

CIRCUIT COURT FOR CECIL COUNTY

6.2 POLICY ON SECURITY SCREENING

(a) Purpose and Scope

- (1) **Purpose.** Every person entering the Circuit Court for Cecil County through the public entrance must be screened by the Cecil County Sheriff's Office Deputies assigned there. The Cecil County Sheriff's Office Deputies will also screen all items carried into the courthouse through the public entrance and using x-ray machines, magnetometers, security wands and other appropriate screening methods as needed.
- (2) **Scope**
 - (A) This policy applies to:
 - (i) Everyone entering the Circuit Court for Cecil County

(b) Definitions

- (1) **Law Enforcement Officer** – for purposes of this policy a Law Enforcement Officer is as defined in the Maryland Annotated Code, Public Safety Article §3-201(f)
- (2) **Court Security Officer** – includes Cecil County Sheriff's Office Deputies assigned to the Court Security Unit and the Circuit Court Bailiffs
- (3) **Official Police Business** – activities related to an official investigation or execution of official duties – does not include reporting for jury service or any matters in which the individual is personally a party

(c) Enforcement

All members of the courthouse security team to include Cecil County Sheriff's Office Deputies and Circuit Court Bailiffs are responsible for enforcement of this policy. Any person failing to follow the procedures outlined in this policy will be denied entry into the Circuit Court building. An attempt by anyone to circumvent or breach security established by this policy will be promptly reported to the Administrative Judge or his/her designee.

(d) Policy Statement

- (1) Staff Working Within the Circuit Court Building** – All employees who work within the Circuit Court building regardless of agency or department will be subject to security screening upon entry through the main lobby entrance of the building. Judicial Officers will be screened when entering the courthouse through the main lobby entrance of the building. Employees are still required to display their id badge upon entry to advise security staff to employ the screening procedures detailed below:
 - (A) All bags, purses, and packages that will fit in the x-ray machine shall be scanned
 - (B) Any bags, purses, and packages that will not fit in the x-ray machine shall be searched by hand
 - (C) All individuals entering the building through the main lobby entrance shall be required to pass through the magnetometer and resolve all alarms to the satisfaction of the Court Security Officers
 - (D) The following items will be exempted for employees:
 - i. Liquids
 - ii. Utensils – this includes common kitchen utensils necessary for service and consumption of food

- (2) Members of the Public and Others Entering the Circuit Court Building** – Everyone entering the building who does not work in the building on a regular basis regardless of position, title, or purpose for entering the courthouse will be required to submit to the following screening procedures:
 - (A) Emptying pockets and placing all contents in a provided container for screening through the x-ray machine
 - (B) Removing belt(s) and placing in a provided container for screening through the x-ray machine
 - (C) Placing all bags, purses, and packages on the x-ray table for screening through the x-ray machine
 - (D) Any bags, purses, and packages too large to fit in the x-ray machine shall be searched by hand
 - (E) All individuals entering the building shall pass through the magnetometer and resolve all alarms to the satisfaction of the Court Security Officers
 - (F) All canes, walkers, wheelchairs, and strollers shall be inspected
 - (G) A thorough follow-up search with a magnetometer wand shall be conducted, if reasonable suspicion exists to believe there may be an undetected threat through the normal screening process

- (3) **Medical Card Holders** – Any person producing a valid medical card prohibiting the various screening methods described above will be provided with alternate screening procedures in accordance with the restrictions specified on the medical documentation
- (4) **Law Enforcement Officers** – As defined in this policy, Law Enforcement Officers entering the Circuit Court building to conduct official police business are not subject to security screening
- (5) **Policy Enforcement** – It is the responsibility of the Court Security Officers to enforce the provisions of this policy. Court Security Officers have the discretion to allow bypass of the screening process when safety and security concerns override the need for screening.

(e) Prohibited Items

- (1) Items that will not be permitted into the building include, but are not limited to:
 - (A) No firearms or ammunition
 - (B) No explosive devices
 - (C) No cutting instruments of any type including – knives, scissors, box cutters, razor blades, work tools, handcuff keys, needles, or anything with a cutting edge
 - (D) No weapons of any kind
 - (E) No pepper spray, mace, or any other chemical defense spray
 - (F) No liquids of any kind
 - (G) No illegal substances, including illegal drugs
 - (H) Any other items determined by the Court Security Officers to pose a threat to the safety or security of the occupants of the Circuit Court building
- (2) Individuals possessing prohibited items will be required to leave the courthouse and return without them in their possession. Illegal items or substances may be confiscated.

(f) Responsibility

Before leaving the security screening area, individuals are required to retrieve all personal possessions. Court Security Officers will not hold items while individuals are in the Circuit Court building. Court Security Officers are not responsible for anything left at the security screening area.

- (g) **Interpretive Authority:** The County Administrative Judge is responsible for the interpretation of this policy.