



SECURE ENTRANCE POLICY

May 2018

INTENT and PURPOSE

There have been a steadily increasing number of acts of violence resulting in deaths and personal injuries that have taken place in courthouses, public buildings, and other places of public assembly in the United States of America.

These acts of violence have involved the use of various types of weapons, including, but not limited to: guns, knives, explosives, electric conductive weapons, and chemical spray canisters.

The intent of the Emmet County Board of Commissioners is to provide an enhanced level of safety and security in the Emmet County Building by restricting the entry of weapons into the Building.

The protection of the employees and the public in the Emmet County Building outweighs the privacy and other interests affected by this policy.

The purpose of the security measures in this policy is to reduce the ability of persons to improperly bring dangerous weapons into the Emmet County Building and to thereby pose a risk of harm to the employees and the public.

DEFINITIONS

Card Key Entry Doors

Exterior doors are fitted with computer chip technology to allow ingress to employees and approved non-employees through microchip identification cards.

Emmet County Building

The property owned at 200 Division Street, Petoskey MI 49770

Security Company

Emmet County will be contracting with a security company to provide access control at the Lake Street Entrance of the County Building and operation of the magnetometer door system. The Security Company will be operating the door controls for the Security Entrance and provide for secondary screening for persons entering the building.

Security Entrance

The Emmet County Commissioners approved the purchase of a magnetometer entrance security door system. The system was installed along the Lake Street Entrance of the County Building. The system contains a three door entrance for entry into the Emmet County Building.

BUILDING ENTRY

Non-Employees

Members of the public who desire to enter the Emmet County Building will be required to submit to a limited non-intrusive search of their person, clothing, and any backpacks, briefcases, purses or other containers possessed by them.

The persons and their clothing upon entering the Emmet County Building will be searched by means of passing through the Security Entrance, which will perform a search using a magnetometer or metal detector, which represents a minimally intrusive measure to achieve the intent and purpose as stated above.

Any containers shall be subject to search by a magnetometer and/or visual inspection.

Where the magnetometer indicates the presence of a metallic substance on a person or in a container, the person shall have the option to leave the Building, remove the metallic item, and seek entry again.

County Employees

Identification cards will be produced by the Information Technology Department with the authority of the County Administrator or appropriate Elected Official. Identification cards will have microchip technology and will contain information identifying it as the property of Emmet County. In addition, the cards will contain the name of the company and/or individual carrying the card. A photo shall accompany all personal identification cards.

All personnel and approved non-employees issued an identification card shall be informed of the rules of this policy.

1. All approved law enforcement personnel shall be issued a microchip identification card to allow entry into the County Building.
2. All approved County employees shall be issued a microchip identification card to allow entry into the County Building.
3. Any other non-employee deemed necessary by the County Administrator.
4. All personnel and non-employees who are issued an identification card that is lost or stolen shall immediately report it to Administration.
5. All personnel and non-employees who are issued an identification card shall not share or give their card to others.
6. All Emmet County personnel and non-employees who are issued an identification card shall wear and/or display that identification card in a visible location while entering, exiting, or occupying any space inside the Emmet County Building or other

County owned facility or building. Failure to do so could result in discipline for County employees.

OUTER DOORS

To prevent unauthorized entry into the building, all outer doors to the County Building will be locked for ingress. All doors will allow for egress.

At no time shall an employee or approved non-employee hold any door open for the public or another employee to enter without the subject being properly screened or using their issued key access card.

All persons without entry cards must enter through the secured entry system on Lake Street.

SHIPPING/RECEIVABLE

Delivery of large parcels, equipment, or freight may be delivered to the entrance on Division Street. An appointment should be made with the Emmet County Purchasing Department to arrange for delivery.

OPERATOR RESPONSIBILITIES

The Emmet County Administrator will determine an appropriate security company to conduct screening at the security entrance of the Emmet County Building. The hours of operation will be determined by the Administrator and are subject to change at any time.

All operators (Contracted Security and/or sheriff's deputy) will be trained on the system to identify and answer all alarms indicated will operate all controls.

INGRESS OPERATION

The security door at the main entrance will allow one subject into each of the secured entrance foyers. The outer door of the foyer must be closed after entry. Each subject is to walk through the metal detector. Once all subjects are cleared a green light at the entrance will activate, allowing entry.

If a subject enters the foyer area and walks through the metal detector and the alarm indicates metal detected, the subject must return metal objects to their vehicles, or present the metal object for visual inspection by the Security Entrance Operator on the tray. The subject can then proceed through the detector, opening the door when the green light is indicated. An intercom will assist the subject to have direct communication with the Security Door Entrance Operator to facilitate this process.

Another door in the Security Entrance foyer allows for key card access without going through a metal detector.

Exception: Designated employees working for the Probate Court, Probation or Parole, may use other doors as necessary with in-custody subjects who have been properly secured before entry.

EGRESS OPERATION

When a subject leaves the building from the main front entrance, they will enter the secured foyer through the exit and proceed to the second door.

OVERRIDE

On the monitor is a touch screen override, to be used for cases of emergency such as a fire so subjects can exit quickly. This only overrides the exit door. Through orders from command or visual confirmation that an emergency is taking place, the operator shall initiate the override. The exit also contains an emergency override at the exit door which activates an alarm and opens the exit door if pushed.

AMERICANS WITH DISABILITIES

ADA rules apply to the Emmet County Building. The main security entrance satisfies the requirement for those with disabilities. For a subject with a disability that needs assistance, the operator shall communicate via intercom and if necessary send a court officer or a deputy to assist.

If the subject is in a wheel chair or walker, or other assisting mechanical device that will alert the screening device, the operator shall communicate via intercom and if necessary send a court officer or deputy to assist. Through conversation, if there are no issues, allow the subject entry.

UNUSUAL CIRCUMSTANCES

If a subject enters and the system alerts after more than one attempt, the operator shall send a deputy to assist or advise via intercom the subject needs to come to the Sheriff's Office.

If a subject is uncooperative, the operator shall send a deputy to assist or advise via intercom, advising the subject needs to report to the Sheriff's Office.

When a subject arrives at the Sheriff's Office the operator shall have a court officer or deputy question the subject and if necessary search the subject prior to entry.

EXCEPTIONS

There may be exceptions directed by the County Administrator or appropriate Elected Official (or designee) for good cause.

POSSESSION OF FIREARMS IN THE EMMET COUNTY BUILDING

Emmet County recognizes the following State of Michigan Statute:

750.234d Possession of firearm on certain premises prohibited; applicability; violation as misdemeanor; penalty.

Sec. 234d.

(1) Except as provided in subsection (2), a person shall not possess a firearm on the premises of any of the following:

(a) A depository financial institution or a subsidiary or affiliate of a depository financial institution.

(b) A church or other house of religious worship.

(c) A court.

(d) A theatre.

(e) A sports arena.

(f) A day care center.

(g) A hospital.

(h) An establishment licensed under the Michigan liquor control act, Act No. 8 of the Public Acts of the Extra Session of 1933, being sections 436.1 to 436.58 of the Michigan Compiled Laws.

(2) This section does not apply to any of the following:

(a) A person who owns, or is employed by or contracted by, an entity described in subsection (1) if the possession of that firearm is to provide security services for that entity.

(b) A peace officer.

(c) A person licensed by this state or another state to carry a concealed weapon.

(d) A person who possesses a firearm on the premises of an entity described in subsection (1) if that possession is with the permission of the owner or an agent of the owner of that entity.

(3) A person who violates this section is guilty of a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not more than \$100.00, or both.

History: Add. 1990, Act 321, Eff. Mar. 28, 1991 ;-- Am. 1992, Act 218, Imd. Eff. Oct. 13, 1992 ;-- Am. 1994, Act 158, Eff. Aug. 15, 1994

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Emmet County is working to make sure the rights of all parties are recognized in this public building. The Emmet County Building is a mixed use facility with both court functions and non-court functions.

All Emmet County employees are required to follow and adhere to this policy and procedure. Violations of this policy and procedure may result in discipline, up to and including termination.

May 24, 2018