

City of Johns Creek Police Department

<i>Subject:</i> City Council and Public Meeting Security		<i>Number:</i> 01-21
<i>Reference:</i> Court Security		<i>Amends:</i>
<i>Effective:</i> 08/08	<i>Review Date:</i> Annually	<i># of Pages:</i> 4

PURPOSE:

The purpose of this policy is to establish the policy and procedures for the agency’s City Council and Public Meeting Security function.

POLICY:

Agency personnel shall provide security when the City Council Meetings are in session. The provisions of this policy are applicable to all personnel assigned to provide city council or public meeting security.

PROCEDURES:

Agency Responsibilities (01-21-01)

1. Johns Creek Police Department:
 - a. Provides security during the City Council meetings when in session within the City Hall Facility;
 - b. Responds as needed to requests for law enforcement assistance within the City Hall Facility involving possible violations of State or Federal law or that represent a threat to public safety.
 - c. Provides security policies, procedures and plans.

Security Responsibilities (01-21-02)

1. Security Officers are responsible for:
 - a. The day-to-day supervision of the agency’s security program;
 - b. Enforcement of the security procedures outlined below;
 - c. Determining appropriate manpower requirements and personnel assignments for related security activities;
 - d. Training assigned personnel in security related operations and emergency procedures;

- e. Ensuring that all equipment and security devices are properly maintained and operational;
- f. Maintaining liaison with the Chief of Police and city and elected officials for security related matters; and
- g. Assuming command of all unusual occurrences at City Hall until properly relieved.
- h. Maintaining a minimum of two officers on duty for meeting security at all times.
- j. Conducting pre and post inspections sheets.
- k. Performing security measures in accordance with the procedures outlined below; and
- l. While functioning in the capacity as a City Council Meeting Security Officer, they will not perform other law enforcement duties, except in emergency situations or at the request of another law enforcement officer.

City Council Meeting Operations (01-21-03)

The mission of City Council Security personnel is to provide necessary security by performing the following tasks:

- a. Insuring that all personnel comply with the direction of the elected and city officials with respect to their individual conduct and behavior;
- b. Maintaining appropriate control over attendees and public meeting areas;
- c. Taking immediate action to respond to any violent or potentially disruptive situation that might threaten public safety;
- d. Protecting meeting attendees; city and elected officials judge and other personnel as appropriate;
- e. Removing individuals who might pose a threat to public safety or who otherwise interfere with the decorum of the city council meeting while in session;
- f. Notifying back-up to other public safety personnel when an emergency situation arises and taking other actions as required by the situation; and
- g. Other duties as may be assigned.
- h. Ensuring the screening process is handled in accordance with policy and procedures.

Screening Process (01-21-04)

City Council Security Officers are responsible for ensuring every person who enters the meeting room is screened before entering the secure area.

- a. An entry control point shall be situated to allow for an orderly flow of traffic through a screening process. The entry control point shall be staff by City Council Security Officers when council meetings are in session.
- b. A walk- through magnetometer is utilized at the entry control point to screen everyone entering the secure area. The search shall be advertised at each entrance to the meeting area so that entry through the entry control point will carry an “implied consent” to search. The screening is voluntary since the person who refuses to enter the

magnetometer or have their carried items searched shall be allowed to leave the building, but not be permitted to enter the meeting area.

- c. All meeting attendees who have attended a previous meeting or work session must exit the meeting area and enter through the designated screening process line. No personnel or attendees will be permitted into the meeting area without being screened prior to the start of the official City Council Meeting.
- d. All carried items shall be subject to a hand-search, which will be accomplished with minimum disruption. All items found in pockets, such as keys, cell phones, change, etc will be removed from pockets or jackets and placed in a plastic tray before entering the magnetometer. If illegal contraband is discovered, applicable charges shall be pursued by the City Council Security Officer.
- e. Elected officials, city employees and Uniformed Law Enforcement personnel with proper identification and an issued photo ID are exempt from screening procedures.

Conduct and Appearance (01-21-05)

Officers assigned to security duties are expected to maintain the highest standard of conduct and appearance. In particular, officers shall refrain from engaging in any forms of behavior that may, in any manner, reflect unfavorably on the agency or the decorum of the department or city council meeting.

The presence of a police officer in a public meeting represents a visible deterrence to those who might present a threat to the safety of others. However, it is also recognized that while presenting such deterrence, security duty can be routine and uneventful, and may require long periods of inactivity and little inter-personal contact.

During such periods while meeting proceedings are being conducted, officers must remember that they are under the continuous observation and scrutiny of the general public, the city employees, media personnel and elected officials.

It is of paramount importance that officers remain alert and vigilant for any potential threats to security and public safety. Officers shall position themselves to maintain continuous observation over spectators, elected and city officials to properly respond to any threatening situation. It is also important that officers remain personally uninvolved in meeting proceedings and refrain from publicly showing their emotions or feelings concerning the rulings or opinions of the meeting. When such decisions are rendered, officers must be especially alert to the emotional actions of others that might prove to be disruptive or threatening.

Officers should refrain from any actions that might be distracting from meeting proceedings. Whenever possible, they should not walk in front of the Council Members or other designated speakers. Officers should not lean on or against furniture in a manner that would suggest inattentiveness.

Weapons (01-21-06)

1. Law enforcement officers are permitted to carry their duty weapons while in the City Hall Facility. (OCGA 16-11-130)
2. Civilian personnel are not permitted to bring weapons into the meeting area.

Equipment (01-21-07)

1. Personal items of equipment: Officers assigned to security duties shall carry their assigned weapon, expandable baton, pepper spray, and radio and other assigned equipment.

2. Magnetometers: Pre-positioned magnetometers and hand-held metal detectors are available for use during special security situations and for all public meetings. The assigned operator shall inspect this equipment before use.
3. Fire Detection and Fighting Equipment: are available throughout the City Hall Facility as prescribed by local building codes.

Special Security Situations (01-21-08)

1. [REDACTED]