

**COUNTY OF MORRIS
OFFICE OF THE SHERIFF**

BUREAU OF LAW ENFORCEMENT		REVISIONS				VOLUME #
ISSUE DATE: 09/18/98	# OF PAGES: 13	DATE	PAGE #	SECTION	APPROVAL	VI
VOLUME TITLE: Protective Services		05/2015	5	Section 2:3.5 #2		CHAPTER # 2
		12/2015	6-7	2:3.5 #8A		
SUBJECT: Courthouse Entrance Procedures		11/2016	Various	Various		DISTRIBUTION: All Personnel
		04/2018	Various	Various		
SHERIFF JAMES M. GANNON		03/2021	Various	Various		
ISSUING AUTHORITY’S SIGNATURE		C.A.L.E.A. ACCREDITATION STANDARDS: 73.3.1				EVALUATION DATE: 03/2023(KS)
MCPO/AG REFERENCE: N/A						

2:1 PURPOSE

The purpose of this policy is to set forth procedures for preventing any weapons or dangerous items from entering into the Morris County Courthouse complex and to provide guidelines for Morris County Sheriff's Officers assigned to door security posts.

***NOTE:** Numbers in brackets [] are C.A.L.E.A. Accreditation Standard references.

2:2 POLICY

The Sheriff of Morris County is obligated to provide a secure environment for all persons working and conducting business within the Morris County Courthouse and Administration and Records building. To facilitate this responsibility, the public entrances to the Morris County Courthouse and Administration and Records building will be equipped with cameras, metal detectors and x-ray devices to scan persons and packages for weapons, contraband and other potentially dangerous items. These devices will be used in conjunction with physical and visual searches to promote a safe and weapons free environment. These searches will be conducted in an expeditious, consistent and legal manner. As a result, weapons (or anything which may be utilized as such) and items deemed unacceptable or dangerous will be seized and held by Morris County Sheriff's Officers when they are identified via x-ray, metal detector, or other means. Morris County Sheriff's Officers stationed at door security posts will, when necessary, take appropriate action upon the identification and seizure of illegal items.

2:3 PROCEDURE

2:3.1 General Overview

- 1) There are five (5) separate Courthouse Complex security posts consisting of:
 - A. Court Street, the front or main entrance into the Morris County Courthouse (Public Access);
 - B. The Ann Street entrance into the Morris County Courthouse (Employee only: entry and exit from 0730 – 0845 only);
 - C. Second Floor Administration and Records Building (Employee only: operational 0800-0930);
 - D. The Court Street entrance to the Administration and Records Building (Public Access); and
 - E. The Administration and Records P2 garage entrance (Restricted Access).
- 2) A sign will be conspicuously posted at all Morris County Courthouse door security posts and will read as follows:

“BEYOND THIS POINT ALL PERSONS ARE SUBJECT TO ELECTRONIC SEARCH. STOP. WAIT HERE FOR INSTRUCTIONS. SECURE AREA. ALL MORRIS COUNTY EMPLOYEES MUST WEAR IDENTIFICATION CARDS WHILE INSIDE THIS AREA.”

2:3.2 Courthouse Complex

Officers of the Morris County Sheriff's Office Protective Services assigned to door security posts within the Morris County Courthouse Complex will be responsible for:

- 1) Reporting to their assigned post on time. All exterior Courthouse Complex security posts under the control and direction of the Morris County Sheriff's Office will be unlocked promptly at 0730 hours with the exception of the Administration and Records Building Lobby and P-2 Security Posts that will open at 0700 hours, unless instructed otherwise by a supervisor; only employees will be permitted to enter the building from 0700-0800 hours. The second floor of the Administration and Records building will open at 0800 hours.
- 2) Maintaining, at all times, a demeanor and attitude that brings respect and credit to the Morris County Sheriff's Office;
- 3) Enforcing any applicable laws, rules and regulations while on their post. No Morris County Sheriff's Officer will leave their assigned post without proper authorization or relief;
- 4) Proper operation of the x-ray machine and walk-through metal detector;

- 5) Conducting all searches, and when necessary, overseeing the person removing property from satchels, bags, briefcases, etc.;
- 6) Utilizing the hand-held metal detector to detect possible additional items remaining on a person if the alarm sounds on the walk-through metal detector;
- 7) Verifying proper operation of all screening devices on their respective post(s). Morris County Sheriff's Officers detecting or identifying any equipment deficiencies will immediately notify their Sergeant or the Lieutenant; and
- 8) Securing the Courthouse Lobby and P-2 at 1630 hours. The Administration and Records Building Lobby Officer will deactivate elevators #1 and #2 access to the Second Floor at 0930 hours. The Second Floor Administration and Record Building post will close at 0930 hours. The Administration and Records Lobby post will remain open until 1630 hours on Monday, Thursday and Friday and 2000 hours on Tuesday and Wednesday. The assigned Morris County Sheriff's Officer will secure the Ann Street entrance at 0845 hours.
- 9) After the complex has closed for business, the Morris County Sheriff's Officer working the Administration and Records Building roaming security post will be responsible for escorting the Buildings and Grounds custodial personnel in and out of the building with the garbage. When entering the building again for any reason the custodial personnel will be screened in the Administration and Records Building lobby. They will then be escorted over the bridge if they need to go to the Courthouse.
- 10) The equipment provided at each door post, to include (but not limited to), the x-ray machine, walk-through metal detector, hand held wand, ballistic podium, and chair (where applicable), have been installed and positioned to enhance Morris County Sheriff's Officer safety and promote an expedient and thorough screening of persons passing through the post. Therefore, this equipment is not to be moved or repositioned without approval from the Protective Services Lieutenant.
- 11) The Administration and Records Building P2 garage entrance is not a public entrance. Employees and attorneys properly displaying their identification badges may utilize this security post entrance after the Morris County Sheriff's Officer visually checks their identification badge. All other persons will be directed to use the main entrance.

2:3.3 Dover Probation Office

The following procedures will be followed by Morris County Sheriff's Officers assigned to work the Dover Probation Office metal detector post:

- 1) The Morris County Sheriff's Officers will follow the same entrance procedures as outlined in this chapter for the Courthouse Complex security posts.
- 2) The Morris County Sheriff's Officers scheduled to work the day shift, 0830 to 1630, will report directly to the Dover Probation Office to begin their shift and utilize the sign-in sheet provided there. Once the officer is on post, he/she will call the Protective Services Desk to

advise that he/she is on post. On Tuesdays, Wednesdays and Fridays, the day shift officer will work until 1630 and close the post at that time. On Monday and Thursday, a late shift officer will work until 2000 and close the post at that time.

- 3) County, State and Federal Probation employees who are properly identified will be allowed to bypass screening. These employees must wear their appropriate ID tags at all times while in the building.
- 4) Visitors/clients will be processed at the metal detector once they are called in from the waiting area by their respective Probation Officer.
- 5) Any items observed by the Morris County Sheriff's Officer during processing, that are deemed to be in violation of probation rules, will be addressed by that individual's Probation Officer.
- 6) Any indictable arrests will be made by the Morris County Sheriff's Officer. The Morris County Sheriff's Officer making the arrest must:
 - A. Notify the Sergeant at the Protective Services control desk to arrange for the Warrants Section to respond, process, and transport;
 - B. Complete an Incident Report; and
 - C. Complete an Arrest Report.
- 8) The Warrants Section will be notified for any visitors/clients who have an outstanding Warrant.

2:3.4 Identification Badge Descriptions

The following is a description of approved identification badges. All will have a picture of the Courthouse in the background (See Appendix A, attached):

- 1) Identification badges with "COUNTY OF MORRIS" or "STATE OF NEW JERSEY" printed in **white** with a **red border** will be issued to the following and **must be screened**:
 - A. Morris County employees; and
 - B. State of New Jersey court employees (assigned to Morris County).
- 2) Identification badges with "STATE OF NEW JERSEY" printed in **white** with a **black border** will be issued to Judges that are **exempt from screening**.
- 3) Identification badges with "COUNTY OF MORRIS" printed in **white** with a **pink border** will be issued to a prosecutor attorney, commissioner or personnel that the Assignment Judge authorizes with his written authority will be **exempt from screening**.
- 4) Identification badges with "COUNTY OF MORRIS" printed in **white** with a **blue border will not be screened** and will be issued to:

Armed Law Enforcement Officers employed by Morris County.

- 5) Identification badges with "COUNTY OF MORRIS" printed in **red** with a **yellow border** will have a prominent expiration date imprinted on them. Yellow bordered badges will be issued for a maximum of one year, must be renewed with the approval of the individual's contact liaison and **must be screened**. They will be issued to:
 - A. Interns,
 - B. Contractors; and
 - C. Temporary Personnel.

2:3.5 Entrance and Screening Procedures

- 1) No person, other than those possessing an exterior access card, will be permitted into the building prior to 0730 hours. The Main Courthouse opens at 0730 for employees and 0800 for the public. The Administration and Records Building Lobby opens at 0700 for employees and 0800 for the public.
- 2) All persons entering the Morris County Courthouse (see exceptions below) will be asked to remove coats and all items from their pockets and place them into a tray prior to passing through the metal detector. Once the magnetometer indicates metal on an individual, at the officer's discretion, belts may be asked to be undone or removed while the officer is using the hand held metal detector. The tray will be sent through the x-ray machine and examined for any unacceptable items. All county and state employees and attorneys with an ID listed in Appendix A will be exempt from removing their belts at the Morris County Sheriff's Officer's discretion.
- 3) All packages brought into the Morris County Courthouse and Administration and Records Building by visitors and employees will be sent through the x-ray machine. The contents of the package will be carefully examined for contraband. If a package is too large to fit in the x-ray machine, it will be physically searched by the Morris County Sheriff's Officer or it will not be permitted into the building.
- 4) The visitors/employee will walk through the metal detector. If the alarm sounds they will be asked to step back and pass through the scanner a second time. The Morris County Sheriff's Officer will attempt to identify the cause of the alarm. If it cannot be identified, the individual will be subject to additional scanning with the hand-held metal detector. If no alarm sounds, all legitimate possessions will be returned and entrance will be permitted into the Courthouse Complex.
- 5) All Morris County employees and State court employees, while working in the Morris County Courthouse or Administration and Records building, must wear their issued identification badge above the waist with the picture facing outward at all times.
- 6) If an employee, intern or contractor consistently does not display their identification badge, the Lieutenant will be notified through the chain of command. The Lieutenant will contact the

appropriate supervisor and advise them of the individual's non-compliance in reference to wearing their identification.

- 7) The screening of employees at the Second Floor Administration and Records Building and Ann Street entrances will be expedited and employees will be permitted to possess small pocketknives, eating utensils, legal quantities of pepper spray, knitting needles, glass beverage/food containers and other common items. Employees should be encouraged to use these entrances.
 - A. Any employee using the main entrance to the Morris County Courthouse or any employee not displaying or improperly displaying their identification will be subject to complete screening and not permitted to bring the above items into the courthouse.
 - B. Jurors with proper jury identification will be permitted to bring glass beverage/food containers and knitting needles into the courthouse.
 - C. All employees issued a “COUNTY OF MORRIS” photo identification badge with a **blue border** (indicating a county armed law enforcement officer) are **exempt from screening** and will be permitted to bypass screening. The Morris County Sheriff’s Officer or security officer on the post will view the identification badge as they pass through. If the door post Morris County Sheriff’s Officer or security officer is unfamiliar with the Morris County Sheriff’s Officer passing through, they will request their identification and badge to verify their status.
- 8) Plain clothed law enforcement officers from an outside agency, carrying a firearm into the Morris County Courthouse while conducting official business, will be asked their destination and asked to provide official identification verifying their law enforcement status. The firearm must be concealed.
 - A. They will then be issued a designated visitor tag by the respective door post officer in the following manner:
 1. The Morris County Sheriff’s Officer will enter the visitor’s name and agency in the visitor I.D. database.
 2. The Morris County Sheriff’s Officer will capture an image of the visitor and it will be stored in the I.D. database.
 3. The visitor tag consists of two parts: a white portion marked “VISITOR” with the subject’s name, image and date of entry printed on it and the second portion is a backer imprinted with red diagonal stripes.
 4. The white portion should be lifted up to remove the paper strip with red arrows from the backer portion, exposing the adhesive. The white portion will then be applied down onto the backer portion enabling them to stick together.
 5. The entire tag will then be given to the visitor and he will be instructed to remove the tag from the paper backing and apply it to his/her outer garments in a

conspicuous location. The Morris County Sheriff's Officer must observe that the tag is applied.

6. The visitor will be asked to advise the Morris County Sheriff's Officer upon leaving the Morris County Courthouse. The Morris County Sheriff's Officer will then mark the visitor out in the I.D. database and advise them to destroy and discard the tag. Tags do not have to be returned.
 7. Visitor tags are to be stored in the designated locations at each door post.
 - B. The destination of the plain clothed law enforcement officer will be communicated to the control desk by the door post Morris County Sheriff's Officer using the code 10-900.
 - C. The control desk operator will notify the destination court officer using the 10-900 code. (i.e.: "Operator 545 you have two 10-900s en route to your court.")
 - D. The Morris County Sheriff's Officers assigned to a courtroom must always be notified of any armed law enforcement officer entering their courtroom including those who are witnesses, agents, detectives, investigators or escorting prisoners. Notifications should be made as far in advance as practical.
- 9) Armed law enforcement officers who enter the Morris County Courthouse or the Administration and Records building for non-official business such as jury duty or other personal court proceedings will be directed to enter the Morris County Courthouse via the front entrance or the Administration and Records Lobby to place their firearm(s) in a secure weapons lock box. [73.3.1]
- A. A clearing station and gun lockers have been installed in the Court Services Division control area. A member of Protective Services will escort the officer to the clearing area, complete the "Gun Safe Log Sheet", and observe the officer properly clear the weapon using the clearing barrel prior to storing the weapon. The gun locker will be secured with a code selected by the law enforcement officer.
 - B. The officer must then be escorted to the front entrance metal detector for a secondary check for weapons. When the officer is ready to leave the Morris County Courthouse, a Morris County Sheriff's Officer from Protective Services will escort them to retrieve the weapon and complete the log sheet indicating the weapon has been returned.
- 10) Firearms that are brought into the Morris County Courthouse to be used for evidentiary purposes in court will be handled as indicated:
- A. By law enforcement personnel:
 1. The weapon must be brought to the Protective Services control desk where the Lieutenant or a Sergeant will examine it.

2. The law enforcement officer will bring in the weapon(s) in an inoperable condition (i.e., a cable lock, wire ties, etc.)
 3. Upon completion of the case, the Lieutenant or a Sergeant will advise the law enforcement officer to remove the firearm from the Courthouse.
- B. By non-law enforcement personnel:
1. Non-law enforcement personnel, on rare occasion, may bring a firearm or other weapon into the Courthouse Complex for a non-criminal court matter. They will be directed to the front entrance of the Courthouse where the Protective Services Lieutenant or a Sergeant will take immediate control of the weapon.
 2. The inspection and application of a cable lock or other appropriate security measures as outlined above will pertain and all pertinent information regarding the person's identity, applicable court case and weapon (make, model and serial number) will be recorded in an Operation Report.
 3. The firearm will be retained at the control desk until needed for court at which time a Morris County Sheriff's Officer will transport the weapon to the appropriate courtroom and remain with the weapon until it is no longer needed. The Morris County Sheriff's Officer will then return the firearm to the control desk.
 4. The weapon will be released only to the person who originally turned it in and only after that person's identity has been verified. The individual will be advised to remove the weapon from the Morris County Courthouse and will be escorted out of the building.
- 11) Entrance by armed armored car personnel – A contracted armored car service will conduct regular cash pick-ups from the Finance Division, State Judiciary, located on the first floor of the Morris County Courthouse. An armed employee of this company, while in uniform, making a cash pick-up will be permitted to enter through the sally port door (next to Central Holding). Morris County Sheriff's Officers at either location must comply with the following:
- A. Visually inspect the armored car employee's identification (personal recognition will not be permitted);
 - B. Notify the Protective Services desk that an armored car employee has entered the building and the individual is en route to the Finance Division office; and
 - C. Notify the desk when the armored car employee has exited the building.
- 12) Morris County Sheriff's Officers stationed at door posts will advise/urge any person found to be entering the Morris County Courthouse with any item or device that, while legal to possess, is not permitted within the Morris County Courthouse for safety/security reasons, to return those items to their vehicles for storage. If the prohibited item or device is brought through screening the officer will advise the owner that the item(s) shall be left at the door post with

the Morris County Sheriff's Officer, but that the Morris County Sheriff's Office accepts no responsibility for the item, and it is being held at the risk of the owner. Prohibited items will include but not be limited to mace/pepper spray, knives, knitting needles, metal studded belts and bracelets, extraordinarily heavy chains and glass containers. If a Morris County Sheriff's Officer is unsure as to whether any particular item should be prohibited, they are to contact the control desk and request a supervisor.

13) Prohibited items are handled according to the following:

- A. The Morris County Sheriff's Officer will contact the control desk to start an event; photo copy the owner's identification and the prohibited item or device and complete a prohibited item report.
- B. A two-part Property Receipt Form will be filled out by the Morris County Sheriff's Officer indicating the property owner's name, date, item description, the Morris County Sheriff's Officer operator number and owner's signature. The owner will receive the yellow copy.
- C. The item(s) will be stored along with the white copy of the receipt form to be held by the Morris County Sheriff's Officer in an area not accessible to the general public;
- D. Owners of such items will be advised to exit the Courthouse via the door at which the items are being held to retrieve their property. The Morris County Sheriff's Officers unable to retrieve an item due to a substantial amount of activity at the door post should contact the control desk for assistance; and
- E. In addition to the yellow copy of the receipt form, Morris County Sheriff's Officers may, if necessary, request identification from any person seeking to retrieve their property to verify ownership.

14) Property that is unclaimed after thirty (30) days will be considered abandoned and will be disposed of via the trash. Those items considered dangerous and/or sharp will be kept until a safe method of disposal becomes available.

15) The accompanying Property Receipt Form will be marked with the word "Destroyed", the date of destruction and signed by the officer. The form will then be filed appropriately.

16) Any individual found in possession of any illegal item/substance upon entering the Courthouse may be arrested. However, the individual circumstances surrounding the incident and the application of officer discretion may indicate that an arrest is not necessary (i.e. an individual possessing an oversized canister of mace). The illegal item/substance will be documented with a prohibited item report.

- A. If no arrest is made, the holder or property owner will be asked to sign a "Surrender of Property Form" and have the law relating to the illegally possessed item explained to them. If the holder or property owner refuses to voluntarily surrender the illegal property they will be arrested and charged with any applicable statutory or criminal violation and the item will be seized.

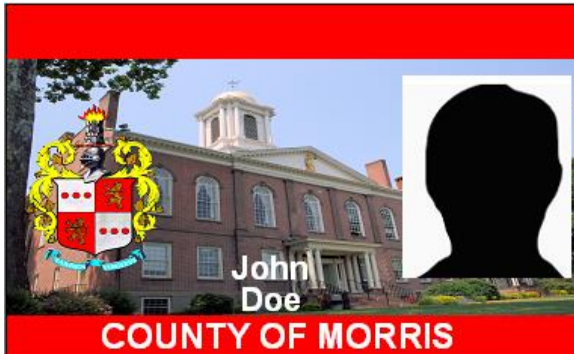
- B. The Surrender of Property Form will indicate:
1. The owner/holder's name;
 2. The officer's name;
 3. The owner/holder's signature and date;
 4. The officer's signature and date; and
 5. A list of the confiscated item(s).
- 17) Officers may issue a "Special Form of Complaint and Summons" for petty disorderly and disorderly person's offenses utilizing the State of New Jersey eCDR system. See the S.O.P. entitled ["Special Form of Complaint and Summons" \(Vol. III, Chap. 34\).](#)
- 18) If an arrest is made, the individual will be processed in accordance with the criminal activities procedure delineated in the S.O.P. entitled ["Division Administration and Courthouse Security" \(Vol. VI, Chap. 1\).](#)
- 19) Items seized subject to an arrest will be treated as evidence as per the S.O.P.s entitled ["Arrest, Search and Seizure" \(Vol. III, Chap. 32\), "Collection and Preservation of Evidence" \(Vol. IX, Chap. 6\)](#) and ["Property and Evidence Control" \(Vol. VII, Chap. 7\).](#)
- 20) Seized property resulting from an arrest, consisting of a unique or special nature, may be kept and retained by the Morris County Sheriff's Office for use in training, display cases, etc. This will be done only after the resolution of a case deems such items as disposable.
- 21) Deliveries:
- A. Non-employees delivering items that cannot be x-rayed will be asked to wait until the recipient is contacted and verifies that they are expecting that delivery.
 - B. The Morris County Sheriff's Officer at the entry point will contact the control desk and provide them with all relevant information regarding the delivery. The control desk will contact the recipient and determine when the delivery can be made.
- 22) Repair employees without a county temporary identification card:
- A. The contractor must provide a service or work order either printed or electronically or contact the county or state employee requesting the work to verify their business in the courthouse complex.
 - B. Once verification of their business in the courthouse complex has been established, the repair employee may go through the security post and enter the building.

2:3.6: Entrance of Service Animals

- 1) Any animal who is trained to take a specific action when needed to assist a person with a disability is deemed a service animal. The animal does not need to be professionally trained in this capacity.
 - A. When a person entering the Courthouse complex is accompanied by an animal and it is unclear that the animal is a service animal, you may only ask the following two questions:
 1. Is the animal a service animal required because of a disability; and
 2. What work or task has the animal been trained to perform?
 - B. Officers are prohibited from asking the following three questions:
 1. What is your disability?
 2. Do you have proof or identification for the animal?
 3. Any questions, if it is obvious the animal is a service animal.
- 2) Any person with their service animal will be screened as usual and allowed into the Courthouse complex.
 - A. The person with a disability shall keep the service animal in their immediate custody at all times.
 - B. The service animal is to be under control at all times, meaning it is to be harnessed, leashed or tethered while in the Courthouse complex unless these devices interfere with the service animal's work or the person's disability prevents the use of these devices.
- 3) A service or guide dog trainer, while engaged in the actual training process and activities of service or guide dogs, shall have the same rights and privileges with respect to access to the Courthouse complex.

Appendix A:

VALID MORRIS COUNTY ID'S



The above ID is a full time regular employee ID



This card must be returned upon separation of employment.

4473

IF FOUND, POSTAGE GUARANTEED BY:
Morris County Sheriff, P.O.Box #900, Morristown, NJ 07963-0900



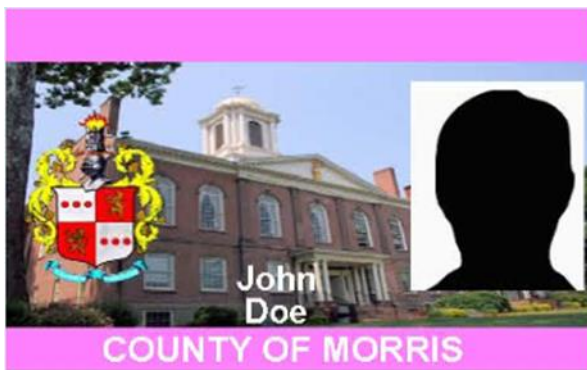
The above ID is a full time regular State/Judicial employee ID



This card must be returned upon separation of employment.

4474

IF FOUND, POSTAGE GUARANTEED BY:
Morris County Sheriff, P.O.Box #900, Morristown, NJ 07963-0900



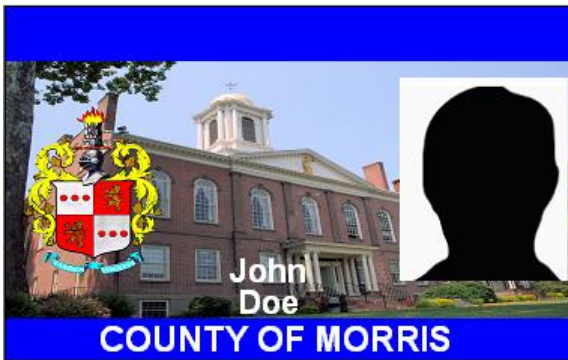
The above ID is for personnel exempt from screening



This card must be returned upon separation of employment.

4475

IF FOUND, POSTAGE GUARANTEED BY:
Morris County Sheriff, P.O.Box #900, Morristown, NJ 07963-0900



The above ID is for armed personnel



This card must be returned upon separation of employment.

4476



IF FOUND, POSTAGE GUARANTEED BY:
Morris County Sheriff, P.O.Box #900, Morristown, NJ 07963-0900



The above ID is for Judges only.



This card must be returned upon separation of employment.

4477



IF FOUND, POSTAGE GUARANTEED BY:
Morris County Sheriff, P.O.Box #900, Morristown, NJ 07963-0900



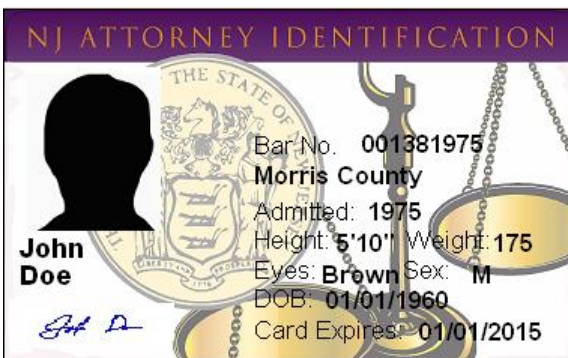
The above ID is for State or County Contractors/Temporary Employees/Interns



This card must be returned on expiration date.

12/31/2010

IF FOUND, POSTAGE GUARANTEED BY:
Morris County Sheriff, P.O.Box #900, Morristown, NJ 07963-0900



The above ID is a NJ State attorney ID that can be issued by any county.

NJ ATTORNEY IDENTIFICATION



This card is the property of the State of New Jersey and/ or the issuing county. This card must be surrendered upon cessation of the practice of law in the State of New Jersey



Morris County Sheriff

IF FOUND, POSTAGE GUARANTEED BY:
Morris County Sheriff, P.O.Box #900, Morristown, NJ 07963-0900