
SUBJECT: SECURITY PROCEDURES

EFFECTIVE DATE: November 5, 2007

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The hours of regular security operation in the Courthouse and Annex are 8:00 am to 5:00 pm Monday thru Friday. Visitors conducting business after hours will be escorted through the facilities by the employee assisting that person.

All persons with the exception of law enforcement and Cass County employees wearing their identification badge are subject to screening when entering the Courthouse or Annex. Any items being brought in are subject to inspection and search. All other persons, including contractors and vendors and any items or material they may have with them, may be subject to screening.

Any items that could be used to injure or harm other persons are not permitted in the Courthouse or Annex, including knives, sprays, weapons, metal beverage containers, etc.

When department heads authorize deliveries, they are asked to notify the security desk. If they fail to do so, a representative from that department must come to the security desk to verify delivery. Employees that request food delivery are asked to meet the vendor at the security desk to accept delivery.

Law Enforcement Officers From Other Jurisdictions

All state, county or city police officers that are reporting for a court proceeding must secure their weapons at the security desk with the following exceptions:

- Officers with a prisoner in custody
- Officers responding to a bomb threat or other official request for service
- Officers not in a courtroom