

IN THE MUNICIPAL COURT OF OLATHE, KANSAS
ADMINISTRATIVE ORDER NO. 2021-1
ENTRY SCREENING PROCESS

Now on this 25 day of January, 2021, the Court finds it is in the best interests of the administration of the Municipal Court, as well as the best interests of the patrons of the Municipal Court, to set forth the following entry screening process, in an attempt to protect the safety of court patrons and personnel:

All persons not exempted will be screened when entering the court building. This will be done in a thorough, yet expedient manner, to prevent the entry of weapons, contraband and prohibited items that threaten the safety and security of the individuals in the court facility.

PROCEDURE

All persons entering the court building, unless exempted by policy, shall be screened to ensure there are no prohibited items entering the court building. Screening procedures at the main entrance to the court building will be performed during normal court business days/times and at any other time deemed necessary by Olathe PD Court Security Officers or other court personnel. The main entrance is designated as the primary public entrance during business hours.

Entrance screening will be conducted after individuals enter the building and prior to entering the court lobby. CMKA personnel will direct the flow of people through the Magnetometer walk through detector. Individuals with physical or medical conditions, preventing an effective search with the Magnetometer, will be searched using the handheld detector and/or by a pat down search as determined by CMKA personnel.

Law Enforcement Officers who are properly identified and on official business will be exempt from the screening process. In addition, Olathe PD Court Security Officers, CMKA personnel on duty for Olathe Municipal Court, and properly identified personnel contracted to pick up daily monetary deposits from the municipal court are also exempt from screening.

X-RAY:

All persons to be screened shall be directed to remove all objects from their person and place them in a tray. The items shall be visually inspected and then x-rayed. All briefcases, handbags, knapsacks, purses, etc. will be x-rayed. If no suspicious items are detected, the person will be allowed to collect their belongings after they have cleared the Magnetometer.

If any items cannot be clearly identified, they shall be repositioned and sent through the x-ray again. If no suspicious items are detected, the person will be allowed to collect their belongings. If proper identification of the item still cannot be made, CMKA personnel shall manually inspect/hand search the item(s). If the person refuses to comply with a directive to remove suspicious or prohibited items, they will be asked to exit the building. CMKA personnel will take appropriate steps to investigate behavior or activity considered to be suspicious. If the person

does not appear to be attempting to bring in something illegal or prohibited, the individual shall be given the opportunity to leave the building, secure the item in their vehicle, and then return to the screening area. If no contraband or prohibited items are discovered, the items will be returned to the person and they shall be allowed entry.

Individuals carrying weapons or prohibited items shall be instructed to return these items to their vehicles. Neither CMKA personnel nor Olathe PD Court Security Officers will hold any items for safekeeping. Any person refusing to remove prohibited items will be denied entry. If CMKA personnel observes item(s) that are obviously illegal item(s), they will contact Olathe PD Court Security Officers.

Individuals carrying in electronic devices shall have their items checked via the x-ray machine. Electronic items appearing suspicious in nature shall be rechecked by CMKA personnel. If an individual brings in an electronic item that is too large to pass through the x-ray machine, the item shall be screened in an alternative manner at the discretion of court personnel.

MAGNETOMETER:

If the individual clears the Magnetometer, with no alarm activated, the individual shall collect his/her property and be permitted to proceed.

If an alarm is activated, the individual shall be given an opportunity to ascertain whether he/she may have overlooked objects in his/her possession. The individual shall be given the opportunity to empty all pockets and attempt to clear a second time. If the alarm is not activated, the individual shall be allowed to collect his/her belongings and proceed.

If an alarm is again activated, the individual will be searched using a handheld detector. If, as a result of a handheld detector search, a metallic object is located it will, if possible, be removed. In all cases another complete search with the handheld detector should be done, as the person may have more than one metallic object on his/her person.

If contraband or a prohibited item is discovered, appropriate action shall be taken, as previously directed.

If after being searched by the handheld detector, an alarm is still activated, the individual will be subject to a pat down search. If possible, the search should take place in view of a camera. If the individual refuses to be searched, they will not be allowed to enter the court building.

IT IS SO ORDERED



Judge Katie McElhinney