

Courthouse Screening and Controlled Access

808.1 POLICY STATEMENT

The provision of safety and security in the Marathon County Courthouse Complex is a critical aspect of an efficient and effective court operation. Consistent with Wisconsin Statute 59.27 (3) the Sheriff shall attend to the Circuit Court and establish an appropriate level of security that minimizes the opportunity for physical violence and/or injury to employees, the public, and anyone conducting business in the Courthouse Complex. The safety of litigants, jurors, staff and all who visit the courthouse is a key priority.

The courthouse must provide a calm, safe, neutral environment for the resolution of disputes. These disputes can generate an emotional response or disruptive outbursts, presenting potential dangers. These procedures are intended to provide staff with the directions and guidelines necessary to ensure the safety and security of all who enter the courthouse.

Except as noted in section 808.6, all individuals entering the Marathon County Courthouse Complex shall be subject to this security and screening policy at all times.

Marathon County does not discriminate on the basis of disability in the admission or access to its services, programs, or activities, and people with disabilities shall be reasonably accommodated to facilitate their participation.

808.2 PURPOSE

The purpose of the courthouse screening and controlled access program is to prevent weapons from entering the courthouse. This policy establishes a procedure for weapons screening of persons entering the Marathon County Courthouse Complex by Sheriff's personnel. Access to this complex during public hours shall at all times be controlled by the Marathon County Sheriff's Office via security check points.

808.3 SCOPE

All individuals unless specified in Section 808.6 entering the Marathon County Courthouse Complex during public hours shall be subject to security screening by Sheriff's personnel using a combination of walk-through, handheld and package screening devices. Firearms, knives and personal protection devices are subject to the provisions of Section 808.8 of this policy.

If not otherwise specified in this policy, the Marathon County Sheriff's Office shall establish screening procedures that balance the need for security with the productivity and functional needs of County employees, third party vendors and the public doing business at this facility.

This policy is subject to change.

Marathon County Sheriff's Office

Marathon County Sheriff's Office LE Policy Manual

Courthouse Screening and Controlled Access

808.4 SCREENING & EMPLOYEE SECURITY CHECKPOINT ENTRANCES

- (a) Employees and individuals with key card access can only enter the building Monday-Friday between 7:00 AM and 8:00 AM through the Sheriff's Office night entrance, underground parking entrance and loading dock door. After 8:00 AM all staff is required to enter through the west lobby doors of the courthouse.
- (b) **West Entrance / Main Checkpoint - 7:45 AM to 4:30 PM:** The weapon screening station is located at the west entrance of the courthouse complex and will be staffed on regular workdays from 7:45 a.m. to 4:30 p.m. During these times all persons entering this entrance will be screened. Whenever court is in session the screening station will be staffed and the West building entrance unlocked. The courthouse will not be open to the public at any time the weapon screening station is not staffed.
- (c) **Underground Employee Garage Entrance - 7:00 AM to 8:00 AM:** This entrance is strictly for Marathon County employees and/or individuals with key card access. Once in the building, all persons will enter the elevator and get off on the 1st floor and proceed to the Screening Post located in the west lobby of the courthouse. After 8:00 AM key card access will be restricted to only authorized personnel. Probation & Parole staff will not have access to the two sets of double doors in the lower level hallway leading to their offices until 8:15 AM.
- (d) **Employee & After Hours Entrance / Northwest Entrance off the West Parking Lot - 7:00 AM to 8:00 AM:** This entrance is strictly for Marathon County employees with key card access. Once entry is gained the employee is required to proceed to the Screening Post located in the west lobby of the courthouse. This entrance will also be used as an after hour's entrance. Employees given after hour's key card access must use this entrance to gain access to the building. If authorized, Dispatch will monitor and electronically admit citizens into the building. During courthouse hours only authorized personnel with key card access are permitted to use this entrance.
- (e) **Exiting the Courthouse Complex:** During Courthouse hours employees are permitted to leave the complex using the West exit, loading dock exit, lower garage exit and the Sheriff's night entrance. Employees must be cognizant not to let anyone in the building when leaving during these exits. The East Courthouse lobby doors are alarmed. Exit through these doors are only authorized during emergencies.

808.5 PARKING

- (a) **Lot A / East Side Parking Lot:** This lot will be reserved for police and County vehicle parking.
- (b) **Lot B / Loading Dock (Covered Parking):** This lot is reserved for employees with reserved parking spaces.
- (c) **Lot C Ramp / North Parking Lot:** This lot is reserved for employees with reserved parking spaces.
- (d) **Lot E / West Parking Lot:** This lot is designated for 2 hour parking, handicap parking and for delivery vehicles. Marathon County Employees should park in the mall ramp.

Marathon County Sheriff's Office

Marathon County Sheriff's Office LE Policy Manual

Courthouse Screening and Controlled Access

- (e) **Underground Parking:** This lot is reserved for employees with reserved parking spaces, employee handicap parking and county department vehicles.

808.6 SCREENING EXCEPTIONS

The following employees are not required to pass through a screening entrance when arriving at work. All persons in the Courthouse may be subject to additional unannounced searches with reasonable suspicion at any time as determined by the Courthouse Security Deputies.

- (a) Sworn, active law enforcement personnel shall be permitted to carry firearms in the courthouse and will have key card access to all entry doors. Law Enforcement Officers are subject to the following:
 - 1. Firearms may be carried only when an officer is performing official duties. All such officers shall wear a visible badge including name and department, or equivalent, except officers engaged in undercover activities may provide weapon screening staff with other evidence of their law enforcement status
 - 2. Any officer with proper ID and who is here for the performance of official duties will not be required to be screened. All others shall be screened. Any questions regarding the legitimacy of law enforcement I.D. or credentials shall be the discretion of the Courthouse Deputies
 - 3. Law enforcement, fire department and fire rescue personnel responding to a dispatched call for assistance will have immediate and unrestricted access to the courthouse
 - 4. Law enforcement personnel who are authorized to carry firearms in the courthouse are encouraged to have such firearms in a level 3 holster or other holster that is designed to prevent unwanted acquisition of the firearm
 - 5. Any law enforcement officer who does not have official business to perform in the courthouse, does not have proper ID or an adequate holster described above should leave their firearm in a secure location outside of the courthouse.
 - 6. If a law enforcement officer who does not have official business to perform in the courthouse or does not have proper ID brings a firearm or other prohibited item to the courthouse, they shall be asked to return the weapon or weapons to their vehicle and secure it. After securing their weapon, the off-duty officer should then proceed through weapons screening and be screened for any additional weapons or contraband.
- (b) During courthouse hours, Fire and EMS personnel responding to courthouse emergencies will be met by court security deputies at the East doors of the courthouse lobby. Responding personnel are not required to pass through screening. If EMS is required at the Jail, responders will park in the sally-port like they have in the past.
- (c) During Courthouse hours, the District Attorney, Circuit Court Judges and Court Commissioner(s) will have electronic key card access to the underground parking entrance. They are not required to pass through the screening process at the elevator checkpoints. If these individuals enter the Courthouse complex during courthouse hours through the West entrance they will be required to be screened.

Marathon County Sheriff's Office

Marathon County Sheriff's Office LE Policy Manual

Courthouse Screening and Controlled Access

- (d) Marathon County transport officers working in their official capacity are not required to pass through the screening process.
- (e) Marathon County Maintenance employees will have un-restricted access to the facility when working in their official capacity.
- (f) Employees requiring handicap accessible entry into the building will have key card access via the underground entry door during the hours of 7:00 AM and 5:00 PM
- (g) If impaneled juries leave the courthouse at anytime during courthouse hours special arrangements will be made for screening upon their return. Any questions should be directed to the Courthouse Security Lieutenant or their designee.
- (h) Authorized Sheriff's Office employees whose regular scheduled shifts begin before or after the security check points are in operation are not required to pass through a screening area upon arrival of their shift. These employees will have electronic key card access to the loading dock door, Sheriff's night entrance and lower garage entrance doors prior to 7:00 AM and after 4:30 PM. If these employees leave the building from 7:00 AM to 4:30 PM (Monday-Friday) they must pass through a security checkpoint.

808.7 SCREENING PROCEDURE

- (a) Immediately upon entering the facility, individuals will be met by the screening deputy and instructed as follows:
 - 1. If the person has any prohibited item in their possession (Section 808.8) they must return it to their vehicle before proceeding through the screening process
 - 2. All packages, parcels, purses, and briefcases shall be placed either on the screening table or on the x-ray conveyor without being opened. The screening deputy may open and visibly inspect any item. If deemed necessary, it shall also be subject to screening by a hand-held screening device. Visual searches shall be as non-invasive as possible. Screening officers shall limit their search to finding prohibited items.
 - 3. All metal objects (loose change, keys, watch, pen(s), belts, jewelry, etc.) shall be placed in the provided container to be retrieved after passing through the screening device.
 - 4. Persons wearing items or clothing with excessive metal (i.e. bib overalls, coveralls, non-removable belts) may be denied access to the Courthouse if the clothing activates the scanning device. The aforementioned items may be removed and placed through the x-ray scanning device.
- (b) Should an individual refuse to allow any package, parcel, purse, or briefcase to be examined or refuses to proceed through the screening device (except for medical reasons as outlined below), the individual may be allowed to terminate the screening process, collect his/her property and exit the facility.
- (c) If an individual passes through the screening device and activates the alarm, he/she may be given the opportunity to ascertain whether any metal object may have been

Marathon County Sheriff's Office

Marathon County Sheriff's Office LE Policy Manual

Courthouse Screening and Controlled Access

overlooked. However, should the individual decide to terminate the screening process, and collect his/her belongings, he/she shall be allowed to do so

- (d) An individual who has activated the alarm and still desires entry to the facility shall be asked to re-examine their person for additional metal objects and deposit any found into the provided container. They shall then pass through the screening device again. Should the alarm be activated again, the individual shall be screened using a hand-held screening device and/or a pat down will be conducted
- (e) Should contraband be discovered, the item(s) shall be confiscated. Proper disposition shall then be made of the contraband as well as the individual transporting it. Should it become necessary, during such an incident, other persons desiring to enter the court facility may be instructed to wait outside and the entrance shall be secured by deputies until such time as the situation has been resolved. The deputy may make a custodial arrest as permitted by law.
- (f) Should an individual indicate that passing through the screening device would create a potential health hazard (i.e. pace maker, or other valid medical condition); the screening officer shall require verification of said condition. The individual shall be allowed to bypass the screening device and may be subject to a pat-down search of their person,
- (g) If by use of the x-ray imaging machine any item appears to contain a dangerous weapon or explosive, the conveyor shall be stopped and the item retained in the machine until deputies can safely retrieve the item. Dangerous weapons include, but are not limited to, firearms, knives of any size, illegal weapons and electronic weapons.
- (h) If any item appears to contain some other unauthorized object or if further inspection is necessary to determine if it contains an unauthorized object, weapon screening staff are authorized to open the item to make an assessment.
- (i) In the rare instance a "pat down" needs to be conducted every effort will be made to have this done by the same sex. Corrections personnel can be contacted to assist in this "pat down".
- (j) In the event of a power failure or other mechanical failure to the screening equipment, a modified procedure will be performed by the Courthouse Security Deputies to include "wanding" and a visual inspection of belongings. A pat down search may also be conducted if a Courthouse Security Deputy has concerns.
- (k) T.V. cameras and some other equipment used by media outlets will not be put through the x-ray imaging machine but will be visually inspected. All media personnel and all other media equipment will be screened using standard operating procedures.

808.8 WEAPONS

The provisions of this section may be modified or suspended to accommodate the lawful activities of participants in judicial matters, e.g., court exhibits. Authorization to bring items restricted by this policy into the Courthouse shall be evaluated and granted/denied on a case-by-case basis by the Marathon County Sheriff's Office. The Sheriff's Office shall establish a procedure to accommodate

Marathon County Sheriff's Office

Marathon County Sheriff's Office LE Policy Manual

Courthouse Screening and Controlled Access

such requests and the safe handling of restricted items while within the Courthouse, Courthouse grounds, or parking lot.

Firearms, Knives and Other Weapons

- (a) Any unauthorized person who is attempting to enter the Courthouse or is present on the Courthouse grounds or parking lot with a firearm, offensive weapon, dangerous weapon, knife of any size, or explosive device shall be denied access and may be subject for arrest.
- (b) Court security deputies and deputies escorting inmates to court shall be authorized to carry weapons in the Courthouse, Courthouse grounds, and parking lot.
- (c) Corrections Officers are authorized to carry a Taser and pepper spray within the courthouse complex when working in their official capacity.
- (d) Probation Agents are authorized to carry pepper spray within the courthouse complex when working in their official capacity.
- (e) Uniformed law enforcement personnel or law enforcement personnel with valid official identification shall be authorized to carry weapons in the Courthouse, Courthouse grounds, and parking lot.
 - 1. Law enforcement personnel involved as a party in a civil proceeding which is not related to his/her employment as a peace officer shall be subject to the restrictions as outlined in subsection (1) above.

Personal Protection Devices:

- (a) The provisions above shall also apply to the possession of a chemical control agent, electronic control device, or other personal protection device.
- (b) Unauthorized individuals shall be instructed to secure the chemical control agent, electronic control device, or other personal protection device prior to access or entry.

Prohibited Items:

- (a) Legal firearms, including pellet and BB guns
- (b) Facsimile weapons
- (c) Martial arts weapons
- (d) Batons
- (e) Brass knuckles
- (f) Alcohol
- (g) Gun case or holder (empty)
- (h) Ammunition
- (i) Explosives
- (j) Legal knives or edged instruments
- (k) Stun Guns

Marathon County Sheriff's Office

Marathon County Sheriff's Office LE Policy Manual

Courthouse Screening and Controlled Access

- (l) Chemical mace
- (m) Non-working electronic devices
- (n) Razor blades
- (o) Heavy metal items such as locks, chains, handcuffs, large keys
- (p) Animals other than authorized service animals
- (q) Combustible gases or flammable liquids
- (r) Any item which could be construed as a potential weapon by the screening officer.
- (s) Any item deemed unnecessary or a security threat.
- (t) Items such as bicycles and skateboards which are deemed a nuisance will not be permitted in the courthouse.

The Sheriff's Office shall not either store or voucher any items to be reclaimed later.

Exemptions

- (a) Staff employed in the building may bring in an item that is otherwise unauthorized with the approval of Court Security. They may not bring illegal items into the courthouse complex.
- (b) If an attorney or litigant in a case attempts to bring in an item that is otherwise illegal, a dangerous weapon, or unauthorized, stating the item is necessary to a court proceeding, the screening staff shall temporarily deny entry and further investigate. Attorneys or litigants should contact Court Security prior to these proceedings so special arrangements can be made to safely and efficiently process these items.
- (c) Township/City/Village Clerks or their designate will be authorized to bring in election results within their sealed containers and bags. These officials must identify themselves to court security upon entry into the screening area. Items related to these election results will not be x-rayed unless authorized by the Court Security Lieutenant. These officials will be screened according to this policy.

808.9 DELIVERIES AND PACKAGE SCREENING

- (a) Persons making deliveries may enter through the main (west) entrance at all times the courthouse is open if the items to be delivered can be sent through the x-ray imaging machine and will not cause un-due congestion. Such persons and their delivery items may be screened.
 - 1. Delivery personnel and packages shall be subject to security screening.
 - 2. Delivery vehicles shall be parked in a designated "delivery" parking space in the west parking lot of the complex.
 - i. Packages for the various departments will be dropped off and signed by the Court Security Deputies.
 - ii. Court Security will contact the department the delivery is for and it is their responsibility to pick up and sign for their items.

Marathon County Sheriff's Office

Marathon County Sheriff's Office LE Policy Manual

Courthouse Screening and Controlled Access

- (b) Delivery vehicles too large to safely park in the west parking lot shall be directed by deputies to park at the loading dock.
- (c) Persons making deliveries of items that cannot be sent through the x-ray imaging machine or making large scale, bulk deliveries, shall make deliveries at the facilities loading dock entrance during the hours of 8:00 a.m. and 4:00 p.m. Such deliveries and the persons making them shall be "wanded" by deputies. Deputies will examine invoices, or work orders as deemed necessary, and may request sealed packages be opened for inspection. If more than one trip within the building is required to complete the delivery, all materials should be placed inside the delivery door so deputies may examine and wand as necessary. Deputies will contact the department receiving the delivery and ask that someone from that department come to the security check point to pick up the item(s).
- (d) Driver's delivering supplies requiring the use the loading dock will contact Court Security using the dedicated phone located on the loading dock wall. This phone will ring directly to the Court Security post. A Court Security Deputy will make contact with the driver and make arrangements for the delivery.
- (e) Food service deliveries for the jail will use the same procedure above (808.9 (e)).

808.10 SPECIAL PROCEDURES / CIRCUMSTANCES

- (a) People with Disabilities
 1. In general, everyone who enters the Courthouse must proceed through a magnetometer. Therefore, security staff may ask people who present using a wheelchair or an assistive device (such as a scooter or crutches, etc.) or an auxiliary aid (such as an oxygen tank) if they are able to walk through the magnetometer without assistance.
 2. When people respond that cannot walk through a magnetometer without assistance or that they are unsure whether they can, then security staff shall conduct a search using a hand held screening device. If the use of a hand held screening device is impractical or fails, then security staff will conduct a pat down search.
 3. Deputies will deny access to anyone who does not permit a search. Deputies will visually inspect service animals. Deputies will decline to be responsible for an animal while the person who presented with the animal participates in courthouse activities.
 4. All individuals who enter the courthouse, including individuals with disabilities, will be asked to empty their pockets. Deputies will inspect assistive devices and auxiliary aids for concealed weapons. Deputies will also be aware that assistive devices and auxiliary aids themselves could be used as weapons. If the person does not permit a search, access to the Courthouse will be denied.
- (b) Strollers and Child Carriers
 1. Deputies will not lift or carry children. Adults with either strollers or child carriers will be screened by standard procedures. Children in this equipment will either

Marathon County Sheriff's Office

Marathon County Sheriff's Office LE Policy Manual

Courthouse Screening and Controlled Access

walk through or be carried through by the person accompanying the child. If the person with the child refuses to remove a child from the stroller or carrier, access will be denied.

- (c) Jury Selection
 1. Once through the screening process Court Security Deputies will direct potential jurors to the jury selection room located in the lower level of the courthouse.
- (d) Probation & Parole Clients
 1. Once through the screening process probation & clients will be directed to use the elevators located on the south end of the complex to access the probation offices. These clients will no longer be allowed to access the probation offices via the main steps leading to the lower level.

808.11 PUBLIC AND AFTER HOURS USE

After hours use of the courthouse by any entity or organization will only be authorized by the County Administrator or his designate. All persons entering after hours shall enter through the Northwest door leading from the West parking lot via the old Sheriff's Office night entrance. Marathon County Dispatch will have control of this door and will allow the public access to the building once authorized by a Patrol Lieutenant or Deputy. Staff authorized to use this entrance and with key card access may enter the building without being admitted by Dispatch.

- (a) Employees authorized by the Marathon County Sheriff's Office may be granted after-hours access to the courthouse complex only with the approval of their division head and after completing an [After Hours Request Form](#). The Sheriff's Office night entrance must be used for all after-hours admissions. Permission will be granted on a case by case basis. Some circumstances that may require after-hours access are listed below, but are not limited to.
 1. Preparation for jury trials
 2. Preparation for voting or tax season
 3. Finance / Special Projects
 4. Victim Witness staff - Interviews & Jury Trial
- (b) Circuit Court judges and Court Commissioner(s) will require after-hours access to the courthouse complex and are to use the Sheriff's Office after hours entrance. Judges and Court Commissioner(s) will have electronic key card access to these doors.
- (c) Due to the nature of the District Attorney's Victim Witness staff they will require after-hours access to the courthouse complex. If circumstances and time permits an [After Hours Request Form](#) should be completed. For short notice access Victim Witness staff should contact the Patrol Lieutenant to make arrangements for access to the complex. All interviews will be done in the Sheriff's Office front conference room located just off the after-hours entrance. At no time will staff be allowed to access the courthouse with a witness or victim.
- (d) Probation & Parole staff will require after-hours access to the courthouse complex. All staff must use the Sheriff's Office after hours entrance.

Marathon County Sheriff's Office

Marathon County Sheriff's Office LE Policy Manual

Courthouse Screening and Controlled Access

- (e) Corporation Counsel Attorneys will require after-hours access to the courthouse complex. All staff must use the Sheriff's Office after hours entrance.
- (f) The DA and ADA's will require after-hours access to the courthouse complex. All staff must use the Sheriff's Office after hours entrance.
- (g) The Court Security screening post will be in operation for all County Board meetings that are held after courthouse hours. All persons are required to enter through the west side of the complex and be screened
- (h) After courthouse hours, Fire and EMS personnel responding to courthouse emergencies will be met by the Corrections's Lieutenant at the East doors of the courthouse lobby. Responding personnel are not required to pass through screening. If EMS is required at the Jail, responders will park in the sally-port like they have in the past.

808.12 TEMPORARY PARKING PERMITS

Marathon County Sheriff's Office Court Security is responsible for issuing temporary parking permits. These temporary parking permits will be issued to visitors who are authorized to park more than two hours at the Courthouse complex. No long term parking permits will be issued by the Sheriff's Office. The following procedure should be followed to obtain a parking permit.

- (a) Enforcement hours in public parking lots at the Marathon County Courthouse- 8:00 AM to 5:00 PM, Monday through Friday.
- (b) Temporary parking permits will be issued by Marathon County Court Security and can be picked up at the security Post located in the West lobby of the Courthouse.
- (c) If authorized, the permit must be placed on the inside of the window, on the driver's side, lower left corner of the windshield.
- (d) The permit must be visible at all times.
- (e) Permits are not transferrable to another person or vehicle.
- (f) Permits are only for the West parking lot of the Courthouse complex, Lot E.
- (g) Issuance of a permit does not guarantee availability of a parking space.

808.13 RESTRAINING ORDER PROCEDURES

Court Security Personnel will make every effort to minimize the contact of the petitioner and respondent in these types of cases. After a hearing the petitioner and advocate should immediately leave the courtroom and proceed to exit the building.

808.14 SIGNAGE

The goal of a security system is to deter incidents. Proper signage indicates that the court is conducting weapons screening. Signs should also state that both individuals and their belongings will be searched. This message often will be enough to keep weapons out of the courthouse. The

Marathon County Sheriff's Office

Marathon County Sheriff's Office LE Policy Manual

Courthouse Screening and Controlled Access

signs should be large, positioned both outside the courthouse and just inside the court entrance, and in appropriate languages.

808.15 PUBLIC NOTICE

It is recommended the County compose and prominently post a notice that outlines the screening policy and procedure of the court.

808.16 VIOLATION

Violation of this policy may result in arrest or in the case of an employee disciplinary action may be taken.