

**MARIN COUNTY SHERIFF'S OFFICE**  
**COURT SERVICES DIVISION POLICY AND PROCEDURE MANUAL**

**CHAPTER 3 – FACILITY OPERATIONS**  
CRT 03-05  
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DATE  
June 1, 2001

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**SECURITY SCREENING**

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**POLICY**

It is the policy of the Marin County Sheriff's Office to provide guidelines for deputies assigned to the operation of security screening stations.

**PROCEDURE**

Security screening operations may include, and are not limited to, any of the following methods:

- Visual search
- Hand-held metal detectors
- Walk-through metal detectors
- X-ray machine
- Cameras

These methods may be used individually or collectively.

Deputies may conduct security searches of people entering court facilities using the following methods:

Prior to walking through the metal detector, persons will be told to remove all items that may trigger the metal detector from their person and open all packages, briefcases, and purses for inspection.

The hand-held detector is to be used to locate items that have activated the "walk-through" detector or to check persons that are unable to use the walk-through device such as those persons in wheel chairs or wearing braces.

Visual search of:

- Purses
- Briefcases
- Backpacks
- Boxes
- Baby strollers
- Wheelchairs
- Items deemed necessary to ensure the security of the court.

Deputies assigned to security screening shall be alert for any violations of the law. It will be the responsibility of the deputy making the discovery to take the necessary action (Ref. Jurisdictional Responsibilities-# 06-01).

**RELATED STANDARDS:**

Superior Court Order 99-05 (see appendix)

**AFFECTED DIVISIONS:**

None

**DATE OF REVISIONS:**

None

By order of

TIMOTHY J. LITTLE  
CAPTAIN