4-04/030.00 Security Searches of the Premises

On a daily basis, prior to the facility being opened to the public, an initial security search should be conducted. Security searches should be conducted during the day when appropriate. This procedure involves an exploration of all public accessible offices, rooms, closets, in addition to those areas that are limited access areas. These locations are checked for lost or misplaced articles, explosive devices, hidden weapons, or other unlawful materials left or planted in the courthouse or facility. Security personnel should be thorough and alert while carrying out this critical task.

Upon observing or finding a dangerous weapon, such as a gun or knife, the Security Officer and/or Security Assistant should secure the item, detain any potential suspect and immediately report the finding to a sworn Department member.

If a suspected explosive device is found, do not touch it. Immediately notify your supervisor verbally. Do not use radios or telephones.