

## County Building Security

Approved: May 24, 2022  
Resolution No. 22-73

### A. Purpose and Applicability

The purpose of this policy is to provide the framework for security of the County Building. This policy is intended to conform to requirements of Supreme Court Administrative Orders 2001-1 and 2019-1.

### B. Screening Procedure

1. All non-law enforcement personnel entering the Ogemaw County Building, elected officials, court personnel, county personnel and attorneys shall be subject to security screening.
  - a. For purposes of this Policy, *security screening* refers to procedures that are intended to prevent prohibited items and other threats to County Building security from entering the facility. Such procedures shall include a visual assessment, the use of screening equipment and/or physical pat-down as determined by Security Officers.
  - b. Screening shall occur for each visit to the County Building during normal working hours (Monday through Friday between 8:30 a.m. and 4:30 p.m.). Access at other times shall be limited to those persons so authorized by a Judge or Department Head. Advance notice shall be provided to the Chief Security Officer for any public meetings that occur outside of normal working hours.
  - c. To assist in identification of access-authorized persons, Ogemaw County may issue photo identification cards to employees and other frequent users of the County Building.
  - d. Entry into and departure from the County Building during normal business hours or at any other time when security officers are present shall be through the main entrance. Only law enforcement personnel and authorized County employees acting in an official capacity may be allowed to enter or exit the building from other access points upon coordinated approval of the Chief Judge and County Administrator/Board of Commissioners with notification provided to the Chief Security Officer.

- e. Access to non-public offices shall be determined by Department Heads with notice to the Information Technology Director who shall maintain a list of persons granted access. Within a reasonable time, Department Heads shall notify effected persons upon revocation of access rights.
- f. A security screening station shall be maintained and staffed by security personnel at the building entrance Monday through Friday from 8:00 a.m. to 4:30 p.m., and at other times as assigned. Persons who refuse to be screened shall be denied access to the County Building.
- g. At no time shall any employee or designated frequent user allow use of a pass key by another person to enter/exit the County Building. Employees who violate this rule may be subject to disciplinary action as determined appropriate by the Chief Judge (for Court employees) or County Administrator (for non-court personnel), up to termination. Other frequent users who violate this rule may lose access privileges.

**History:** 2022, Resolution 22-73, Effective May 24, 2022; -- Amended 2023, Resolution 23-107, Effective June 23, 2023

- 2. Disabled persons and persons with medical devices may enter/exit the County Building through the main entrance once screened by security personnel.
  - a. Disabled persons who are in a wheelchair shall be screened using a hand wand before proceeding into the County Building.
  - b. Disabled persons with artificial limbs or replaced joints shall be screened using a hand wand before proceeding into the County Building.
  - c. Any person who informs the Security Officer that he/she is in possession of a medical device such as a mechanical heart valve, pacemaker, insulin pump, etc., shall be screened using a hand wand before proceeding further.

### **C. Security Officers**

- 1. Security Officers shall be assigned specifically, and in sufficient numbers, to ensure security of the County Building. Generally, at least one such officer shall be assigned to the screening station. Additional officers may be assigned as needed.
- 2. All Security Officers shall receive specific training on security equipment and weapons instruction specific to the County Building setting as determined by the Chief Security Officer.

### **D. Weapons**

- 1. No weapons shall be permitted in the County Building except:

- a. Those lawfully carried by Security Officers
- b. Those lawfully carried by a law enforcement officer, prosecuting attorney or judge acting within the scope of their employment, including MDOC Probation/Parole Officers.
2. Law enforcement officers who are a plaintiff or defendant in a civil or criminal case outside the scope of their employment shall not be permitted to bring a weapon into the County Building.
3. Persons in lawful possession of weapons and/or other property not permitted in the County Building shall return the weapon and/or other property to their vehicle.
4. Security Officers shall not be responsible for storing weapons of anyone entering the County Building facility.

**E. Duress Alarms**

1. All courtrooms, hearing rooms, and designated work stations shall be equipped with remote audio duress alarms for use in security or medical incidents. When a duress alarm is activated, the Security Officer assigned to the security screening station and the Sheriff's Office shall be notified and provided with the location of the alarm.
2. Upon notification of an activated alarm, the Security Officer assigned to the security screening station shall lock the main entrance doors to the County Building, and then proceed to the security or medical incident.
3. For purposes of this Policy, an *incident* is defined as an assault, bomb threat, prisoner escape, medical emergency, or other serious situations.

**F. After Hours Security**

The Chief Security Officer shall, upon request, design and provide specific security measures for Judges, elected officials, and other County personnel in emergency and other circumstances which present security risks at times other than working hours.

**G. Incident Reporting and Recording**

1. For purposes of this Policy, a *security incident* means any disruption within the County Building facility which requires or results in processing by a Security Officer or other law enforcement official.
2. Every violation of law that occurs within the County Building shall be reported to the law enforcement agency having jurisdiction.
3. Each security incident shall be separately reported, in writing, to the Ogemaw County Sheriff's Office and to the County Administrator.

**H. Violations**

1. Persons who knowingly attempt to carry concealed contraband or weapons into the County Building may be subject to criminal prosecution.
2. County and Court employees who knowingly attempt to carry concealed contraband or weapons into the County Building may be subject to disciplinary action up to and including termination.