

# Jefferson County Sheriff's Office – Courthouse Security

## Policy and Procedures for Law Enforcement

Federal, State and Local Law Enforcement Security Procedures

**Certified Law Enforcement Officers acting in their official capacity or under “Armed While Off-Duty Departmental Policy” may retain their weapons while in the building.** The following procedures were established for law enforcement officers who wish to retain their weapons while in the secured areas of the Jefferson County Courthouse.

**All law enforcement officers, uniform and non-uniform, Out-of-State/State/County/City Officers, on or off-duty must display their departmental photo ID or a standard picture ID card issued by their agency to Courthouse Security upon entry to the building while armed.** For safety and security reasons, officers must also advise Courthouse security of their destination in the building, in case of emergency.

1. Any law enforcement officer not in possession of a valid departmental photo ID will not be allowed to bring a weapon into the court building and must comply with the security screening to enter the building through a designated door at the front entrance of the Courthouse.
2. For the purpose of this policy a weapon is described as a firearm, knife, ammunition, impact weapon, electronic restraint, chemical agent or explosive device.
3. Official capacity refers to any activity that arises from employment as a law enforcement officer that requires the officers to be in the building or following departmental “Armed While Off-Duty Departmental Policy.” It does NOT include appearing as a victim, witness, or party in any court proceeding, civil, domestic or criminal **in which they are personally involved and which IS NOT related to work.**
4. Any law enforcement agency or officer requiring a waiver to these procedures should contact the Courthouse Security at 784-5867 or the Captain of Courthouse Security at 835-8411 in advance. Waivers will be considered on a case-by-case basis. Undercover officers should contact the above if special accommodations are needed.
5. Officers must adhere to departmental policy referring to all use of force and other aspects relating to carrying a firearm while on and off duty per departmental policy.
6. Non-Sworn Law Enforcement staff from other agencies entering the courthouse in their official capacity, i.e. filing departmental official documents and testifying on behalf of the state as witness, may bypass security by presenting their departmental photo identification.

**Implementation of the Identification Badge System for the Jefferson County Courthouse is December 3, 2008.**