

LAWRENCE COUNTY GOVERNMENT CENTER

OFFICE OF SECURITY AND PUBLIC SAFETY SECURITY POLICY

The objective of implementing a security policy is to maintain the proper environment in our County facility suitable to provide services in a reasonably accessible manner. The following is for the direction of security personnel and County departments:

1. Any persons found on County property other than properly certified law enforcement personnel with adequate identification in possession of a weapon as defined by the State Penal Code will have such a weapon confiscated with that individual being arrested.
2. Any person found with any of the following weapons, even if not in violation of the Penal Code, will not be authorized to enter into the facilities:
 - Stun Gun
 - Club - including blackjack, nightstick, mace, hatchet or any instrument that may cause bodily injury
 - Explosive weapon - any explosive or incendiary bomb, grenade, rocket, or mine that may cause bodily injury or noise that may result in public alarm
 - Firearm of any kind
 - Firearm silencer of any kind
 - Handgun of any kind
 - Knife - any knife with a blade over four inches in length and any other hand instrument designed to cut or stab, dagger, dirk, stiletto, poniard, Bowie, knife, sword, spear or switchblade (both automatic or gravity)
 - Brass Knuckles
 - Hoax weapon - an item that appears similar to any of the above listed items
 - Chemical dispensing device: any device other than a small chemical dispenser sold commercially for personal protection
 - Any other item that is unnecessary for the normal conduct of county business that could reasonably be a threat
3. County facilities are open for employees and the public from 8:00 a.m. - 4:00 p.m., Monday thru Friday. Any official and employee in these facilities before or after normal hours must have county identification.
4. Officials and employees with county identification and keys may enter the county buildings necessary for them to perform their duties before and after normal business hours.

5. Officials and employees with county identification and without keys may enter the county building necessary for them to perform their duties before and after normal business hours by scheduling access with their department head or acting representative.
6. Anyone without county identification will not be allowed access into county facilities other than during normal business hours.
7. All persons must enter the main entrance facing Court Street during the hours of 8:00 a.m. - 4:00 p.m. and will be screened/searched for weapons. This will entail walking thru a security detector as well as personal items being screened by x-ray machine. Also, if warranted a personal search can be conducted with a handheld wand.
8. No person will be allowed unauthorized access into any county facility. Persons gaining unauthorized access will be escorted from the facility and, if conditions warrant, arrested. This will include an official or employee in a facility without proper county identification.
9. Employees using a key to enter any county building will be prohibited any access other than their own. If any employee observes any unauthorized access, they must notify security at once.
10. Departments and/or individuals desiring building access other than normal business hours must schedule such access with the Department of Public Safety.
11. All non authorized exits will be secured and closed except for emergency use.

COURTHOUSE PROCEDURES FOR POTENTIAL JURORS

Thank you for your service to our community. Due to heightened security requirements, you can expect to go through a security checkpoint when entering the County building. Please allow enough time to complete the screening process prior to your expected arrival in the jury holding room. Upon completing the screening process at the security check point you will proceed to the third floor of the courthouse and wait in the jury holding room.

Please be aware that all electronic devices are not permitted in the courtrooms at any time so therefore, if you bring an electronic device (for example cell phone, laptop, etc.) they will have to be left in the jury holding room.

Please see the above list of prohibited items upon entering the County building. The policies for being in possession of any of the above listed items could lead to criminal prosecution.