COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER COURT SECURITY	DATE OF ISSUE OCTOBER 10, 2022	EFFECTIVE DATE OCTOBER 10, 2022	NO. 007-22
SUBJECT: GENERAL ORDER **Weapons Screening Station Procedure**		DISTRIBUTION Court Security Bureau Personnel	AMENDS
REFERENCE: NYSSA 30, 32, 34, 38, 39			RESCINDS 07-17

Purpose: To define and establish uniform policy and procedure for Court Security Bureau Deputies assigned to Weapon Screening Stations.

Policy: To assure that no unauthorized person armed with a weapon or dangerous instrument enters the Hall of Justice or court occupied areas of the Public Safety Building or the State Appellate Division Building.

I. Screening Policy, as directed by the State of New York Office of Court Administration, will be as follows:

A. The searching of persons entering the courthouse is, by law, a search of consent. If a person will not consent to being searched, admittance will be denied, and the person will be allowed to exit the building freely. One of the reasons for the lawfulness of the courthouse security search is the option provided to the person seeking admission, to terminate the search at any time. Persons may leave without further search and questioning if he or she activates the metal detector.

B. If at any point during the search, an illegal weapon, firearm, or suspected contraband is discovered or produced, the person can be detained and appropriate action taken.

C. Public Safety Building, Hall of Justice, and the State Appellate Division;

1. All members of the public and non-authorized personnel will be subject to search.

   Note: All court personnel, law enforcement personnel, or attorneys entering for personal business (i.e., a family court case, divorce, or jury duty) must go through the screening process. Law Enforcement personnel shall not carry a gun and/or wear a uniform when entering the Hall of Justice while serving on jury duty.

2. Exceptions to the search will be made for the following while on official business:

   a. Court Personnel – All judicial and non-judicial court personnel will be allowed to bypass the screening procedures provided they produce an OCA employee identification card.

   b. Other Court Agencies – All employees of other agencies located in a court facility will be allowed to bypass the screening procedures provided they produce a valid New York State Secure Pass ID Card.

c. Law Enforcement Personnel – All law enforcement personnel who are entering the court house in an official capacity will be allowed to bypass the screening procedures provided they produce both an official shield and employee identification card. Court Security Deputies will inquire of all law enforcement officers as to whether they are entering for official or personal business.

d. Attorneys – All attorneys will be allowed to bypass the screening procedures provided they produce a valid New York State Secure Pass. Attorneys may not possess firearms in the court. Firearms will not be vouchered for attorneys while they conduct business in the court.

e. Other individuals may bypass the screening procedure as directed by the Sheriff and/or the Administrative Judge.

Note: Persons in wheelchairs and persons who for medical reasons, refuse to go through a walk-through metal detector, will be hand scanned or pat-searched as warranted by medical circumstances.

II. General Procedures:

A. Weapons Screening Stations will be located at the following places:

* 1. Public entrance and loading dock of the Hall of Justice.

2. Court entrance of the County Public Safety Building (PSB).

* 3. Public entrance and loading dock of ~~to~~ the New York State Appellate Court.

* 4. Public entrance to 2nd floor Hall of Justice from the Watts building (Link).

B. Hours of Operation:

1. Hours of operation for Weapons Screening Stations will be as directed by the Sheriff.

2. Normal hours of operation may be extended by a supervisor in the event certain court related activities begin before or extend past normal hours of operation.

C. Equipment at each Public Weapons Screening Station will consist of the following:

1. Walk-through metal detector

2. X-ray machine

3. Hand-held metal detector wands

* 4. Trays for personal property

* 5. Property voucher forms

6. Gun lockers

7. Locking storage cabinets

8. Non-latex gloves

9. Sanitizer

10. Confiscation logbook

11. Property Custody Reports, bags and tags

12. Property logbook

13. UCS provided telephone service

14. Current Edition of MCSO New York Law Enforcement Handbook

D. Staffing:

* Deputies assigned to Weapons Screening Stations shall be armed and wear an assigned, issued dosimeter badge.

1. Assignments/Positions at each Weapons Screening Station will be as follows (positions may differ for each of the four Weapons Screening Stations due to area configuration and need):

a. Point Position:

* i. Enforces Office of Court Administration Screening Bypass Policy.

ii. Observes the atrium and monitors the public entering the facility, and the immediate area on the Plaza.

iii. Assist the public with general questions.

b. Table Position:

* i. Instructs those to be screened on search requirements.

ii. Assists with x-ray loading.

* iii. Ensures no person inserts any body part into the X-ray machine.

* iv. Controls pace and flow of persons entering.

v. Observes those waiting to enter.

c. X-Ray Position:

i. Observes the X-Ray monitor for any contraband.

* ii. When necessary, stops X-ray conveyor to physically and visually inspect bags or items for possible contraband.

iii. Controls pace and flow with machine operation.

d. Tray Position:

i. Assist with the collection of trays for the table position.

ii. Searches property at the request of the X-ray position.

iii. Does a visual search of items placed in trays.

iv. Writes property vouchers and takes property into custody.

v. Observes and backs-up hand scanner during searches.

e. Hand Scanning Position:

i. Monitor walk-through metal detector.

* ii. Scans with hand held metal detector wand or pat searches individuals when the walk-through metal detector alarms in search for weapon(s) and/or contraband.

iii. Controls pace of persons through the walk-through metal detector.

f. Exit Desk Position:

i. Monitors exit doors to ensure that no one enters.

ii. Ensures that people exit the building and do not loiter around the building exit doors.

iii. Secure and return vouchered property.

* g. Patrol

i. Assist the public with general questions and directions.

* ii. Foot patrol judges parking area and corridor.

* iii. Foot patrol the HOJ and its exterior perimeters.

* iv. Other duties as assigned.

v. Provides escorts on and around courthouse premises for judiciary, corrections agencies, fire and medical services, court clerks, members of the public, contractors and others as requested or as needs arise.

h. First Floor Information Desk Position:

i. Provide information to the public.

ii. Ensure that no unauthorized people re-enter the weapon screening area.

iii. Monitor safety of the public in the lobby.

2. During peak hours of operation, additional staff may be added.

E. Command Assignment:

* A Sergeant will be assigned direct supervisory responsibility for the Weapons Screening Stations and report to the Administrative Lieutenant.

III. Specific Procedures:

A. Deputies assigned shall:

1. a. Ensure all required equipment at assigned station is present and in good working order.

* b. Prior to shift, inspect all x-ray machine cabinets for the following:

i. Damaged or missing lead curtains.
ii. Damaged housing panels, monitors, key boards and visible cables.
iii. Damaged or malfunctioning conveyor system
iv. Ensure tunnel of x-ray machine cabinet is clear of any objects.

2. Replace or report missing or inoperable equipment to the assigned Sergeant.

Note: Damaged x-ray machines will immediately be labeled out of service until a certified technician inspects and/or repairs the apparatus.

* 3. Instruct those wishing to enter how and what to put on the X-ray machine conveyor.

* 4. Instruct whose wishing to enter how and when to pass through the walk-through metal detector.

* 5. If no metal is detected by the walk-through metal detector and no contraband is discovered, the person is to be instructed to retrieve their property and proceed into the building.

6. If the walk-through metal detector alarms, the person shall be directed to the hand-scanning deputy who will perform the hand-scanning procedure.

* 7. If a person does not pass through the walk-through metal detector, the hand scanner deputy will use the metal detector wand or pat search the individual.

* 8. Upon discovery of a weapon or contraband, secure the item and complete the search process.

* 9. Illegal weapons produced or discovered during the search process shall be maintained by deputies. A Property Custody Report, a Unified Court System Confiscated Property Receipt, and in the event of an arrest, an Incident Report, and a State Unusual Occurrence Report will be completed.

* 10. Contraband produced or discovered during the search process shall be maintained by deputies for the duration the person is in the Courthouse. A UCS Property vouchor will be completed when an item is vouchered for a later return to the owner.

11. If the person being screened is found to possess a firearm, take action(s) as directed by the firearms section of this order.

* 12. Prior to removing any objects lodged inside the x-ray cabinet, staff will ensure the X-ray machine is in the off or stop position. At no time will staff insert any body part inside the X-ray machine while engaged.

* 13. Personal items placed onto the conveyor system will be processed through the x-ray machine at a rate which will prevent the lead curtains from remaining open while the X-ray machine is in operation.

B. Sergeants shall:

1. Be responsible for overall supervision of designated Weapon Screening Stations.
2. Make daily assignments of personnel to Weapon Screening Stations.
3. Ensure that Court Deputies are made aware of any changes in policy or protocol.
4. Complete and distribute all required records, reports and forms.
5. Ensure calibration test of the walk-through metal detector is completed prior to each tour of duty.
6. Initial all confiscation log book entries made during the tour of duty.

* 7. Perform any other duties as outlined in **CSGO-03 Assignment Areas and Operation** or requested by the Administrative Lieutenant.

C. Firearms Handling:

1. Legal\Declared:

   If the person communicates that they have a firearm prior to walking through the walk-through metal detector, they will be told that we do not hold firearms and they cannot enter the court occupied building until they have secured their firearm at another secure location outside of the courthouse/public safety complex (i.e., secured in a safe at their residence).

2. Illegal\Undeclared:

   a. Alert other deputies that a firearm has been discovered.

   b. Handcuff the individual.

   c. Secure the firearm.

   d. Conduct a thorough search for additional weapons.

   e. Contact the Weapon Screening Supervisor.

   f. Determine the identity of the person and the validity of their pistol permit, if they have one.

   g. Make arrest, if appropriate, as per current directives.

3. Police\Peace Officers:

a. All police or peace officers on official business that are directed by the judiciary to secure their firearms will complete a UCS Firearms Voucher and secure their firearm and any additional ammunition in a firearms locker.

b. All police or peace officers on personal business will complete a UCS Firearms Voucher, and secure their firearm and any additional ammunition in a firearms locker at Weapon Screening.

D. Contraband:

1. Contraband falls into two separate categories;

* a. Items that are not illegal but are not permitted into the court occupied buildings. These items will be vouchered and returned to the owner when they exit the building.

b. Items that are illegal as set forth in the New York State Penal Law. These items will be confiscated and an arrest may be made, at the discretion of the Deputy.

2. Voucher and Return of Property

a. Secure the item.

b. Direct the owner to produce identification.

c. Complete the UCS Property Voucher Form.

d. Provide the owner with their copy of the form and instruct them on how to retrieve their property when they exit the building.

e. Turnover the item and the voucher to the Exit Desk Deputy who will log it into the property custody book and secure in the property cabinet.

Note: Oversized vouchered items may be stored at the Point in the Weapon Screening storage room.

3. Property Confiscation:

a. Confiscation without Arrest:

i. Secure the weapon or contraband.

ii. Continue and complete search for other possible contraband.

iii. Direct owner to produce identification.

iv. Call Dispatch and request a warrant check. If a warrant is confirmed, contact CIS.

v. Complete a UCS Confiscated Property Voucher Form and Property Custody Report.

vi. Log the confiscation into the confiscation log book.

vii. Take the confiscated item to the Property Clerk's Office (PMO) as soon as possible. This must be done prior to the end of the deputy's tour-of-duty.

b. Confiscation with Arrest:

Complete the above confiscation procedure and the following additional tasks:

i. Handcuff the individual and tell them that they are under arrest.

ii. Search the individual for additional weapons.

* iii. Notify CIS

* iv. Escort the person to a suitable arrest processing area.

v. Complete all required arrest paperwork as per current directives.

E. Weapons Screening Station Closing Procedures:

1. Close and lock exterior doors and entrance gates.

2. Turn off X-ray machines and leave the keys in the X-ray machine.

3. Record walk-through metal detector counts on the closing report, reset the counters.

4. Ensure walk-through metal detectors are left "On."

5. Collect all returned property receipts.

6. Prepare Property Custody Reports for any remaining/forgotten vouchered property and turn them over to closing shift Sergeant.

IV. Training:

* A. Recruit Deputies will receive instruction on radiation exposure training per OSHA mandates and the Weapons Screening Station procedures during the basic academy and during field training.

B. Radiation exposure training will be conducted annually.

C. Roll call and refresher training will be conducted as determined by supervision and Staff Services.

By Order of the Sheriff,

Todd K. Baxter

* Indicates changes from the original and updated previous versions of this General Order.