

SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN JOAQUIN

EXECUTIVE OFFICE		POLICY NAME: Access and Security Screening	
DATE: 5/25/17	EFFECTIVE DATE: 7/31/17	REVISION DATE: N/A	
PURPOSE OF POLICY: To establish reasonable rules for safety for all employees and visitors to the Court, for access to-and-from Court services and departments, and the business needs of the Court.			
APPROVED: Rosa Junqueiro, CEO			

- 1. General Application.** This policy applies to Court employees, all members of the public, jurors, attorneys, vendors, contractors, and Sheriff’s Office staff assigned to Court Services. Necessary exceptions to this policy are referenced below.
- 2. Entrance to Courthouse.** The public entrance to the main Courthouse is on the first floor, north side of the building. All persons and items entering the Courthouse must enter through the designated public entrance and are subject to full weapons security screening, which includes individuals walking through a magnetometer and all hand-carried items passing through an x-ray scanner. Any person who for medical reasons cannot walk through a magnetometer can request to be screened with a hand wand. Any person not consenting to screening shall be denied entry to the Court facility.
- 3. Access and Entry for Judicial Officers, Court Executive Officers, and Sheriff’s Court Security.** Judicial Officers, CEO, ACEO, and Sheriff’s Court Security shall be issued a court ID badge that allows access through any door and are exempt from weapons screening.
- 4. Access and Entry for Court Employees**

 - a. Employees with a Court ID badge can enter and exit the building using the main entrance of the building only. Employees may use the security screening line designated for court employees during regular business hours.
 - b. Employee entrance hours are defined as Monday through Friday 7:15 AM to 5:30 PM (excluding holidays). Other hours may be authorized with the approval of CEO or ACEO.
 - c. When passing through security screening, employees will not be required to remove their belts unless specifically requested by security personnel. Employees will be screened for weapons, but not for ordinary items that would be found in the workplace. Examples of items employees may bring into the building include, but are not limited to: scissors, letter openers, glass containers, and eating utensils.
 - d. Any employee without a badge in their possession must enter through the line for public screening and be subject to full weapons screening.
 - e. All employees entering the building on a weekend or weekday after hours must call the onsite security guard to gain access through the front door of the building. Employees entering the building outside normal business hours will be screened in accordance with the above policies.
 - f. Employee work areas and restricted corridors are designated for Court employees only.
- 5. Access for Public to Restricted Areas.** Only judicial officers, court staff, bailiffs, security, vendors with authorization, and invited guests are allowed access to restricted areas.

6. Local Law Enforcement Officers

- a. **Access for On-Duty Peace Officers.** All on-duty uniformed and non-uniformed Peace Officers who show department-issued identification with photo ID are exempt from weapons screening. Non-uniformed or plain-clothed officers with a weapon shall wear their identification badge in a visible location while in Court facilities and cover their weapon.
- b. **Access for Off-Duty Peace Officers.** All off-duty uniformed and non-uniformed Peace Officers must go through the line for public screening. Any weapon on the Officer shall be placed in a secured locker designated by the Sheriff’s Court Security.

7. Weapons in Court Facilities

- a. **Compliance with Penal Code Section 171(b).** All persons are required to comply with California Penal Code Section 171(b). No person shall bring or possess any weapon as defined in Penal Code Section 171(b) into a Court facility. Exceptions are:
 - i. Weapons possessed or in transport to be used as evidence in a Court of law with picture identification and appropriate proof;
 - ii. Weapons possessed by individuals carrying out official duties who are uniformed or non-uniformed officers shall follow the policy as described in sections 6(a).
- b. **Other Prohibited Items.** In addition to Penal Code 171(b) and in the interest of public safety, access to the Courthouse shall be denied to any individual who possess any of the following items: firearms, chemical agents, pocket knife or blade of any size, any kind of tool, scissors, knitting needles, pointed nail files, razor blades, corkscrews, pepper spray/mace, handcuffs, stun guns, tasers, nunchakus, metal knuckles, billy clubs, explosives, ice picks, pointed metal combs, or anything else that in the reasonable determination of Security personnel could be used as a deadly weapon. Security personnel may confiscate such items if the party is unable or unwilling to return items to a safe place such as a vehicle or home. Persons in possession of illegal contraband shall be detained. Necessary exceptions to this policy are referenced below.

8. Other Authorized Users of the Security Screening Line Designated for Court Employees

During normal business hours, the following individuals are authorized to use the employee security screening line while on official business only and under the conditions detailed below. Authorized individuals shall be subject to weapons screening, but will not be required to remove their belts when they go through screening unless specifically requested by security personnel. Use of the security screening line designated for court employees is a privilege. Any individual listed below without a required badge and picture ID in their possession must enter through the line for public screening and be subject to full weapons screening.

Authorized User	Conditions for Use of Employee Screening Line
Attorneys	Must present bar card with picture ID
San Joaquin County Employees	Must present Court issued ID badge
Civil Grand Jurors	Must present Court issued ID badge
Sworn Jurors	Must present Court issued sworn juror badge
Perimeter Screening Staff	Must present Court issued ID badge
Custodial Staff	Must present Court issued ID badge

9. **Entry for Vendors, Contractors, and Service Personnel.** Vendors, contractors, and service personnel must use the public entrance to the Courthouse and shall be subject to weapons screening. Vendors, contractors and service personnel must display proper identification from their employer at all times.
10. **Special D.A.I. Access and Entry for Witnesses.** In the event a D.A. or D.A.I. requests alternative passage for a litigant or witness, the D.A. shall first make a request to the Judge hearing the matter. If the Judge approves the request, then alternative passage shall be arranged with the Sheriff's Court Security Management with reasonable notice to the Presiding Judge or Assistant Presiding Judge. Alternative access may be available only in rare and extraordinary circumstances.
11. **Entry for Evidence Technicians.** Must be on a pre-authorized list to enter the building via the security screening line designated for Court Employees.
12. **Attorney Access to Detention Interview Areas.** Access to any detention area is within the jurisdiction of the San Joaquin County Sheriff's Office and must be coordinated with on-site San Joaquin County Sheriff's Court Security Personnel.
13. **Requirement to Screen Mail, Boxes, Items, Deliveries, and Materials.** All mail, boxes, items, delivery packages, and materials must be screened by the x-ray machine prior to entering the building

If a person possesses an item or material, which in the sole judgment of a Perimeter Security Officer or Sheriff Court Security Deputy poses a security risk, the person may not enter the Court facility with the item or materials.
14. **Large Deliveries.** Vendors, contractors, and service personnel delivering large items must use the intercom located at the entry gate of the employee parking lot to gain access. Items shall be subject to weapons screening. All delivery personnel must strictly comply with the directions of Court Security.
15. **Waste Disposal and Recycling.** Vendors picking up waste disposal and recycling will be granted access through prior approval.