4-04/020.00 Security Search Procedures

The security search process is to screen for weapons prior to persons being admitted into the facility. Searches may include the use of electronic metal detection, x-ray or visual inspection of the contents of any purse, parcel or carried items and can include “pat down” search if needed.

Refer to CSDM, 4-04/020.05, Search of Person and Property Entering the Courthouse

Any person entering the courthouse shall go through the court security search process of:

- An x-ray machine search of their property and parcels
- An electronic and/or “pat down” search of their person

This search is considered to be a consensual search. A person may verbally withdraw their consent to be searched prior to passing through the walk through metal detector. Court security personnel shall acknowledge the right of a person to withdraw their consent and they shall be directed to immediately exit the facility.

Note: Male security personnel shall not conduct a pat down search of a female passing through weapon screening. Pat down searches on a female passing through the weapon screening shall only be conducted by a female security personnel or a female Deputy.

However, if a person has begun the security search process by passing through the walk through metal detector and any of the below criteria is present, they may not withdraw their consent and the search shall be completed. The search of a person shall be completed if:

- You see or hear an activation of the walk through metal detector
- You hear an activation of the handheld electronic metal detector
- You see an object on the individuals person that you believe may be a weapon

Note: The objective of the screening process is to prevent weapons from entering the courthouse. Once you have a reasonable suspicion, that a person maybe concealing a weapon and attempting to enter the courthouse, the search shall be completed. This procedure shall be followed to deter a person from attempting to pass a weapon through the screening process by testing your alertness and the system’s ability to detect weapons.

If a person walks through the walk through metal detector and there was:

- No activation of the walk through metal detector, either visual or audible
- No activation of the handheld electronic metal detector
- You did not observe an object or have a reasonable suspicion that a person may be concealing a weapon

However, if it is noticeable the person did not remove all objects from their pockets; Department personnel shall instruct the person to remove the item(s). If the person refuses, and you do not believe the object to be a weapon, ask the person to leave. If the person refuses to remove the object(s) and refuses to leave, call for branch supervisor.

Common items not normally construed as a weapon, (i.e.... thick jewelry chains), could be considered a restricted item. Security personnel shall follow CSDM, 4-04/040.05 - Retention and Disposition of Restricted Items.

Should any concerns arise, call for a branch supervisor to make the determination on the item.

If a person walks through the walk through metal detector and then flees out of the building and there was:

- No activation of the walk through metal detector, either visual or audible
- No activation of the handheld electronic metal detector
- You did not observe an object or have a reasonable suspicion that a person maybe concealing a weapon

Department personnel shall not pursue this individual or attempt to detain him/her for a weapons screening violation. Court security personnel shall notify the Branch Supervisor, as soon as possible.

Refer to Manual of Policies and Procedures relating to Foot Pursuits, also refer to CSDM, 4-03/025.10 - Foot Pursuit Policy For Security Personnel

Such right to withdraw their consent to search shall not apply to searches incident to arrest or otherwise being taken into custody, or any other circumstances authored by law which permits searches without a warrant.

If the person attempts to force entry into the courthouse without completing the screening process, they are subject to detention and/or arrest. Court security personnel shall notify the Branch Supervisor, as soon as possible.