

Circuit Court Judges  
Michael P. Hatty, Chief Judge  
Circuit and District Courts

L. Suzanne Geddis  
Matthew J. McGivney



**Livingston County Trial Courts**  
204 S. HIGHLANDER WAY, HOWELL, MI 48843

Probate Court Judge  
Miriam A. Cavanaugh, Chief Judge  
Probate Court

District Court Judges  
Shauna N. Murphy  
Daniel B. Bain

**Local Administrative Order**  
**C44 2020-04J; rescinds 2019-16J**  
**D53 2020-05J; rescinds 2019-11J**  
**P47 2020-03J; rescinds 2019-10J**

## **COMPREHENSIVE SECURITY POLICY**

### I. Preamble

This administrative order is issued in accordance with MCR 8.112. The purpose of this order is to address the safety and the security of all Court Facilities and preserve the integrity of all court proceedings. Court Facilities include the Judicial Center located at 204 S. Highlander Way, Howell, MI 48843; the Friend of the Court (Law Center) located at 210 S. Highlander Way, Howell, MI 48843; and the Brighton Court located at 224 N. First Street, Brighton, MI 48116.

### II. Building Access

- a. Unless otherwise ordered by the Chief Judge, normal operating hours of all Court Facilities are 8:00 a.m. until 5:00 p.m., Monday through Friday, excluding holidays. No one is allowed within the facilities outside of normal operating hours except for the following:
  - i. Prosecuting attorneys in their official capacity;
  - ii. County employees in their official capacity;
  - iii. Attorneys who present satisfactory proof of current membership with State Bar of Michigan and picture identification to Court Security;

The above exempted individuals may enter the building no earlier than 7:45 am. No official business shall be conducted before 8:00 am.

- b. A presiding Judge may extend the normal operating hours for their courtroom as needed.

### III. Screening

- a. All persons, their belongings, and parcels will be subjected to the screening process by the Livingston County Sheriff or Court Security upon entering. This includes, but is not limited to, the use of the x-ray

machine, magnetometer, hand-wand devices, and/or visual search. The level of screening is at the officer's discretion.

If at any time there is an articulable and reasonable suspicion that a weapon or other impermissible item may be found, a person or object may be subject to additional search. The search shall be no more intrusive than necessary to protect against the dangers presented.

- b. Notice shall be posted at the entrances to all Court Facilities, that weapons or other impermissible items are not permitted and that all persons, belongings, and parcels are subject to a search for weapons and impermissible items, as a condition of entry. Persons in violation of this order may be held in contempt of court.

#### IV. Cellular Telephones and Other Devices in Court Facilities

- a. Pursuant to the provisions contained in MCR 8.115, a person may use portable electronic devices in a Court Facility, subject to the authority of Judges, the County Clerk, or Court Administrators to limit or terminate activity that is disruptive or distracting to a court proceeding, disruptive to court operations or that is otherwise contrary to the administration of justice, or that compromises courthouse security.
- b. Portable electronic devices include but are not limited to any equipment capable of electronically storing, accessing, or transmitting information.
- c. Portable electronic devices must be set on 'Silent' or 'Vibrate' mode while in the courtroom. A portable electronic device may not be used, without permission of the court, to make or to receive phone calls or for any other audible function while court is in session. Portable electronic devices may not be used to communicate in any way with any courtroom participant including, but not limited to, a party, a witness, or a juror at any time during any court proceedings.
- d. Portable electronic devices shall NEVER be used for the purpose of photographing or for audio or video recording, broadcasting, or live streaming court proceedings or other court conferences without express, written authorization from the Judge presiding over the specific case or the Chief Judge as the case may be.
- e. Outside of the courtrooms, in other areas of the Court Facilities, no one may photograph, record, broadcast, or live stream an individual without that individual's prior express consent.
- f. No one may photograph, record, broadcast, or live stream any juror or anyone called to the court for jury service.

- g. Jurors must turn off their portable electronic devices while present in a courtroom and may be ordered to turn over their portable electronic devices during deliberations. Witnesses may use a device while testifying only with permission of the presiding Judge.
- h. This policy is not intended to interfere with media coverage provided for in State Court Administrative Order 1989-01.
- i. Notice shall be posted regarding this policy at all Court Facilities.
- j. Persons in violation of this policy may be subject to confiscation of the portable electronic device for the remainder of the day or an order that the electronic device be turned off and put away. Violations of this rule are punishable by sanctions up to and including contempt of court as determined in the discretion of the court.

V. Prohibited Items

- a. The following items are prohibited at all Court Facilities:
  - i. Tobacco products of any kind;
  - ii. E-cigarettes, any type of electronic vaporizer, lighters, matches, or any other flammable devices;
  - iii. Firearms and explosives of any kind (see also section VI regarding weapons);
  - iv. Knives, box cutters, razors blades, fingernail files, scissors, knitting needles, and similar items that may be used as a weapon;
  - v. Tools such as hammers, screwdrivers, pliers, wrenches, nails, chains, or any tool that may be used as a weapon, with the exception of tools and other items used by Facility Services to maintain the building;
  - vi. Chemical sprays, such as mace, pepper sprays, or any spray that could be considered harmful or any sprays that may be used as a weapon;
  - vii. Animals (see also section VII regarding service animals);
  - viii. Any other item not specifically listed here may be deemed prohibited at the discretion of security personnel.
- b. No one shall possess, distribute, use or be impaired by alcohol, marijuana, or any illegal prohibited drugs in any Court Facility at any time. “Illegal prohibited drugs” are those substances that are illegal to sell or possess.
- c. Prohibited items will not be held for safekeeping by security personnel.
- d. Outside food and beverage is prohibited except for the following:
  - i. Attorneys with proof of current membership with the State Bar of Michigan and only in attorney offices within Court Facilities;

- ii. For good cause at the discretion of Court security personnel; and
- iii. With authorization from a Judge or Court Administrator.

VI. Weapons

- a. No weapons are allowed in any Court Facilities. This prohibition does not apply to Livingston County Sheriff's Deputies or Court Security in the performance of their official duties, or to law enforcement officers appearing for court in the performance of their official duties only. Officers appearing at any Court Facility on any personal matter may not carry a weapon in these facilities. The Chief Judge may authorize an exception in extraordinary circumstances.
- b. Except as provided in paragraph #1 above, all persons and their belongings and all parcels are subject to screening by the Livingston County Sheriff's Deputies and Court Security for the purposes of keeping weapons and restricted items from entering the facility. Restricted items include, but are not limited to, explosives, ammunition, and flammable items (see section V regarding other prohibited items).
- c. If at any time there is an articulable and reasonable suspicion that a weapon or restricted item may be found, a person or object is subject to search. The search shall be no more intrusive than necessary to protect against the dangers presented.
- d. Notice shall be posted that "No weapons are permitted in the Livingston County Judicial Center, Brighton District Court or the Friend of the Court Office. All persons and parcels are subject to a search for weapons and restricted items as a condition of entry. Persons in violation of this order may be held in contempt of court."

VII. Service Animals

- a. Except for service animals, no animals are allowed in any Court Facilities.
- b. The American Disability Act (ADA) defines a service animal as a guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability.
- c. Emotional support animals, comfort animals, and therapy dogs are not considered service animals under the ADA but may be allowed in any Court Facilities at the discretion of the Judge.
- d. Security personnel may not inquire about an individual's disability, require medical documentation, or any identification card or training documentation for the service animal. However, security personnel may ask the following questions regarding a service animal:
  - i. Is the animal a service animal required because of a disability?

- ii. What work or task has the animal been trained to perform?
- e. Under the American Disabilities Act, service dogs must be harnessed, leashed, or tethered, unless such devices interfere with the service dog's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal or other effective means. If a service animal is deemed to be unduly disruptive and/or out of control by Court security personnel, the owner may be asked to remove the animal from the facility.

## VIII. Court Decorum

### a. General

- i. The distribution of printed materials, such as brochures and fliers is strictly prohibited in all Court Facilities unless expressly authorized.
- ii. Demonstrations, placards, badges, and clothing that espouse a position on an issue before the court are not allowed.
- iii. Solicitation is not allowed in any area of any Court Facility.
- iv. Taking photographs is not allowed in any area of any Court Facilities unless previously authorized.

### b. Attire

- i. All persons entering the Court Facilities should wear proper attire while attending court.
- ii. Clothing such as hats, muscle shirts, halter tops, pajama bottoms, sweat suits, cut off denim, swimwear, flip flops, exercise attire, and revealing garments are not appropriate and may not be permitted in the courtroom subject to the discretion of the Judge.
- iii. All persons entering the courtrooms are required to remove hats, caps, and hoods unless worn in accordance with religious customs (such as burqa, chador, hijab, yarmulke, or turban) or for medical reasons.

### c. Conduct

- i. Disruptive behavior from any individual within any Court Facility will not be tolerated. A person deemed to be in violation of this may be asked to leave or removed from the facility at the discretion of security personnel. Such disruptive conduct may also result in offender being held in contempt of court.
- ii. Court proceedings are recorded. Therefore, silence is a necessity, unless you are a party to the proceeding that is in process.
- iii. Except for those individuals appearing for jury services, those having business before the court are not prohibited from bringing their infants and young children but their attendance is not recommended given the formal nature of proceedings. Infants and

young children should be removed from the courtroom immediately if they become a disturbance and/or at the direction of the Judge.

iv. A judge may require a litigant, witness, or observer to leave the courtroom or adjourn a proceeding to comply with standards of courtroom decorum.

d. Virtual Court proceedings are an extension of the court room. Appropriate conduct and attire is expected and required.

IX. Non-Employee Access to Restricted Areas

a. Mailroom

i. Mail and parcel delivery persons must be escorted at all times by Court Security or Court Personnel to the mailroom or other designated delivery location by the Court.

ii. Once delivered, mail and parcels shall be distributed and/or delivered to the appropriate person or division by Court Personnel.

b. Vendors and Other Service Providers

i. Vendors and other service providers must, when in restricted areas, be escorted by Court Security or Court Personnel. This includes services such as:

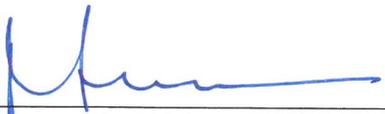
1. dry cleaning;
2. recycling; and
3. water delivery.

X. Adherence

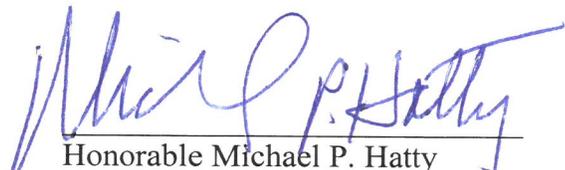
a. Compliance with these directives is mandatory. Failure to adhere to these directives may result in removal from a Court Facility, contempt of court proceedings, incarceration, or any other sanction issued by the Judge.

Effective Date: May 1, 2020

**IT IS SO ORDERED.**

  
\_\_\_\_\_  
Honorable Miriam A. Cavanaugh  
Chief Judge  
Livingston County Probate Court  
5/7/2020  
Date

Updated 5.1.20

  
\_\_\_\_\_  
Honorable Michael P. Hatty  
Chief Judge  
Livingston County Circuit and District Courts  
May 6, 2020  
Date