	<b>POLICY AND PROCEDURE</b>
	<b>SUBJECT:</b>  <b>PROHIBITION OF WEAPONS IN CITY FACILITIES</b>

**Date: July 21, 20221**

**Number:**

**PURPOSE:**

The purpose of this policy is to increase the safety and security of employees and visitors to City facilities by prohibiting weapons from being brought into certain facilities, and to outline the operational procedures to be followed based on the security resources available at any given facility.

**UPDATES:**

Future updates to this Policy are the responsibility of the City Attorney’s Office and Police Department.

**AUTHORITY:**

Florida Statute Chapter 790, as may be amended.


**POLICY:**

It is the policy of the City of Riviera Beach to prohibit anyone from bringing Weapons into buildings solely occupied by a law enforcement agency (LE Building), and Meeting Rooms (as defined below), collectively referred to as Firearm Prohibited Facilities. It is also the City’s policy to utilize security personnel and electronic screening equipment to help enforce this policy. All visitors to City facilities and City employees are subject to search when the City has probable cause to believe that this policy has been violated. In any City Facility other than a Firearm Prohibited Facilities, persons legally carrying a concealed weapon shall be subject to screening, but allowed to enter the City facility with the weapon after having demonstrated possession of a valid State issued permit.

**DEFINITIONS:**

**City:** The City Council of the City of Riviera Beach.

**City Facility:** Any building or property owned or leased by the City, or used by the City for meetings.

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**Electronic Security Screening (ESS):** X-ray machines, walk-through and hand-held magnetometer (metal detectors), and other equipment which will be used to screen individuals and packages.

**Public Works:** The City department with responsibility for maintenance and operation, including security, of City facilities, in conjunction with the Procurement Department.

**Firearm Prohibited Facility:** a LE building (listed in Attachment A) or any Meeting Room (as defined below).

**Meeting Room:** Any room in which any meeting of the governing body of any City, public school district, municipality, or special district is being held, including but not limited to, any meeting of the City Council of the City of Riviera Beach.

**PD:** City of Riviera Beach Police Department.

**Prohibited List:** A list maintained by ESS of items that are prohibited from entry into a Firearm Prohibited Facility.


**Security Personnel:** Full or part-time security officers employed by the City or under contract assignment to the City.

**Security Section:** The Security Section of ESS.

**Weapon:** Includes all firearms, ammunition, knives, clubs, brass knuckles, explosives or destructive devices, chemical weapons and devices, stun guns, or other objects that may be considered weapons, as defined in section 790.001, Florida Statutes, as may be amended.

**PROCEDURES:**


1. Firearm Prohibited Facilities staffed with full or part-time security personnel and/or electronic screening equipment will be posted with signs providing notification that by entering the Firearm Prohibited Facility, each individual is consenting to a search and security personnel will adhere to the following procedure:

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- A. All persons are subject to search by security personnel at any time in a Firearm Prohibited Facility. Refusal to submit to search is a violation of this policy and PD will be contacted to resolve the situation.
- B. ESS is responsible for maintaining a list of prohibited items identifying all items that are not allowed in a Firearm Prohibited Facility.
- C. All persons entering a Firearm Prohibited Facility equipped with electronic screening equipment will be required to submit to the security screening procedure. Anyone refusing to submit to screening will be denied access into the building.
  - I. If the screening process indicates a person is attempting to enter a Firearm Prohibited Facility with a Weapon, the screening process will stop to secure the item within the screening equipment. The person shall be required to remain at the security checkpoint until Security Personnel or law enforcement arrive.

Any person requiring a screening accommodation other than that identified in this paragraph should contact the Utility Special District at (561) 845-4185 or the Public Works Department at (561) 812-6590 or the Community Redevelopment Agency at (561) 844-3408 at least two (2) business days prior to the desired entrance date.

- II. In any other Firearm Prohibited Facility, a person presenting medical documentation which indicates that he/she is not able to be screened by either a magnetometer and/or wand, shall be subject to a hand search or alternate procedure to be determined by PD. Should a hand search be required, the PD Communications Center is to be called at (561) 845-4123 and a request made for the assistance of a Police Officer. The person wishing entry will be asked to wait for the Police Officer's arrival. Upon arrival, the Police Officer will perform any required hand search of the person. Notwithstanding the above, he/she is still required to have all items in his/her possession screened through the x-ray machine and all standard x-ray screening procedures will be followed.
- D. Buildings identified as LE Buildings
  - I. PD shall be responsible for updating from time to time the list of LE Buildings, Attachment A.
  - II. Any person employed by a LE agency requiring access to a LE Building shall have the option of using a picture ID access card to enter through

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alternative access controlled entrances. LE agency employees with approved access are exempt from the screening process but are still subject to their employer's weapons policy.

E. Holding Cells

I. PD shall be responsible for updating from time to time the list of holding cells.

II. All persons not exempt pursuant to D.II. above, are subject to screening.

F. Meeting Rooms

I. All persons are subject to screening.

II. Law enforcement officers are required to show identification to the security personnel at the screening station. Properly identified law enforcement personnel will be permitted to enter the City Facilities, without disarming, after passing through security screening station.


2. Screening and Security in Other City Facilities.

A. All City Facilities with security personnel and screening equipment will be posted with signs notifying visitors and employees that by entering the City Facility, the individual is consenting to a search by security personnel at any time and what items are prohibited from being brought into the facility.

B. All City employees assigned to work in or requiring access to City Facilities with security personnel and with an access control system have the option of using a City-provided picture ID access-card to enter through any access controlled staff entrance, if any.

C. Law Enforcement Officers are required to show identification to the security personnel at the screening station. Properly identified law enforcement personnel will be permitted to enter the Other City Facility, without disarming, after passing through the security screening station.

D. All persons entering City Facilities with security personnel and electronic screening equipment (except for those exempt from screening pursuant to 2.B. and

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2.C. above) will be required to submit to the security screening procedure. Anyone refusing to submit to electronic screening will be denied access into the building.

I. Signs will be posted at the building entrance and prior to the screening station providing notification of the electronic screening policy as well as with the procedures for proceeding through the electronic screening station. At a minimum the posted procedures will state that any visitor carrying a concealed Weapon is to advise security personnel in advance of the screening station and **NOT REMOVE THE CONCEALED WEAPON FROM ITS HOLSTER OR CARRYING LOCATION.**

a) Visitors with concealed Weapons will be asked to show their concealed weapons permit. If the permit has not expired, the visitor will proceed through the screening station but not be further searched. A visitor with a concealed Weapons permit will be permitted to carry any and all concealed Weapons into the City Facility.


b) Visitors that do not produce a concealed Weapons permit will be advised by security personnel that he/she is not permitted to a carry a concealed Weapon into the building and PD will be called to address the issue in accordance with state law.

II. Without detaining the visitor, security personnel may contact PD to assist with any visitor that is carrying a concealed Weapon and refuses to show his/her concealed Weapons permit upon request.

E. All persons entering City Facilities with full or part time security personnel but no electronic screening are subject to search when the City has probable cause to believe that an unauthorized Weapon exists in a City Facility. If an unauthorized Weapon is suspected, the reporting Department representative will contact their respective security desk to report the suspicion.

I. The security desk will dispatch Law Enforcement to the facility and complete a preliminary investigation.

II. All persons and items (including desks, lockers, packages, briefcases, purses, and similar containers) are subject to search. If probable cause exists to believe that a person has entered the facility in possession of a prohibited Weapon, the Security Personnel will approach the individual and advise that there is probable cause to believe that an unauthorized Weapon exists, that he/she may show a copy of a valid

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concealed weapons permit, may submit to a reasonable search, or may leave the facility.

III. If an unauthorized Weapon is discovered, Security Personnel shall contact PD to resolve the incident.

F. All persons entering City Facilities without full or part time security personnel.

I. Any person suspecting that a person has brought an unauthorized Weapon into a City Facility shall contact 911 to report the suspicion if there is any concern over the safety of an employee or visitor. In reporting any suspicion, the caller should know the name and address of the building and be able to describe the suspect and nature of suspicion.

3. For City employees, disciplinary action, including termination, as well as arrest may occur for possession of an unauthorized firearm or other Weapon in the workplace.

Departmental Sponsor: CITY ATTORNEY’S OFFICE / POLICE DEPARTMENT


Policy Review Date:

References: F.S.S. 790

Departments Effected: ALL CITY EMPLOYEES AND VISITORS TO CITY FACILITIES

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

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**Attachment A**  
**Firearms Prohibited Facilities**  
**Law Enforcement Buildings**

PD at City Hall

600 W. Blue Heron Blvd, Riviera Beach, FL 33404

Port Center

2501 Martin Luther King Jr Blvd, 1<sup>st</sup> Fl, Riviera Beach, FL  
33404