

Building Services Metal Detection Policy & Procedures



Policy Statement

By resolution of the La Crosse County Board, the La Crosse County Facilities Department will be responsible for providing staff to operate the metal detection equipment at the entrance to the La Crosse County Law Enforcement Center. It is the intent of this program to provide a deterrent to acts of violence by keeping dangerous weapons and other unauthorized items out of the building. The Facilities staff that operates the metal detection equipment will do so, to the best of their ability, to avoid any major inconvenience to staff and the public while in the performance of their respective duties.

Implementation

The Facilities Department on or by January 19, 2004, will have in place trained employees to work at the entrance of the La Crosse County Law Enforcement Center. Training for staff will be provided by the La Crosse County Sheriffs Department. The role of the Facilities staff will be to monitor walk-through magnetometers, x-ray imaging machines and hand wands to screen employees and the public for weapons and unauthorized items before allowing them access to the building.

Standard Operating Procedures

People will be asked to empty their pockets of metal objects prior to them passing through the magnetometer. If they pass through successfully, they may retrieve their belongings and proceed. If they do not pass through successfully, they will have a second opportunity to remove any metal that may have set off the alarm and pass through again. People setting off the alarm the third time will be taken aside and a hand held screening device will be used to screen them. If they fail, a pat down search will be conducted by Sheriff Deputies. If People fail this procedure, they may be denied access to the building. This will be at the sole discretion of the facilities staff. At anytime during this process, staff may use a hand wand to help in the detection of a metal object(s), and or any unauthorized material.

If the light bar on the magnetometer goes into the red, individuals entering the facility are subject to the above procedure, at the discretion of the Facilities staff.

Facilities staff will require that all hand bags, attaché cases, packages and boxes be sent through an x-ray imaging machine. The above shall not be considered as all inclusive, as the Facilities staff may require other item(s) be sent through the x-ray imaging machine as well.

If any object(s) appear to be of an illegal nature, facilities staff will deny access to the person(s) possessing those object(s) and notify Court Services. If staff cannot prevent individual(s) from entering the building without being screened, Court Services will be notified. If Court Services notifies facilities staff of their inability to respond, staff will notify dispatch/911 for assistance.

Law Enforcement Response

Court Services is the primary responder in situations requiring the services of a sworn law enforcement officer. If Court Services notifies facilities staff of their unavailability to respond, staff will notify dispatch/911 for assistance.

Law Enforcement Screening

Law enforcement personnel wearing immediately recognizable uniforms will be required to pass through a magnetometer-screening device. In addition, uniformed personnel will be required to produce a law enforcement photo ID card in order to enter the LEC. The officer is responsible for maintaining control of his/her weapon(s) at all times.

Uniformed law enforcement personnel entering any courtroom are required to secure their weapon(s) in gun lockers in the lobby of the LEC.

Non-Uniformed Law Enforcement Personnel

Law enforcement personnel in civilian attire, who are armed, will be required to pass through a magnetometer-screening device. In addition, non-uniformed personnel will be required to produce a law enforcement photo ID card in order to enter the LEC. The officer is responsible for maintaining control of his/her weapon(s) at all times. Any officer carrying concealed weapon(s) shall be certified in courtroom procedures. All properly identified on duty law enforcement personnel will maintain control of their weapon(s) at all times. **Officers who enter the LEC on personal business shall not be armed.**

Dangerous Weapons/Unauthorized Items

The following is a partial list of items people are not allowed to carry into the La Crosse County Law Enforcement Center. Facilities staff will be authorized to use their discretion in disallowing items not included on this list:

guns, including pellet and BB guns	ammunition
explosives	electric weapons
martial arts weapons	knives
batons	brass knuckles
mace	pepper spray
handcuff keys (except for law enforcement/ probation/parole personnel)	

All items considered to be illegal will be confiscated, provided this can be done in a safe manner. Court Services and or the Sheriffs Department will be notified and they will take possession of the confiscated item(s).

If people request entry with questionable articles such as, but not limited to hammers, box cutters and utility cutters, they will be asked their destination and the purpose for bringing in the object. These items will be allowed into the building at the discretion of the facilities staff.

People attempting to enter the building with unauthorized item(s) that are not considered to be illegal will have the following options:

- (1) check the article(s) with the staff upon entering the building and retrieve them upon exiting the building
- (2) return unauthorized item(s) to their personal vehicle and re-enter the building

Deliveries

Delivery personnel will be screened and the materials being delivered will be visually checked and placed in the x-ray imaging machine at the discretion of the facilities staff. If a delivery requires several trips into the building, the person may be screened each time they re-enter the building at the discretion of the facilities staff.

People with Disabilities

Staff will be instructed to insure that people with disabilities will be thoroughly screened while being sensitive to each person's condition.

People entering the LEC will be asked to walk through a magnetometer. If this is not possible, a hand-held detector search will be conducted. If the person does not permit a hand-held detector search, they will be offered a pat down search by Sheriff Deputies. If they refuse a pat down, they may be denied access to the building. This will be at the sole discretion of the facilities staff. Hand carried items will be screened using standard operating procedures. Service animals will be visually inspected.

Special Procedures

- Strollers, Child Carriers and Wheelchairs:

People with any of the above will be screened by standard procedures. Children in this equipment will either walk through or be carried through the magnetometer by the person accompanying the child. If the person with the child cannot or prefers not to remove a child from the stroller or carrier, a physical search will be conducted by the facilities staff. The above physical search will apply to those individuals in wheelchairs as well. The physical search will be conducted by a staff person of the same gender, if possible.

Any and all packages, bags, etc. will be screened in accordance with standard operating procedures.

Juries

Juries are the responsibility of the La Crosse County Sheriffs Department and or the Bailiff in charge. Jury members who leave the building in the presence of a Bailiff or law enforcement officer will not have to be screened when they re-enter the building.

Facility staff will have contact with jury members only as needed.

TV Cameras

TV cameras used by media outlets will be visually checked by facilities staff. Camera operators and all other media equipment will be screened in accordance with current policies and procedures.

Detection of Explosives/Weapons

If staff, while using the x-ray machine/magnetometer finds a potential weapon/explosive, the machine will be shutdown immediately with the item in question being held inside the machine. The machine will not be restarted until approval is received by Law Enforcement Staff. Facilities staff will request

personnel to clear the lobby and notify the other respective departments in the immediate area to leave their work areas until such time as it is safe to return.

Weapons/Unauthorized Items To Be Turned In

Weapon(s), ammunition and any other unauthorized item(s) that are going to be turned over to the Sheriffs Department will not be allowed beyond the lobby area. If a person approaches the metal detection station and states they have weapon(s) or what is considered an unauthorized item(s), they will be requested to remain in the lobby area.

Court Services or the Sheriffs Department will be called and informed that a person is in the lobby with item(s) to be turned in. They will come to the lobby to take possession of the item(s) from the individual(s).

Inappropriate Statements

If inappropriate statements pertaining to weapons, bombs, etc. are made by people entering the building, facilities staff may call Court Services or the Sheriffs Department for assistance.

Lost and Found

Item(s) left at the scanner will be held for a period of ninety days (90). After which time they may be discarded at the discretion of Facilities staff.

This policy and procedure may be revised, amended and or altered as needed by the Facilities Director.