

Board of County Commissioners Leon County, Florida

Policy No. 15-1

Title: Security Within the Leon County Courthouse and Courthouse Annex

Date Adopted: June 23, 2015

Effective Date: June 23, 2015

Reference: N/A

Policy Superseded: Policy No. 93-7, "Security within the County Courthouse," adopted January 1, 1993

It shall be the Policy of the Board of County Commissioners of Leon County, Florida, that Policy No.93-7 "Security within the County Courthouse" adopted January 1, 1993, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

POLICY

1) Purpose and Scope

- a) The purpose of this Policy is to establish policy for the management of security operations and incident reporting at Courthouse Facilities.
- b) Security at Courthouse Facilities shall be administered in accordance with the policy provisions set forth herein and procedures to be developed by the County Administrator and maintained by the Division of Facilities Management.

2) Definitions. The following words and phrases, when used in this Policy, shall have the following meaning, except in those instances where the context clearly indicates a different meaning:

- a) *Access Devices* shall mean security access card or fob, and necessary keys to Courthouse Facilities.
- b) *County* shall mean either, as the context used indicates, Leon County, Florida, a charter county and political subdivision of the State of Florida or Leon County, Florida as a geographic locational reference.
- c) *County Courthouse* shall mean the courthouse facility located at 301 South Monroe Street, Tallahassee, Leon County, Florida (Parcel ID 2136250901415), and any parts associated therewith including, but not limited to, the parking spaces.
- d) *County Courthouse Annex* shall mean the Courthouse facility located at 1920 Thomasville Road, Tallahassee, Leon County, Florida (Parcel ID 1119206180000), and any parts associated therewith; including, but not limited to, the parking spaces.
- e) *Courthouse Facilities* shall mean the County Courthouse and the County Courthouse Annex collectively.

- f) *Facilities Management* shall mean the County's Division of Facilities Management.
 - g) *Incident* shall mean any happening which has or may result in damage or harm to a person or property within the Courthouse Facility.
 - h) *Normal Business Hours* shall mean standard hours of operation when agencies of the State of Florida, Court Administration, Clerk of the Courts, or the Board of County Commissioners have offices located within Courthouse Facilities open and available to provide services to the public. Normal Business Hours does not include periods of time outside of standard hours of operation, or when office events occur that are not open to the public, or periods of time when Tenant's employees or contractors are working before or after their offices are open to the public.
 - i) *Personnel* shall mean an employee of a Tenant of the Courthouse Facility.
 - j) *Procedures* shall mean the uniform and clear written procedures approved by the County Administrator for the management, operation, and maintenance of Security in compliance with this policy and with any and all federal, state, and local laws, regulations, and rules.
 - k) *Public Entry Points* shall mean areas through which the public may enter the County Courthouse or the County Courthouse Annex.
 - l) *Security* shall mean life and safety measures provided through Leon County Sheriff Office's bailiffs, a private security contractor, electronic access devices, security screening devices, fire suppression and fire alarm system devices, and other security measures.
 - m) *Tenant* shall mean any entity with office space, allocated by Leon County, within the County Courthouse and/or the County Courthouse Annex.
- 3) Security at Courthouse Facilities. Security at Courthouse Facilities shall be administered by Leon County in coordination with the Leon County Sheriff's Office.
- 4) Public Entry Hours and Public Entry Points
- a) Public Entry Points shall be identified by Leon County in coordination with the Leon County Sheriff's Office. The public may only gain access to Courthouse Facilities through Public Entry Points, unless accompanied by an authorized employee of a Tenant.
 - b) Security screening shall be provided by Leon County at Public Entry Points during Normal Business Hours, ideally through the Leon County Sheriff's Office.
 - c) Tenants shall contact Facilities Management, no less than two business days in advance, to arrange for security screening at Public Entry Points outside of Normal Business Hours. Said Tenant shall be responsible for paying the cost for the required security.
 - d) Public Entry Points shall be identified and posted.

5) Security Access

- a) Tenants shall notify Facilities Management in writing which of Tenant's Personnel and interns are permitted access to Tenant's space within Courthouse Facilities.
- b) Facilities Management shall issue appropriate Security Devices to authorized Personnel and interns, at no cost for their initial issuance. Personnel and interns are responsible for the cost to replace issued Security Devices within three years of issuance. Facilities Management shall pay the cost to replace Security Devices, if required, after three years of issuance.
- c) Tenant shall be responsible for collecting Security Devices in the event such Personnel and interns transfer or terminates employment or internship, and for immediately providing written notice to Facilities Management to terminate access.
- d) No locks or swipes shall be changed without prior authorization from Facilities Management.
- e) Every effort shall be made to keep Security measures reasonable enough to permit Personnel access to Courthouse Facilities when they must work before or after Normal Business Hours.

- 6) Incident Reporting. Personnel who observe an Incident shall notify Facilities Management, through a telephone call or e-mail, ideally within 30 minutes of the Incident. If requested, Personnel shall complete and submit a written report to Facilities Management. Facilities Management shall notify Risk Management of reported Incidents, as appropriate.

Adopted June 23, 2015