

FOND DU LAC CITY/COUNTY GOVERNMENT CENTER SECURITY

Policy and Procedures

Fond du Lac City and County officials are entrusted with protecting those who provide services and those who access services within the CCGC. It shall be policy that appropriate measures are taken to ensure security and safety within the CCGC.

As an extension of safety and security, officials shall enact a policy and related procedures to control access to the CCGC by means of appropriate and lawful screening of individuals seeking entry to the CCGC and their personal effects.

POLICY:

Except for authorized law enforcement personnel, no one is permitted to enter the CCGC with a weapon or any other prohibited item.

As co-owners of the CCGC, the governments of Fond du Lac County and the City of Fond du Lac will impose security measures aimed at preventing anyone from entering the CCGC with a prohibited item.

Everyone entering the CCGC will be subject to screening in accordance with policy, except for those people who have received authorization and the credentials to bypass the security checkpoint or enter through another entrance. Those who have received such authorization and credentials may also be directed to be inspected if the situation dictates or if they have forfeited their authorization by failing to comply with this policy.

The security screening process will take place at the security station located at the north entrance of the CCGC and will be staffed by the Fond du Lac County Sheriff's Office.

Sheriff's Deputies will utilize a magnetometer, X-ray scanner, and optional hand-held metal detector wand to screen individuals for unauthorized items. The Deputies at the entry checkpoint will also view CCTV monitors.

PROCEDURE:

A. INTENT:

1. Enhanced safety is the objective of this policy.
2. The purpose of screening and inspecting people at the security checkpoint is to prevent people from possessing items that they could use to seriously injure or kill themselves or other people.
3. All entry and exit doors will be monitored by active video cameras that will provide active feeds to Deputies, as well as recorded imaging.

B. PUBLIC ENTRY/EXIT:

1. The CCGC north entrance is open to the public from 7:30 a.m. through 5 p.m. weekdays, except for those weekdays that are observed as holidays by the City and County governments.
2. All individuals will enter and exit the CCGC through the north entrance and be subject to security screening upon entering. Security screening applies to people, as well as the property they have with them or on their person.
 - a. If an individual passes through successfully, they may retrieve their belongings and proceed.

- b. If they do not pass through successfully, they will have a second opportunity to remove any metal that may set off the alarm and pass through again, or be scanned by a handheld screening device.
 - i. Individuals setting off the alarm a third time will be taken aside, and a handheld screening device will be used to screen them.
 - ii. Individuals refusing to complete the screening process will be denied access to the building.
 - iii. In the rare instances a pat-down inspection needs to be conducted, every effort will be made to have this done by the same sex. Corrections personnel can be contacted to assist with this pat-down.
3. Individuals shall place all packages, handbags, computing devices, briefcases, books, and papers 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.
4. Non-employees and the public must enter and exit through the north entrance.
5. The Sheriff's Office will provide building security services for the CCGC after the close of business for court proceedings beginning after or extending beyond 5 p.m. that require or offer access to the public.
6. Sworn law enforcement personnel escorting members of the public are authorized to bypass the security checkpoint and access the CCGC through alternate entrances, when law enforcement officers deem such a variation as mission essential.

C. EMPLOYEE ENTRY/EXIT

1. All employees will be issued an identification (ID) card and a programmable building access card that permits access through otherwise locked entrances.
2. Employees issued an ID card, except for law enforcement officers, are required to wear it in such a way that it is clearly visible at all times and in all places within the CCGC.
3. Employees issued a building access card must safeguard it against loss, may not provide it to anyone else, and are required to report any loss to their supervisor immediately.
4. Upon entering the CCGC, all employees who are displaying their ID card may bypass security at the public access door (the north entrance) or may enter through private entrances accessible with the use of their building access card.
5. Employees exiting the CCGC through any door other than the public access door are required to use their building access card to exit. Use of the building access card temporarily disables an unauthorized exit alarm. Employees unable to use their building access card to exit the building must exit through the public access door.
6. Employees unable to display their ID card or use the building access card will enter the CCGC through the security checkpoint for screening.
7. Building access cards will be programmed in accordance with employee access requirements as defined by employees' supervisors.
8. Except for security checkpoint staff members, employees are prohibited from granting access to the building to anyone.
9. Non-compliance with these requirements may result in the revocation of building access card privileges and other disciplinary action.
10. Employees are required to immediately report any unauthorized entry they witness to Deputies.

D. VENDOR DELIVERIES:

1. Deliveries will not be processed at the checkpoint entrance. Instead, the appropriate points of contact from County and City staffs will coordinate deliveries at the west (freight) entrance of the CCGC. Those staff members serving as points of contact for deliveries are prohibited from granting access to those people making deliveries.
2. Vendors requiring access to the building will need to be inspected by Deputies at the north entrance checkpoint.

3. Vendors who provide services or deliveries throughout the CCGC will receive a temporary identification card to verify that they have passed through security screening.
4. Inspection of delivered items is not required so long as all packages are delivered by vendors who possess company identification and present a bill of lading detailing the contents of the package.
5. Under no circumstances shall Deputies take possession of packages or make deliveries.
6. Packages and items that cannot be identified or that are unexpected will be refused delivery and not allowed in the CCGC.
7. Employees shall contact Deputies immediately if a package or item is deemed suspicious in any way.
8. Contractors, workers, equipment, and materials shall be screened.

E. PUBLIC SAFETY PERSONNEL SCREENING

1. Deputies will expedite the entry of all public safety personnel in order to facilitate emergency response.
2. Public safety personnel:
 - a. When in uniform, public safety personnel's badges will serve as their identification.
 - b. Uniformed personnel who are responding to a CCGC building emergency will not be subject to screening.
 - c. Sworn law enforcement officers may possess their firearm while in the building.
 - d. When not in uniform, plain clothes individuals need to display their official city or county employee identification, and visitors from other jurisdictions need to present themselves to the Deputies so their credentials can be examined.

F. AFTER-HOURS/WEEKEND ACCESS

1. Building security in support of official meetings beginning after 5 p.m. on weekdays, holidays, or weekends will be provided by the law enforcement agency of either the City or the County, at their discretion, depending upon which entity is conducting the official meeting.
2. Department heads will be the approving authority for authorizing after-hours and weekend access to the building to individual employees. Access will be granted through the programming of building access cards.
3. Since there are some uniquely time sensitive needs associated with various activities within the CCGC, particularly those involving juvenile clients, the County Executive and City Manager are authorized to appoint employees escort privileges allowing them to personally escort members of the public into the building without requiring those members of the public to process through the building security checkpoint before entering the building. Employees granted such an access privilege assume responsibility for those they are escorting until they have departed the CCGC.

G. HANDICAPPED OR SPECIAL NEEDS PROCEDURE

1. People with disabilities must be screened prior to entering the CCGC in a manner that is sensitive to their needs.
2. If, at any time the north entrance elevator becomes nonoperational, Deputies will transition the security screening operations for handicapped individuals to the alternate entrance, which is the lobby entrance on the east side of the CCGC, until access is restored at the primary public entrance.
3. Any person who is unable to pass through the walk-through metal detector shall be screened via a handheld metal detector wand.
4. If any person is unable to pass through the metal detector, and if use of the handheld metal detector wand is not sufficient or adequate, Deputies may request consent from the person for a pat-down search.

- a. Deputies must use discretion when conducting a pat-down search, considering the objective of the pat-down versus the sensitivity of the disability and personal needs.
- b. If the person does not permit a pat-down search, access to the CCGC may be denied. However, other reasonable accommodations may be considered.

H. OTHER

1. Strollers or child carriers: Children may either walk through or be carried by the individual accompanying the child. If the person with the child cannot or prefers not to remove a child from the stroller or carrier, the metal detector wand will be used for screening.
2. Medical: Individuals with medical conditions who cannot proceed through the walk-through metal detector may request to be scanned with the handheld metal detector wand.
3. Service Animals: Will be scanned using the handheld metal detector wand.
4. Media: Standard screening procedures shall apply.
5. Jury: Standard screening procedures shall apply.
6. Witnesses: Standard screening procedures shall apply.

I. ITEMS FOUND DURING SCREENING

1. Intent: Deputies are expected to use X-ray and metal detecting equipment as their primary means of inspection. This policy anticipates the need for Deputies to visually inspect the contents of containers, bags, briefcases, and the like when the inspection equipment indicates a need to do so. However, it is not the intent of this policy to require such a visual inspection of containers, bags, briefcases, and the like if the equipment in use does not indicate a need to do so.
2. Unauthorized:
 - a. Deputies will inform people who are in possession of unauthorized items, as defined in this policy, that they are not allowed to proceed past the security station.
 - b. Deputies will inform people in possession of unauthorized items not considered illegal that they have two options:
 - i. Dispose of the unauthorized item(s) in a container located at the security checkpoint. These items will not be returned, and will be disposed of accordingly by the Sheriff's Office.
 - ii. Remove the unauthorized item(s) from the CCGC before returning for re-screening.
 - c. People who refuse to exercise either of the two options above will be denied access to the building.
3. Illegal:
 - a. When individuals are found in possession of illegal items, Deputies will deny them access to the CCGC and take the appropriate law enforcement action.
 - b. If an individual evades the screening process or is otherwise found to possess a prohibited item or items beyond the security screening point, the prohibited item(s) shall be seized and the individual may face potential state or federal criminal charges as prescribed by law.
4. Evidence:
 - a. Prohibited or contraband items(s) brought into the CCGC for use as evidence shall be identified as such. The item(s) shall not be allowed into the building, except in the custody of a law enforcement officer. If necessary, Deputies shall arrange for such items to be available for use during court.

J. DEFINITIONS

1. The following items are prohibited on the CCGC premises:
 - a. Knives, razors, pointed scissors, or other cutting devices, and edged/pointed instruments of any description

- b. Guns, stun guns, or any object resembling a gun, including gun cases, magazines, holsters and ammunition
 - c. Bludgeons, bats, batons, blackjacks, clubs, saps
 - d. Slingshots or slung shots (a slung shot is a flexible weapon loaded at one end, to be swung at another, such as a sock with a weight in one end)
 - e. Metal knuckles (aka brass knuckles, or any object that wraps around the fingers to enhance the blow of a fist)
 - f. Bows or arrows
 - g. Martial arts weapons
 - h. Defensive chemical sprays
 - i. Combustible gases or flammable liquids
 - j. Incendiary devices, including flares and smoke bombs
 - k. Explosives, Fireworks, or their components
 - l. Handcuff keys
 - m. Personal protection devices (chemical control agent, electronic control device, or other personal protection device)
 - n. Alcohol
 - o. Any item that is prohibited by law
 - p. Any item deemed unnecessary or a threat to security
2. Exceptions: The following items that might otherwise fit the descriptions listed above shall be allowed:
- a. Common nail clippers
 - b. Medically prescribed medications

Approved by City-County Building Board: May 17, 2019