

Minutes
Eau Claire County
Committee on Judiciary and Law Enforcement
Thursday, May 02, 2019 – 4:00 PM
Courthouse – Room 1273

Members Present: Sue Miller, Sandra McKinney, and Gerald Wilkie

Members Absent: Brandon Buchanan and Stella Pagonis

Others Present: Lieutenant Dave Riewestahl, Lieutenant Cory Schalinske, Danielle Powers, Tiana Glenna, Dana Swanstrom, Duane Wolter, and Eric Huse

Call to Order

The meeting was called to order by Chairperson Sue Miller at 4:00 PM.

Public Comment

No public comment was made.

Approve Minutes from April 04, 2019 Meeting

A clerical error was noted and struck from the minutes: Lt. Dave Riewestahl was not present at the April 04, 2019 meeting. Vice-Chairperson Wilkie moved to approve the minutes as corrected from the April 07, 2019 meeting. The minutes were adopted as corrected via a 3-0 voice vote.

TRY Mediation 1st Quarter Report

Todd Tollefson was not available for the meeting. The committee reviewed the materials and noted some questions that will be asked of him the next time he is present.

Criminal Justice Collaborating Council

- Data Analyst Introduction
 - Dana Swanstrom was introduced as the new data analyst.
- Dashboard Reports Update
 - Will be provided once Mr. Swanstrom has an opportunity to finalize the data collection and assembly process. Going forward, a systematic review of various dashboard reports by this committee will be established.
- Addition of Grant Funded Pretrial Assessment Specialist
 - Tiana Glenna outlined the non-competitive grant proposal to the committee. Eau Claire County is one of seven counties participating in the Statewide Pretrial Assessment Program. Each of the seven eligible counties is able to apply for funds to support the pretrial risk assessment program. Eau Claire County is applying for funds to fill a full-time position to run the pretrial risk assessment program. The grant will cover all foreseeable expenses related to the position; there will be no additional cost to Eau Claire County. Supervisor McKinney moved to approve position addition request. **Approved** via 3-0 voice vote.

Eau Claire County Sheriff's Office Updates

- Jail Population
 - The jail is at 87% capacity as of today. 14 inmates are being housed out-of-county. First quarter fiscal impact in out-of-county housing: just over \$25,000; about half of what was spent last year during the first quarter.
- Staff Morale Related to Voluntary & Mandatory Overtime
 - Lieutenant Riewestahl reported the jail is fully staffed. There has not been a resignation since June 2018. There are some staff members on leave currently but every position has been filled. There is still mandatory overtime due to some staff being on leave however there has been a decrease in the frequency and total number of mandatory overtime orders.

Starting in January 2019, the Jail Sergeants have been meeting with the staff on their shift to identify what is going well and areas for improvement.

- Courthouse Security Upgrade
 - The planned start date is July 01, 2019. The equipment will arrive mid-June and will be set-up with a “soft opening” to provide an opportunity to work through various logistical issues. A draft policy documents was distributed and included in these minutes.

Future Meeting Date

The next committee meeting is scheduled for Thursday, June 06, 2019 at 4:00 PM.

Future Agenda Items

- Sheriff's Office
 - Protective Status Legislation
 - ECCJ Population Update
- Marijuana/THC Forfeiture
- Homelessness/Affordable Transitional Housing
- Weekend Court/Night Court Availability
- Resolution Relating to Gun Violence
- 1st Quarter Fiscal Update
- Dashboard Reports

Adjourn

The meeting was adjourned by Chairperson Miller at 4:58 PM.

Respectfully Submitted:

Eric Huse

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Committee Clerk



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Subject: Second Floor Screening		Policy #: 8.6
Division: COURT SERVICES/BAIL POLICIES	Effective Date: 04/30/2019	Pages: 7

DRAFT

PURPOSE

The Eau Claire Government Center is a multi-purpose building which also functions as the County Courthouse. The intent of this policy is to increase safety by screening access to the Second Floor Court Facility.

Authorization: Wisconsin Supreme Court Rule 68.06 (2) Entrances (a) Public Entrance:

A court facility should have a single entrance with appropriate screening mechanisms in place to screen persons, carry-in items and packages. Screening stations should be equipped with a magnetometer, x-ray for packages and carry-in items, duress alarms, and video surveillance. Entrances other than the public entrance should be secured, and access limited.

POLICY

The Second Floor Court Facility will have a single entrance with appropriate screening mechanisms in place to screen persons, carry-in items and packages.

Unauthorized items will not be allowed past the screening station of the Second Floor. At the discretion of the screening personnel, additional items other than those listed below may be disallowed. Those items used by law enforcement officers, jail staff and prison officials while on duty at the facility are exempt.

The Eau Claire County Sheriff will provide the security screening of the Government Center.

1. Definitions

1.1 **Illegal Items:** items that are against the law to possess or conceal.

1.2 **Unauthorized Items:** (additional items may be disallowed at the discretion of screening personnel)

- Guns of any kind including pellet, BB, replica and toy
- Ammunition
- Explosives



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Electric Weapons
Martial Arts Weapons
Batons
Brass Knuckles
Mace
Pepper Spray
Hammers
Gun Case (empty)
Knives of any kind
Sharp Objects
Ax/Hatchet
Bow/Crossbow

1.3 **Continuously Escorted** means never leaving the sight and control of designated security staff.

1.4 **Designated Security Staff** includes deputy sheriffs, civilian security staff or anyone specifically tasked by the sheriff to assist in maintaining the security of the Government Center as part of their official duties and has pre-approved security clearance.

1.5 **Pre-approved Security Clearance** is granted to individuals who qualify for and have passed a County sanctioned background screening investigation sufficient to reveal past criminal behavior, current criminal behavior or a pattern of behavior that suggests the individual is likely to or has engaged in dishonest, untrustworthy or otherwise questionable behavior and has agreed to this policy

1.6 **Exceptions to Screening** are granted to any individual who is exempted under WI Stat §175.60(16) (b) or to individuals identified by the Eau Claire County Sheriff or designee whose safety may be jeopardized by presenting themselves at the public screening station. All exceptions must be reviewed and approved by the Sheriff. The identities of exempted individuals will not be released for security reasons.

2. Implementation

A weapons screening station will be located at the main entrance of the second floor of the Government Center and will be operated on regular workdays from 7:30 a.m. to 4:30 pm After-hours screening will be conducted as needed when the building is scheduled to be open to the public after hours or court continues in session after 4:30 p.m.

Personnel will be trained to work at the main entrance of the second floor of the Eau Claire County Government Center. Personnel will monitor walk-through magnetometers, x-ray imaging machines and hand wands to screen the public for weapons and unauthorized items before allowing them access to the second floor. Personnel training and supervision will be overseen by the Security Company and Eau Claire County Sheriff's Office.

3. Standard Operating Procedure



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All public entering the Second Floor shall submit to screening. Individuals accessing the Second Floor outside of their security authorization could be subject to criminal prosecution and/or disciplinary action.

Screening measures may include but are not limited to, passing through a magnetometer, x-ray of parcels, packages, purses, or other articles carried by an individual, or search with a hand-held magnetometer. Pat down type searches of persons or searches of articles carried by an individual may also be conducted. Individuals failing to comply with established screening procedures may be denied access to the facility or cited/arrested presuming that the individual's conduct warrants such action.

Any object considered to be illegal shall be confiscated and Law Enforcement will take possession of the object, and the person possessing the object will be denied access to the Second Floor unless cleared by Law Enforcement.

People attempting to enter the building with unauthorized items that are not considered illegal will have the following options;

1. Dispose of the unauthorized items in a receptacle located at the screening station. Items will not be returned.
2. Return unauthorized items to their personal vehicle or elsewhere outside the building and re-enter the building.

4. Screening

4.1 Non-County Personnel

Whenever the screening station is being operated, all persons will be screened. Any individual that leaves the confines of the secure area of the Second Floor must be re-screened upon re-entry. County personnel will not be allowed to escort the public onto the second floor through alternate entrance points.

4.2 County Personnel

All authorized Eau Claire County Personnel will be allowed to enter and exit the Second Floor without being screened. When personnel are entering or exiting onto the Second Floor utilizing key card entrances personnel shall not allow any non-authorized persons to enter with them. All non-authorized individuals will be directed to the main screening entrance. Please see Eau Claire County Policy 709 Identification and key cards for authorized personnel and Appendix 709-B for request outside of County Policy.

The State Public Defenders Office will be issued a Green Access Badge that will allow them to be moved to the front of the screening line when applicable. They will also be allowed to exit the second floor at alternate locations, however, must be screened prior to re-entry.

County Personnel will follow all weapons restrictions required of the general public who enter the Government Center.



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4.3 Law Enforcement Personnel

On-duty law enforcement officers will be allowed to bypass security screening. Off-duty law enforcement personnel, and qualified retired law enforcement personnel may bypass screening upon presenting proper identification, under HR218, providing they are not attending a court proceeding as a party to said action. If any of the above are entering the Second Floor for personal or non-work-related reasons they are processed as a civilian and therefore must be screened and no weapons permitted.

Magnetometer

All persons will be asked to empty their pockets of all objects and pass through a magnetometer. People who set off the alarm will be asked to check their pockets and pass through again. If they pass through successfully, they may retrieve their belongings and proceed. If they do not pass through successfully, they will be asked again to remove any metal that may set off the alarm and pass through. People setting off the alarm a second time will be taken aside, and a hand-held screening device will be used to screen them. If they fail this, a pat down search will be conducted. If possible, a pat down search will be conducted by a same-sex screener. If they fail this procedure, they may be denied access to the building by screening personnel. If there is a question on allowing access if someone fails the screening process, the questions should be directed to the Sheriff's Office Bailiff's Division.

X-ray Imaging Machine

All hand bags, attaché cases, packages, boxes and cell phones will be sent through an x-ray imaging machine. If by use of the x-ray imaging machine any item appears to contain a dangerous weapon or explosive, the conveyor shall be stopped, and the item retained in the machine until law enforcement personnel respond. If any item appears to contain some other unauthorized object or if further inspection is necessary to determine if it contains an unauthorized object, weapon screening staff are authorized to open the item and make an assessment.

4.4 Exceptions to Unauthorized Items

Kitchen utensils including knives or large forks for example must be approved by the Sheriff's Office Bailiff Division prior to being brought onto the second floor. Office supplies such as letter openers or scissors for example may be brought onto the second floor by employees, however they should be kept out of view or access to the public. Maintenance personnel who bring tools onto the second floor will always maintain possession of the tools and will secure tools in a locked storage device if out of sight. Persons wishing to bring in an unauthorized item through weapons screening may do so for a legitimate work purpose if approved by the Sheriff's Office Bailiff Division.

5. Access After Hours

If authorized staff are accessing the second-floor afterhours, they are not permitted to bring non-authorized public onto the Second Floor. (Staff are defined in Eau Claire County Policy 709 Identification and key cards for authorized personnel)



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6. Law Enforcement Response

Screening personnel will notify dispatch/911 whenever additional assistance is needed at the Second-Floor entrance screening station. Eau Claire County Dispatch/911 staff will dispatch appropriate law enforcement personnel. Eau Claire County Sheriff's Office Security Services Deputies are the primary responders in situations requiring the services of a sworn law enforcement officers inside the Government Center.

7. First Responder Screening

Law enforcement, fire department and fire rescue personnel responding to a dispatched call for assistance will have immediate and unrestricted access to the Second Floor.

8. Deliveries

Delivery personnel (i.e. Fed Ex, UPS, US Mail etc.) may make their deliveries via the Second Floor. Delivery personnel who decide to make deliveries via the Second-Floor entrance will be screened and the materials being delivered will be sent through the x-ray imaging machine if possible. Screening personnel, at their discretion, will use the hand wand or visually check items that cannot be sent through the x-ray imaging machine. If items are too large for the screener or not require special delivery options a member of maintenance along with a Bailiff will determine the best approach for delivery.

9. Contracted Services

If an individual performing contracted services for the County needs to bring in materials or equipment where it is not practical to enter through the screening station, the contractor shall be screened and the Facilities Management staff shall be contacted to escort the contractor to retrieve the materials and equipment for entry onto the second floor.

10. Special Procedures

a. People with Disabilities and Service Animals

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

If a person cannot walk through the magnetometer, a hand-held detector search will be conducted. If neither of these options is possible, upon receiving permission from the person, an attendant of the same gender will conduct a pat down search. If the person does not permit a pat down search, access to the building will be denied. Any and all packages, bags, etc. will be screened in accordance with standard operating procedures.

Service animals will be visually inspected by screening staff.

b. Strollers and Child Carriers

People with strollers or child carriers will be screened by standard procedures. Children in this equipment will either walk through or be carried through 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 pat down search will be conducted. The pat down search will be conducted by screening staff of the same gender, if possible. Any and all packages, bags, etc. will be screened in accordance with standard operating procedures.



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c. Juries

Juries are the responsibility of the Eau Claire County Sheriff's Office and/or the Civilian Bailiff in charge. Jury members who leave the building in the presence of a Civilian Bailiff or law enforcement officer will not have to be screened when they re-enter the building.

d. T.V. Cameras

T.V. cameras used by media outlets will not be put through the x-ray imaging machine but will be visually inspected. All media personnel and all other media equipment will be screened using standard operating procedures.

11. Building Egress

Unless there is an emergency, public must exit the building through the main entrance. All other doors are for emergency exit only. An alarm will sound when the emergency exit doors are utilized. Persons are subject to citations if emergency exit doors are used inappropriately. Re-entry must be made by going through the screening station.

12. Detection of Explosives/Weapons

If screening staff, while using the x-ray machine/magnetometer find a potential weapon/explosive, the machine will be shut down immediately with the item in question being held inside the machine. The machine will not be restarted until approval is received by Law Enforcement Staff. Law enforcement will request the lobby be cleared and notify other building occupants to leave their work areas until such time as it is safe to return.

13. Turning in Weapons/Unauthorized Items

Individuals under a court order to turn in weapons or other unauthorized items to the Sheriff's Office should make an appointment with the Sheriff's Office to turn in the weapons. If the person shows up at the Government Center without an appointment, they should bring the items to the Sheriff's Office service window on the first-floor entrance of the Government Center. If items which are to be turned in to the Sheriff's Office are brought to the Second Floor entrance and the individual approaches the screening station and states they have weapon(s) or what is considered an unauthorized item(s), they will be requested to remain in the lobby area and screening staff will contact the Sheriff's Office who will come to the main entrance to take possession of the item(s).

14. Lost & Found

Item(s) left at the screening station will be handled in accordance the Eau Claire County Abandoned Property Ordinance.

15. Policy and Procedure Approval and Review

This policy was developed by staff in the Sheriff's Office, Courts, Administration, and Facilities with final review and approval by the Sheriff and Corporation Counsel.

Concerns, complaints, comments, and suggestions will be reviewed by the Sheriff's Office and Building and Security Committee (which functions as the WI Supreme Court Rule required



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Court Safety Committee 68.06) on a regular basis.

16. Consequence of Policy Violation

Employees who violate this policy and procedure are subject to discipline, up to and including termination of employment.