

TO: ALL COUNTY EMPLOYEES AND VISITORS TO THE PALM BEACH COUNTY GOVERNMENTAL CENTER

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS DEPARTMENT

SUBJECT: PROHIBITION OF WEAPONS IN THE PALM BEACH COUNTY GOVERNMENTAL CENTER

PPM#: CW-L-042

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ISSUE DATE
September 15, 2003

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EFFECTIVE DATE
September 29, 2003
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PURPOSE:

The purpose of this PPM is to increase the safety and security of employees and visitors by prohibiting weapons from being brought into the Palm Beach County Governmental Center.

AUTHORITY:

Related PPMs: CW-L-001, CW-L-007, CW-L-030, CW-L-041, CW-L-043

POLICY:

It is the policy of Palm Beach County to prohibit anyone, except for properly identified Law Enforcement Officers, from bringing weapons into the Palm Beach County Governmental Center.

Definitions:

County: Board of County Commissioners of Palm Beach County

ESS: The Electronic Services and Security Division of the Facilities Development and Operations Department.

Governmental Center: The Palm Beach County Governmental Center

PBSO: Palm Beach County Sheriff's Office.

Security Section: The Security Section within the Electronic Services and Security Division.

Weapons: For the purpose of this policy, “weapons” include all firearms, ammunition, knives and cutting utensils, clubs, brass knuckles, explosives or destructive devices, chemical weapons and devices, stun guns, or other objects that may be considered weapons, as defined in section 790.001, Florida Statutes.

PROCEDURES:

1. Only properly identified law enforcement officers, authorized to carry weapons as part of their official duties, will be permitted to bring weapons into the Governmental Center. Law Enforcement Officers will identify themselves to the Governmental Center screeners and PBSO Deputy in the lobby, and follow the screening procedures described in CW-L-043.
2. Pursuant to CW-L-043, everyone entering the Governmental Center through the main lobby will go through security screening and may not bring “weapons” into the building. The list of “weapons” will be determined by PBSO and maintained by the ESS/Security Section. Anyone refusing to submit to the search will be denied access into the building. PBSO will be called immediately, if screening personnel believe that an unauthorized person is attempting to enter with a weapon.
3. Governmental Center employees, as well as some other County or Constitutional employees and contractors, may also have the option of using picture ID access-cards to enter through alternative controlled entrances; therefore, bypassing the lobby screening equipment. The following procedures apply to all personnel and contractors:
 - a. Possession, use, or threatened use of weapons will not be permitted in the Governmental Center, unless possession or use is in accordance with specific job duties.
 - b. Desks, lockers, (including lockers with privately owned locks), packages, briefcases, purses, and similar containers, will be subject to search when the County has reasonable grounds to believe that an employee may be in violation of this policy.
 - c. Even without using it, the possession of a weapon at the Governmental Center is a violation of this policy. Refusal to submit to a search is also a violation of this policy. Severe disciplinary action, including termination, may occur for violation of this policy as defined in the Merit Rules -- Rules of Conduct Paragraph P.

**ROBERT WEISMAN
COUNTY ADMINISTRATOR**