

**POLICY AND/OR PROCEDURE**

NUMBER HR 05-03

**SUBJECT
SECURITY SCREENING
PROGRAM AT CITY HALL****PAGE
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EFFECTIVE 5/16/05	CANCELS	DISTRIBUTION ALL DEPT. HEADS AND EMPLOYEES
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DIRECTOR OF HUMAN RESOURCES	CITY MANAGER	

1.0 PURPOSE

The purpose of this Policy is to increase the safety and security of employees and visitors by screening visitors, vendors, and contractors entering City Hall to ensure that weapons are not brought into the facility.

2.0 POLICY

It is the policy of the City of Riviera Beach to screen everyone entering City Hall through the main lobby. Only properly identified law enforcement officers, authorized to carry weapons as part of their official duties, will be permitted to bring weapons into City Hall. Security Officers will use walk-through metal detectors, hand-held metal detectors, and visual inspection to screen individuals and packages. Anyone refusing to submit to the screening and inspection will be denied access into the building.

3.0 DEFINITION

- 3.1 **Screening Equipment:** Walk-through and hand-held magnetometer (metal detectors), and other equipment which will be used to screen individuals and packages.
- 3.2 **Weapon:** As defined in a related Policy "weapons" include all firearms, ammunition, knives and cutting utensils, clubs, brass knuckles, explosives and destructive devices, chemical weapons and devices, stun guns, or other objects that may be considered weapons, as defined in section 790.001, Florida Statutes.

4.0 PROCEDURES

- 4.1 Only properly identified law enforcement officers, authorized to carry weapons as part of their official duties, will be permitted to bring weapons into City Hall. Law Enforcement Officers will identify themselves to the City Hall screeners and Riviera Beach Police Department (RBPD) as follows:

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- a. Present proper agency identification to the screener.
 - b. Sign in on the Log, which is maintained for this purpose in the City Hall lobby. The following information is to be provided: Name, Date, Agency, Badge Number, and Destination.
 - c. Non-uniformed law enforcement officers will ensure that their weapons are securely encased and concealed from public view when in the facility.
- 4.2 With the exception of properly identified law enforcement officers, as described above, no weapons may be brought into the building. This prohibition includes employees and others who may have permits to carry guns.
- 4.3 Everyone, including employees with an access card for alternative entrances, **MUST** enter and exit City Hall through the main lobby and go through security screening. Employees wearing their identification badge may come to the front of the line if there are citizens lined up to enter. Anyone refusing to submit to the security screening or inspection will be denied access into the building.
- 4.4 Signage will be maintained to alert the public that screening is taking place in the City Hall lobby.
- 4.5 The signs and/or the Security Officers will, at a minimum, inform the public that:
- a. Everyone entering the City Hall through the lobby will be screened.
 - b. Pockets must be emptied, and small objects must be placed in a tray.
 - c. Persons, who have medical conditions that preclude them from going through the magnetometer, are to be escorted around the magnetometer and hand-screened.
 - d. Children must be removed from strollers or carriages and carried through the magnetometer. The stroller or carriage will be hand-screened.
 - e. Persons with wheelchairs, walkers, etc., may also be hand-screened.
 - f. Persons who fail to follow the directions of Security Officers, or who refuse inspection will be denied access to City Hall and instructed to leave the building.



- g. The City will not be responsible for items that are prohibited in the City Hall facility. The City will not maintain a LOCKBOX or similar device. All restricted materials must be removed from the building and secured by the visitor prior to access.
 - h. Security Personnel will avoid confiscating items from visitors and do so only as a matter of extreme public safety consequences. Riviera Beach Police personnel will be notified IMMEDIATELY in all such matters.
- 4.6 Any person who activates the magnetometer will be instructed to empty their pockets, etc. and told to pass through again, or the Security Officers may use hand-held devices to identify all objects which activated the magnetometer. If this occurs, the Security Officer may need to ask the person to open or remove an item (e.g., a belt-buckle or shoe) to facilitate identification.
- 4.7 Riviera Beach Police Department will be called immediately, if screening personnel believe that an unauthorized person is attempting to enter with a weapon.
- 4.8 All delivery personnel will be screened via metal detectors and must present company photo I.D. Anyone having to use the back door for deliveries, table/chair removal, or service personnel must still enter through the City Hall lobby doors and retrieve the key for the back door from the City Manager's Office.
- 4.9 Departments and groups must have the City Manager's approval for after-hour meetings or special events seven (7) days prior to the date of any after hours event that is not on the regularly scheduled calendar, (i.e., City Council Meeting, Agenda Review, CRA, Special Master's, Planning, Building & Zoning, Civil Service Board, etc.).
- 4.10 City employees who report for work after normal business hours, on holidays and weekends must continue to use their badge access cards at the front entrance.