CITY OF ALTON ILLINOIS

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SECTION 1. PURPOSE

The purpose of this policy is to establish standardized security screening and access control procedures at Alton City Hall.

The policy is intended to protect members of the public, elected officials, municipal employees, contractors, and visitors from firearms, weapons, explosives, and other dangerous items.

The policy establishes a uniform screening process for individuals entering City Hall while preserving reasonable public access to municipal services and public meetings. Screening conducted under this policy is a limited administrative measure undertaken for protective purposes. It is not conducted for the purpose of general criminal investigation or evidence gathering.

SECTION 2. POLICY

City Hall is a public building that remains open and accessible to the public. All members of the public entering City Hall through the designated public entrance shall be screened for weapons and prohibited items by means of a walk-through metal detector and inspection of carried property. Screening shall be applied uniformly to all entrants without regard to race, color, ethnicity, national origin, religion, sex, gender identity, sexual orientation, disability, age, housing status, political affiliation, or the nature of the business the person intends to conduct.

Entry into City Hall is voluntary. Any person may decline screening and shall be permitted to leave without penalty. A person who declines screening shall not be admitted to the secured portions of the building.

Screening personnel shall conduct screening in the least intrusive manner reasonably necessary to detect weapons and prohibited items, and shall treat all entrants with courtesy and respect.

SECTION 3. SCOPE AND APPLICATION

This policy applies to all individuals entering City Hall through the designated public entrance, including:

1. Members of the public.
2. Elected officials.
3. Municipal employees.
4. Contractors and vendors.
5. Individuals attending City Council meetings.
6. Individuals attending public hearings and special events.
7. Individuals conducting business with municipal departments.

Screening requirements shall be applied consistently without regard to an individual's position, political affiliation, viewpoint, or reason for visiting City Hall.

Authorized law enforcement personnel, emergency responders, and designated security personnel may receive operational exceptions when acting within their official duties and consistent with applicable law.

SECTION 4. DESIGNATED PUBLIC ENTRANCE

All routine building access shall occur through one designated public entrance equipped with security screening equipment.

All other exterior entrances shall remain secured against unauthorized entry.

Emergency exits shall remain operational and shall not be obstructed, locked, or otherwise rendered unusable in violation of applicable fire and building codes.

No individual shall bypass the screening checkpoint through an alternate entrance without authorization under established emergency or operational procedures.

SECTION 5. UNIVERSAL SECURITY SCREENING

All individuals entering City Hall shall be subject to security screening.

Screening shall include:

1. Walk-through metal detector screening.
2. Removal and separate examination of personal metal objects when necessary.
3. Handheld metal detector screening when necessary.
4. Inspection of permitted bags and containers.
5. Additional screening when reasonably necessary to resolve a security concern.

Screening shall be conducted by sworn Alton Police Department personnel.

The screening process shall be administrative in nature and intended to identify weapons and dangerous items, not to conduct general criminal investigations.

SECTION 6. BAG POLICY

City Hall shall maintain a limited-bag policy.

A. Permitted bags

Small personal purses not exceeding 10 inches by 8 inches by 4 inches may be permitted, subject to inspection.

Permitted bags must be presented for inspection at the security checkpoint.

The individual carrying the bag shall open the bag and make its contents available for a limited visual inspection.

B. Prohibited bags

The following are prohibited:

- Backpacks.
- Duffel bags.
- Large handbags.
- Suitcases and luggage.
- Oversized personal containers.
- Other large bags or containers not authorized by security personnel.

C. Exceptions

Reasonable exceptions may be made for:

- Medically necessary bags and equipment.
- Disability-related equipment.
- Necessary diaper bags.
- Briefcases and work-related containers required for legitimate municipal business.
- Other circumstances approved by the Police Chief or designated officer in charge.

Approved exceptions remain subject to appropriate security screening.

D. Storage

City Hall shall not provide storage or assume responsibility for prohibited bags or personal property.

Visitors possessing non-conforming bags shall be directed to remove those items from the premises before requesting entry.

SECTION 7. PROHIBITED ITEMS

The following items are prohibited inside City Hall unless specifically authorized by law or approved for official governmental purposes:

1. Firearms and ammunition.
2. Knives and other weapons.
3. Fireworks, explosives or incendiary devices.
4. Stun guns and prohibited electronic weapons.
5. Chemical agents or defensive sprays.
6. Objects designed or readily capable of being used as weapons.
7. Other items presenting a legitimate and identifiable threat to the safety of occupants.
8. Any other item that the screening officer reasonably determines is capable of being used to inflict serious injury and has no legitimate purpose in the building.

Walking canes, crutches, walkers, and other mobility devices are not prohibited items and shall not be refused.

Items authorized for official law enforcement or governmental duties shall be handled in accordance with applicable law and department procedures.

SECTION 8. METAL DETECTOR PROCEDURES

All individuals shall pass through the designated walk-through metal detector.

If an individual activates the detector:

1. The officer shall explain that an alarm has occurred.
2. The individual shall be given an opportunity to remove metal objects or personal items.
3. The individual shall be directed through the detector again.
4. If necessary, the officer shall use a handheld metal detector to identify the source of the alarm.
5. Additional screening shall be conducted when reasonably necessary to resolve the alarm.
6. Should the walk-through metal detector be unavailable for any reason, officers will use handheld metal detectors for screening until the walk-through metal detector becomes available for use again.

Physical pat-down searches shall not be automatic solely because a detector activates. They shall be conducted only

when legally justified or voluntarily authorized. A pat-down under this policy is consensual, is limited to the area producing the metal detector alarm, and is conducted over clothing. An entrant may withdraw consent at any time, in which case the officer shall cease and offer the entrant the opportunity to leave.

If a security concern cannot be resolved, the individual may be denied entry.

SECTION 9. BAG INSPECTION PROCEDURES

Permitted bags shall be subject to limited inspection for weapons and dangerous items.

The individual shall open the bag and present its contents for visual examination.

Officers shall:

- Conduct inspections consistently.
- Limit inspection to the security purpose.
- Avoid unnecessary handling of personal property.
- Avoid examining private documents or unrelated personal information.
- Avoid expanding a screening inspection into an unrelated criminal investigation.

If an individual refuses the required inspection, entry may be denied.

Any further investigative search or seizure must be supported by an independent lawful basis.

SECTION 10. REFUSAL TO SUBMIT TO SCREENING

Individuals who refuse required screening shall not be permitted to enter the secured portions of City Hall.

Officers shall:

1. Explain the screening requirement.
2. Explain the applicable bag restrictions.
3. Provide the individual an opportunity to voluntarily leave.
4. Deny entry if the individual continues to refuse screening.

Refusal alone shall not constitute grounds for arrest, detention, or a criminal investigation.

Nothing in this section prevents officers from taking appropriate action when independent facts establish reasonable suspicion, probable cause, or an immediate safety concern.

SECTION 11. DISABILITY AND MEDICAL ACCOMMODATIONS

Reasonable accommodations shall be provided to individuals who cannot safely or effectively use the walk-through metal detector or comply with standard screening procedures because of a disability or medical necessity.

Alternative procedures may include:

- Handheld metal detector screening.
- Visual inspection of medical equipment.
- Individualized screening procedures.
- Assistance from an additional officer.
- Other reasonable modifications necessary to maintain access and security.

Officers shall conduct accommodations respectfully and consistently with applicable law.

SECTION 12. FIREARM PROHIBITION AND SIGNAGE

The City shall post the official Illinois State Police concealed-carry prohibition sign at the designated public entrance as required by 430 ILCS 66/65.

The sign shall comply with the statutory size and design requirements.

Additional City Hall security signs shall advise visitors that weapons and prohibited items are not permitted and that entry is conditioned upon compliance with the established screening procedures.

SECTION 13. POLICE OFFICER RESPONSIBILITIES

Security screening shall be performed by sworn Alton Police Department personnel.

Officers shall:

1. Maintain control of the screening entrance.
2. Apply screening requirements consistently.
3. Operate screening equipment in accordance with training and manufacturer instructions.
4. Conduct secondary screening when necessary.
5. Identify and respond to prohibited items.
6. Maintain a professional and courteous demeanor.
7. Avoid unnecessary confrontations.
8. Request additional assistance when necessary.
9. Document significant security incidents.
10. Follow established emergency response procedures.

SECTION 14. STAFFING REQUIREMENTS

A sufficient number of officers as defined by the Chief of Police or designee shall be assigned whenever routine public security screening is operating.

If required staffing is unavailable, the meeting may be delayed, recessed, relocated, or rescheduled consistent with the Open Meetings Act. Emergency egress shall remain available.

SECTION 15. EMERGENCY RESPONSE

If an individual attempts to introduce a weapon, explosive device, or other dangerous item into City Hall, officers shall take appropriate action consistent with applicable law and established department procedures.

Depending on the circumstances, officers may:

- Deny entry.
- Secure the screening area.
- Request additional police assistance.
- Initiate evacuation or shelter procedures.
- Contact emergency services.
- Take lawful enforcement action.

Suspected explosive devices shall not be handled or manipulated by screening personnel. Officers shall follow established bomb-threat and suspicious-package procedures.

SECTION 16. PUBLIC ACCESS AND MEETINGS

Security procedures shall be administered in a manner that preserves reasonable access to municipal services and public meetings.

The City shall provide sufficient staffing and reasonable screening time for scheduled City Council meetings and public hearings.

Security personnel shall not deny access based on political viewpoint, criticism of municipal government, or protected expressive activity.

All access restrictions shall be based on legitimate security requirements and administered consistently.

SECTION 17. RECORDKEEPING AND ACCOUNTABILITY

The Alton Police Department shall maintain appropriate documentation of significant security incidents, discovered prohibited items, screening-related enforcement actions, and equipment malfunctions.

The Police Chief or designee shall periodically review screening operations and identify necessary improvements.

Records shall be maintained in accordance with applicable municipal records retention requirements.

SECTION 18. TRAINING

Officers assigned to security screening shall receive training concerning:

- Metal detector operation.
- Handheld detector operation.
- Bag inspection procedures.
- Constitutional search and seizure limitations.
- Illinois concealed carry law.
- De-escalation and conflict management.
- Disability accommodations.
- Emergency evacuation and response.
- Incident documentation.

SECTION 19. EFFECTIVE DATE

This policy shall become effective upon approval by the appropriate municipal authority and completion of necessary implementation requirements.

APPROVAL

Mayor: _____ Date: _____

Police Chief: _____ Date: _____

City Clerk: _____ Date: _____

City Attorney Review: _____ Date: _____