



LUBBOCK COUNTY SHERIFF'S OFFICE

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LUBBOCK COUNTY COURTHOUSE SCREENING POLICY FOR DEPARTMENT HEADS

I. Identification Badges

- A. The Commissioners' Court requires all Lubbock County employees to wear identification badges above waist level. Badges identify the individual and department they work in.
- B. Each department head will identify employees who need access to the Sky Bridge on a regular basis as a part of their job assignment. The department head will submit by email the names of the employees to the Maintenance Department and Courthouse Division supervisor for approved access.
 - i. Any Lubbock County employee who allows a person or persons, to follow them through a secured door or area will be stopped and identified. The officer contacting the employee will ask for the employee's I.D. Card and take the I.D. card to the department head.
 - ii. An employee whose I. D. card is taken may be subject to disciplinary action by the department head and or lose access privileges.
 - iii. The officer will document the incident by using the IMS system.
- C. Department Heads will notify the Court Division supervisor as soon as possible by email and phone of any employee discipline action being taken. Employees who are subject to discipline action by department heads will be required to be screened.
- D. The department head shall immediately notify the Maintenance Department and Court Division supervisor by email and phone of any employee who has been terminated. The Court Division supervisor will notify Maintenance Department by phone and work order of the employee's termination so the access card can be immediately disabled.
- E. The department head shall notify the Court Division supervisor of any employee who resigns voluntarily. This will need to be done by email 24 hours prior to the employee's last day. The Court Division supervisor will forward a work order to the Maintenance Department advising the employee's access card be terminated at 5:00 p.m. on the last day of the employee's employment.

- F. Visitors who work for or volunteer their time to agencies who are issued Identification badges will be required to wear them while in the Courthouse. (Example CASA, CPS, Rape Crisis, News Media etc.)

II. Screening Procedures

- A. The courthouse security personnel shall conduct a test of the screening device prior to and at the end of each day to ascertain that the equipment is working properly. All testing of the screening equipment will be documented.
- B. Should the screening equipment not be in proper working order, the officer conducting the test shall notify the supervisor at once so arrangements can be made for a qualified technician to repair the equipment in a timely manner. While the screening equipment is not working properly, screening will be conducted by use of handheld devices until the equipment is again in working order.
- C. All non law enforcement individuals entering the east and west entrances of the Courthouse shall be screened.
- D. Immediately upon entering the facility, individuals shall be greeted by the screening officer and instructed as follows.
 - 1. If a person has any prohibited item in their possession (see list) they must return it to their vehicle before proceeding through the security screening.
 - 2. All packages, parcels, purses and briefcases shall be placed on the screening table or on the x-ray conveyor without being opened. The screening officer may open and visibly inspect any item, if deemed necessary. Visual searches shall be as non invasive as possible. Screening officers shall limit their search to finding prohibited items.
 - 3. Department Heads or their designee will be contacted by Courthouse Security to pick up any packages and parcels which are too big to be screened by the X-Ray.
 - 4. All metal objects (loose change, keys, watches, pen(s), belts, jewelry, etc) shall be placed in the provided container to be retrieved after passing through the screening device.
 - 5. Footwear may be removed prior to screening if it is deemed to contain metal.
 - 6. Persons wearing items or clothing with excessive metal (i.e. bib overalls, coveralls, non removable belts) which activates the scanning device will be taken to another area and a hand wand will be used to conduct a screening.
 - 7. Should an individual refuse to allow any package, parcel, purse or briefcase to be examined or the person refuses to proceed through the screening device (except for medical reasons outlined, see number 11) the individual may be allowed to terminate the screening process, collect his/her property and leave the facility.

8. If an individual passes through the screening device and activates the alarm, he/she shall be given the opportunity to ascertain whether any metal object may have been overlooked. However, should the individual decide to terminate the screening process, that person will be allowed to collect his/her belongings and leave the premises of the Courthouse.
9. An individual who has activated the alarm and still desires entry into the facility shall be asked to re-examine their person for additional metal objects and deposit any found in the provided container. They shall then pass through the screening device again. Should the alarm be activated again, the individual shall be screened using the hand-held screening device.
10. Should contraband be discovered, the item(s) shall be confiscated and a deputy shall make contact with the individual and if a criminal law has been violated, take the person into custody. All reports will be completed and any evidence shall be booked into the property room as soon as possible or no later than end of shift for the deputy.
11. Should an individual indicate that passing through the screening device would create a potential health hazard (i.e. pace maker or other valid medical condition) that person shall be allowed to bypass the screening device and will be taken to another area and a hand wand will be used to conduct a screening.

III. Prohibited Items

- A. The following is a list of prohibited items. Individuals found in possession of such items shall be required to return such items to his/her vehicle as a condition of entry
 1. Firearms
 2. Nail Clippers, Knives or any edged instruments
 3. Aerosol Sprays of any type
 4. Pepper Spray
 5. Chemical Mace
 6. Razor blades
 7. Scissors
 8. Utensils or tools of any kind
 9. Any objects that have a pointed end (knitting needles or hat pins, etc)
 10. Heavy metal items such as locks, chains, handcuffs, large keys
 11. Any item which could be constructed into a potential weapon.

12. The Lubbock County Courthouse shall not store or voucher any items to be reclaimed later.

IV. Violations

A. Violations of criminal laws may result in arrest.

THE SECURITY CHECK POINTS WILL NOT HOLD ANY OF THE ABOVE ITEMS OR BE RESPONSIBLE FOR ANY ITEM LEFT BEHIND.

V. Exemptions from Screening

- A. Lubbock County employees who present their I.D. card at the card reader may be exempt from screening if their card projects their current picture on the monitor. Lubbock County Employees are subject to random screening and will need to proceed through the screening stations as directed.
- B. County Maintenance employees will be exempt from screening during the course of normal duties at the Courthouse. County Maintenance employees will be able to bring their tools/equipment needed for the job assignments through the secured areas of the Courthouse without going through a screening station. At any given time a Lubbock County deputy assigned to the Court Division may stop the employee and inspect the tools/equipment that they have with them.
- C. Individuals who are active or retired judicial officers according to Government Code Section 411.201.
- D. A district attorney, criminal district attorney, county attorney, or municipal attorney who is licensed to carry a concealed handgun under Subchapter H, Chapter 411, Government Code.
- E. An assistant district attorney, assistant criminal district attorney, or assistant county attorney who is licensed to carry a concealed handgun under Subchapter H, Chapter 411, Government Code.
- F. Any government employee who in the course of his job assignment is required to be armed. Such employee will be required to follow the policy listed above for Law Enforcement Officers.