

YOLO SUPERIOR COURT

EXECUTIVE OFFICE	POLICY NAME: Access and Security Screening
DATE: 7/17/15	EFFECTIVE DATE: 8/17/15
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.	
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1. **General Application.** This policy applies to Court employees, all members of the public, jurors, attorneys, vendors, contractors, delivery service staff, and Sheriff’s Department staff assigned to Court Services. Necessary exceptions to this policy are referenced below.

2. **Entrance to Courthouse.** 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 not consenting to screening shall be denied entry to the Court facility.
 - (a) **Public and ADA Entrance.** The public entrance to the main Courthouse is on the first floor, north side of the building. Any person who for medical reasons cannot walk through a magnetometer can request to be hand wanded.

 - (b) **Employee Entrance.** The employee entrance is accessed through the employee lot.

3. **Entry Location and Access for Dignitaries and Visitors to the Court.** Judicial Officers, CEO, and DCEO may escort dignitaries and visitors to the Court through any security door and, when escorted, such dignitaries and visitors shall be exempt from weapons screening.

4. **Entry Location 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.

5. **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.

6. **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.

7. **Waste Disposal and Recycling.** Vendors picking up waste disposal and recycling will be granted access through prior approval.
8. **Requirement Not to Permit Individuals through Security Doors.** Perimeter Security Officers shall not permit any Court employee, County employee, Sheriff's Department employee, Deputy, police agency employee, or any other person to enter through security doors without weapons screening except as described in this policy or in the event of an emergency.
9. **Access for Public to Restricted Areas.** Only judicial officers, executives, staff, bailiffs, security, vendors with authorization, and invited guests are allowed access to restricted areas. Access can be requested by using the phones located in the elevator/restroom lobby.

10. Local Law Enforcement Officers

- (a) **Entry Location and Access for On-Duty Uniformed Sheriff's Department Deputies, Highway Patrol Officers and Local Police Officers.** All on-duty uniformed Sheriff's Department Deputies, Highway Patrol Officers, and local Police Officers must use the public entrance to the Courthouse. Officers identified above who show department-issued identification are exempt from weapons screening.
- (b) **Entry Location and Access for On-Duty Non-Uniformed Sheriff's Department Deputies, Highway Patrol Officers and Local Police Officers.** All non-uniformed Sheriff's Department Deputies, Highway Patrol Officers and local Police Officers while on-duty and in the performance of their official duties must use the public entrance to the Courthouse. Officers identified above who show department-issued identification 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.
- (c) **Entry Location and Access for Transporting In-Custody Defendants by On-Duty Sheriff's Department Deputies, Probation Officers and State Parole Agents.** Any agency transporting inmates to the Courthouse must coordinate with on-site Yolo County Sheriff's Department Personnel.
- (d) **Entry Location and Access for Law Enforcement Officers responding to an emergency during business hours.** Law Enforcement Officers responding to an emergency must access the Courthouse through the public entrance and check in with perimeter security during business hours.
- (e) **Observation of Courtroom Proceedings.** Unless assigned to Court Security detail, all Peace Officers who wish to observe Court proceedings shall wait in the public line and enter the Courtroom on a first-come first-serve basis.

11. 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:
- 1) Weapons possessed or in transport to be used as evidence in a Court of law with picture identification and appropriate proof.
 - 2) Weapons possessed by individuals carrying out official duties who are uniformed or non-uniformed officers shall follow the policy as described in sections 10 (a) and (b) above.
 - 3) Judicial Officers, CEO and DCEO when authorized to carry a weapon are exempt from the prohibition of possessing a weapon in a Court facility.
- (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.
- (c) Requirement to Request Permission to Carry Weapon into Any Courtroom.** Peace officers who are not parties to any Court proceeding and who wish to bring weapons into any Courtroom shall identify themselves to the Courtroom bailiff and obtain permission from the bailiff to bring the weapon into the Courtroom.
- (d) Requirement Not to Carry Weapon When Party to A Case.** No person (including peace officers) shall carry a weapon into the courthouse when appearing in Court as a party to the case.

12. Perimeter Security Officers

Entry Location and Access Requirements for Perimeter Security Officers. Perimeter Security Officers shall be issued Court ID badges and shall have access during working hours. The Perimeter Security entrance is located on the south side of the building.

13. Contract Janitorial Staff

Entry Requirements. Janitorial staff will be granted access through prior approval. During business hours, janitorial staff must enter through the public entrance of the Courthouse and shall be subject to weapons screening.

14. Judicial and Court Executive Officers

Judicial Officers, the CEO, DCEO shall be issued court ID badges that allows access through any door and are exempt from weapons screening.

15. Court Employees

- (a) Employees can access the designated employee entrance with a Court ID badge 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 DCEO.
- (c) **Entry Location and Access for Court Employees without Court ID Badge.** Any employee without a badge in their possession must park in the public lot, enter through the public entrance and be subject to weapons screening.
- (d) **Employee Designated Work Areas** Employee work areas and restricted corridors are designated for Court employees only. No member of the public shall be in employee designated areas unless approved.

16. Background Checks and Drug Screening

All Court employees, volunteers, interns, externs and independent contractors whose work allows them access to non-public areas of the Courthouse are required to be fingerprinted and shall have passed a DOJ criminal background check. The Court may require a drug test to be administered at a certified medical lab or facility.

17. Attorney Access to Detention Interview Areas

Access to any detention area is within the jurisdiction of the Yolo County Sheriff's Department and must be coordinated with on-site Yolo County Sheriff's Department Personnel.