

## SECURITY SCREENING PROCEDURES

In order to keep you apprised of the security screening expectations, I was asked to provide you with the following interim guidelines related to the standards established by the Hillsborough County Sheriff's Office (HCSO). The HCSO will release a formal Standard Operating Procedure (SOP) or directive in the next day or two. Please keep in mind that many of these screening procedures are not new. In many instances the procedures were not consistently applied or came and went over the years creating confusion. It is the goal of the HCSO to be as consistent as practicable once the kinks are worked out of the process. However, it is the prerogative of the HCSO to vary from the guidelines in the best interest of public safety.

In order to keep the process as fluid as possible please be prepared to comply with the following screening guidelines:

- Have your items ready to be screened prior to approaching the screening equipment so that others are not delayed.
- Your ID badge must be visible to gain access to the screening line. (The grace period will expire soon.)
- Remove belts prior to approaching the screening station and place in the screening container

All items must go through electronic screening including, but not limited to:

- Lunch bags
- Various food items
- Briefcases
- ID badge holders with compartments (not clear plastic holders)
- Capped bottled drinks or drinks with sealed tops. (Follow the officers direction with open or other containers)
- Purses
- Boxes
- Paperwork

The removal of shoes is not required unless it is determined there is a specific reason for an individual to be asked to remove them. From time to time it may be necessary to increase the level of security screening in the court complex. The HCSO will make that determination and, more than likely, it will occur without prior notice. Metal kitchen utensils will not be allowed. The HCSO may make exceptions for certain official special events that occur in the complex.

The transition from County Security to Hillsborough County Sheriff is estimated to take approximately 120 days. The hope is the process will be completed in February 2010. During the transition phase there will be bumps in the road and processes to review. The HCSO is committed to working out any issues whenever possible, but know that the primary mission of the Sheriff is to ensure the safety of every individual, public and staff alike, who enter these facilities. It is a responsibility the HCSO does not take lightly and we have made a commitment to assisting them achieve their goal in any way possible.

Again, we ask that you comply with these procedures and directives to assist the Sheriff's staff in their duties and to set a positive example for others. It is understood by everyone involved that the requirements may seem to be an inconvenience or a bother to some, but please give thought to understanding what the alternative could mean in a bad situation. We have been very lucky over the past years. Many of your insights and suggestions have been helpful during the planning and learning process and your efforts are truly appreciated.