



AN ORDINANCE GOVERNING JACKSON COUNTY JUSTICE CENTER SECURITY

Section I. Purpose

This Justice Center security ordinance is designed to maintain a safe and contraband-free environment within the criminal and civil courtrooms and other areas of the Jackson County Justice Center. This ordinance also provides the guidelines for day-to-day operations throughout the Justice Center.

Section II. Hours of Operation

A. Normal Hours of Operation

The Justice Center will be open from 7:30 am until 5:30 pm, Monday-Friday for all employees. The Justice Center will be open from 7:30 am until 5:00 pm, Monday-Friday to the general public. The Jackson County Sheriff's Office will provide security for the Justice Center from 7:30 am until 5:30 pm, Monday-Friday except county recognized holidays. This schedule will be implemented on or about the 1st day of September 2015.

B. Exceptions to Normal Hours of Operation

1. In the event that a court or special hearing must continue to operate beyond normal hours, judicial officials, court personnel and court deputies will be on staff to work these events. In addition, County Commissioner meetings will be staffed by Sheriff's office personnel.
2. After hours, non-court events and meetings at the Justice Center, must have prior approval by the County Manager or his/her designee. If an event is approved, then the responsible party will be responsible for costs associated with Sheriff's Personnel to staff the building. All after hour meetings must be staffed by Sheriff's personnel and each person attending the meeting must be screened before receiving access to the building.

Section III. Justice Center Security Plan

Pursuant to this ordinance, Justice Center Security Personnel shall be responsible for:

- A. Screening of persons entering the Justice Center. This procedure will be accomplished in as an efficient and effective manner as possible.
- B. Walk-through search of secure areas prior to admittance of staff or public.
- C. Monitoring of public lobbies and exit doors.
- D. Walking patrols of secure areas and response to areas inside or outside the Justice Center when and where problems arise.
- E. Response to activations of panic alarms or door alarms at various locations.
- F. Walk-through search of areas to make sure building is empty after lockdown.

Section IV. Screening

- A. The Screening Procedure will be as follows:
1. Persons entering the Justice Center through the public (north) entrance will go through the security screening process.
 2. All Justice Center personnel **are required** to go through the security screening process at the single point of entry through the north entrance. All Justice Center personnel are required to wear a picture ID access card at all times while inside the Justice Center. Access to the building after normal work hours will be provided only to those who have been designated as essential personnel. After-hours access will be through one of the doors equipped with electronic access equipment.
 3. Law enforcement officers who come to the Justice Center will check in at a security station for identification purposes. Uniformed Officers and Plain Clothes Officers unknown to security staff must have a standard picture ID card issued by their agency to be allowed to enter the Justice Center while armed. If there is a need for officers to respond to an emergency situation at the Justice Center when called upon for assistance, they will be passed through the screening point immediately.
 4. Out-of-County Officers: Law enforcement officers who are not employed by local department or assigned to Jackson County will not be allowed access to secured areas of the Justice Center unless they are accompanied by a local officer who is properly identified and how identifies the out-of-county officer. When this situation occurs, the out-of-county officer will be escorted by the local officer who is familiar with the security procedures.
- B. Screening Steps:
1. Individuals entering the Justice Center will be screened by use of a bag screening machine, walk-through magnetometers, hand-held magnetometers, or other metal detection device.
 2. Individuals who bring items into the Justice Center for court purposes must check in at the screening station on the first floor where the items will be checked.
 3. A positive indication by the walk-through magnetometer will require a search using the hand magnetometer to locate the source of the positive indication. The security officer may take the person to the side and pat down the individual if it is determined that some suspected object is causing the positive indication and there is reasonable suspicion that the individual has an object that poses a security risk. ***Only a FEMALE officer may conduct a pat-down search of a FEMALE.***
 4. Packages or handbags shall be examined by having the owner place bags and containers on conveyor belt of bag screening machine. If the officer believes that a suspicious item could be an explosive device, he/she should not open the package. He/she will clear the area and contact the supervisor.

Section V. Identification and Confiscation of Contraband

- A. Items such as illegal narcotics, firearms, knives, scissors, carpet or box cutters, letter openers or other edged weapons are considered contraband unless it can be shown that the person has a legitimate need to possess the item inside the Justice Center.
- B. When individuals are found with contraband, which constitutes a criminal violation, the items shall be seized and the person taken into custody or issued a criminal citation, depending on the circumstances.
- C. Individuals found with items that would otherwise be legal to carry, such as small pocket knives or pepper spray, will be advised that they must take these items to their vehicles, homes or offices. **The security officers will not store items for the individuals nor accept them as discarded property.**

Section VI. Designated Areas

A. Access to Restricted Areas:

1. No one is allowed in secured areas of the Justice Center unless he/she is wearing a proper ID badge.
2. Local attorneys, Judicial Officials and staff, out-of-county attorneys and their employees may apply for an ID access card by filling out an application at the Sheriff's Office. One no-fee card will be issued per applicant. There will be a \$25.00 fee for a duplicate card to replace a lost or stolen card.

B. Smoking Areas:

The Jackson County Justice Center is a **NON-SMOKING** facility. Smoking outside of the building must take place in designated smoking areas.

Section VII. Entry/Exit Procedures

A. Exiting the Building:

1. The public exiting the building should use the front entrance doors located on the first floor, unless an emergency event arises in which case, the public should use the closest available exit.
2. Under no circumstance should anyone open one of the emergency exit doors to allow a person to enter or exit the Justice Center except during an actual emergency. Any person allowing use of, or using an emergency exit or the employee entrance for ingress or digress of the Justice Center during non-emergency condition, shall be deemed in violation of this ordinance and shall be subject to the penalties outlined in Section VIII of this ordinance.

Section VIII. Penalties

- A. Violations of this ordinance shall be punishable as a misdemeanor as provided by law. In addition, any violations of this ordinance may result in revocation of an individual's ID access card by the Sheriff or his/her designee.

Section IX. Security Committee

The Jackson County Board of Commissioners hereby appoints the Chief District Court Judge, Resident Superior Court Judge, the District Attorney, the Sheriff of Jackson County, the Clerk of Superior Court, County Manager and Local Bar President or their designee(s) to enforce this ordinance and to suggest future amendments.

Section X. Effective Date

This ordinance shall become effective upon its adoption.

Adopted on this _____ day of _____, 2015.

Brian Thomas McMahan, Chairman
 Jackson County Board of Commissioners

ATTEST:

Angela M. Winchester, Clerk to the Board