

Section Name: Building & Property
Section Number: 700
Policy Number: 700

Effective Date: June 20, 2017
Date of Revision: October 19, 2021

Subject: Courthouse Security

Purpose:

The purpose of this policy is to describe and establish a general procedure and process to maintain a “Weapons Free Zone”; to improve and then manage the safety and security of visitors, jurors, witnesses and others while at the Monroe County Courthouse. The policy will serve to prevent unwarranted and or dangerous items from entering the facility.

Scope:

This policy shall apply to all courts, departments and administrative units of Monroe County government.

Statement of Policy:

A. Entrances/ Exits:

1. Public Main Entrance: To affect the security level desired all public entry into and exit from the facility shall be through a single designated location. The County/Courts will allow only access through the entrance to the facility at the main Annex atrium adjacent to the city/county plaza. This location will be staffed with sufficient security officers to screen all persons entering the facility through this location.
2. Employee Entrances: On normal business days during screening hours, as described in 2.3, all employees shall enter the facility through the alternate employee entrance by use of an assigned keyless entry access card. This applies to employees assigned to work at the facility and those employees who have official business within the facility. If an employee has not been assigned a keyless entry card, the employee shall enter via the main entrance and comply with the security screening protocols.

Outside of the normal office hours/screening hours, those employees granted authorization to enter the County/Courts, shall gain access into the facility by way of procedure as outlined in section 2, above.

3. Inmate Entrance: Sheriff employees will utilize the 3rd floor prisoner transport bridge to the facility to escort inmates into the facility. No inmates will be provided entry into the facility by way of the other entrances unless in emergency situations or due to wheelchair access.
4. Exits: All existing exits from the facility will be restricted from normal use except in cases of fire, evacuation or other similar emergencies.

- Door Alarms- Each existing door will be equipped with a local audible alarm and alarm will activate when the door is opened. Security, bailiffs and building maintenance staff have override keys to silence and reset the alarm(s) at the door location and main control panel. The exception will be the facility maintenance area door.
- B. Signage: Signage will be posted in appropriate locations both inside and outside the facility for purposes of informing and instructing visitors about entry locations and procedures. The public entrance will be posted with appropriate signage stating the County/Courts policy of not allowing weapons into the facility. Directional signs will be installed at the exterior locations to assist persons in finding the main public entrance.
- C. Screening Hours: The security screening station will operate in conjunction with the facility's hours of operation. Established hours for the screening station will be Monday through Friday 7:30 a.m. to 5:00 p.m. and as may be needed for scheduled jury trials and evening meetings.
- D. Security Screening Process: The process outlined below will serve to prevent unauthorized and dangerous items from entering the facility. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. Security staff will utilize a weapon screening process to achieve this objective. Weapons screening will consist of hand held metal detectors, walk through magnetometers and X-ray machines for checking parcels, containers, purses, briefcases, etc.
1. Prior to passing through the walk-through magnetometer each person shall be advised to empty their pockets of all items that may activate the device. This may also include belts with large buckles that could activate the magnetometer. In addition, cell phones and cell phone waist holders that contain metal and large jewelry items are also to be removed to assist in the weapons screening process. Containers will be provided for pocket and/or "carry in" contents. Briefcases, carrying cases, boxes and/or parcels are to be placed on the X- ray belt and/or may be subject to visual inspection.
 2. In the event the magnetometer is activated, security staff will direct the individual to be searched with a hand held magnetometer to locate the activating items before gaining entry into the facility.
 3. When the security officer discovers a dangerous item during the screening process, the security officer will allow the person to remove the item from the facility and may return to pass through the screening station without such item(s).
 4. Any items left or forfeited to the security officer may not be returned to the owner. The County or the security officer will not be required to hold any items while a person is in the facility.

E. Prohibited Items: The following is a partial listing of items prohibited from being allowed into the facility:

- Firearms of any type
- Stun guns and tasers
- Edged weapons such as knives, pocket knives, box cutters, scissors, certain hand tools such as screwdrivers, pliers, and hammers that could be considered an edged weapon
- Any type of chemical weapon
- Clubs, bats, pipes
- Any type of explosive device

A detailed listing of prohibited items is found attached to this policy as **Exhibit 1**.

F. Authorized Personnel to Carry Firearm in the Facility: Except for personnel listed below, the County and Courts of Monroe in promoting a Weapons Free Zone, prohibits all persons who enter the Courthouse from carrying a handgun, firearm, tasers or a prohibited weapon of any kind. This includes law enforcement personnel of a non-local jurisdiction and individuals holding a valid concealed weapons license.

1. Local Jurisdiction Law Enforcement Personnel: Local jurisdiction means police agencies located within Monroe County including but not limited to, the Monroe County Sheriff Office, Monroe City Police, Carleton Police, Erie Police, Luna Pier Police, Milan Police and South Rockwood Police. (The Michigan State Police, MSP-Motor Carrier Division, DNR officers and Federal law enforcement officers assigned to the Monroe area are included as local jurisdiction law enforcement personnel).

Uniformed on duty local jurisdiction law enforcement personnel and Non-Uniformed on duty local jurisdiction law enforcement personnel:

- Must show badge and ID to Security Officers
- Must be appearing in Court or conducting official court or County business within the facility

2. Courthouse Personnel: Courthouse personnel, as listed below, who are authorized to carry firearms in the performance of their duties and/or authorized by the Chief Judges of Monroe Courts and are in compliance with the Monroe County Firearm Authorization and Qualification Policy found in **Exhibit 2:**

- Security Officers
- Court Bailiffs
- Judges
- Others allowed by the Chief Judges Monroe County Courts

G. Security Officers: The security officers shall carry out the primary purpose of screening all persons entering the facility and shall follow the policy of the County in this regard. They must be familiar with the policy and procedure and activities conducted within the facility.

1. Any decision regarding the entry of persons to the facility shall reside with the security officer and be made with the information available at the time entry is attempted. This information will be from the metal detector screening, results of the x-ray of items, visual observations and responses to any inquiries made from the security staff.
2. Security officers will be equipped with the following:
 - Security Uniform
 - Bullet Proof Vest (optional)
 - Firearm Holster
 - Ammunition
 - Portable Two-way Radio and earpiece
3. Security officers will each be dressed in a security officer uniform in an effort to make them visible and accessible to the public as a security officer. In addition to their security duties listed in the County job description, they may provide information and assistance to visitors in directing them to needed offices within the facility.
4. Security Officers shall be allowed to carry and possess a firearm within the facility while on duty provided the security officer is in compliance with the Monroe County firearm authorization and qualification policy found in **Exhibit 2**.
5. Security Officers, shall be allowed to carry and possess chemical weapons within the facility while on duty, provided the security officer is in compliance with the Monroe County firearm authorization and qualification policy found in **Exhibit 2**.

H. Bailiffs:

1. Court bailiffs and security officers will cooperate and coordinate the needed responses to the daily activities of the facility and court operations. All bailiffs and security officers will communicate by way of two-way radio, telephone, and person to person contact throughout the day. Responses to disturbances will be coordinated with bailiffs and security personnel. The most effective security within the facility will require a unified and coordinated approach by bailiffs and security officers.
2. Court bailiffs, upon expressed written approval of the Chief Judges Monroe County Courts, shall be allowed to carry and possess a firearm within the

facility while on duty, provided the bailiff is in compliance with the with Monroe County firearm authorization and qualification policy found in **Exhibit 2**. If the bailiff's firearm is concealed, the bailiff must possess either a valid and/or in Good Standing LEOSA certificate and/or a Concealed Pistol License (CPL) permit.

3. Court bailiffs will be provided distinguishing identification cards to allow for quick entry into the facility in order to be in place and prepare to conduct daily operations. The security staff will be provided a list of those bailiffs who are allowed to carry and possess a firearm.

I. Communications/Duress Alarms/CCTV Systems:

1. It is the objective of this policy to deter unwanted activity and to maintain a Weapons Free Zone within the facility by the use of communication devices, alarm systems, video monitoring in selected areas of the facility, including select exterior areas, and proactive procedures and practices.
2. Communications will be achieved primarily with the use of two-way portable radios supplied to the bailiffs and security officers. Monitoring of an unusual event or incident within the facility will be undertaken by bailiffs and security officers. The additional support of the Monroe County Sheriff personnel and City of Monroe Police officers will be utilized when called upon by bailiffs or security officers through Monroe County Central Dispatch. Use of the two-way radio communications will be used to notify bailiffs and security officers of problems and disturbances requiring a response.
3. Duress Alarms are located in selected offices and locations of the facility. These alarms are silent in the location where activated and will display at a designated control panel location. Security officers and/or bailiffs will respond. If a more formal response by uniformed police officers is required then security officer and/or bailiff will request back-up by two- way radio. All duress alarms will be responded to with the alarm being deactivated by security staff or bailiff.

Activation of duress alarms will be made when:

- Staff's physical safety is in danger and/or someone else may be in danger
- Staff does not want to escalate the current situation or alert by-standers
- It appears that a subject may become unruly, hostile or may harm themselves or others
- A medical emergency

- J. Supply Deliveries to Facility: Vendor drivers who are making deliveries of products and supplies to the facility must first contact the Finance Department via a two way speaker phone located in the delivery area in order to gain access to the facility. Packages and products will remain in the delivery area until processed for delivery to the user departments.

- K. Emergency Evacuation: The occupants of the facility will follow the established plans for emergency evacuation of the facility in the event the situation arises to evacuate. Nothing contained in this policy should preclude or inhibit the steps to be taken in an emergency and the ensuing evacuation.

Definitions: None.

Policy Compliance:

1. Responsibility: The County Administrator/Chief Financial Officer shall be responsible for implementing and overseeing this policy consistent with the authority of the Chief Judges of Monroe County Courts. Collaboration and coordination of overall security is more effective through the efforts of everyone working together towards the policy purpose(s).

Administrative Procedure: As outlined in Exhibit 2.

Funding: The funding necessary to implement the policy and the resulting activities will be appropriated through the Monroe County Board of Commissioners.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County Courts, dated October 19, 2021.

EXHIBIT 1
DETAILED LIST OF RESTRICTED ITEMS

Listed below are items individuals are not allowed to bring inside the Monroe County Courthouse. Non-cooperation will result in items being confiscated and possible criminal prosecution under applicable statutes or ordinances.

- Alcoholic Beverages
- Baseball Bats
- Box Cutters/Utility Knives
- Brass Knuckles
- Bullets or anything similar
- Chains/Ropes
- Darts with metal ends
- Drug Paraphernalia
- Flat Irons
- Guns (including models, replicas or toys)
- Stun guns and tasers
- Handcuffs
- Large Scissors
- Mace or Pepper Spray
- Master Locks
- Noisemakers
- Pen Knives
- Razors/Razor Blades
- Spikes
- Tools/Tool Accessories-Unless Authorized & with ID (screwdrivers, pliers and hammers)
- Any other item(s) deemed dangerous by Security Officers will be excluded when necessary

EXHIBIT 2

COUNTY OF MONROE FIREARMS AUTHORIZATION AND QUALIFICATION POLICY AND PROCEDURE

EFFECTIVE DATE: JUNE 6, 2017

REVISED DATE: OCTOBER 19, 2021

PURPOSE:

To establish policy, procedure and regulations for the authorization, qualification and maintenance of firearms by all court officers, court bailiffs of the Monroe County Court System and Monroe County security personnel who are authorized to carry firearms as part of their assigned duties.

SCOPE:

This policy applies to all personnel of the 38th Judicial Circuit Court, the 1st District Court, the Monroe County Probate Court, Monroe County and Courthouse Security, hereafter referred to as “Monroe County/Court Security”, who are to carry a firearm during the course of their official duties

APPLICATION CLAUSE:

This policy constitutes County/Court policy and is not intended to enlarge the employee’s civil and/or criminal liability in any way. It should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employee’s legal duty is imposed by law. Violations of this directive, if substantiated, can only form the basis for intra-departmental/court administrative sanctions.

POLICY AND PROCEDURE:

All duty appointed and sworn court officers/bailiffs and security personnel of the Monroe County/Court Security, while in the capacity of their position and having met the firearms qualification standard set forth in this policy, as well as having met the appropriate concealed weapons licensing requirements, shall be authorized to carry firearms, provided they meet the following criteria or such authorization shall be revoked:

1. Any court officer/bailiff must demonstrate fundamental firearms proficiency with said firearm and qualification with said firearm is mandatory. This shall be as scheduled by the Chief Judges of Monroe County Courts and/or his/her designees and completed prior to firearm authorization being granted. Authorization to each person authorized to carry a firearm shall be in writing by the Chief Judges Monroe County Courts.

2. Any personnel authorized to carry a firearm in the capacity of their duties shall annually qualify on their designated firearm by a course set forth by Monroe County and approved by the Monroe County Courts Chief Judges. If any person authorized to carry a firearm fails to meet the minimum passing score, authorization to carry a firearm shall be revoked. Any such employee who fails to qualify shall not be authorized to carry firearms until such time as qualification is attained.
3. Any employee who fails to qualify within a thirty (30) day period shall have authorization permanently revoked pending successful completion of remedial firearms training or other action as specified by the Monroe County Courts Chief Judges.
4. Employees of the Monroe County/Court Security are responsible to report any change in the status of their firearm qualification to the Monroe County Courts Chief Judges.

HOLSTERS:

The holsters for all firearms authorized shall be of a type which promotes weapon retention and inhibits weapon loss. All holsters shall be of a type set forth by Monroe County and approved by the Monroe County Courts Chief Judges. Approved holsters are provided at no charge to the individual.

OFF-DUTY FIREARMS POLICY:

The County of Monroe and the Monroe County Court System does not authorize carrying or use of firearms while off duty for court officers/bailiffs and this policy specifically does not authorize off-duty firearm use.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners and Monroe County Courts Chief Judge, dated June 20, 2017.

Revised pursuant to action of the Monroe County Board of Commissioners and the Chief Judges of Monroe County Courts, dated October 19, 2021.