

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 714
SUBJECT: MAGNETOMETERS & X-RAY
SECURITY EQUIPMENT**

I. PURPOSE

To provide guidelines for the use of magnetometer and x-ray equipment and procedures for seizure and control of contraband.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that magnetometer and x-ray equipment will be operated by a private security firm under contract with Fairfax County. The contractor will operate under the supervision of the Fairfax County Sheriff's Office. Contract security personnel will screen all persons entering court facilities by use of walk-through and hand-held magnetometer. Contract security will x-ray all bags, luggage, boxes, and containers.

III. LEGAL REFERENCES

- A. 1950 Code of Virginia, as Amended.
1. 18.2-283.1 "CARRYING WEAPON INTO COURTHOUSE"
 2. 18.2-308 "CARRYING A CONCEALED WEAPON"
 3. 53.1-120 "SHERIFF TO PROVIDE FOR COURTHOUSE AND COURTROOM SECURITY"
 4. 19.2-74 "ISSUANCE AND SERVICE OF SUMMONS IN PLACE OF A WARRANT IN A MISDEMEANOR CASE"
 5. 19.2-82 "PROCEDURE UPON ARREST WITHOUT WARRANT"
 6. ALL STANDING COURT ORDERS FROM THE CHIEF JUDGE OF THE CIRCUIT COURT

IV. PROCEDURE

- A. Screening Stations.
1. Screening stations are located at each of the two (2) public entrances and one (1) employee lower level entrance at the Fairfax County Courthouse.
 2. Each screening station has a radio designator. Screening station designators and their corresponding locations are as follows.

<u>Designator</u>	<u>Entrance Area</u>
Mag #1	Fairfax County Courthouse Main Entrance
Mag #2	Fairfax County Courthouse rear entrance (ramp from ADC)
Mag #3	Fairfax County Courthouse Lower Level Employee Entrance
 3. Each station will be staffed by at least one (1) contract security officer.
 4. The contractor will provide one (1) on-site supervisor, for the Fairfax County Public Safety Center. The contract supervisor and security officers will have radio contact with the Court Security Section and will call the Facility Security Unit

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(CS1) for assistance if needed.

B. Screening Station Operating Procedures.

1. Individuals passing through screening stations shall place hand luggage on the conveyor for physical examination by contract security, and then through the x-ray machine.
2. If the magnetometer indicates a positive response, the individual shall be directed to pass through the magnetometer again after ensuring all pockets are empty.
3. If the magnetometer indicates a positive response a second time, the individual will be scanned with a hand-held model. Only as a last resort will a pat-down search be conducted by a Deputy Sheriff.
4. Sheriff's Office deputies responding to conduct a pat-down search will be expected to do the following:
 - a. Only female deputies may conduct pat-down searches on females.
 - b. Communicate to the individual being searched, the reason for the search.
 - c. Conduct a full and thorough pat-down search of the individual; paying specific attention to any area(s) that the "hand held" has alerted on.
 - d. Should the need arise for privacy during the search, have another deputy or contract security officer (same gender as the person being searched) accompany you to an area where more privacy is available.
5. Security Officers will not maintain possession of ANY weapon, or items which may be construed as a weapon. Any such item which is discovered during the screening process will be returned to the individual so that he/she can store it safely outside of the courthouse. In the event that an individual does not wish to take the item to a safe storage, contract security officers will advise the individual that the item will be taken and **"marked for destruction"**.
6. Only firearms possessed by law enforcement personnel in accordance with SOP 704 will be permitted within the Fairfax County Courthouse and the courthouses in Fairfax City and the Towns of Herndon and Vienna.
7. Persons possessing a concealed weapon and valid permit issued by the Commonwealth of Virginia will be advised they cannot enter the courthouse with the weapon. Storage facilities for these weapons are not available in the courthouse.
8. Security officers will immediately contact a Facility Security Deputy who will immediately take possession of illegally concealed weapons, as defined in Section 18.2-308, Code of Virginia, and if appropriate the Deputy will affect an arrest.

C. Procedure if suspected controlled substances are found.

1. Procedures in handling controlled substances are contained in SOP 511,

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Handling of Controlled Substances.

2. If a deputy is unsure if the substance is illegal, the individual will no longer be detained and will be free to go. Advise the individual that if the substance tests positive a warrant for arrest will be issued. Deputies releasing persons pending lab analysis should obtain as much information as possible about the individual, including:
 - a. Operator's license or valid identification card
 - b. Name and address
 - c. Physical description
 - d. Work address and phone number
 - e. Photograph

D. Arrest Procedures

1. In a misdemeanor case, the deputy shall release the suspect on the issuance and service of a summons in accordance with 19.2-74.
2. If the defendant does not meet the criteria of a 19.2-74 summons release, or possession of the substance is a felony, the person shall be arrested and immediately brought before a magistrate forthwith as provided in 19.2-82.
3. During a custodial arrest, if it is planned to question the defendant, the Warning and Consent form will be used prior to questioning (Attachment 1).

E. Hours of Operation.

1. Fairfax County Courthouse (Closed on weekends and holidays. Access to the Fairfax County Courthouse during these times shall be approved by the Chief Judge of the Circuit Court and/or Facility Security Supervisor)
 - a. The main/front entrance to the courthouse is open to the public Monday through Friday from 0700 to 1630 hours. After 1630 hours, contract security will allow access to individuals using the Fairfax Public Law Library only. These individuals will be subject to the security screening process. At 2400 hours, the main entrance to the courthouse will be closed.
 - b. The rear entrance (magnetometer #2, ramp from ADC) is open Monday through Friday 0700 to 1630 hrs.

F. Fairfax City and the Towns of Herndon and Vienna Courthouses.

1. The contract security officers will provide entry screening with magnetometer equipment installed in the courthouses of the City of Fairfax and the Towns of Herndon and Vienna.
 - a. Hours of Operation.

<u>Court</u>	<u>Day(s) in Session</u>	<u>Hours</u>
City of Fairfax	Tuesday & Thursday	0800-docket complete

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**SOP NUMBER: 714
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Town of Herndon	Wednesday	0800-docket complete
Town of Vienna	Monday	0800-docket complete

- b. Security officers will take possession of the following items when a person enters a screening station.
 - 1. Knife.
 - 2. Scissors.
 - 3. Razor blade.
 - 4. Letter opener.
 - 5. Any object which can be construed to be a weapon.
- c. Security officers will attach a numbered chip to any items taken, issue a duplicate chip to the owner, and secure the item in the officer's post drawer. Upon leaving the courthouse the owner may claim the item by relinquishing the duplicate chip to the security officer. Unclaimed items will be brought back to the Fairfax County Courthouse and surrendered to the Facility Security Unit to be "marked for destruction.
- d. The policies and procedures set forth in this SOP correlating to magnetometer use and the operation of screening stations apply in these courthouses.
- e. If an illegal item is discovered at a screening station the security officer will notify the deputy assigned. The deputy may call upon city or town police officers for assistance.

Stacey A. Kincaid

**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**09/01/90
EFFECTIVE DATE**

Revised: October 2007, May 2010, April 2016