

## Control of Weapons and Security Equipment

## 15002.1 ARMORY

- 
- | Response                    | Percentage |
|-----------------------------|------------|
| U.S. should take action     | 85%        |
| U.S. should not take action | 15%        |

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#### **15002.2 WEAPONS SCREENING GUIDELINES**

The Superior Court of California, County of Orange, in conjunction with the Orange County Sheriff's Department, Court Operations Division, has established the following guidelines regarding the use of weapons screening within each Justice Center. The primary purpose of the screening process is to prevent illegal weapons from entering the buildings; however, other items the Sheriff's Department deem dangerous may also be excluded. For additional information refer to CCOM Section 1717 – Electronic Scanning Devices and CCOM Section 15003.9 – Electronic Scanning Devices.

##### **(a) Screening Times**

1. Weapons screening will be conducted during normal business hours.
  - i. Exceptions to this process may be granted by the Superior Court Executive Committee, the Presiding Judge or the Court Operations Division Commander.
  - ii. The Court Operations Division has the authority to vary this process for individuals who are disabled or are experiencing medical problems.
2. Court employees and building tenants who are authorized early and late access to a Justice Center may enter through the employee card access door(s) during the hours the weapons screening process is not in operation.

##### **(b) Screening Process**

1. All members of the public, jurors, attorneys, building tenants and court employees who enter a Justice Center where weapons' screening is deployed shall be required to walk through a metal detection device and pass all hand-carried items through an x-ray scanner before being allowed entry.
  - i. Illegal weapons or objects (as specified in the California Penal Code) brought into a Justice Center will be confiscated by the Sheriff's Department. Violations may result in arrest and prosecution.
2. Unauthorized weapons or objects deemed dangerous by the Sheriff's Department will not be permitted into a Justice Center. Individuals will be given the opportunity of removing the item(s) from the building or relinquishing it to Security.
  - i. All items relinquished are subject to destruction.
  - ii. Unauthorized weapons include but are not limited to: concealed firearms (even when the person has been issued a Carrying Concealed Weapons Permit), tear gas, pepper spray, stun gun devices or other similar self-defense weapons, knives, and instruments designed for stabbing.
3. Judicial Officers are exempt from this policy with a Carry Concealed Weapons (CCW) Permit and prior approval of the Presiding Judge.

##### **(c) Exception**

1. Duly appointed peace officers in uniform or in plain clothes who have proper identification are exempt from the weapons screening process.

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- i. Officers who are party to an action will be required to comply with Penal Code §171b.
- 2. Contractors, maintenance workers, county service agency employees, and vendors will be required to check in with the Sheriff Department's Court Operations Security Officer(s) and present authorization of their work assignment.
  - i. Upon verification of the authorization, the Sheriff's Security Officers will permit them to enter the Justice Center with the tools necessary to perform their work.
- (d) Notification of Incidents
  - 1. An incident is an event in which an X-ray machine emits a warning, is disabled, or fails to function as designed and poses a potential risk of exposure to radiation. The Court Safety Officer must then notify the CDPH Radiological Health Branch, of an incident as soon as possible after it occurs. Notification will be made to CDPH no later than four hours after the discovery of an incident where radiation or radioactive materials are emitted which could exceed regulatory limits.
    - i. In the event of an incident, an X-Ray machine operator must immediately contact:
      - A. Local Facility Service Officer
      - B. Court Sergeant
    - ii. The local Facility Service Officer should immediately contact the Court Safety Officer. The Court Safety Officer will then contact:
      - A. Orange County Health Care Agency (Hazardous Materials) – (714) 433-6000
      - B. California Department of Public Health (CDPH) Radiologic Health Branch (RHB) – (916) 327-5106 or (714) 524-5681
    - iii. The Court Safety Officer will submit a written follow-up report to the RHB within 30 days of the incident.
    - iv. A point of contact form for maintenance and emergency issues will be maintained and distributed to the Court Sergeant by the Facility Services Officer.
- (e) Utilization Log
  - 1. All Sheriff's personnel who operate an X-ray machine must document the date and time in/out on a utilization log.
    - i. Sheriff personnel will be responsible for maintaining a utilization log for each machine.
- (f) Self-Inspections
  - 1. X-ray machine operators will conduct weekly inspections of the X-ray machines they activate and run. Sheriff's personnel should note:

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- i. Type of checks performed
    - ii. Interval at which they are conducted
    - iii. Actions taken, if problems are noted
    - iv. Name of the person who conducted the check
  2. Results of the weekly self-inspections should be documented on the Self Inspection Log.
  3. Any problems found during the inspection will be brought to the Court Sergeants attention immediately.
    - i. The Court Sergeant (or designee) will notify the Facility Services Officer of the problems.
  4. X-Ray machines stored as backup are not subject to inspection on a weekly basis as long as there is an inspection before its first use.
- (g) Equipment Security
1. CCR Title 17, Section 30332.1 requires each X-ray machine have a lock which prevents unauthorized access or exposure.
  2. X-ray machines must remain locked, except during authorized use or when under the direct surveillance of a trained individual.
  3. All X-ray machines must have:
    - i. A physical barrier, photoelectric safety interlock, or other means which makes it impossible to insert any part of the human body into the primary X-ray beam
    - ii. A lock-and-key control which ensures X-ray generation is impossible with the key removed.
    - iii. An illuminated indicator which shows when X-rays are being generated. This indicator must be prominently visible to operators in their normal working positions.
    - iv. An emergency shut off switch ("dead man's switch") which operators use to control X-rays. The emergency shut off switch is a safety feature which causes the machine to stop moving or to shut down if the switch is released.
- (h) Security Provider Training
1. CCR Title 17, Section 30337 requires training be provided to any individual who operates an X-ray machine.
  2. Before operating an X-ray machine, an individual must:
    - i. Review the manufacturer's operations manual (or comparable information on how to operate the X-ray screening device properly and safely)
    - ii. Receive and review copies of regulations which apply to X-ray screening devices for court use (CCR Title 17 and 10 CFR 20)

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- iii. Receive instruction on how to use the screening device
  - iv. Pass two tests. The two tests consist of a written exam and a practical, hands-on exercise.
    - A. To become an operator, an employee must show proficiency in both the written exam and practical exercise with a score of at least 80 percent.
    - B. Employees who fail one or both tests are eligible to retake the tests.
  - v. The tests evaluate an employee's:
    - A. Knowledge of the general responsibilities (such as completing utilization logs and knowing where important information can be found)
    - B. Knowledge of the regulations which apply to X-ray screening devices for court use
    - C. Knowledge of the safe and proper operation of the X-ray equipment
    - D. Knowledge of the emergency procedures for the X-ray equipment
    - E. Competence in using the X-ray screening device.
  - vi. All X-ray operators must pass the above two tests on an annual basis.
  - vii. Sheriff's personnel must maintain a log of employees who have taken the tests and record whether they passed the two tests.
    - A. Individual test scores should be kept confidential.
  - viii. A Training Log must be completed for every employee who operates an x-ray machine. A copy of the log will be sent to the Court Safety Officer annually by June 30th. The log will include:
    - A. The operator's full name.
    - B. The date the written and practical exams were passed.
    - C. The test administrator's full name.
  - 3. The Administrative Office of the Court (AOC) has created a "Radiation Safety and Protection Program Toolkit: Security Provider Training for the California Judicial Branch."
    - i. The Emergency Response and Security Services Division (ERSS) can supply Sheriff's personnel copies of the AOC Security Provider Training.
  - 4. The training and test administration should be conducted by Sheriff's personnel who are knowledgeable and have experience working with X-ray machines.
- (i) Recordkeeping
- 1. The following records will be collected and maintained by Sheriff's Court Operations Personnel:
    - i. Utilization logs

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- ii. Self-inspection logs
  - iii. Training log for Sheriff's personnel utilizing X-ray machines (A copy of this training log will be sent to the Court Safety Officer on an annual basis).
- 2. These records will be inspected on an annual basis by the Court Safety Officer in accordance with the annual audit of the Radiation Safety and Protection Program.
- 3. If a machine is transferred to a different justice center, all of the above records should be sent to the receiving justice center.
  - i. If a machine is retired, all of the above records should be sent to the Court Safety Officer.