



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:	10/08	REVISED:	10/08

PURPOSE: To provide increased public safety when courts are in session.

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.

The Marion County Board of Commissioners expresses the governing body’s formal, organizational position of fundamental issues or specific repetitive situations through formally adopted, written policy statements. The policy statements serve as guides to decision making for both elected and appointed officials on the conduct of county business.

The Marion County Administrative Policies and Procedures manual of the Marion County Board of Commissioners outlines the forms and process through which the board takes official action on administrative policy, and is the official record of county administrative policy.

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 metal detectors. 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 x-ray and the visual inspection of all hand-carried items, may the individual be permitted to pass beyond the screening point.

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2. Every person will have the option of refusing screening. 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 pat down search conducted on their person.

B. Access Cards:

1. Employees of Marion County and the Oregon Judicial Department assigned to a workstation at a Marion County court facility may have key card access. Individual department administrators are responsible for submitting to Marion County Facilities Management (facilities management) 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. Pursuant to ORS 206.010, the sheriff is responsible for the safety and security of the courts. 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 and juvenile courts.
3. 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 facilities management. If a request is denied by facilities management, Marion County employees may appeal the decision to the county chief administrative officer. If the chief administrative officer denies the request, the decision may be appealed to the Marion County Board of Commissioners. Court employees may appeal denied requests to the court administrator. If the court administrator denies the request, the decision may be appealed to the court security committee. Appeals from the court security committee shall be referred to the sheriff and presiding judge.
4. All key cards shall be obtained from facilities management. Prior to obtaining a key card, all applicants must review this policy and sign a responsibility form. Signed responsibility forms will be retained by facilities management until key card access for the applicant has been deleted from the system. All key cards shall be returned to facilities management 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 Deputy District Attorneys 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. No others such as clerks, investigators, friends or witnesses will be allowed to accompany the attorney.

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2. Attorneys with access under paragraph 1 may request limited key card access to the law library located on the fifth floor of the Marion County Courthouse. Those key cards issued will only allow access to the north door on the first floor of the courthouse, the elevators, and the law library. Key card access will be programmed for the specified date and time only. 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: 5:30 p.m. to 7:30 a.m.

Weekends and Holidays: 24-hour access

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

D. Police Officers:

1. On duty uniformed employees of a police agency 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 present their agency badge and identification, sign in on the logbook and sign out when they leave.
2. On duty sworn officers of a police agency who are not in uniform are required to do the same as stated above. These employees must show identification and display their badge and identification prominently on the outside of their clothing whenever in court facilities.
3. On duty police officers 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. Weapons will not be stored for them.
4. Off duty employees of a police agency 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, including UPS, Federal Express and DHL, must check in with the court entrance security staff, or facilities management. 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 accompany the delivery person(s) at all times up until the time when the deliverers exit the building. Exceptions for the Juvenile 3030 building only may occur if pre-approved by the department head or their designee, on a case-by-case basis and only for known vendors that provide routine deliveries.

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F. Emergency:

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 facilities management, 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.