying concealed weapons (CCW) permit and proper identification.

**General Public:** No civilians will be permitted to carry a weapon into the Courthouse regardless of whether they have a CCW permit.

**Appropriate Action for Possession by Unauthorized Individuals:** Weapons, contraband, or prohibited goods found to be carried legally or illegally shall not be secured by the Court Officers. The individual shall be denied entrance with the item. The individual may choose to return to their vehicle to store the item. Court Officers shall immediately notify law enforcement as well as the

Court Administrator or Chief Judge when illegally possessed weapons or contraband are located.

**NOTICE:**

**This policy is to be posted at the screening station  
in public view and for public access.**