

TO: ALL COUNTY EMPLOYEES AND VISITORS TO PALM BEACH COUNTY FACILITIES

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS (FDO)

SUBJECT: PROHIBITION OF WEAPONS IN CERTAIN PALM BEACH COUNTY FACILITIES

PPM#: CW-L-042

ISSUE DATE

July 1, 2023

EFFECTIVE DATE

July 1, 2023

PURPOSE:

The purpose of this PPM is to increase the safety and security of employees and visitors to County facilities by prohibiting any Weapon, including Firearms and Electronic Weapons, from being brought into certain County Facilities, and to outline the operational procedures to be followed based on the security resources available at any given facility.

UPDATES:

Future updates to this PPM are the responsibility of the FDO Director.

AUTHORITY:

Chapter 790, Florida Statutes, as may be amended;
PPM# CW-L-007, After-Hour Access to Palm Beach County Facilities with a Human Security Presence, as may be amended;
PPM# CW-L-033, Physical Security Programs in County Owned and County Leased Buildings, as may be amended.

POLICY:

It is the policy of Palm Beach County to prohibit anyone from bringing any Weapon into Courthouses, buildings solely occupied by a law enforcement agency (LE Building), Jails, Meeting Rooms (as defined below), and County owned or leased vehicles, collectively referred to as Weapon Prohibited Facilities. It is also the County's policy to utilize Security Personnel and electronic screening equipment to help enforce this rule. All visitors to County Facilities and County employees are subject to search when the County has probable cause to believe that this policy has been violated.

DEFINITIONS:

County: Board of County Commissioners of Palm Beach County.

County Facility: Any building or property owned or leased by the County.

Electronic Security Screening: X-ray machines, walk-through and hand-held magnetometer (metal detectors), and other equipment which will be used to screen individuals and packages.

Electronic Services and Security Division (ESS): The Division within FDO that is responsible for the security of County Facilities.

Electric Weapon or Device: Any device which, through the application or use of electrical current, is designed, redesigned, used, or intended to be used for offensive or defensive purposes, the destruction of life, or the infliction of injury.

Facilities Development & Operations (FDO): The County department with responsibility for maintenance and operation, including security, of County facilities.

Firearm: Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun.

Meeting Room: Any meeting room within a County Facility in which any meeting of the governing body of any county, public school district, municipality, or special district is being held, including but not limited to, any meeting of the Board of County Commissioners of Palm Beach County.

PBSO: Palm Beach County Sheriff's Office.

Prohibited List: A list maintained by ESS of items that are prohibited from entry into a Weapon Prohibited Facility.

Security Personnel: Full or part-time security officers employed by the County or under contract assignment to the County.

Security Section: The Security Section of ESS.

Weapon: Any Firearm; Electronic Weapon or Device; dirk, knife, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, or other deadly weapon except a common pocketknife, plastic knife, or blunt-bladed table knife.

Weapon Prohibited Facility: A courthouse (listed in Attachment A), a LE building (listed in Attachment B) or any Meeting Room (as defined above). For the purposes of this PPM, a Weapon Prohibited Facility includes any County owned or leased land based motorized vehicle used on Florida roadways and registered in the state of Florida (vehicles used on Florida roadways)

PROCEDURES:

1. Weapon Prohibited Facilities staffed with full or part-time Security Personnel and/or Electronic Security Screening equipment will have signs providing notification that no Weapons, including Firearms and Electric Weapons or Devices, are permitted and that by entering the Weapon Prohibited Facility, each individual is consenting to a search and Security Personnel will adhere to the following procedure:
 - A. All persons are subject to search by Security Personnel at any time in a Weapon Prohibited Facility. Refusal to submit to search is a violation of this policy and PBSO will be contacted to resolve the situation.
 - B. ESS is responsible for maintaining a Prohibited List of prohibited items that are not allowed in each Weapon Prohibited Facility. All prohibited items will be surrendered in the amnesty box located in each lobby or secured in the owner's personal vehicle in order to gain entry into the facility.
 - C. All persons entering a Weapon Prohibited Facility equipped with electronic screening equipment will be required to submit to the security screening procedure. Anyone refusing to submit to screening will be denied access into the building.
 - I. If the screening process indicates a person is attempting to enter a Weapon Prohibited Facility with a Weapon, the screening process will stop to secure the item within the screening equipment. The person is to be detained and PBSO contacted to handle the incident.
 - II. In any Courthouse, a person presenting medical documentation which indicates that he/she is not able to be screened by either a magnetometer and/or a wand, will be subject to a hand search or an alternate procedure to be determined by the PBSO Court Services Deputy assigned to the screening post. Notwithstanding the above, he/she is still required to have all items in his/her possession screened through the x-ray machine and all standard x-ray screening procedures will be followed.

Any person requiring a screening accommodation other than that identified in this paragraph should contact the ADA Coordinator in the Administrative Office of the Court, Palm Beach County Courthouse, 205 North Dixie Highway, Room 5.2500, West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least two (2) business days prior to the desired entrance date.

- III. In any other Weapon Prohibited Facility, a person presenting medical documentation which indicates that he/she is not able to be screened by either a magnetometer and/or wand, will be subject to a hand search or alternate procedure to be determined by FDO/ESS Security and PBSO Court Services. Should a hand search be required, the PBSO Command Center is to be called and a request made for the assistance of a PBSO deputy. The person wishing entry will be asked to wait for the PBSO deputy arrival. Upon arrival, the PBSO

Deputy will perform any required hand search of the person. Notwithstanding the above, he/she is still required to have all items in his/her possession screened through the x-ray machine and all standard x-ray screening procedures will be followed.

Any person requiring a screening accommodation other than that identified in this paragraph should contact the ESS Director, 2633 Vista Parkway, West Palm Beach, 33411; telephone number (561)-233-0808 at least two (2) business days prior to the desired entrance date. The ESS Director will consult with the FDO Director of Strategic Planning prior to finalizing any non-PPM screening accommodation.

D. Courthouses

- I. FDO will be responsible for updating from time to time the list of Courthouses in Attachment A
- II. For additional security, Judges, Magistrates, Court Administrator, and Chief Counsel for the 15th Circuit are provided separate entrances and exits to courthouse facilities; use of these entrances and exits allow Judges, Magistrates, Court Administrator and Chief Counsel for the 15th Circuit to be exempt from the electronic screening process.
- III. Sworn PBSO law enforcement officers who are appearing at a courthouse while carrying out their official duties are exempt from the standard screening procedures but are subject to the following entrance procedures (LE Alternate Entrance Procedures).
 - a. PBSO will assign a courthouse or courtroom deputy to a post at the public entrance of each courthouse who will be responsible for implementing the LE Alternate Entrance Procedures subject to this section. ESS Security Personnel will have no responsibility to implement the LE Alternate Entrance Procedures.
 - b. PBSO will provide FDO/ESS with its special order and related training orders setting forth the LE Alternate Entrance Procedures which will include, but not be limited to: 1) uniform and identification, 2) documentation of business in courthouse, 3) procedures for logging the entrances/exits of PBSO officers retaining their weapons in the courthouse, 4) holster requirements, 5) minimum firearm safety training requirements, 6) minimum in-service training requirements for courthouse security protocol associated with armed PBSO deputies' responsibilities in the event of an emergency, 7) procedures for securing a weapon outside a courtroom of a Judge, Magistrate or Hearing Officer who is prohibiting firearm retention within their courtroom or hearing room, 8) an enforcement provision, and 9) the requirement that PBSO

disarm and proceed through the standard screening procedures in the event that a deputy is not assigned as required in 1(D)(III)(a) above. PBSO may update the special order and related training orders at any time it deems necessary with prior and advance copy to FDO/ESS.

- c. PBSO may extend the LE Alternate Entrance Procedures to any other law enforcement agency providing that the other law enforcement agency is capable of compliance and agrees via written document that it will comply with all requirements of the Special Order and related training materials. PBSO will provide a copy of such written document to FDO/ESS in advance of the other law enforcement agency commencing the use of the LE Alternate Entrance Procedures.
- IV. Law enforcement personnel assigned as courthouse deputies, courtroom deputies, sworn personnel assigned to the Court Services Division and Corrections Court Security Division are exempt from the requirements of this section and are permitted to retain their firearms.
 - V. Sworn law enforcement personnel assigned to the Computer Crimes Unit are exempt from the requirements of this section and are permitted to retain their firearms at the North County Courthouse only.
 - VI. Sworn law enforcement personnel assigned to the State Attorney's Office assigned to the position of West County Investigator is exempt from the requirements of this section and is permitted to retain his/her firearms at the West County Courthouse only.
- E. Buildings identified as LE Buildings
- I. FDO will be responsible for updating from time to time the list of LE Buildings in Attachment B.
 - II. Any person employed by a LE agency requiring access to a LE Building will have the option of using a picture ID access card to enter through alternative access controlled entrances. LE agency employees with approved access are exempt from the screening process but are still subject to their employer's weapons policy.
 - III. All persons not exempt pursuant to 1E.(II) above, are subject to screening.
- F. Jails
- I. FDO will be responsible for updating from time to time the list of jails, Attachment C.
 - II. Any person employed by a corrections agency requiring access to a jail will

have the option of using a picture ID access card to enter through alternative access controlled entrances approved by their employer for such purpose. Corrections agency employees with approved access are exempt from the screening process but are still subject to their employer's weapons policy.

III. All persons not exempt pursuant to 1(F).(II) above, are subject to screening.

G. Meeting Rooms

- I. All persons are subject to screening.
 - II. Law enforcement officers are required to show identification to the Security Personnel at the screening station. Properly identified law enforcement personnel will be permitted to enter the Meeting Room, without disarming, after passing through a security screening station.
2. The development of site-specific procedures for the handling and receipt of mail, deliveries and loading dock operations will be the responsibility of ESS in conjunction with occupants and PBSO. Building occupants are required to comply with such procedures.
 3. For County employees, severe disciplinary action, including termination, may occur for possession of an unauthorized Firearm or other Weapon in the workplace as defined in the Merit Rules -- Rules of Conduct 7.2 (Disciplinary Guidelines - 22 and 36).



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

PPM# CW-L-042, effective 09/29/03
PPM# CW-L-042, effective 05/13/11
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PPM# CW-L-042, effective 04/02/12
PPM# CW-L-042, effective 05/22/12
PPM# CW-L-042, effective 02/25/14
PPM# CW-L-042, effective 04/29/21

Attachment A
Firearms Prohibited Facilities
Courthouses/Courtrooms

Main Courthouse Complex	205 North Dixie Highway, West Palm Beach, Fl. 421 3 rd street, West Palm Beach, Fl. 401 North Dixie Highway, West Palm Beach, Fl.
South County Courthouse	200 West Atlantic Ave, Delray Beach, Fl.
North County Courthouse	3188 PGA Boulevard, Palm Beach Gardens, Fl.
West County Courthouse	2950 SR 15, Belle Glade, Fl.
CJC Courtrooms	3228 Gun Club Road, West Palm Beach, Fl.

Attachment B
Firearms Prohibited Facilities
Law Enforcement Buildings

Sheriff's Office Administration	3228 Gun Club Road, West Palm Beach, Fl.
District 3 Substation	8130 Jog Road, West Palm Beach, Fl.
District 4 Substation	14925 Cumberland Dr, Delray Beach, FL 33446
District 5 & 13 Substation	38840 State Road 80, Belle Glade, Fl.
District 6 Substation	7894 S. Jog Road, Boynton Beach, Fl
District 7 Substation	17901 US 441, Boca Raton, Fl
District 9 Substation	11498 Royal Palm Beach Blvd, Royal Palm Beach, Fl.
District 12 - Substation	38840 State Road 80, Belle Glade, FL 33430
District 20 -Substation	247 Edwards Lane, Palm Beach Shores, FL 33404
State Attorney's Office	401 North Dixie Highway, West Palm Beach, Fl.
State Attorney's Office	2950 SR 15, Belle Glade, Fl.

Attachment C
Firearms Prohibited Facilities
Jails/Detention Center

Main Detention Center	3228 Gun Club Road, West Palm Beach, Fl.
Central Detention Center	673 Fairgrounds Road, West Palm Beach, Fl.
West Detention Center	38811 James Wheeler Way, Belle Glade, Fl. 38877 James Wheeler Way, Belle Glade, Fl. 38871 James Wheeler Way, Belle Glade, Fl. 38873 James Wheeler Way, Belle Glade, Fl.