

ADMINISTRATIVE ORDER #6, 2nd SERIES

State of Minnesota

District Court

Fifth Judicial District

Administrative Order No. 6
Date of Implementation: March 26, 2008

In Re: Fifth Judicial District Court Safety and Security Committees

IT IS HEREBY ORDERED:

I. FIFTH JUDICIAL DISTRICT COURT SAFETY AND SECURITY COMMITTEE

1. That a Fifth Judicial District Court Safety and Security Committee be established to develop and implement a security plan for the Fifth Judicial District
2. That the Fifth Judicial District Court Safety and Security Committee should consist of the following persons or their designees:
 - A. Fifth District Chief Judge (or designee)
 - B. Director of the Fifth District Sheriff's Association (or designee)
 - C. Court Administration Representative
 - D. Sheriff, County Security Officer or Bailiff
 - E. Fifth Judicial District Administrator (or designee)
 - F. AFSCME Union President (or designee)
3. The District Court Safety and Security Committee shall oversee the development and implementation of individual county safety and security plans and shall serve as a clearinghouse of court safety information and coordinate court safety and security training and education.
4. The Fifth Judicial District Court Safety and Security Committee shall meet quarterly, with additional meetings as scheduled as necessary. The Fifth Judicial District Court Safety and Security Committee meetings may be conducted by ITV. The Committee will select the Chair of the Committee and appoint a committee member to take minutes of the meeting and circulate the minutes to the committee members.

II. COUNTY COURT SAFETY AND SECURITY COMMITTEE

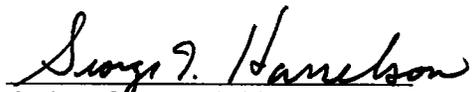
1. The District Court in each county within the District shall establish a County Court Safety and Security Committee to develop and implement county court safety and security plans. The County Court Safety and Security Committee may be merged into an existing County or Courthouse Safety Committee.

2. The County Court Safety and Security Committee should consist of the following persons or their designees:
 - A. Sheriff (principal coordinator and co-chair)
 - B. Judicial Representative (co-chair)
 - C. Court Administrator
 - D. County Administration Representative
 - E. Building Services Representative
 - F. County/City Attorney
 - G. Public Defender
 - H. Probation Office Representative
 - I. Court Security Officer or Bailiff (optional)
 - J. AFSCME County Union Representative

3. Responsibilities of the Committee include, but are not limited to:
 - A. Develop a County Court Safety and Security Plan
 - B. Assist in developing safety and security recommendations for courthouse renovation
 - C. Ensure the proper dissemination of court safety and security information
 - D. Develop safety and security policies and procedures
 - E. Recommend site appropriate safety and security awareness training\
 - F. Review and assess hazard and court security incidents
 - G. Ensure the uniform reporting of court safety and security incidents
 - H. Assist in the determination and allocation of security personnel
 - I. Ensure that facility, staff and equipment surveys/audits are conducted on a regular basis.
 - J. Ensure that safety and evacuation plans are properly disseminated.

4. The County Court Safety and Security Committee shall meet as directed by the sitting judge(s). The Committee will appoint a Committee member to take minutes of the meeting. Minutes of the meetings shall be kept and distributed to committee members.

Date: March 26, 2008


Judge George I. Harrelson, Chief Judge
Fifth Judicial District

Source: This Order is adopted from Administrative Order No. 12, originally issued on March 17, 2004.