COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
HEALTH, SAFETY & GROUNDS COMMITTEE
AGENDA

Tuesday, December 17, 2019
301 West Upton Ave., Reed City, Michigan
2nd Floor, Board of Commissioners' Room
to follow Board of Commissioner’s Meeting

1. Meeting Called to Order by Chairperson.

2. Additions or Deletions to the Agenda – Approval of the Agenda.


4. Board/Employee Comments.

5. Consider Approval of the Minutes of October 1, 2019.

6. Old Business:
   A. Review E.M.S. Meeting/Training Room Contractor Bids – Bob Van Putten.
   B. Update on Sheriff Department Secondary Road Funding and Security Contract Award – Susan Vander Pol

7. New Business:
   A. Review Job Description for Courthouse Security Officer.

8. Board Comments.

9. Extended Public Comments (Six Minute Limit).

10. Adjournment.

PUBLIC COMMENT

The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern. If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
Meeting Called to Order by Chairperson Gregory at 2:38 p.m.

Members Present: Commissioners Mark Gregory, Jack Nehmer and Roger Elkins
Members Absent: None
Others: E.M.S. Director Jeremy Beebe, Sheriff Ed Williams and County Coordinator Susan Vander Pol

Additions or Deletions: None.

Motion by Commissioner Elkins, seconded by Commissioner Nehmer to approve the agenda. Motion was unanimously supported.

Public Comments - None.

Employee Comments - None.

Motion by Commissioner Elkins, seconded by Commissioner Nehmer to approve the minutes of September 17, 2019. Motion was unanimously supported.

Security Equipment, Buildings and Main Courthouse Entrance, Policies – Susan Vander Pol provided a brief update on the security equipment that has been delivered and progress on the front courthouse entrance. There has been limited response from other counties on security entrance policies or building costs less than 10 years old. Discussion was held on policies and procedures for screening the public coming through the main door. It is intended that county employees will use the Park Street entrance for access to the main courthouse. Additional contacts will be made with surrounding counties to find out their processes for screening people coming into their buildings.

EMS Training Room Update – Jeremy and Susan recently met with Landmark Design Group staff. Tentative drawings/blueprints were presented and reviewed by the Committee members. Landmark Design Group, is currently making some additional changes and will be updating the prints and the bid specifications document that can be used to distribute for the Request for Proposals. They expressed they should be able to have these documents finished in the next week or two. The Committee requested the RFP be sent out and bids returned to the Committee to review then presentation to the Board.

Security Services Bids – The vendors bids were discussed and the committee made the following recommendation:

Recommended by Commissioner Nehmer, supported by Commissioner Elkins to contract with DK Security for security services in the main courthouse. Recommendation was unanimously supported.

Board Comments – None.

Extended Public Comments – None.

Motion by Commissioner Nehmer, seconded by Commissioner Elkins to adjourn at 3:36 p.m.

Respectfully submitted,

Susan Vander Pol
Osceola County Coordinator
OSCEOLA COUNTY  
EMS – RFP for Contractor (Meeting/Training Room – Ste. C)  

<table>
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<tr>
<th>Vendor</th>
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<th>Proposal $</th>
<th>Contract Time</th>
<th>Changes in Work</th>
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Signature of Proposal Opener:  

Witness Signature:
The office shall create a pilot program in a veteran court within a county with a population between 100,000 and 110,000 according to the most recent federal decennial census. The pilot program will investigate the effectiveness of saliva testing to determine compliance with required mental health medicine prescriptions or requirements.

(2) From the funds appropriated in part 1 for expansion of problem solving courts, $20,000.00 is allocated to cover the costs of saliva testing.

LABOR AND ECONOMIC OPPORTUNITY

Sec. 551. (1) From the funds appropriated in part 1 for Michigan special grants, $1,000,000.00 shall be awarded to a nonprofit civil and human rights organization located in a city with a population of greater than 600,000 according to the most recent federal decennial census that provides programs in early learning, youth development, job training, food assistance, community empowerment, and system change advocacy.

(2) From the funds appropriated in part 1 for Michigan special grants, $500,000.00 shall be awarded for upgrades at a community college located in a county with a population of between 29,000 and 30,000 according to the most recent federal decennial census. It is the intent of the legislature that the upgrades include increased classroom space, laboratory upgrades, and technology upgrades to enhance hands-on training for students.

(3) From the funds appropriated in part 1 for Michigan special grants, $250,000.00 shall be awarded to a city with a population of between 3,900 and 4,000 located in a county with a population greater than 1,800,000 according to the most recent federal decennial census for seawall repairs.

(4) From the funds appropriated in part 1 for Michigan special grants, $250,000.00 shall be awarded for a community corrections program located in a county with a population of between 200,000 and 201,000 according to the most recent federal decennial census.

Sec. 552. The funds appropriated in part 1 for blight elimination grants shall be awarded to blight elimination projects located in counties with populations under 50,000 with priority given to communities with the greatest population loss since 2000 and cap individual grants at no more than $50,000.00.

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

Sec. 601. The general fund/general purpose funds appropriated in part 1 for the county veteran service fund shall be deposited in the restricted county veteran service fund created in section 3a of 1953 PA 192, MCL 35.623a. All funds in the restricted county veteran service fund are appropriated and available for expenditure to support county veteran service grants.

DEPARTMENT OF STATE POLICE

Sec. 651. (1) Funds appropriated in part 1 for the secondary road patrol program shall be used to provide grants to sheriffs under the secondary road patrol program described under section 76 of 1846 RS 14, MCL 51.76.

(2) Not later than January 31, 2020, the office of highway safety planning shall work with the state court administrator to issue a report to the department and the subcommittees on the following data from the previous calendar year:

(a) The total number of traffic civil infractions written
General Summary:

Provides security at the Osceola County Courthouse, including ensuring a weapon-free facility by monitoring and screening persons entering the courthouse. Courthouse Security Officers are specialized professionals tasked with protecting courthouse visitors, litigants, jurors, witnesses and employees assigned to the courthouse through weapon screening, while exhibiting the highest degree of vigilance and professional customer service. Coordinates with court bailiffs regarding daily activities of the facility and court operations and safety.

Essential Functions: (An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).

- Serves as front line security for the Courthouse.
- Prevents unauthorized and dangerous items from entering the facility by screening all persons utilizing a weapon screening process which may include a walk through magnetometer, X-ray machine and hand held metal detectors.
- Ensures a safe and secure environment for all litigants, jurors, visitors and employees assigned to the courthouse; enforces courthouse policies and procedures.
- Deters unwanted activity within the facility. Uses two-way public safety portable radios to communicate with bailiffs and local law enforcement officers regarding unusual events or incidents within facility and coordinates activities.
- Monitors duress alarms and responds using defined protocol. Responds to emergency situations and evacuations.
- Provides customer service by dealing courteously and effectively with all types of people and behavior including disrespectful and abusive attitudes.
- Operates security screening station Monday through Friday, 8:00 a.m. to 5:15 p.m. and as needed for scheduled evening meetings.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High school graduation or equivalent. Prefer MCOLES certified or retired law enforcement.

Experience: As law enforcement, military or armed security officer.

Other Requirements:

- Valid LEOSA Certificate and/or Michigan Exempt Concealed Pistol License (CPL).
- Must pass annual shooting proficiency.
- Ability to receive/pass first aid, CPR, AED, Bloodborne pathogens, fire extinguisher operations training.
Knowledge of:
- Electronic screening equipment.
- County/Court policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.
- Two-way radio communication.
- Human behavior and contraband detection.

Skill in:
- Communicating effectively and interacting with various types of people.
- Using sound judgment within established policy and procedural guidelines.
- Being aware of others’ reactions and understanding why they react as they do.
- Using technology appropriate to the position held
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to:
- Work well under pressure, prioritizing daily needs.
- Exercise independently and apply sound judgment in security situations to effect appropriate resolution.
- Recognize and avoid potentially hazardous situations.
- Analyze situations and determine proper responses.
- Perform many functions simultaneously.
- To tell when something is wrong or is likely to go wrong.
- Perform tasks requiring physical endurance and agility under adverse conditions.
- Use firearms safely and accurately.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

While performing duties, the employee may regularly be required to stand or sit for long periods; walk long distances or go up and down stairs; hold or feel objects, tools or controls, reach with arms; hear, see and communicate with others. Employee may be required to engage in extremely strenuous activity in subduing of violent individuals.

- Vision stamina and acuity to observe persons, places and things both close up and at a distance.
- Peripheral vision, depth perception and the ability to adjust focus.
- Hand and eye coordination and physical strength and dexterity to use hand gun.
- Hearing and speech sufficient to communicate in person or over the radio/telephone.
- Ability to distinguish sounds encompassing a full range of tones and volumes and hear conversations in noisy environments.

Working Conditions:
- May be in regular contact with persons charged and/or convicted of criminal offenses.
- May have occupational exposure to persons various communicable diseases.
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 employees while at the Osceola County Courthouse. The policy will serve to prevent unwarranted and or dangerous items from entering the facility.

1. Statement of Policy:

1.1 Entrances/ Exits:

a. Public Main Entrance: To affect the security level desired, all entry into and exit from the facility shall be through a single designated location. The County/Courts will allow only access through the Upton Avenue North entrance to the courthouse/circuit court facility. This location will be staffed with sufficient security officers to screen all public persons entering the facility through this location.

b. Employee Entrances: On normal business days during screening hours all employees shall enter the facility through the East Park Street entrance.

Outside of the normal office hours/screening hours, those employees granted authorization to enter the County/Courts building, shall gain access into the facility by way of a secure access system at the entrance.

c. Inmate Entrance: Sheriff employees will utilize the main public entrance 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.

d. Exits: All other existing exits from the facility will be restricted from normal public 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). The exception will be the facility maintenance area door.

1.2 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.

1.3 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 8:00 a.m. to 5:15 p.m. and as needed for scheduled evening meetings.

1.4 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 may consist of hand held metal detectors, walk through magnetometers and X-ray machines for checking parcels, containers, purses, briefcases, etc.

a. 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. 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.

b. 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.

c. 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).

d. Any items left or forfeited to the security officer will 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.

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

- Firearms of any type
- Edged weapons such as knives, pocket knives, scissors, certain hand tools 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.

1.6 Authorized Personnel to Carry Firearm in the Facility: Except for personnel listed below, the County and Courts of Osceola in promoting a Weapons Free Zone, prohibits all persons who enter the Courthouse from carrying a handgun, firearm, 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.

a. Local Jurisdiction Law Enforcement Personnel: Local jurisdiction means police agencies located within Osceola County including but not limited to, the Osceola County Sheriff Office, Reed City and Evart City Police. (The Michigan State Police, MSP-Motor Carrier Division, DNR officers and Federal law enforcement officers assigned to the Osceola 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 business within the facility

b. 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 Judge of the Osceola Courts and are in compliance with the Osceola County Firearm Authorization and Qualification Policy found in Exhibit 2:
- Security Officers
- Court Bailiffs
- Judges
- Others allowed by the Osceola County Courts Chief Judge

1.7 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.

a. 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, visual observations and responses to any inquiries made from the security staff.

b. Security officers will be equipped with the following:
- Security Uniform
- Bullet Proof Vest (optional)
- Firearm Holster
- Ammunition
- Portable Two-way Radio and Ear Piece

c. Security officers will 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 they may provide information and assistance to visitors in directing them to needed offices within the facility.

d. 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 with Osceola
County firearm authorization and qualification policy found in Exhibit 2.

e. 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 Osceola County firearm authorization and qualification policy found in Exhibit 2.

1.8 **Bailiffs:** 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. The security staff will be provided a list of those bailiffs who are allowed to carry and possess a firearm.

1.9 **Communications/Duress Alarms/CCTV Systems:**

a. 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, and proactive procedures and practices.

b. 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 Osceola County Sheriff personnel will be utilized when called upon by bailiffs or security officers through Meceola 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.

c. Duress Alarms are located in selected offices of the courthouse. These alarms are silent in the location where activated and will display at a designated control panel location through Brooks Security. 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.

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 bystanders.
- It appears that a subject may become unruly, hostile or may harm themselves or others.

1.10 **Supply Deliveries to Facility:** Vendor drivers who are making deliveries of products and supplies to the facility must go through security for delivery or allow for packages to be screened before entering the courthouse.

1.11 **Emergency Evacuation:** The occupants of the facility will follow the established policy for emergency evacuation of the facility in the event the situation arises to evacuate. Nothing contained in this policy should preclude or conflict with the steps to be taken in an emergency and the ensuing evacuation.
EXHIBIT 1

DETAILED LIST OF RESTRICTED ITEMS

Listed below are items individuals are not allowed to bring inside the Osceola 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)
Handcuffs
Large Scissors
Mace or Pepper Spray
Master Locks
Noisemakers
Pen Knives
Razors/Razor Blades
Spikes
Tools/Tool Accessories-Unless Authorized & with ID
Any other item(s) deemed dangerous by Security Officers will be excluded when necessary
EXHIBIT 2

COUNTY OF OSCEOLA FIREARMS AUTHORIZATION AND QUALIFICATION POLICY AND PROCEDURE

EFFECTIVE DATE:

REVISED DATE:

PURPOSE:
To establish policy, procedure and regulations for the authorization, qualification and maintenance of firearms by all Osceola County security personnel who are authorized to carry firearms as part of their assigned duties.

SCOPE:
This policy applies to all personnel of Osceola County hereafter referred to as “Osceola County Security”, who are to carry a firearm during the course of their official duties

APPLICATION CLAUSE:
This policy constitutes County 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 security personnel 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:

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 Osceola County Coordinator in conjunction with the Osceola County Sheriff and/or his/her designee and completed prior to firearm authorization being granted. Authorization to each person authorized to carry a firearm shall be in writing by the Osceola County Sheriff or Courts Chief Judge.

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 Osceola County. 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.

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 Osceola County policy.

Employees of Osceola County are responsible to report any change in the status of their firearm qualification to the Osceola County Coordinator or his/her designee.

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 Osceola County and approved by the Osceola County Sheriff or his/her designee. Approved holsters are provided at no charge to the individual.

OFF-DUTY FIREARMS POLICY:

The County of Osceola does not authorize carrying or use of firearms while off duty for courthouse security personnel and this policy specifically does not authorize off-duty firearm use.