

This LOA replaces and rescinds LOA 2007- 03J.

As stated in AO2001-1, "The issue of courthouse safety is important not only to the judicial employees of this state, but also to all those who are summoned to Michigan courtrooms or who visit for professional or personal reasons." In accordance with Michigan Supreme Court Administrative Order 2001-1 "Security Policies for Court Policies" and MCR 8.110, the following security policy is hereby enacted for the Washtenaw County Courthouse located at 101 E. Huron, Ann Arbor Michigan, effective May 23, 2011:

- 1) During the operational hours of the court, unless authorized otherwise by the Chief Judge or designee all court staff, county staff, visitors, as well as any contractors, must enter the building through the front doors on Huron Street and be processed through the security screening process. Other than prisoner transport staff, everyone must successfully pass the security screening prior to being admitted into the courthouse.
- 2) Key card access authorization to the courthouse at 101 E. Huron must be issued by either the Courthouse Security Sergeant in charge and/or the Trial Court Administrator. In the event that Facilities Management staff, contractors or subcontractors require access not provided for in this Order, approval for an exception must be requested through the Courthouse Security Sergeant or Trial Court Administrator.
- 3) No weapons allowed in the courthouse, courtroom, office or space used for official court business or by judicial employees. This prohibition does not apply to court security personnel or to uniformed or otherwise properly identified law enforcement officers in the performance of their official duties.
- 4) Other than defendants appearing before a jury, all in-custody defendants and anyone under the supervision of prisoner transportation officers must remain handcuffed at all times while in the courthouse. Exceptions to this rule may be granted by an individual judge while when the defendant is physically in that judge's courtroom.
- 5) Camera phones as well as any other electronic recording devices are strictly prohibited unless specifically authorized under Washtenaw County Trial Court / 22nd Circuit Court Policy 5.2.03 "Media Coverage Admin. Responsibilities and Issues."
- 6) Notice shall be posted that "No weapons are permitted in the (courthouse, courtroom, office, or space used for official court business or by judicial employees). All persons and parcels are subject to a search for weapons and other prohibited or restricted items as a condition of entry. Persons in violation of this order may be held in contempt of court."

Date: _____

Donald E. Shelton
Chief Judge, Washtenaw County Trial Court