

**AN ORDINANCE GOVERNING
RANDOLPH COUNTY COURTHOUSE SECURITY
AND BUILDING PROCEDURES**

Section I. Purpose.

This courthouse security and building procedures ordinance is designed to maintain a safe and contraband-free environment within the criminal and civil courtrooms and other areas of the Randolph County Courthouse. This ordinance also provides the guidelines for the day-to-day operations throughout the courthouse.

Section II. Hours of Operation.

A. Normal Hours of Operation.

The courthouse will be open from 7:30 a.m. until 5:30 p.m. Monday-Friday for all employees. The courthouse will be open from 8:00 a.m. until 5:00 p.m. Monday- Friday to the general public. The Randolph County Sheriff's Office will provide security for the courthouse from 7:30 a.m. until 11:00 p.m. Monday-Friday. This schedule will be implemented on the 1st day of July 2002.

B. Exceptions to Normal Hours of Operation.

1. In the event that a court or special hearing must continue to operate beyond normal hours, judicial officials, court personnel and court deputies will be on staff to work these events.
2. Teen court is held on the 2nd and 4th Mondays of every month starting between 6:00 p.m. and 6:30 p.m. in the evening. All individuals and court personnel seeking entry after 5:00 p.m. will be required to go through the screening process. No public access will be allowed into the courthouse after 5.00 p.m. unless required for court or a special hearing.
3. The security committee must approve requests for non-court events at the courthouse.

Section III. Courthouse Security Plan.

Pursuant to this ordinance, Courthouse Security Personnel shall be responsible for:

- A. Screening of all persons entering the courthouse. This procedure will be accomplished in an efficient and effective manner.
- B. Walk-through search of all secure areas prior to admittance of staff or public.
- C. Monitoring of all public lobbies and exit doors by use of CCTV.
- D. Walking patrols of all secure areas and response to areas inside or outside the courthouse where problems arise.
- E. Response to activations of panic alarms or door alarms at various locations.
- F. Walk-through search of all areas to make sure building is empty after lockdown.

Section IV. Screening.

A. The Screening Procedure will be as follows:

1. All persons entering the courthouse through the main (north) entrance will go through the security screening process.
2. Judges, Clerk of Court, District Attorney, Magistrates, Court Reporters, and Sheriff will have access to the restricted lot on the south side of the courthouse.
3. All courthouse personnel **may be required** to go through the security screening process when using the employee entrance located on the first floor, west side of the building. All courthouse personnel are required to wear a picture ID access card at all times while inside the courthouse.
4. All law enforcement officers who come to the courthouse will check in at the security station for identification purposes. **Uniformed Officers** and **Plain Clothes Officers** unknown to security staff must have a standard picture ID card issued by their agency to be allowed to enter the courthouse while armed. Officers may go to the information desk on the first floor and sign out an access card for secured areas of the courthouse. If there is a need for officers to respond to an emergency situation at the courthouse when called upon for assistance, they will be passed through the screening point immediately.
5. Officers On Personal Business In The Courthouse: Officers who are a party to or witness for a case in which they are personally involved will not be allowed to enter the courthouse while armed. There will be no exceptions to this rule. Violations will be reported to head of courthouse security (Lt. Hussey or Sgt. Brewer).
6. Out-of-County Officers- Law enforcement officers who are not employed by local department or assigned to Randolph County will not be allowed access to secured areas of the courthouse unless they are accompanied by a local officer who is properly identified and who identifies the out-of-county officer. When this situation occurs, the out-of-county officer will be escorted at all times by the local officer who is familiar with the security procedures.

B. Screening Steps:

1. Individuals entering the courthouse will be screened by use of walk-through magnetometers and/or hand-held magnetometers.
2. Individuals who bring items into the courthouse for court purposes must check in at the screening station on the first floor where the items will be checked and a validation sticker placed upon them.
3. The X-ray machine will scan packages, handbags, briefcases, books, mail, and file folders.

4. Individuals shall place all packages, handbags, briefcases, books, and large file folders on the X-ray conveyor belt and empty all pockets that contain any metal objects into a tray before entering the walk-through magnetometer. A positive indication by the magnetometer will require a second walk-through by the individual.
5. A second positive indication by the walk-through magnetometer will require a search using the hand magnetometer to locate the source of the positive indication. The security officer may take the person to the side and pat down the individual if it is determined that some suspected object is causing the positive indication and there is reasonable suspicion that the individual has an object that poses a security risk. **Only A FEMALE officer may conduct a pat-down search of a FEMALE.**
6. Suspicious images observed in packages or handbags shall be closely examined by having the owner open the package for inspection. If the officer believes that the suspicious item could be an explosive devise, he should not open the package. He will clear the area and contact the supervisor.
7. Mail being brought into the courthouse will be screened through the X-ray machine, as will all packages delivered to the various departments in the courthouse. If a package is too large to fit into the X-ray machine, it will be inspected by the security officers prior to its passing the screening checkpoint.

Section V. Identification and Confiscation of Contraband.

- A. Items such as illegal narcotics, firearms, knives, scissors, carpet or box cutters, letter openers or other edged weapons are considered contraband unless it can be shown that the person has a legitimate need to possess the item inside the courthouse.
- B. When individuals are found with contraband, which constitutes a criminal violation, the items shall be seized and the person taken into custody or issued a criminal citation, depending on the circumstances.
- C. Individuals found with items that would otherwise be legal to carry, such as small pocketknives or pepper spray, will be advised that they must take these items to their vehicles, homes, or offices, or place them in storage lockers located on the first floor of the courthouse. **The security officers will not store items for the individuals nor accept them as discarded property.**

Section VI. Designated Areas:

- A. Access to Restricted Areas.
 1. No one is allowed in secured areas of the courthouse unless he is wearing a proper ID badge.
 2. One-day visitor passes may be applied for and issued at the information desk located on the first floor. A visitor pass is good only in the secured areas of the courthouse and when accompanied by a proper ID holder (Photo ID).
 3. Local attorneys, out-of-county attorneys and their employees may apply for an ID access card by filling out an application at the courthouse security office located on

the first floor. The fee is \$15.00 for the initial card. There will be a \$25.00 fee for a duplicate card if lost or stolen.

B. Use of Attorney/Client Interview Rooms.

1. Attorneys or other court officials who take their clients or witnesses into the interview rooms at the front entrances of the courtrooms must be responsible for escorting them back into the courtroom. **ATTORNEYS SHOULD NEVER TAKE THEIR CLIENT OR WITNESS INTO THE SECURED AREAS OF THE COURTROOM.**
2. The secure areas are for court personnel and security officers (with proper ID picture access badge) and the only **EXCEPTION** will be for official business that requires the presence of a civilian.

C. Waiting Area.

The only public waiting area in the courthouse is located on the west side of the first floor. Vending machines will be in this area. **(NO SMOKING)**

D. Smoking Area.

1. The Randolph County Courthouse is a **NON-SMOKING** facility.
2. Smoking will be permitted in a designated area **OUTSIDE** of the main entrance (first floor) of the courthouse.

Section VII. Exit Procedures.

A. Exiting the Building:

1. The public exiting the building should use the front entrance doors located on the first floor.
2. Under no circumstances should anyone open one of the emergency exit doors to allow any person to enter the courthouse.

B. Emergency Evacuation Plan:

In the event of an evacuation at the courthouse, the courthouse security supervisor or his designee will notify each departmental supervisor. It will be each department supervisor or designee's duty to evacuate his or her division:

1. Clerk of Court for Clerk's personnel;
2. Chief Magistrate for the Magistrate's Office;
3. Chief Court Deputy for Sheriff's Office;
4. District Attorney for District Attorney's Office;
5. Probation Office Supervisor for Probation personnel;
6. Supervisors in each of the following offices: Guardian Ad Litem, Community Service Coordinator, Judges' Assistants, Department of

Juvenile Justice, Maintenance/ Housekeeping, and any other personnel occupying offices or facilities on a regular basis in the courthouse.

Section VIII. Maintenance, Custodial Staff and Civilian Workers.

A. Building Maintenance:

Building Maintenance will consist of one employee assigned to the courthouse 8:00 a.m. until 5:00 p.m. Monday- Friday. When other County maintenance staff needs entry into the courthouse, they must go to the security check point and check in and advise the information officer of the nature and the location of their work. They will be allowed to take the necessary tools and materials to perform their duties, but will be cautioned to keep the tools in their possession at all times while in the public areas of the courthouse and not leave them unattended when leaving to get additional tools or materials. **When the maintenance staff have completed their tasks, they should return to the information desk and check out.**

B. Custodial Staff:

1. Custodial personnel assigned to the courthouse will clean the courthouse between 5:30 p.m. and 11:00 p.m. Monday- Friday.
2. Custodial personnel assigned to the courthouse will enter and exit through the security checkpoint at the public/employee entrance.

C. Civilian Contractors or Maintenance Workers:

Section IX. Penalties.

- A. Any violations of this manual may result in revocation of an individual's I.D. access card by the courthouse security supervisor.
- B. Any revocation of an I.D. access card may be appealed to the Courthouse Security Supervisor or Security Committee.

Section X. Security Committee.

The Commissioners hereby appoint the Chief District Court Judge, Elected District Attorney, Elected Sheriff, Elected Clerk, and Local Bar President or their designees to enforce this ordinance and to suggest future amendments.

Section XI. Effective Date.

This ordinance shall become effective upon its adoption.
Adopted 8th day of July, 2002.