

*Kingman County
Kansas
Personnel Policy Manual*

Policy # 40
Courthouse Security Policy and Procedures

Commission Approved
Date: 05-20-13

Section I PURPOSE

This courthouse security policy is designed to maintain a safe and contraband-free environment within the criminal and civil courtrooms and other areas of the Kingman County Courthouse. It is the duty of each county employee and elected official to watch and report any violation of county policies or any unlawful or suspicious activity in or near County buildings or property.

On occasions there may be a need to maintain a higher level of security in the courthouse or other county facilities. This policy provides guidelines for those occasions and screening procedures to be used at the courthouse.

Under Kansas law, the Sheriff has the authority and duty to preserve the peace and the discretionary authority to determine when such security is necessary.

Section II WEAPONS PROHIBITED

- A. The following items are considered weapons and the possession of such weapons by persons other than qualified law enforcement and licensed security personnel on or in the courthouse premises is prohibited.
1. Knives, razors, pointed scissors, or other cutting devices or edged instruments of any description;
 2. Guns, stun guns, or any object resembling a gun;
 3. Bludgeons, bats, batons, blackjacks, clubs, saps;
 4. Slingshots or slungshots (a slungshot is a flexible weapon loaded at one end, to be swung at another, such as a sock with a weight in one end);
 5. Metal knuckles (aka brass knuckles – any object that wraps around the fingers to enhance the blow of a fist);
 6. Bows or arrows;
 7. Nunchaku, shurikens, shobi-zue (Nanchaku is an oriental weapon consisting of two or three pieces of wood, metal, or plastic connected with a cord or chain. Shurikens are oriental throwing stars. Shobi-zue are objects containing hidden blades, such as a cane sword);
 8. Chemical sprays (mace, pepper spray);
 9. Incendiary devices, including flares and smoke bombs;
 10. Explosives or components; and

11. Caustic or flammable substances.
- B. Exceptions: The following items which might otherwise fit the descriptions in subsection A above, shall be allowed:
1. Common nail clippers; and
 2. Common cigarette lighters.

Section III SCREENING

- A. If and when the Sheriff determines that heightened security is necessary or appropriate in the courthouse, the screening procedures will be as follows:
1. All persons entering the courthouse through the main entrance will pass through the security screening process, except as outlined in subsection 2 below.
 2. The following persons are exempted from passing through the metal detector:
 - a. Law enforcement personnel in uniform;
 - b. Law enforcement personnel in plain clothes when they present security personnel their department's identification card (picture I.D.) and badge;
 - c. Pregnant females (must be scanned with the hand wand);
 - d. Individuals with pacemakers (must either be scanned with the hand wand or may receive pat-down inspection upon request);
 - e. Individuals in wheelchairs (must be scanned with the hand wand);
 - f. Babies and baby carriers (must be scanned with the hand wand);
 - g. City, County, or State employees who work in the courthouse who display their employee identification badge or drivers license ; and
 - h. Bona fide vendors who show a Bill of Lading. A Bill of Lading can be any document that lists the goods being delivered, and the name of the addressee and delivery company. Vendors may approach the front of the line and be scanned with the hand wand.
- B. Screening Steps:
1. Individuals entering the courthouse will be screened by use of walk-through metal detectors and/or hand-held metal detectors. Individuals shall empty all pockets that contain any metal objects into a tray before entering the walk-through metal detector.
 2. A positive indication by the metal detector will require a second walk-through by the individual.

3. A second positive indication by the walk-through metal detector will require a search using the hand metal detector to locate the source of the positive indication. If the security officer cannot clear the individual by use of the handheld metal detector, then the individual shall be denied entry. If the individual continues to request entry or if the security officer believes the individual may constitute a threat, then the officer shall contact Sheriff's deputies for further search procedures such as a physical pat-down of the individual. Any pat-down searches shall be conducted by Sheriff's deputies.
4. If an x-ray machine is available, security personnel shall use it to scan packages, handbags, briefcases, books, mail, file folders, and similar items.
5. If an x-ray machine is available, individuals shall place all packages, handbags, briefcases, books, and large file folders on the x-ray conveyor belt and empty all pockets that contain any metal objects into a tray before entering the walk-through metal detector.
6. If an x-ray machine is not available, security personnel shall conduct visual inspections of the contents of packages, handbags, briefcases, books, mail, file folders, and similar items. Security personnel do not have to inspect the contents of all packages being delivered by vendors who possess company identification and present a bill of lading detailing the contents of the packages.

Section IV IDENTIFICATION AND CONFISCATION OF CONTRABAND

- A. Individuals found with prohibited items that would otherwise be legal to carry, such as small pocket knives or pepper spray, will be advised that they must remove these items from the property or store them in their vehicles. **The security officers will not hold or store items for individuals.** Any items discovered hidden or stashed in landscaping surrounding the building will be confiscated and discarded.
- B. When individuals are found with contraband, items which are both prohibited and/or not legal to possess, the items shall be seized and the person turned over to law enforcement officer for criminal charges for other state or federal offenses as by law provided.
- C. If an individual evades the screening process or is otherwise found to possess prohibited items beyond the security screening point, the prohibited items shall be seized and the person turned over to law enforcement for criminal charges for other state or federal offenses as by law provided.

- D. Prohibited or contraband items which are brought into the courthouse for use as evidence shall be identified as such. The items shall not be allowed into the building except in the custody of a law enforcement officer. If necessary, security personnel shall contact a Sheriff to arrange for such items to be available for use during court.

Section V APPLICABILITY

This policy applies to the Kingman County Courthouse and to other County facilities when, and if the Sheriff determines that heightened security and screening procedures are necessary.