WOODBURY COUNTY COURTHOUSE SAFETY AND SECURITY POLICY

As adopted by Resolution on August 26, 2014

I. Policy:

All individuals entering the Woodbury County Courthouse shall be subject to this Safety and Security policy at all times.

The Woodbury County Board of Supervisors seeks to establish an appropriate level of Safety and Security that minimizes the opportunity for physical violence and/or injury to employees, the public, and anyone conducting business in the Woodbury County Courthouse. Responsibility for implementing and enforcing this Safety and Security policy falls under the guidance of the Woodbury County Board of Supervisors pursuant to Iowa Code §§ 331.502(1) and 602.1303.

Woodbury County does not discriminate on the basis of disability in the admission or access to its services, programs, or activities. For information on accessibility and to request reasonable accommodations at least three (3) days in advance, please contact the Woodbury County Board of Supervisors 712-279-6525 or Woodbury County Human Resources at 712-279-6480.

II. Scope:

All individuals entering the Woodbury County Courthouse during public hours shall be subject to Safety and Security screening by the Woodbury County Courthouse Safety and Security Team using a combination of walk-through, handheld, and package screening devices. Firearms, knives and personal protection devices are prohibited in the Courthouse subject to the provisions of Section IV of this policy.

If not otherwise specified in this policy, the Woodbury County Courthouse Safety and Security Team shall establish screening procedures that balance the need for Safety and Security with the productivity and functional needs of maintenance workers and employees of contractors/businesses hired by Woodbury County or the Judicial Branch to conduct work in the building. The Board Chairman (or their designated representative if he or she is not available or so elects) shall mediate any dispute regarding required access that may occur between a department head or elected official and the Courthouse Safety and Security Team.

All persons entering the Woodbury County Courthouse are subject to Safety and Security screening including elected officials, judges, and employees of said. The only exception would be duly authorized and sworn officers with proper identification who are responding to a disturbance, request for assistance, or other urgent professionally related matter. All persons in the Courthouse may be subject to additional unannounced searches with probable cause at any time as determined by the Woodbury County Courthouse Safety and Security Team or at the direction of the Chief Judge of the Third Judicial District of Iowa.

Access to the Woodbury County Courthouse during non-public hours and within the Courthouse shall at all times be controlled by an access control system.

III. Entrances:

A. North Door Access:

1. The North Door entrance shall be staffed as a Security screening entrance by Woodbury County Courthouse Safety and Security Team. The entrance shall be open to the general public from 8:00 am until 4:30 pm and at all times court is in session, Monday through Friday (except legal holidays common to both County and Judicial Branch employees).
2. The Safety and Security Team will be in place from 7:00 am until 5:00 pm to screen for employees and shall be available as needed for special events held in the Courthouse.
3. The North Door entrance shall be designated as the entrance that is accessible to persons with disabilities and for deliveries to the Courthouse.

B. West Door Access:

The West Entrance is an emergency egress only with alarms.

C. East Access (Supervisors' Chambers and Freight Access):

The east entrances are emergency egress only and shall only be used as an entrance as necessary for proper building function as approved by the Woodbury County Courthouse Safety and Security Team.

D. The Northeast Door Access:

The northeast entrance is an emergency egress only with alarms and shall only be used as an entrance as necessary for proper building function as approved by the Woodbury County Courthouse Safety and Security Team.

E. All Entrances will be monitored at all times.

IV. Weapons:

The provisions of this section may be modified or suspended to accommodate the lawful activities of participants in judicial matters, *e.g.*, court exhibits. Authorization to bring items restricted by this policy into the Courthouse shall be evaluated and granted/denied on a case-by-case basis by the Woodbury County Courthouse Safety and Security Team. The Courthouse Safety and Security Team shall establish a procedure to accommodate such requests and the safe handling of restricted items while within the Courthouse.

A. Firearms, Knives, and Other Weapons:

1. Any unauthorized person who is attempting to enter the Courthouse with a firearm, explosive device, offensive weapon, knife of any size, or other dangerous weapon shall be denied access and may be subject to arrest or detainment for arrest.

   Under no circumstance shall said person be allowed entry with the weapon remaining in their possession.
2. Court Security Deputies and Deputies escorting inmates to court shall be authorized to carry weapons in the Courthouse.
3. The Sheriff and his Deputies shall be allowed in while on official duty and on a priority basis when responding to the panic buttons located throughout the courthouse.
4. Courthouse Safety and Security personnel shall be authorized to carry firearms and other weapons (provided they are certified in the use thereof) as approved by the Woodbury County Board of Supervisors.

5. Uniformed law enforcement personnel or law enforcement personnel with valid official identification displaying their photograph shall be authorized to carry weapons in the Courthouse.
   a. Judges may set additional restrictions governing the possession of weapons by law enforcement personnel within a courtroom.
   b. Law enforcement personnel involved as a party in a civil proceeding which is not related to his/her employment as a peace officer shall be subject to the restrictions as outlined in subsections (1) and (2) above.

V. Personal Electronic Devices:

New technologies have facilitated legal research as well as case preparation and presentation. They have also dramatically changed the means and expectations, which people have, in communicating with one another. Many people routinely carry some form of cell phone, smartphone, personal digital assistant, tablet, laptop, or other similar portable wireless communications or computing device (hereinafter collectively referred to as "Personal Electronic Devices"). To maintain the decorum of court proceedings, ensure a fair trial, and protect the rights and safety of court participants in this rapidly changing environment, it is important that courts place appropriate limits on the use of Personal Electronic Devices.

A. Within the Courthouse (Outside Courtrooms):

1. Any person may bring a Personal Electronic Device, subject to inspection and security screening, into the Courthouse.
2. If the Personal Electronic Device contains a phone function, its ring function shall be turned off at all times within the Courthouse. Telephone conversations are permitted but shall not interfere with the efficient functioning of the courts or County offices.
3. Persons inside the Courthouse may use a Personal Electronic Device but only if the Personal Electronic Device is operated in a manner that is unobtrusive and does not interfere with the integrity, dignity, and decorum of the Courthouse or the efficient operation of court business.
4. No person shall use a Personal Electronic Device to communicate with any courtroom participant at any time during the course of any proceedings. A "courtroom participant" includes an attorney, litigant, witness, or juror, who is present in the courtroom as part of the conduct of any proceedings.
5. No person shall use a Personal Electronic Device to photograph or otherwise communicate identifying information regarding jurors or witnesses. In addition to any penalties described below, violation of this subsection may result in criminal prosecution.

B. Woodbury County Courthouse Safety and Security Detail shall not substitute or interfere with the Courtroom Security provided by the Sheriff per Iowa Code 331.653(4).

C. Woodbury County Courthouse Safety and Security shall work in harmony with those employed by the Sheriff to ensure that all people are safe and secure.

D. Visitors and employees must be aware that within the Courtroom:

1. Unauthorized persons must turn off all Personal Electronic Devices before entering a courtroom.
2. Courtroom participants, as defined in above subsection A (5), excluding jurors, shall be authorized to use Personal Electronic Devices. However, if the Personal Electronic Device contains a phone function, its ring function shall be turned off at all times within the courtroom. No telephone conversations are permitted within the courtroom, unless specifically authorized by the presiding judge.

E. Media Coverage:

The Expanded Media Coverage rules found in Chapter 25 of the Iowa Court Rules shall apply to all persons entering the Courthouse. A copy of the full rules may be found at https://www.legis.iowa.gov/IowaLaw/CourtRules.aspx.

Unless otherwise specified in the Iowa Court Rules, members of the media seeking to use Personal Electronic Devices within a courtroom shall submit such requests to the Regional Media Coordinator. All media will need to submit to the screening process upon entry to the Courthouse and check in with Court Administration.

F. Violation:

Persons violating this section may have the use of their Personal Electronic Device restricted, including, but not limited to, being asked to move to another location or having their Personal Electronic Device confiscated. Persons in violation of this section shall also forfeit the privilege of bringing a Personal Electronic Device into the Courthouse or courtroom for the remainder of the proceedings for that particular case. Furthermore, persons in violation of the section may be held in contempt, which could result in a fine or jail time being levied. Finally, the court, in its discretion, may order that any audio recording, photographs, video, or communication made in violation of these rules be destroyed.

VI. Deliveries:

Delivery personnel and packages shall be subject to Safety and Security screening. Delivery vehicles shall be parked in a regular marked parking space. Delivery vehicles too large to fit in a regular marked parking space shall be directed by Courthouse Safety and Security personnel as to where they should park. **No delivery vehicles shall be allowed to park directly in front of any entrance. All delivery persons and their deliveries are subject to search and shall only enter with approval and guidance of the Woodbury County Safety and Security Detail. Deliveries shall be scheduled at other than peak entry times.**

VII. Public and After-Hours Use:

Use of the Courthouse by any entity or organization shall be governed by the Woodbury County Building Use Policy. All persons entering after hours shall enter through the North Door Main Entrance and shall check in. All off hour entry and exit will be monitored and reviewed by Safety and Security.

A RESOLUTION ESTABLISHING THE WOODBURY COUNTY COURTHOUSE SAFETY AND SECURITY POLICY
RESOLUTION # 12,058

WHEREAS, the Woodbury County Board of Supervisors is charged with the duty to act in the best interests of the citizens of Woodbury County;

WHEREAS, Iowa Code § 331.301(1) authorizes the Board to "exercise any power and perform any function it deems appropriate to protect and preserve the rights, privileges, and property of the county or of its residents, and to preserve and improve the peace, safety, health, welfare, comfort, and convenience of its residents";

WHEREAS, Woodbury County policies and the county employee handbook provide for the safety of Woodbury County employees;

WHEREAS, the Woodbury County Board of Supervisors directs the "general custody and control" of the courthouse" (See Iowa Code § 331.502(1)) and provides for the courthouse physical facilities and its operational funding (See Iowa Code § 602.1303);

WHEREAS, the Woodbury County Board of Supervisors has determined that establishing a Woodbury County Courthouse Safety and Security Policy would promote the aforementioned interests;

THEREFORE, BE IT RESOLVED:

1. The Woodbury County Board of Supervisors hereby approves and adopts the Woodbury County Courthouse Safety and Security Policy attached hereto and by this reference incorporated herein.

2. The provision of Resolution #10,795 that applies it to the Woodbury County Courthouse is hereby repealed. Resolution #10,795 shall otherwise remain in force and effect.

3. Notices shall be posted in the entryways of the Woodbury County Courthouse to advise members of the public of the existence of the Safety and Security Policy.

Dated this 26th day of August, 2014.

George C. Boyken
Chair, Woodbury County Board of Supervisors

ATTEST:
Pat Dill
County Auditor