

STATE OF MICHIGAN



Sandra Ference Cicirelli  
DISTRICT JUDGE

Mark A. McConnell  
DISTRICT JUDGE

THE DISTRICT COURT  
18TH JUDICIAL DISTRICT  
36675 Ford Road  
Westland, MI 48185  
(734) 595-8720  
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David R. Wiacek  
MAGISTRATE

JAMES B. GIBBS  
COURT ADMINISTRATOR

**ADMINISTRATIVE ORDER 2019-04**  
**ESTABLISHMENT OF A COURTHOUSE SECURITY COMMITTEE**

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 Chief Judge Sandra Cicirelli a courthouse security committee is established effective August 13, 2019. The chairperson of the committee is the Court Administrator of the 18<sup>th</sup> District Court.
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 (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.

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- 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 quarterly as set up by the Court Administrator.

Date: \_\_\_\_\_

8-13-19

A handwritten signature in blue ink, appearing to read "Sandra Ference Cicirelli", written over a horizontal line.

Sandra Ference Cicirelli

Chief District Judge