

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

**TITLE: MAGNETOMETER - X-RAY SECURITY SCREENING
JUSTICE BUILDING COURT UNIT SECURITY SCREENING**

NO. H-100

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order / Superior Court Order

Overview of Position:

The Security Screening Officer inspects the public and attorneys entering the Justice Building Court, Traffic Court and Juvenile Justice Center for weapons and contraband and provides security at the buildings entrance.

RESPONSIBILITIES:

The Security Screening Officer ensures all persons entering the court buildings are properly screened so no unauthorized weapons, contraband or substances enter the court building.

Essential Functions and Duties Include, but are not limited to:

- Inspect and test equipment each morning before beginning operations. The equipment shall be inspected for general condition (e.g. power supply cords, anchoring and stability, damage, effectiveness, and accuracy, etc.). Any damage or problem posing a hazard shall be immediately reported to the Justice Court Unit supervisor;

- Record the daily equipment inspection in the inspection log. Note all damage or other problems, malfunctions, and/or repairs;

- Remain at their fixed post assignments until relieved;

- Immediately radio the Justice Court desk officer and Sergeant if a person attempts to forcibly bypass the screening operation. The security screening deputy's immediate pursuit shall depend on the potential threat of violence or injury if the unauthorized person is not immediately pursued and detained;
- Conduct Screening operations in a courteous manner;
- Attempt to instruct persons who attend court regularly about how to simplify the screening process (i.e., how to remove metal objects from their person and carry them in a briefcase or purse, etc.);
- Investigate all equipment alerts to determine the cause before allowing a person to pass;
- Ask the person being screened to move loose clothing, materials, or objects to allow proper inspection;
- Greet everyone and express appreciation for his or her cooperation.

Deputies assigned to screening operations shall NOT:

- Allow themselves to be drawn from their screening position;
- Shout instructions to persons, argue with persons, or comment upon a person's behavior;
- Instruct people on how to defeat screening systems (e.g. how to cover a metal object with their hands to screen detection);
- Allow persons to pass through screening operations until you are satisfied the subject does not possess any dangerous weapon or material;

- Subject anyone to the walk-through magnetometer more than twice. If a detection cannot be eliminated quickly, use a hand held device to isolate and identify the metal carried;
- Touch anyone being screened unless no other means are available to complete the inspection;

All persons entering the Court Building shall be inspected.

The following persons shall be exempt from routine security inspections:

- On duty California Peace Officers, in uniform, attending to law enforcement business;
- On duty California Peace Officers, not in uniform, attending to law enforcement business, wearing picture law enforcement identification on their person;
- Any peace officer of the United States government, wearing picture law enforcement identification on their person;
- Court or County employees whose workplace is the Justice Building Court, Traffic Court or Juvenile Justice Center may enter the building through alternate entrances without being searched if they possess properly issued keys or properly issued and activated key cards; provided they adhere to the weapons policies outlined herein and any order subsequently issued by the court.

Deputies may question anyone, including Peace Officers, regarding their purpose for entering a court facility. In the event a Peace Officer does not have valid department identification card identifying him, deputies will make reasonable efforts to verify the identity of that officer. If identity cannot be verified, that officer will not be permitted to bring a firearm into the building.

The Lieutenant of the Court Services Section may temporarily suspend any and all exemptions for good cause and will notify the affected county departments as soon as practical.

Peace officers shall not be exempt from inspection when they are:

- Appearing before the court as a litigant to any Family Law, Family Support or personal civil action;
- Appearing before the court as a defendant in a criminal matter;
- Entering a court facility for personal business or off-duty.

MISCELLANEOUS INSPECTION INSTRUCTIONS

- Personal computers, magnetic data storage media, and photographic film are subject to X-Ray inspection. The X-Ray device will not harm these items; however, we recognize the concerns of persons possessing them. Upon request of the person possessing the item the Deputy may substitute visual inspection;
- All other electronic equipment is subject to X-Ray inspection.

WEAPONS AND DANGEROUS MATERIALS PROHIBITED

The following items are not permitted in any court facility:

- Firearms or replica firearms of any type;
- Deadly weapons (Knives) as described in California Penal Code Section 21510 or Section 20310, 21110, 20410, 22210, 30210, 20510, 20610, 21810, 20910, 21310, 21710;
- Knives and other shape edged or pointed potential weapons of any length;
- Tear gas weapons as defined in California Penal Code Section 17240 and Section 17250;
- Taser or Stun Guns (Electronic Immobilization Devices) as defined in California Penal Code Section 244.5;

- Any toxic, radioactive, or flammable material.
- Any item or object the screening deputy reasonably deems dangerous or believes can be used as a weapon, has full discretion to not allow the item to be brought into the court building.

EXCEPTIONS TO WEAPON AND DANGEROUS MATERIALS RESTRICTIONS

Any materials required for evidentiary purposes will be allowed when processed under the following restrictions:

- Firearms and replica firearms shall be unloaded and when possible without damage, disabled by trigger lock or locking plastic strap. Deputies will cause such firearm or replica firearm to be delivered to the destination court by Justice Building Court Unit deputies, authorized criminalist or laboratory technician, technical investigator, designated peace officer, or other person authorized by Metropolitan Court Unit deputies;
- Knives, Tear gas, Mace, oleoresin capsicum (pepper spray), stun guns, or other potential weapons will be delivered to court by Justice Building Court Unit deputies, authorized criminalist, laboratory technician, technical investigator, designated peace officer, or other person authorized by the Metropolitan Court Unit deputies;
- Toxic, radioactive, or flammable materials will only be admitted upon examination by the Justice Building Court Unit Sergeant or his designee for proper packaging and assessment of potential danger. The Justice Building Court Unit Sergeant shall not permit the entry of any suspect material or container, or any material presenting unnecessary danger. The Metropolitan Court Unit Sergeant shall notify the Judge of any effected court immediately when a dangerous material is excluded.

MISCELLANEOUS MATERIALS PROHIBITED

The following miscellaneous materials are prohibited:

- Controlled substances as defined in California Health and Safety Code Section Division 10;
- Drug Paraphernalia as defined in California Penal Code Section 11364;

- Alcoholic beverages of any type;
- Food or beverages (Courtrooms only).

EXCEPTIONS

The following are exceptions to prohibited items:

- Knives and utensils used by county and contract employees used for food preparation and hobby items (i.e., knitting needles) when carried by County employees assigned to work within the court facility;
- Flammable materials required for authorized facility maintenance or construction may enter when in approved containers and when transported by the authorized repair or construction agent;
- Tools required for authorized facility maintenance or construction may enter when transported by the authorized repair or construction agent.

STORAGE OF WEAPONS OR PROHIBITED MATERIALS

- Handguns and any chemical agent weapons will not be stored at the magnetometers. This applies to those able to carry a firearm under the authority of concealed weapons permits and handguns carried by Peace Officers when entry has been denied;
- Knives, tools, or other prohibited materials shall not be temporarily stored unless it is approved by the Court Unit Sergeant or Senior Deputy. The storage shall be restricted to circumstances where failure to do so would cause undue hardship upon the person carrying the item, or cause unnecessary delay of court proceedings i.e. the person is a party to or witness in a court action;
- Persons storing items at the Courthouse lobby station shall be fully identified with photo identification and contact information;
- Any property left more than 24 hours shall be booked into the K.C.S.O. property room and a crime and incident report completed.

DENIAL OF ENTRY

Deputies shall not permit access to court facilities by persons obviously intoxicated or persons behaving in a manner causing a danger to themselves or others. Deputies shall ask the person where they intend to go within the court facility. If they are party to or a witness for an action before the court, the deputy shall notify the bailiff or court clerk and advise the judge or commissioner of the situation. If the Judge needs the person to be brought before the court, an escort shall be provided. If the person is subject to arrest or detention, every attempt shall be made to complete any required court appearances before they are transported to the appropriate place of confinement.

Procedures:

The Security Screening Officer will inspect and test equipment each morning before beginning operations. Unlock the Justice Building Court, Traffic Court and Juvenile Justice Court each morning at 0730 hours. Ensure all people entering the courts are properly screened throughout the day and no prohibited items enter the building. Lock the entrance at 1700 hours and turn off all screening equipment.

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

TITLE: MAGNETOMETER - X-RAY SECURITY SCREENING
METROPOLITAN COURT UNIT

NO. H-200

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

POLICY

In order to ensure the safety of all persons appearing before and working within the court facilities of Kern County, Deputies shall enforce this policy as ordered by the Sheriff and the Court.

The intent of this policy is to provide a safe environment for all persons entering the courthouse and courtrooms. Enforcement of this policy shall be conducted in a manner supporting the dignity of the Courts and the Law Enforcement profession. Every effort shall be undertaken to minimize any negative impact upon the public accessibility and judicial environment of the Courts.

OVERVIEW OF POSITION:

The Deputy assigned to Security Screening supervises the Trans West security personnel tasked with inspecting persons and their articles entering the Metropolitan Court Building for weapons and dangerous materials. The purpose is to provide a safe environment for all persons entering the courthouse and courtrooms. The Deputy assigned to Security Screening will either assume or assist Trans West during shift changes or when no Trans West Security Officer is available.

RESPONSIBILITIES:

- All persons entering the Metropolitan Court Building shall be inspected.

The following persons shall be exempt from routine security inspections:

- On duty California Peace Officers, in uniform, attending to law enforcement business;
- On duty California Peace Officers, not in uniform, attending to law enforcement business, wearing picture law enforcement identification on their person;
- Any peace officer of the United States government, wearing picture law enforcement identification on their person;
- Court or County employees whose workplace is the Metropolitan Court Building may enter the building through alternate entrances without being searched if they possess properly issued keys or properly issued and activated key cards; provided they adhere to the weapons policies outlined herein and any order subsequently issued by the court.

Deputies may question anyone, including Peace Officers, regarding their purpose for entering a court facility. In the event a Peace Officer does not have valid department identification card identifying him, deputies will make reasonable efforts to verify the identity of that officer. If identity cannot be verified, that officer will not be permitted to bring a firearm into the building.

The Lieutenant of the Court Services Section may temporarily suspend any and all exemptions for good cause and will notify the affected county departments as soon as practical.

Peace officers shall not be exempt from inspection when they are:

- Appearing before the court as a litigant to any Family Law, Family Support or personal civil action;
- Appearing before the court as a defendant in a criminal matter;
- Entering a court facility for personal business or off-duty.

MISCELLANEOUS INSPECTION INSTRUCTIONS

- Personal computers, magnetic data storage media, and photographic film are subject to X-Ray inspection. The X-Ray device will not harm these items; however, we recognize the concerns of persons possessing them. Upon request of the person possessing the item the Deputy may substitute visual inspection;
- All other electronic equipment is subject to X-Ray inspection.

WEAPONS AND DANGEROUS MATERIALS PROHIBITED

The following items are not permitted in any court facility:

- Firearms or replica firearms of any type;
- Deadly weapons (Knives) as described in California Penal Code Section 21510 or Section 20310, 21110, 20410, 22210, 30210, 20510, 20610, 21810, 20910, 21310, 21710;
- Knives and other shape edged or pointed potential weapons of any length;
- Tear gas weapons as defined in California Penal Code Section 17240 and Section 17250;
- Taser or Stun Guns (Electronic Immobilization Devices) as defined in California Penal Code Section 244.5;
- Any toxic, radioactive, or flammable material.

EXCEPTIONS TO WEAPON AND DANGEROUS MATERIALS RESTRICTIONS

Any materials required for evidentiary purposes will be allowed when processed under the following restrictions:

- Firearms and replica firearms shall be unloaded and when possible without damage, disabled by trigger lock or locking plastic strap. Deputies will cause such firearm or replica firearm to be delivered to the destination court by Metropolitan Court Unit deputies, authorized criminalist or laboratory technician, technical investigator,

designated peace officer, or other person authorized by Metropolitan Court Unit deputies;

- Knives, Tear gas, Mace, oleoresin capsicum (pepper spray), stun guns, or other potential weapons will be delivered to court by Metropolitan Court Unit deputies, authorized criminalist, laboratory technician, technical investigator, designated peace officer, or other person authorized by the Metropolitan Court Unit deputies;
- Toxic, radioactive, or flammable materials will only be admitted upon examination by the Metropolitan Court Unit Sergeant or his designee for proper packaging and assessment of potential danger. The Metropolitan Court Unit Sergeant shall not permit the entry of any suspect material or container, or any material presenting unnecessary danger. The Metropolitan Court Unit Sergeant shall notify the Judge of any effected court immediately when a dangerous material is excluded.

MISCELLANEOUS MATERIALS PROHIBITED

The following miscellaneous materials are prohibited:

- Controlled substances as defined in California Health and Safety Code Section Division 10;
- Drug Paraphernalia as defined in California Penal Code Section 11364;
- Alcoholic beverages of any type;
- Food or beverages (Courtrooms only).

EXCEPTIONS

The following are exceptions to prohibited items:

- Knives and utensils used by county and contract employees used for food preparation and hobby items (i.e., knitting needles) when carried by County employees assigned to work within the court facility;

- Flammable materials required for authorized facility maintenance or construction may enter when in approved containers and when transported by the authorized repair or construction agent;
- Tools required for authorized facility maintenance or construction may enter when transported by the authorized repair or construction agent.

STORAGE OF WEAPONS OR PROHIBITED MATERIALS:

- Handguns and any chemical agent weapons will not be stored at the magnetometers. This applies to those able to carry a firearm under the authority of concealed weapons permits and handguns carried by Peace Officers when entry has been denied;
- Knives, tools, or other prohibited materials shall not be temporarily stored unless it is approved by the Court Unit Sergeant or Senior Deputy. The storage shall be restricted to circumstances where failure to do so would cause undue hardship upon the person carrying the item, or cause unnecessary delay of court proceedings i.e. the person is a party to or witness in a court action;
- Persons storing items at the Courthouse lobby station shall be fully identified with photo identification and contact information;
- Any property left more than 24 hours shall be booked into the K.C.S.O. property room and a crime and incident report completed.

DENIAL OF ENTRY

Deputies shall not permit access to court facilities by persons obviously intoxicated or persons behaving in a manner causing a danger to themselves or others. Deputies shall ask the person where they intend to go within the court facility. If they are party to or a witness for an action before the court, the deputy shall notify the bailiff or court clerk and advise the judge or commissioner of the situation. If the Judge needs the person to be brought before the court, an escort shall be provided. If the person is subject to arrest or detention, every attempt shall be made to complete any required court appearances before they are transported to the appropriate place of confinement.

**TITLE: MAGNETOMETER - X-RAY SECURITY SCREENING
METROPOLITAN COURT UNIT**

NO. H-200

KERN COUNTY SHERIFF'S OFFICE
Court Services Section
Policy and Procedures Manual

**TITLE: MAGNETOMETER - X-RAY SECURITY SCREENING
COUNTY ADMINISTRATIVE OFFICE SECURITY SCREENING**

NO. H-300

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order / Superior Court Order 5.7-254

OVERVIEW OF POSITION:

The Security Screening Deputy inspects the public entering the County Administrative Office for weapons and contraband and provides security at the building's entrance.

RESPONSIBILITIES:

The Security Screening Deputy ensures all persons entering the County Administrative Office are properly screened to prevent unauthorized weapons, contraband, or substances from entering the building.

ESSENTIAL FUNCTIONS AND DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

PARK RANGERS:

- Inspect and test equipment each morning before beginning operations. The equipment shall be inspected for general condition (e.g. power supply cords, anchoring and stability, damage, effectiveness, and accuracy, etc.). Any damage or problem posing a hazard shall be immediately reported to the Justice Court Unit supervisor and General Services;

- Record the daily equipment inspection in the inspection logs located at Security Screening. Note all damage or other problems, malfunctions, and/or repairs; All screening inspection logs will be maintained and archived by Parks and Recreation.

DEPUTY SHERIFFS/PARK RANGERS SHALL:

- Remain at their assignment until properly relieved;
- Immediately contact the Justice Court Coordinator and Sergeant if a person attempts to forcibly bypass security screening. The security screening deputy's immediate pursuit shall depend on the potential threat of violence or injury if the unauthorized person is not immediately pursued and detained;
- Conduct screening operations in a courteous manner;
- Attempt to instruct persons who attend county offices regularly about how to simplify the screening process (i.e., how to remove metal objects from their person and carry them in a briefcase or purse, etc.);
- Investigate all equipment alerts to determine the cause before allowing a person to pass;
- Ask the person being screened to remove loose clothing, materials, or objects to allow proper inspection;
- Greet everyone and express appreciation for his or her cooperation;
- Persons who do not want to walk through the magnetometers for medical reasons (pace makers etc.) will be screened with a hand held wand;

- All persons (including employees) entering the building through the public screening entry point will submit to all screening procedures.

DEPUTIES ASSIGNED TO SECURITY SCREENING SHALL NOT:

- Leave their screening position until properly relieved;
- Shout instructions, argue, or comment upon a person's behavior;
- Instruct people on how to defeat screening systems (e.g. how to cover a metal object with their hands to avoid detection.);
- Allow persons to pass through security screening until you are satisfied the person does not possess any dangerous weapon or contraband;
- Allow anyone to walk through the magnetometer more than twice. If detection cannot be eliminated quickly, use a hand-held wand to isolate and identify the object in question;
- Touch anyone being screened unless no other means are available to complete the inspection;
- Allow anyone to enter the building without first submitting to the screening process.

MISCELLANEOUS INSPECTION INSTRUCTIONS:

- Personal computers, magnetic data storage media, and photographic film are subject to X-Ray inspection. The X-Ray device will not harm these

items; however, we recognize the concerns of persons possessing them. Upon request, the deputy may conduct a visual inspection;

- All other electronic equipment is subject to X-Ray inspection.

WEAPONS AND DANGEROUS MATERIALS PROHIBITED

Penal Code section 171b (including section 17235 or 16590) prohibits the possession of certain weapons in specified buildings. The following items are not permitted in any county building:

- Firearms;
- Any knife with a blade in excess of four inches;
- Switchblades;
- Tear Gas Weapons;
- Stun Guns or Tasers;
- Any weapon capable of expelling a projectile through the force of air pressure, compressed gas (e.g. BB gun or paint ball gun);
- Brass Knuckles;
- Martial Arts items such as Nun-Chucks or Throwing Stars;
- Explosives;

In Addition, the following items will be prohibited from all county buildings, except as otherwise provided in County Ordinance Chapter 20.01.010 (b):

- Illegal drugs and drug paraphernalia;
- Plastic molded knives or letter openers;
- Openers, shanks, spikes, etc.;
- Razors or box cutters;
- All knives, including Pocket Knives and Leatherman type tools;
- Mace, pepper spray, dog repellants;
- Replica or toy guns;
- Any other items determined by law enforcement officials to pose a security risk to the public or employees within a county facility.

EXCEPTION TO POSSESSION OF PROHIBITED ITEMS:

C.O. 20.01.020

- (a) Exception for Law Enforcement and Armed Services pertaining to firearms. The prohibitions of firearms in section 20.01.010 shall **not** apply to law enforcement officers, military personnel in the conduct of official duties, or any other persons authorized by law to carry a firearm while performing duties in their official capacity.
- (b) Exception for County Employees:
 1. No county employee will be permitted to possess firearms, ammunition, or articles of a similar nature in any county building unless he or she has a valid license to carry a weapon in his or her duties and has the written authorization of his or her Department Head;
 2. County employees are exempt from the prohibitions in Section 20.01.010(b) except as provided in subdivision (b)(1) of this section, Kern County's Alcohol and Drug Abuse Policy, and with strict adherence to Kern County's Workplace Violence Policy, Hostile Work Environment Policy and any other county or department policy, procedure or rule. Any allowed items listed in section 20.01.010(b) entering any county building or facility **must** be brought through the card-controlled employee entry points;
- (c) Nothing in this chapter shall be construed as prohibiting building maintenance, contractors or other persons hired by the County to perform work relating to County building maintenance and construction from possessing cutting tools, knives, nail guns, or any tool necessary to perform building maintenance or construction. Any person meeting this exception may, at the discretion of the County Department Head, be allowed to access to and from county buildings without the need to proceed through

Security Screening or may be subject to alternative security screening procedures.

CARRY CONCEALED WEAPON (CCW) EXCEPTION:

A Person holding a valid license to carry a firearm may enter the county building with the weapon after complying with the following steps:

- A CCW holder will present valid identification. The CCW permit should be reviewed to confirm that it is not expired;
- If the CCW is issued by the Kern County Sheriff's Office, the deputy can verify the permit is valid through the ICCW computer program or by contacting the Communications Center;

The deputy will enter the following information into the Security Screening CCW Log:

- Name of individual;
- Agency Issuing CCW;
- CCW Permit Number;
- Their destination (i.e. Elections, Tax Collector, BOS etc.).

STORAGE OF WEAPONS OR PROHIBITED MATERIALS:

- Knives, tools, or other prohibited materials shall not be temporarily stored unless it is approved by the Justice Court Sergeant or Senior Deputy. The storage shall be restricted to circumstances where failure to do so would cause undue hardship upon the person carrying the item;

- Persons storing items at the County Lobby Station shall be fully identified with photo identification and contact information;
- Any property left more than 24 hours shall be booked into the Kern County Sheriff's Office Property Room and a crime and incident report will be completed.

DENIAL OF ENTRY:

C.O. 20.01.030

- Except as otherwise provided in Section 20.001.020 subsection (c) and 20.01.040 all persons seeking to enter county buildings equipped with metal detectors must submit to the security screening measures established pursuant to this chapter prior to gaining access to the building. Persons who refuse to submit to security screening procedures will be denied access to the building.

EMPLOYEE ACCESS AND ALTERNATIVE SCREENING PROCEDURES:

C.O. 20.01.040

- (a) Employees working within a secured county building will be granted access to the building via keycard at designated card-controlled employee entry points. County employees who are not equipped with keycard access to the building will be required to submit to all screening procedures;
- (b) Law Enforcement personnel may establish screening measures and procedures for vendors and delivery people, visiting dignitaries, and any persons requiring expedited access for official business purposes.

CRIMINAL PENALTIES FOR CERTAIN CONDUCT:

C.O. 20.01.050

The Following conduct shall constitute a criminal misdemeanor offense punishable by up to the maximum provided by law:

- (a) No person shall enter a county building with the intent to bypass the security screening procedures established under this Chapter/Ordinance, except as provided in this Chapter/Ordinance;
- (b) No person shall intentionally disobey the lawful commands and directives of law enforcement personnel given in relation to implementing and administering the security screening procedures established pursuant to this Chapter/Ordinance.

KERN COUNTY SHERIFF'S DEPARTMENT
Court Services Section
Policy and Procedures Manual

TITLE: JUSTICE SCREENING ROVER
JUSTICE BUILDING COURT UNIT SECURITY SCREENING

NO. H-400

EFFECTIVE DATE: November 16, 2019

REVISED:

APPROVED BY: Lieutenant Cisneros

REVIEWED:

REFERENCE: Post Order

OVERVIEW OF POSITION:

The Justice Screening Rover assists with the Security Screening Officer during the performance of his/her duties. In addition, the Justice Screening Rover will maintain safety and security in and around the court building.

RESPONSIBILITIES:

The Justice Screening Rover will assist the security screening deputy to help ensure all persons entering the building are properly inspected. Furthermore, the Justice Screening Rover will assist the Security Screening Officer as a means to prevent distraction from his/her duties; such as when the Security Screening Officer is writing citations, answering question or when a large crowd is coming through screening.

ESSENTIAL FUNCTIONS AND DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist the Security Screening Officer with his/her duties during busy hours of operation;
- Assist with security of the building entrance when the Security Screening Officer is occupied with his/her duties;
- Conduct security checks of primary areas of business within the court building to maintain safety and presence;

- Assist with escorts of civilians at their request;
- Assist when immediate law enforcement response is required within the court building.

DEPUTIES ASSIGNED AS THE JUSTICE SCREENING ROVER SHALL NOT:

- Allow themselves to be drawn from their screening position until the Security Screening Officer can further resume his/her duties without assistance;
- Leave security screening unattended. One Security Screening Officer must be present at all times;
- Use his/her cellular device while in public view;
- Permit non-sworn personnel behind the Security Screening Officer's work station.

PROCEDURES:

- The Justice Screening Rover will assist the Security Screening Officer with safety and security of the building entrance as needed during busy hours of operation. The Justice Screening Rover will ensure all people entering the court building are properly screened as well as prevent prohibited items from entering the building;
- The Justice Screening Rover shall assist the Security Screening Officer with the safety and security of the court building entrance whenever he/she is issuing a citation, conducting a civilian escort, or as needed. When the Security Screening Officer is no longer in need of assistance, the Justice Screening Rover will walk through the Justice Court Building (e.g. Family Law Counter, Family Law Facilitator, Misdemeanor Division Counter, Probate Window, Revenue Recovery, Mediation, and Child Support Services) and ensure all the specified divisions are safe and secure;
- The Justice Screening Rover shall provide immediate law enforcement response within the court building as necessary.