

County Office Building Security Unit

STANDARD NO(S):

NYSLEAP: 43.6

DATE:

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REVISED: 07/02/2014

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REFER TO:

John Breese

I. **OBJECTIVE:**

To ensure the safety and security of all persons within the Seneca County Office Building, (COB) by screening all persons entering the COB for weapons and/or contraband.

II. **POLICY:**

It is the policy of the Seneca County Sheriff's Office, COB Security Unit, to screen/search all parties entering the COB for weapons and/or contraband to ensure the safety and well-being of all persons within the COB.

III. **DETAILS:**

A. **Security Screening Station – Location & Hours of Operation**

1. **Location:** A walk through weapons screening station consisting of a Deputy Sheriff, Magnetometer and package x-ray machine is located at the South Entrance of the Seneca County Office Building. All other entrances are closed to the public.
2. **Hours of operation:** Normal hours of operation for the Security Screening Station are Monday, Tuesday, Wednesday and Friday, from 8:00 A.M. through 5:00 P.M., Thursday 8:00 AM to 7:00 PM, or at other times as authorized by the Sheriff or his designee.

B. **Equipment – The Security Screening Station will consist of the following equipment.**

1. Walk-through Magnetometer hereinafter referred to as magnetometer.
2. Package X-ray machine.
3. (2) Hand held scanners
4. Numbered trays or small containers

5. Locking gun locker
6. Numbered property cards
7. Computer, capable of monitoring security cameras.

C. Staffing-

1. The Security Screening Station shall be manned during all hours of operation by one full time deputy sheriff and either one part time deputy sheriff or one part time special patrol officer.
2. The Officers assigned to the Security Screening Station shall not leave their assigned post until properly relieved, or in the event of an emergency.

IV. PROCEDURES:

A. Beginning and End of Tour of Duty

1. The assigned officer will retrieve the Security Screening Station key ring which consists of the following keys: MASTER COB key and Security Station filing cabinet from its assigned location in the E-911 Coordinators office.
2. The COB exterior doors lock and unlock automatically by a timer.
3. The assigned officer utilizing the aforementioned keys will unlock the Security Station filing cabinet and retrieve the x-ray machine key from the filing cabinet
4. The assigned officer utilizing the aforementioned keys will turn on the X-Ray machine.
5. The assigned officer will turn on the magnetometer.
6. The assigned officer will turn on and log into the Security Station Computer and activate the assigned cameras throughout the COB.
7. At the conclusion of the assigned officer's tour of duty, the officer will, turn off the magnetometer and x-ray machine, lock the x-ray machine key into the Security Station Filing Cabinet, log off and turn off the Security Station Computer, and return the Security Station Key Ring to the assigned location in the E-911 Coordinator's Office.

- B. Screening/Searches** - All persons, except those identified in subsection 7 & 8 will undergo security screening/searches, as follows:

NOTICE: Magnetometer and hand-scanner searches have the potential to cause temporary interference of an Implantable Cardioverter Defibrillator (ICD). For that reason, persons with such medical devices should be screened by means of a pat down search conducted by an officer.

1. By courteous verbal instructions, the Officer will control passage of the public through the Security Screening process.
2. The Officer will instruct all individuals to remove all metal objects from their person and place such objects in the tray or container provided. Any package, purse, box or similar objects will be passed through the X-ray machine in an attempt to detect weapons and/or contraband.

NOTICE – Edged Weapons - If an edged weapon, is either produced or discovered, control of same shall be retained by the Officer. Said weapon shall be placed in a numbered container and a corresponding numbered receipt will be given to subject, owner. Upon exiting the COB said weapon will be returned upon receipt of numbered receipt.

NOTICE – Firearms - If a firearm is either produced or discovered, the Officer shall request the individual to produce a valid pistol permit listing said weapon. If possession is authorized, then the individual will be asked to surrender such firearm which will be placed by the Officer into the numbered gun locker and locked. The Officer will turn over the numbered gun locker key to the individual, who upon exiting the COB will return the numbered gun locker key to the Officer who will return such firearm.

If an unauthorized weapon/firearm is discovered, the Officer shall take possession of the weapon, detain the subject and notify the E911 Center to have the closest car respond to take possession of the weapon and individual. An arrest will be made if appropriate. The Officer will complete an incident report of the incident. The road patrol Sergeant or Lieutenant will be notified as soon as possible. All policies for evidence handling and report filing shall be followed in the arrest of any individual and the taking of any evidence.

3. The Officer will run the objects placed in the tray through the package x-ray machine being observant for illegal or dangerous contraband.
4. The Officer will instruct the individual to pass through the magnetometer.
5. When the individual steps through the magnetometer, if metal is detected, and an alarm sounds, repeat instructions that metal objects be removed and request the individual to step back through the magnetometer.

6. If metal is detected again, the Officer will use the hand held scanner to scan the individual and to identify the cause of the detection. If object is innocuous, return property and allow entry.
7. Exceptions to the screening process will be made for employees of the COB with proper Identification (employee badge), properly identified Law Enforcement Officers and/or others approved by the Sheriff or his designee.
8. Handicapped individuals. Special consideration must be taken for individuals who are either confined to a wheel chair, can't walk without the assistance of metal objects(canes,crutches,etc.). Individuals will either be searched with the use of a hand held metal detector, and at last resort a pat down search may be utilized.
9. The Assigned officer will note daily the number of knives, firearms, contraband vouchered and returned along with the number of arrests made and report that data to the Chief Deputy no later than the 5 day of the following month in the form of a written monthly report.

V. EMERGENCIES WITHIN THE COB

In the event, that an emergency occurs in the COB, the assigned Security Screening Station Officer on post will respond immediately. Officer will call the 911 Center requesting assistance from the closest available car.

Upon closest car assistance arriving the assigned Security Screening Station Officer will return to his/her post as soon as possible to resume security screening.