

**WAUPACA COUNTY CODE OF ORDINANCES**  
**Chapter 31**  
**Prohibition of Dangerous Weapons in Public Buildings**

- 31.01** No person shall be armed with a dangerous weapon in any building owned or leased by the State or any political subdivision of the State.
- A.** Political subdivision is defined as County owned and operated buildings as opposed to city and town halls.
- 31.02** This section does not apply to peace officers or armed forces or military personnel who go armed in the line of duty or to any person authorized by the chief of police of any city or the sheriff of any county to possess a firearm in any building under sub (1).
- 31.03** As in Sec. 939.22(10), Wis. Stats., “Dangerous Weapon” means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any electric weapon as defined in Sec. 941.295(4), Wis. Stats.; or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.
- 31.04** Any person who violates this ordinance may be issued a citation by a law enforcement officer within Waupaca County.
- 31.05** Any person violating this ordinance shall be required to forfeit up to \$200.00 for a first violation and up to \$500.00 for the second and any subsequent violations. In addition to any penalty listed above, any person found to be in violation of this ordinance shall forfeit the weapon(s) involved.
- 31.06** **WAUPACA COUNTY COURTHOUSE WEAPON SCREENING – CONTROLLED ACCESS POLICY AND PROCEDURES** (The Sheriff and/or County Clerk are authorized to activate this section of the ordinance based on the availability of funding or in an emergency situation)

**A. POLICY STATEMENT**

In response to potential dangers to the safety of County and State staff who work in the Courthouse and for the safety of the public who conduct business in the building, the Waupaca County Board has authorized a weapons screening program for the building and controlled access to various areas of the building.

The program will increase building security in a fiscally responsible manner. It will provide a deterrent to acts of violence by keeping dangerous weapons and other unauthorized items out of the building. This program is designed to avoid major inconvenience to the staff and public.

## **B. IMPLEMENTATION**

Upon passage of the Board of Supervisors, the Waupaca County Clerk is authorized to hire Reserve Deputies (Security Officers) from the Waupaca County Sheriff's Department to conduct weapon and security screening.

Weapon and security screening will be conducted at the front entrance of the Waupaca County Courthouse at 811 Harding Street. The position will be manned by Sheriff's Department Reserve Deputies during this period. The officer's role will be to monitor the walk-through magnetometer and screen for weapons and unauthorized items before allowing access to the building.

## **C. STANDARD OPERATING PROCEDURES**

1. People who set off the alarm will be asked to empty their pockets of metal objects and to pass through again. If they pass through successfully, they may retrieve their belongings and proceed. If they do not pass through successfully, they will have a second opportunity to remove any metal that may set off the alarm and pass through again. People setting off the alarm a third time will be taken aside and a hand-held screening device will be used to screen them. If they fail this procedure, they may be denied access to the building.
2. Security officers may require that all handbags, attaché cases, packages, and boxes are opened for inspection. This applies to anyone entering the Courthouse, including County employees. See Deliveries, Page 3.
3. If any object appears to be of an illegal nature, deputies will deny access to the person possessing those objects. If deputies experience problems with individuals entering the building, they should request assistance. Security officers will request personnel to clear the lobby and notify the other respective departments in the immediate area to leave their work areas until such time as it is safe to return.
4. If inappropriate statements pertaining to weapons, bombs, etc. are made by people entering the building, security officers may call the Communication Center/911.

**D. PUBLIC SAFETY RESPONSE**

Law enforcement, fire department, and ambulance units responding to an emergency will have immediate and unrestricted access.

**E. LAW ENFORCEMENT RESPONSE**

Reserve Deputy/Security Officer is the primary responder in situations requiring the services of a sworn law enforcement officer. If reserve deputies/security officer notifies facilities staff of their unavailability to respond, staff will notify dispatch 911 for assistance.

**F. LAW ENFORCEMENT SCREENING**

1. Uniformed Law Enforcement Personnel:

Law enforcement personnel wearing immediately recognizable uniforms will be allowed to pass through the magnetometer screening unit. Uniformed personnel who are not immediately recognized will be required to produce a law enforcement ID card. All law enforcement officers not employed by Waupaca County upon passing through the magnetometer must sign into the log, and log out prior to leaving.

2. Non-Uniformed Law Enforcement Personnel:

On-duty law enforcement personnel in civilian attire who are armed, will be allowed to pass through the magnetometer when properly identified with a law enforcement ID card. All law enforcement officers not employed by Waupaca County Sheriff's Department, upon passing through the magnetometer, must sign into the Courthouse log, and log out prior to leaving.

All properly identified on duty law enforcement personnel will maintain control of their weapon(s) at all times. Officers who enter the LEC on personal business shall not be armed.

**G. DANGEROUS WEAPONS/UNAUTHORIZED ITEMS**

The following is a partial list of items people are not allowed to carry into the Courthouse. Sheriff staff will be authorized to use discretion in disallowing items not included on this list:

Guns, including pellet and BB guns	Ammunition
Explosives	Electric Weapons
Martial Arts Weapons	Knives
Batons	Brass Knuckles
Mace	Pepper Spray

If people request to enter with questionable articles such as, but not limited to, hammers, box cutters, and utility cutters, they will be asked for their destination and purpose for bringing in the objects. These items will be allowed in the facility at the discretion of the security officer.

People attempting to enter the building with unauthorized items that are not illegal will be advised to return unauthorized items to their vehicle prior to being authorized into the facility.

#### **H. DELIVERIES**

Delivery personnel and the materials being delivered will be screened. Department will be called to review any delivery that fails screening procedures to determine acceptability.

#### **I. PEOPLE WITH DISABILITIES**

Security officers will be instructed to ensure that people with disabilities will be thoroughly screened while being sensitive to each person's condition.

People approaching the screening station will be asked to walk through the magnetometer. If this is not possible, a hand-held detector search will be conducted. Hand-carried items will be screened using standard operating procedures. Service animals will be visually inspected.

#### **J. SPECIAL PROCEDURES**

Strollers, Child Carriers and Wheelchairs:

People with any of the above will be screened by standard procedures. Children in this equipment will either walk through or be carried through the magnetometer by the person accompanying the child. If the person with the child cannot or prefers not to remove a child from the stroller or carrier, a physical search will be conducted by the security officer. The above physical search will apply to those individuals in wheelchairs as well. The physical search will be conducted by a staff person of the same gender, if possible.

Any and all packages, bags, etc. will be screened in accordance with standard operating procedures.

**K. MEDIA**

TV cameras used by media outlets will be visually checked by security officers. Camera operators and all other media equipment will be screened in accordance with current policies and procedures.

**L. COURT PROCEDURES**

If a request is made for unauthorized items to be allowed into the Courthouse as part of court proceedings, the Sheriff's Department will be advised prior to items being brought into the Courthouse. When approved, staff will ensure the items are delivered to the appropriate court in a timely manner.

**M. LOADING DOCK ACCESS**

Deliveries to the loading dock will be met by a department representative to ensure facility security.

**N. LOST & FOUND**

Items abandoned at the scanner will be held in the County Clerk's Office. If unclaimed within 30 days, they may be disposed of at the direction of the County Clerk.

**O. UPGRADES**

The Safety & Security Committee shall be authorized to make any changes and upgrades as necessary for the safety/security of the Courthouse proper to this ordinance.