



- 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 all areas, including but not limited to hallways, stairwells, elevators, and restrooms, to make sure the building is secure after lockdown.

**Section IV. Screening**

A. Applicability of Screening Procedures:

- 1. All persons, packages and carryalls entering the Justice Center will enter through the north entrance on the first floor and be subject to screening procedures developed by the Sheriff's Office of Jackson County.
- 2. Subject to the requirement set forth within this section, exemptions to the screening of all persons entering the Justice Center shall be as follows:
  - a. Jackson County Sheriff and his employees;
  - b. Persons issued Jackson County ID cards in accordance with Jackson County policy and Jackson County Sheriff's Office protocol and procedures;
  - c. Judges, Judicial Officials, Court Reporters and Judicial Support Staff;
  - d. 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;
  - e. Vendors/Invitees: All vendors, invitees, auditors and inspectors who are not employed by a department in the Justice center may be issued a temporary ID access card consistent with this Ordinance and allowed access to the Justice Center; and
  - f. Jackson County Commissioners.

B. The Screening Procedure will be as follows:

- 1. 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. All Departments shall notify the Sheriff's Office and Human Resources immediately after severance or suspension of any employee.
- 2. Law enforcement officers who come to the Justice Center will check in at a security station for identification purposes and will be admitted in accordance with policies of the Jackson

County Sheriff's Office. 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. The Sheriff's Office is hereby authorized to temporarily close the screening station in the event of an emergency at the Justice Center.

3. Local, State and Federal Law Enforcement 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. When this situation occurs, the out-of-county officer will be escorted by the local officer who is familiar with the security procedures.

C. Screening Steps:

1. Individuals, packages, and carryalls 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 business purposes must check in at the screening station on the first floor where the items will be checked.

**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 may be seized and the person taken into custody or issued a criminal citation, depending on the circumstances and officer discretion.
- 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 outside the building. **The security officers will neither store items for any individuals nor accept them as discarded property.**

**Section VI. Electronic Security Surveillance**

- A. The Sheriff's Office shall be responsible for control and maintenance of all electronic security surveillance and electronic security systems.
- B. Access to the electronic security surveillance and electronic security systems data shall be allowed consistent with Federal and State law.

**Section VII. Entrance and Exit Procedures**

- A. 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.

- B. Under no circumstance should anyone open any door 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 egress 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 IX 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**

- A. The Jackson County Board of Commissioners hereby appoints the Chief District Court Judge, Senior Resident Superior Court Judge, District Attorney, Sheriff of Jackson County, Clerk of Superior Court, County Manager and Local Bar President or their designee(s) to the Security Committee.
- B. The Security Committee shall meet on a regular basis and shall report annually to the Jackson County Board of Commissioners on their findings and to recommend revisions to this ordinance and opportunities for improvement to the Jackson County Justice Center.

**Section X. Effective Date**

This ordinance shall become effective upon its adoption.

Adopted on this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Brian Thomas McMahan, Chairman  
Jackson County Board of Commissioners

ATTEST:

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Angela M. Winchester, Clerk to the Board