



ADMINISTRATIVE POLICIES

SECTION: HEALTH, SAFETY & SECURITY		POLICY #: 515
TITLE: Court Facilities Security		PROCEDURE #: 515-A
		ORDER #: 08-150
DEPT: Business Services		DIVISION: Facilities
ADOPTED: 11/98	REVIEWED: 05/22	REVISED: 05/22

PURPOSE: To ensure that our Courts are open, accessible, and safe for the employees, public and property.

AUTHORITY: The Marion County Board of Commissioners may establish rules and regulations in reference to managing the interest and business of the county under ORS 203.010, 203.035 and 203.111.

APPLICABILITY: All persons requiring entrance to the Marion County Court Facilities.

GENERAL POLICY: All persons requiring entrance to the Marion County Court Facilities will undergo security screening by qualified personnel.

POLICY GUIDELINES:

A. General Screening:

1. All persons desiring to pass beyond the screening point must undergo screening. Screening of persons is normally accomplished through the use of a walk-through metal detector or by a hand-held metal detector, or by pat-down search, and visual inspection. Individuals are not permitted to retain any hand carried items in their possession during screening, other than articles of clothing and very small or thin objects such as passes. All indications of unaccounted for metal on an individual's person must be satisfactorily resolved. Only upon satisfactory completion of screening, including hand-held wand, pat-down, and/or the visual inspection of all hand carried items, may the individual be permitted to pass beyond the screening point.
2. Every person will have the option of refusing to be screened. Persons who refuse to be screened will be denied passage beyond the screening point. Those with medical issues, such as a pacemaker, that would prevent them from going through the metal detector, have the option of a hand-held metal detector and/or pat down search conducted on their person.
3. All items, bags, back packs, handbags, and packages will be scanned by the x-ray machine and searched for contraband or weapons, if warranted. Bags or other items will not be held on the premises by court security staff.

B. Access Cards:

1. **Courthouse Employees:** Employees of Marion County and the Oregon Judicial Department permanently assigned to a workstation at the Marion County Courthouse, a Marion County court facility, may have key card access. Individual department administrators are responsible for submitting to Business Services Administration a list of all employees requiring key card access for their department. Access doors, days of entry and access hours are to be established based on business need by the department administrator.

2. **Marion County Sheriff's Office:** Pursuant to ORS 206.010, the sheriff is responsible for the safety and security of the courts. Therefore, the Sheriff and his/her designees will have 24-hour access to the Marion County Courthouse. Access for civilian staff will be limited to the basement entrance into the Marion County Sheriff's Office. Possession of a valid key access card does not preclude holder from being subject to random screening at any entrance door of the courthouse. The sheriff and his/her designees will have 24-hour access to the Marion County Courthouse, court annex, and juvenile courts.
3. **Special Access Cards:** Each department administrator within the Marion County may request an access card department heads and elected officials within Marion County may request an access card be issued in exceptional cases. All such requests must be made to Business Services Administration and will be forwarded to the judicial security supervisor for approval. If a request is denied by Business Services and/or Sheriff's office, the decision may be appealed to the Court Security Committee. Appeals from the Court Security Committee shall be referred to the Sheriff, Presiding Judge, and the Chairperson of the Board of Commissioners.
4. **Issuing/Returning Key Cards:** All key cards shall be obtained from Business Services. Prior to obtaining a key card, all applicants must review this policy and sign a responsibility form. Signed responsibility forms will be retained by Business Services until key card access for the applicant has been deleted from the system. All key cards shall be returned to Business Services on the last day of work.
5. Members of the Marion County Bar Association applying for key cards may be charged a fee established in Court Facilities Security Procedures to cover the actual cost of the card and staff time to program it.

C. Courthouse:

1. Marion County District Attorneys employees and members of the Marion County Bar Association may obtain limited key card access to the north door only on the first floor of the courthouse for use during normal working hours and days. Access is limited to the attorney issued the key card and shall not be used to accompany any other District Attorney employee or persons.

Attorneys with access under paragraph 1. Those key cards issued will only allow access to the north door on the first floor of the courthouse and the elevators. Key cards already issued may be programmed under this rule. Key cards will allow access during the following hours (or may be determined based upon the level of need by the department administrator):

Monday through Friday: 7:30 a.m. to 5:30 p.m.

2. Violation of any provision of this policy may result in disciplinary action, up to and including revocation of access privileges and termination.

D. Public Safety Personnel:

1. On duty public safety personnel and armored car uniformed personnel shall be allowed unobstructed access to the Marion County Court facilities. Prior to accessing the court facilities, however, they must log in with the security staff and report any weapons. Prior to accessing the court facilities, however, they must present their agency badge and identification, sign in on the logbook and

sign out when they leave.

2. On duty public safety personnel who are not in uniform are required to do the same as stated above. These employees must log in with the security staff and report any weapons. These employees must display their badge show identification and display their badge and identification prominently on the outside of their clothing whenever in court facilities.
3. On duty public safety personnel who are not in uniform and do not wish to publicly display their badge and identification will not be permitted to carry weapons inside court facilities. They must check any weapons immediately upon arrival. Weapons will not be stored for them.
4. Off duty public safety personnel conducting personal business shall be processed through the screening point as civilians. They will not be allowed to carry weapons inside the court facilities.

E. Deliveries:

1. All deliveries will be made to the back door of the Marion County Courthouse. Delivery staff shall be always accompanied by staff responsible for receiving the delivery. All deliveries, including UPS, Federal Express and DHL, must check in with the court entrance security staff, or facilities management staff. Mail and deliveries small enough to pass through the x-ray machine will be processed by the front security staff.
2. For all other deliveries, entrance security staff will contact appropriate office staff members to escort the delivery. Office staff must always accompany the delivery person(s) up until the time when the deliverers exit the building.

F. Emergency:

1. Emergency service personnel will have unobstructed access to all county facilities when responding to emergencies

G. Access Violations:

1. Access violations are to be reported without delay to the immediate supervisor and to the judicial security unit. They shall be treated as a security violation.
2. The Marion County Sheriff's judicial security unit may, through Business Services revoke access of any cardholder found in violation of access policy.
3. Repeated security violations shall be reviewed by the court security committee, and a recommendation will be submitted to the sheriff and presiding judge.