



# Minnesota Judicial Branch Policy and Procedure

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<b>Policy Source:</b>	State Court Administrator
<b>Policy Number:</b>	605(c)
<b>Category:</b>	Emergency Management
<b>Title:</b>	Security Screening at the Minnesota Judicial Center and Capitol Supreme Court Courtroom
<b>Effective Date:</b>	January 1, 2022, February 25, 2022
<b>Revision Date(s):</b>	February 24, 2022
<b>Contact:</b>	Emergency Management Analyst

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## Security Screening at the Minnesota Judicial Center and Capitol Supreme Court Courtroom

### I. POLICY STATEMENT

It is the policy of the Minnesota Judicial Branch to take all reasonable and appropriate steps to minimize the opportunity for any violence or injury to employees, the public, or any other person conducting business in the Minnesota Judicial Center (MJC) and the Supreme Court Courtroom in the State Capitol (Courtroom), and to require an appropriate level of security screening.

### II. APPLICABILITY

The State Court Administrator's Security Screening Policy and related procedures for the MJC and the Courtroom applies to all individuals utilizing these facilities.

### III. DEFINITIONS

#### 1. Authorized Personnel means:

- a. Licensed peace officers and first responders entering the facility in the course of their official duties who provide their department-issued credentials and are authorized access by a State Trooper or Capitol Security Officer; and
- b. For purposes of the MJC, authorized personnel are individuals who work in the MJC and whose State-issued access cards allow them to proceed through the bypass door.
- c. For purposes of the Courtroom, authorized personnel are individuals with a State-issued Judicial Branch access card, individuals identified on the court proceedings roster provided by the Clerk of Appellate Courts or designee, and any attorneys affiliated with the law firms listed on the roster.

“Authorized Personnel” does not include peace officers entering the facility for personal, unofficial matters.

2. **Capitol Security Officer:** A non-sworn security officer employed by the State of Minnesota.
3. **Contraband:** Any item which is illegal to possess under Minnesota law.
4. **Controlled Access Point:** In MJC, the area on the ground floor, Southeast entrance of the building where an x-ray scanner and magnetometer have been installed to perform screening of all those seeking entry to the building.

At the Courtroom, the area immediately outside the main entrance to the Courtroom where a magnetometer have been temporarily installed to perform screening of all those seeking entry to the courtroom.

5. **Medical Mobility Device:** Any mobility device that is used by individuals with mobility disabilities for the purpose of locomotion. Such devices may include, but are not limited to, wheelchairs, scooters, or knee carts.
6. **Minnesota Judicial Center:** The building at 25 Rev. Dr. Martin Luther King Jr. Drive, St. Paul, MN 55155.
7. **Capitol Supreme Court Courtroom:** The courtroom located on the second floor of the Minnesota State Capitol building at 75 Rev. Dr. Martin Luther King Jr. Drive, St. Paul, MN 55155.
8. **Minnesota State Patrol Trooper (State Trooper):** A sworn, licensed peace officer employed by the Minnesota State Patrol.
9. **Prohibited Items:** Includes but is not limited to contraband, firearms (including replicas, BB, and air-soft), explosives, knives, ammunition, weapons, tools, blades, or other sharp objects that could cause bodily harm, or any other item deemed dangerous by the State Trooper or Capitol Security Officer working at the screening area.

At the Courtroom, prohibited items also includes bags larger than 4.5" X 6.5" X 3" and briefcases unless in possession of authorized personnel.

10.  **Screener:** The State Trooper or Capitol Security Officer(s) located at the x-ray scanner and magnetometer who has the responsibility to observe/detect suspicious behavior, provide direction to people entering the facility, and detect and prevent the introduction of prohibited items past the secure area.
11. **Screening Area:** The area designated for the screening of persons entering the facility and their belongings, and any other area set up as a second checkpoint at the entrance into a courtroom.

#### IV. PROCEDURES

1. Notice and Signage. All areas subject to security screening shall have adequate signage that prohibited items are not allowed in the MJC or the Courtroom. The signage will also advise all persons are subject to screening and search prior to entering the MJC or the Courtroom.
2. Persons Subject to Screening. All persons who enter the MJC or the Courtroom through the public entrance and who are not exempt from screening will be required to submit to security screening as a condition of entering the facility.
3. Persons Exempt from Screening. At the MJC, authorized personnel may display their credentials to the screener and proceed in the bypass lane of the Security Screening area, scan their official State-issued access card on the access card reader, and proceed through

the bypass door without screening. Authorized personnel must not use their State-issued access cards to allow anyone else to proceed through the bypass door. Authorized personnel are subject to search and screening at the discretion of a State Trooper or Capitol Security Officer.

At the Courtroom, authorized personnel must check in with the screener and be prepared to show their official State-issued Judicial Branch access card, for those on the roster their photo identification, and for any attorneys affiliated with the law firms listed on the roster their photo identification and proof of affiliation. Authorized personnel are subject to search and screening at the discretion of a State Trooper or Capitol Security Officer.

4. Screening Time and Staffing. Screening will be conducted at the screening area(s) when the facility is open to the public.

At the Courtroom, screening will be conducted beginning thirty minutes prior to the start of court proceedings until fifteen minutes after court has concluded or the gate is secured to the Courtroom.

5. Refusal to Comply. Any person who refuses screening of their possessions or to pass through security screening will be denied entrance into the MJC or the Courtroom beyond the controlled access point.
6. Persons in Possession of Prohibited Items. Any person that is found with any prohibited items on their person at the time of screening will be asked to either take the items outside for safe storage, or turn the items over to the screener as abandoned property to be disposed of following the Department of Public Safety's procedures for abandoned property. Those who are unable or refuse to comply will be denied entrance beyond the controlled access point. Persons found in possession of contraband may be arrested or cited and the items seized as authorized by law.
7. Screening with Magnetometer
  - a. All persons subject to screening will be directed to place the following items into a designated inspection container before proceeding to the Magnetometer:
    - i. The contents of their pockets.
    - ii. Items on their person that the screening officer(s) believe may activate the magnetometer alarm (including but not limited to belts, watches, jewelry, etc.).
    - iii. Purses, briefcases, handbags, backpacks, and any other bags/cases.
    - iv. Jackets/coats or other garments that may shield contraband from the magnetometer.
    - v. Other items as directed by the State Trooper or Capitol Security Officer.
  - b. Individuals will be instructed to walk at a normal pace through the Magnetometer. If the alarm is activated:
    - i. The person will be requested to step back behind the magnetometer and advised to recheck for other items with metal, including footwear.
    - ii. The person will then again be requested to step through the magnetometer.
    - iii. If the person fails to pass the screening a second time, the person will be directed to an area for a handheld metal detector search.
8. Screening with X-ray Scanner at the MJC

- a. Items that were placed into designated inspection containers at the MJC as directed in paragraph 7.i. will be subject to screening with the x-ray scanner.
  - b. If a suspicious or unidentifiable item is observed on the x-ray scanner by a State Trooper or Capitol Security Officer, that item will be subject to additional search to confirm whether it is a prohibited item.
- 9. Screening with Handheld Metal Detector. All persons are subject to screening via hand-held metal detector. If the person fails the handheld metal detector search, the person may be subject to a further search or denied access to the MJC or the Courtroom at the discretion of State Trooper or Capitol Security Officers.
- 10. Found Items. To preserve facility security, any prohibited items located unattended in the building will be considered abandoned property and disposed of following the Department of Public Safety's procedures for abandoned property. All other found property will be turned into Lost and Found at the MJC reception area.
- 11. Manual Screening
  - a. Manual screening and searches may be conducted on items if an x-ray scanner is not available, on items larger than the opening of the tunnel of the x-ray scanner, and on items that because of their nature may not be exposed to the x-ray scanner.
  - b. In the event that a person has an item to assist them in walking such as a cane or walker and they must have it to walk more than a few steps safely, they will be allowed to retain the item through the magnetometer. They will then be scanned with a hand-held metal detector and a physical and visual inspection will be made of the device at the end of the inspection area by State Trooper or Capitol Security Officers.
- 12. Medical Mobility Devices and Medical Devices
  - a. All removable items will be removed from the device and processed through the x-ray scanner or manually screened and searched.
  - b. A visual inspection will then be conducted on the device and person. If a satisfactory search can be completed visually, the person may proceed through the screening area. If not, a further search may be conducted.
  - c. Persons with medical devices such as pacemakers and defibrillators who wish not to be exposed to magnetometer or handheld device, must submit to a further search. The search will be conducted by a State Trooper or Capitol Security Officer of the same gender whenever possible and with as much privacy as possible.

**V. RELATED DOCUMENTS**

Supreme Court Order regarding Court Security – Weapons Policy, dated June 2, 2003, file number [A03-0604](#).

[State Court Administrator Policy and Procedures 506\(p\); Minnesota Judicial Center Rules of Decorum](#)

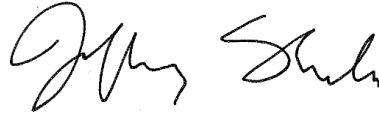
[Minnesota Judicial Center Visitor Policy](#)

**VI. REVISION HISTORY**

Original policy date: 01/01/2022.

February 24, 2022 - Added language to include screening at the State Capitol Supreme Courtroom.

Approval:

A handwritten signature in black ink, appearing to read "Jeff Shorba", written in a cursive style.

Jeff Shorba, State Court Administrator

February 24, 2022

Date