

STATE OF MICHIGAN  
IN THE 13<sup>TH</sup> CIRCUIT COURT/86<sup>TH</sup> DISTRICT COURT/PROBATE COURT  
FOR THE COUNTY OF ANTRIM

ADMINISTRATIVE ORDER:

Administrative Order  
C13: 2019-07J  
D86: 2019-05J  
P05: 2019-02J

Rescinds: C13: 2019-03J; D86: 2019-02J;  
P05: 2019-01J

PRESENT: HONORABLE THOMAS G. POWER  
Chief Circuit Court Judge

HONORABLE MICHAEL S. STEPKA  
Chief District Court Judge

HONORABLE NORMAN R. HAYES  
Chief Probate Judge

**ESTABLISHMENT OF A COURTHOUSE SECURITY COMMITTEE**

**IT IS ORDERED:**

1. At the direction of the Chief Probate Judge, Norman R. Hayes, a courthouse security committee is established effective May 14, 2019. The Chairperson of the committee is Deputy Todd Johnson, head of security for the courthouse in Antrim County, appointed by Norman R. Hayes.
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 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. 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.

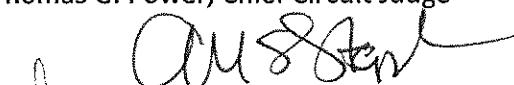
4. The security committee shall meet no less than four times per calendar year, the dates to be set by the Chairperson.

Date: 8/19/2019



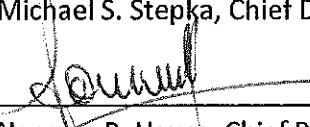
Thomas G. Power, Chief Circuit Judge

Date: 7/17/19



Michael S. Stepka, Chief District Judge

Date: 7/10/19



Norman R. Hayes, Chief Probate Judge/Chief Judge in charge of Security Committee for Antrim County