



Security Screening Policy

POLICY STATEMENT

It is the policy of the Minnesota Office of Administrative Hearings (OAH) 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 at OAH, and to require an appropriate level of security screening.

APPLICABILITY

The Security Screening Policy apply to all individuals utilizing OAH facilities.

DEFINITIONS

Term	Definition
Authorized Personnel	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, Capitol Security Officer, or OAH's Physical Safety and Operations Director; and b. Individuals who work at OAH and whose agency-issued security access cards allow them to bypass security screening.
Capitol Security Officer	A non-sworn security officer employed by the Minnesota State Patrol.
Contraband	Any item which is illegal to possess under Minnesota law.
Controlled Access Point	Stassen Building, first floor, main lobby, public entrance, where the weapons screening equipment is installed to perform screening of all those seeking entry to OAH hearing rooms.
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.
Physical Safety and Operations Director	A non-sworn security professional employed by OAH.
Prohibited Items	Include but are 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 a State Trooper, Capitol Security Officer, or the Physical Safety and Operations Director working at the screening area.

Term	Definition
Screener	A State Trooper, Capitol Security Officer(s), or the Physical Safety and Operations Director located at the weapons screening equipment has the responsibility to observe and detect suspicious behavior, provide direction to people entering the facility, and detect and prevent the introduction of prohibited items past the secure area. OAH's Executive Team or Physical Safety and Operations Director may designate other state officials as a "Screener."
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 hearing room.
Stassen Building	The building located at 600 North Robert Street, St. Paul, MN 55101.
State Trooper	A sworn, licensed peace officer employed by the Minnesota State Patrol.

PROCEDURES

Notice and Signage

All areas subject to security screening shall have adequate signage that prohibited items are not allowed in OAH's courtrooms. The signage will also advise that all persons are subject to screening and search prior to entering OAH courtrooms.

Persons Subject to Screening

All persons who enter OAH courtrooms through the main lobby public entrance and who are not exempt from screening will be required to submit to security screening as a condition of entering the facility.

Persons Exempt from Screening

Authorized personnel may display their agency-issued security access card to the screener and proceed to bypass the weapons screener, scan their security access card on the access card reader, and proceed through the door without screening. Authorized personnel must not use their security 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, Capitol Security Officer, or the Physical Safety and Operations Director.

Screening Time and Staffing

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

Refusal to Comply

Any person who refuses screening of their possessions or to pass through security screening will be denied entrance into OAH courtrooms located beyond the controlled access point.

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 Minnesota 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.

Screening with Weapons Screener

All persons subject to screening will be directed to walk at a normal pace through the weapons screener. If the alarm is activated:

- The person will be requested to step back behind the weapons screener and advised to recheck for other items with metal, including footwear.
- The person will then again be requested to step through the weapons screener.
- All items on a person or in possession of a person at the time of entering OAH courtrooms are subject to search. This includes but is not limited to boxes, purses, briefcases, handbags, backpacks, coats/jackets or other garments that may shield or conceal prohibited items.
- Other items may be searched as directed by a State Trooper, Capitol Security Officer, or the Physical Safety and Operations Director.
- If a suspicious or unidentifiable item is observed by a State Trooper, Capitol Security Officer, or the Physical Safety and Operations Director, that item will be subject to additional search to confirm whether it is a prohibited item.

Screening with Handheld Metal Detector

All persons are subject to screening via handheld metal detector. If the person fails the handheld metal detector search, the person may be subject to a further search or denied access to OAH courtrooms at the discretion of a State Trooper, Capitol Security Officer, or the Physical Safety and Operations Director.

Found Items

To preserve facility security, any prohibited items located unattended in the building will be considered abandoned property and disposed of following the Minnesota Department of Public Safety's procedures for abandoned property. All other found property will be turned into Lost and Found at OAH's reception desk.

Manual Screening

If 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 may retain the item through the weapons screener. They may then be scanned with a hand-held metal detector and a physical and visual inspection may be made of the device at the end of the inspection area by a State Trooper or Capitol Security Officer.

Medical Mobility Devices and Medical Devices

- a.** A visual inspection will 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.
- b.** Persons with medical devices such as pacemakers and defibrillators who wish not to be exposed to the weapons screener 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.

RELATED DOCUMENTS

Minn. Stat. §§ 609.66, subd. 1g felony; possession in courthouse, 609.02, subds. 6 dangerous weapon; and 17 ammunition.