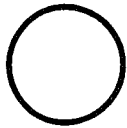


AGENDA
PUBLIC SAFETY COMMITTEE

DATE: September 16, 2019
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse
Room 114
400 Market St
Wisconsin Rapids, WI

1. Call meeting to order
2. Public Comment
3. **Communications Department**
 - (a) Review Budget
4. **Emergency Management Department**
 - (a) Review Budget
5. **Dispatch Department**
 - (a) Review Budget
6. **Coroner**
 - (a) Review Budget
7. **Humane Officer**
 - (a) Review Budget
8. **Sheriff's Department**
 - (a) Review Budget
 - (b) Resolution for Security Policy
 - (c) Media Plan
9. Adjourn

GL Account Type		Depart.	Fund													2019 - 2020
Budget Year	Display Name	Department Description	Acct. Ref.	Acct. Ref.	Function Display Name	Object Display Name	2018 Actual	2018 Budget	2018 Variance	2019 Actual	2019 Annual Estimate	2019 Budget	2019 Variance	2020 Budget	2020 Variance	Justification
2020	Revenue	Humane Officer	39	101	3901-44200 - DNR & Marriage License Fees	44-000 - Licenses and Permits	10,000	10,000	-	-	10,000	10,000	(10,000)	10,000	-	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	101 - Wages-Permanent	28,065	-	28,065	6,385	23,450	-	6,385	23,919	23,919	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	102 - Wages-Permanent PT	-	23,450	(23,450)	-	-	23,450	(23,450)	-	(23,450)	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	120 - FICA	2,147	1,794	353	488	1,794	1,794	(1,306)	1,830	36	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	132 - Post Employment Benefits	-	-	-	-	-	-	-	478	478	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	151 - Retirement	628	1,571	(943)	476	1,536	1,536	(1,060)	-	(1,536)	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	160 - Worker's Compensation	735	614	121	167	614	614	(447)	627	13	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	219 - Prof Serv-Other	-	500	(500)	-	500	500	(500)	500	-	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	221 - Utility Service-Cellphone / Telephone	383	600	(217)	45	300	600	(555)	300	(300)	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	311 - Office Supplies	-	50	(50)	200	200	50	150	50	-	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	331 - Mileage	8,296	6,758	1,538	2,296	6,758	6,758	(4,462)	8,000	1,242	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	340 - Operating Supplies & Expense	-	100	(100)	-	100	100	(100)	100	-	
2020	Expense	Humane Officer	39	101	3901-54129 - Humane Officer	511 - Insurance-Liability	82	82	-	28	83	83	(55)	106	23	
							50,336	45,519	4,817	10,086	45,335	45,485	(35,399)	45,910	425	



RESOLUTION#

Introduced by
Page 1 of 1

Public Safety Committee

ITEM#

DATE 10-17-19

Effective Date 10-17-19

Motion:	Adopted:	<input type="checkbox"/>
1 st	Lost:	<input type="checkbox"/>
2 nd	Tabled:	<input type="checkbox"/>
No: <input type="checkbox"/> Yes: <input type="checkbox"/>	Absent:	<input type="checkbox"/>
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: _____, Corp Counsel		
Reviewed by: _____, Finance Dir.		

INTENT & SYNOPSIS: Approve and Adopt the Courthouse Screening and Controlled Access policy as presented by the Wood County Sheriff's Department in the attached document.

FISCAL NOTE: None.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, the Wood County Board of Supervisors has resolved to implement an increased level of security at the Wood County Courthouse consistent with Wisconsin Supreme Court Rules Chapter 68, and,

WHEREAS, the Wood County Board of Supervisors has authorized the Sheriff's Department to provide staff for the purpose of Courthouse security, and,

WHEREAS, the Sheriff's Department staff have the training and experience necessary to provide physical security for all persons entering the Courthouse, and,

WHEREAS, the Sheriff's Department has developed a Courthouse Screening and Controlled Access policy that will result in an increased level of protection for all persons entering the Courthouse, and,

WHEREAS, the Sheriff's Department researched policies and procedures of surrounding agencies, and collected feedback from the Court appointed Facilities and Security Committee, and believes the attached policy provides

a high level of security while still accommodating Wood County operations and responsibilities.

NOW, THEREFORE, BE IT RESOLVED, the Wood County Board of Supervisors hereby approves the attached Courthouse Screening and Controlled Access policy.

Courthouse Screening and Controlled Access

808.1 POLICY STATEMENT

The provision of safety and security in the Wood County Courthouse Complex is a critical aspect of an efficient and effective court operation. Consistent with Wisconsin Statute 59.27(3) the Sheriff shall attend to the Circuit Court and establish an appropriate level of security that minimizes the opportunity for physical violence and/or injury to employees, the public, and anyone conducting business in the courthouse complex. The safety of litigants, jurors, staff and all who visit the courthouse is a key priority.

The courthouse must provide a calm, safe, neutral environment for the resolution of disputes. These disputes can generate an emotional response or disruptive outbursts, presenting potential dangers. These procedures are intended to provide staff with the directions and guidelines necessary to ensure the safety and security of all who enter the courthouse.

Except as noted in Section 808.6, all individuals entering the Wood County Courthouse Complex shall be subject to this security and screening policy at all times.

Wood County does not discriminate on the basis of disability in the admission or access to its services, programs, or activities, and people with disabilities shall be reasonably accommodated to facilitate their participation.

808.2 PURPOSE

The purpose of the courthouse screening and controlled access program is to prevent weapons from entering the courthouse. This policy establishes a procedure for weapons screening of persons entering the Wood County Courthouse Complex by Sheriff's Department personnel. Access to this complex during public hours shall at all times be controlled by the Wood County Sheriff's Department via security check points.

808.3 SCOPE

All individuals, unless specified in Section 808.6, entering the Wood County Courthouse Complex during public hours shall be subject to security screening by Sheriff's Department personnel using a combination of walk-through, handheld and package screening devices. Firearms, knives and personal protection devices are subject to the provisions of Section 808.8 of this policy.

If not otherwise specified in this policy, the Wood County Sheriff's Department shall establish screening procedures that balance the need for security with the productivity and functional needs of county employees, third party vendors and the public doing business at this facility.

This policy may be modified by the Sheriff, or his/her designee, if deemed necessary for safety/security purposes.

808.4 SCREENING AND EMPLOYEE/PUBLIC SECURITY CHECKPOINT ENTRANCES

(a) Employees and individuals with key card access can enter the building Monday-Friday between 6:45 AM and 4:30 PM through the 1st floor west lobby doors of the courthouse. The public will be able to access the courthouse from 8:00 AM till 4:30 PM.

(b) **1st Floor West Lobby Checkpoint – 6:45 AM to 4:30 PM:** The weapon screening station is located at the west entrance of the courthouse complex and will be staffed on regular workdays from 6:45 AM to 4:30 PM. During these times all persons entering this entrance will be screened. Whenever court is in session the screening station will be staffed and the 1st floor west lobby entrance unlocked. The courthouse will not be open to the public at any time the weapon screening station is not staffed.

(c) **Exiting the Courthouse Complex:** During courthouse hours, employees with key card access are permitted to leave the complex using either the 1st floor west lobby exit door or the 2nd floor south employee doors. The 2nd floor south employee doors will be key card accessible for exit only. No re-entry will be permitted. Employees must be cognizant not to let anyone in the building when leaving this exit.

808.5 PARKING

(a) **Sheriff's Department Parking Lot:** This lot is reserved for law enforcement vehicles, maintenance department vehicles, and for employees with reserved parking spaces.

(b) **Front (West Side) Parking Stalls:** The seven parking stalls in front (West Side) of the courthouse complex are reserved for accessible parking and delivery vehicles only.

(c) All other parking lots are available to employees and the public.

808.6 SCREENING EXCEPTIONS

The following employees are not required to pass through a screening entrance when arriving at work. All persons in the courthouse may be subject to additional unannounced searches with reasonable suspicion at any time as determined by the Security Service Deputies.

(a) Sworn, active law enforcement personnel shall be permitted to carry firearms in the courthouse. The Wood County Sheriff's Department and the Wisconsin Rapids Police Department will have key card access to all entry doors. Law enforcement officers are subject to the following:

1. Firearms may be carried only when an officer is performing official duties. All such officers shall wear a visible badge including name and department, or equivalent, except officers engaged in undercover activities may provide weapon screening staff with other evidence of their law enforcement status.

2. Any officer with proper ID and who is here for the performance of official duties regarding the legitimacy of law enforcement ID or credentials shall be the discretion of the Security Service Deputies.
 3. Law Enforcement, fire department and EMS personnel responding to a dispatched call for assistance will have immediate and unrestricted access to the courthouse.
 4. Law enforcement personnel who are authorized to carry firearms in the courthouse are encouraged to have such firearms in a level 3 holster or other holster that is designed to prevent unwanted acquisition of the firearm.
 5. Any law enforcement officer who does not have proper ID or an adequate holster described above should leave their firearm in a secure location outside of the courthouse.
 6. If a law enforcement officer who does not have proper ID brings a firearm or other prohibited item to the courthouse, they shall be asked to return the weapon or weapons to their vehicle and secure it. After securing their weapon, the off-duty officer should then proceed through weapons screening and be screened for any additional weapons or contraband.
- (b) During courthouse hours, Fire and EMS personnel responding the courthouse emergencies will be met by Security Service Deputies at the 1st floor west doors of the courthouse lobby. Responding personnel are not required to pass through screening. If EMS is required at the Jail, responders will park in the sally-port like they have in the past.
- (c) During Courthouse hours, the District Attorney, Circuit Court Judges and Court Commissioner will have electronic key card access to the 2nd floor south employee's doors. They are not required to pass through the screening process at the 1st floor west lobby. If these individuals enter the courthouse complex during courthouse hours through the 1st floor west lobby entrance, they will be required to be screened.
- (d) Wood County Transport Officers working in their official capacity are not required to pass through the screening process.
- (e) Wood County Maintenance employees will have un-restricted access to the facility when working in their official capacity.
- (f) If impaneled juries leave the courthouse at any time during courthouse hours special arrangements will be made for screening upon their return. Any questions should be directed to the Security Services Lieutenant or their designee.
- (g) Authorized Sheriff's Department employees and Dispatchers whose regular scheduled shifts begin before or after the security checkpoints are in operation are not required to pass through a screening area upon arrival of their shift. These employees will have electronic key card access to the Sheriff's Department door prior to 6:45 AM and after 4:30 PM. If these employees leave and re-enter the building from 6:45 AM to 4:30 PM (Monday-Friday) they must pass through the security checkpoint at the 1st floor west lobby entrance.

808.7 SCREENING PROCEDURE

(a) Immediately upon entering the facility, individuals will be met by the screening deputy and instructed as follows:

1. If the person has any prohibited item(s) in their possession (Section 808.8) they must return the item(s) to their vehicle before proceeding through the screening process
2. All packages, parcels, purses, bags and briefcases shall be placed either on the screening table or on the x-ray conveyor without being opened. The screening deputy may open and visibly inspect any item. If deemed necessary, the item(s) shall also be subject to screening by a hand-held screening device. Visual searches shall be as non-invasive as possible. Screening officers shall limit their search to finding prohibited items.
3. All metal objects (loose change, keys, watch, pen(s), belts, jewelry, etc.) shall be placed in the provided container to be retrieved after passing through the screening device.
4. Person wearing items or clothing with excessive metal (i.e. bib overalls, coveralls, non-removable belts, etc.) may be denied access to the courthouse if the clothing activates the scanning device.

(b) Should an individual refuse to allow any package, parcel, purse, bag or briefcase to be examined or refuses to proceed through the screening device (except for medical reasons as outlined below), the individual may be allowed to terminate the screening process, collect his/her property and exit the facility.

(c) If an individual passes through the screening device and activates the alarm, he/she may be given the opportunity to ascertain whether any metal object may have been overlooked. However, should the individual decide to terminate the screening process, and collect his/her belongings, he/she shall be allowed to do so.

(d) An individual who has activated the alarm and still desires entry to the facility shall be asked to re-examine their person for additional metal objects and deposit any found item(s) into the provided container. They shall then pass through the screening device again. Should the alarm be activated again, the individual shall be screened using a handheld screening device and/or a pat down will be conducted.

(e) Should contraband be discovered, the item(s) shall be confiscated. Proper disposition shall then be made of the contraband as well as the individual transporting it. Should it become necessary, during such an incident, other persons desiring to enter the court facility may be instructed to wait outside and the entrance shall be secured by deputies until such time as the situation has been resolved. The deputy may make a custodial arrest as permitted by law.

(f) Should an individual indicate that passing through the screening device would create a potential health hazard (i.e. pace maker, or other valid medical condition); the screening officer

shall require verification of said condition. The individual shall be allowed to bypass the screening device and may be subject to a pat-down search of their person.

(g) If by use of the x-ray imaging machine any item appears to contain a dangerous weapon or explosive, the conveyor shall be stopped and the item retained in the machine until deputies can safely retrieve the item. Dangerous weapons include, but are not limited to, firearms, knives of any size, illegal weapons and electronic weapons.

(h) If any item appears to contain some other unauthorized object or if further inspection is necessary to determine if it contains an unauthorized object, weapon screening staff are authorized to open the item to make an assessment.

(i) In the instance a "pat down" needs to be conducted every effort will be made to have this done by the same sex. Corrections personnel can be contacted to assist in this "pat down".

(j) In the event of a power failure or other mechanical failure to the screening equipment, a modified procedure will be performed by the Security Service Deputies to include "wandering" and a visual inspection of belongings. A "pat down" search may also be conducted if a Security Services Deputy has concerns.

(k) T.V. cameras and some other equipment used by media outlets will not be put through the x-ray imaging machine but will be visually inspected. All media personnel and all other media equipment will be screened using standard operating procedures.

808.8 WEAPONS

The provisions of this section may be modified or suspended to accommodate the lawful activities of participants in judicial matters, e.g., court exhibits. Authorization to bring items restricted by this policy into the courthouse shall be evaluated and granted/denied on a case-by-case basis by the Wood County Sheriff's Department. The Sheriff's Department shall establish a procedure to accommodate such requests and the safe handling of restricted items while within the courthouse and courthouse grounds.

Firearms, Knives and Other Weapons

- a) Any unauthorized person who is attempting to enter the courthouse or is present on the courthouse grounds with a firearm, offensive weapon, dangerous weapon, knife of any size, or explosive device shall be denied access and may be subject to arrest.
- b) Security Service Deputies and deputies escorting inmates to court shall be authorized to carry weapons in the courthouse and on courthouse grounds.
- c) Corrections Officers are authorized to carry a Taser and pepper spray within the courthouse complex when working in their official capacity.
- d) Uniformed law enforcement personnel or law enforcement personnel with valid official identification shall be authorized to carry weapons in the courthouse and on the courthouse grounds.

Personal Protection Devices:

- a) The provisions above shall also apply to the possession of a chemical control agent, electronic control device, or other personal protection device.
- b) Unauthorized individuals shall be instructed to secure the chemical control agent, electronic control device, or other personal protection device prior to access or entry.

Prohibited Items:

- a) Legal firearms, including pellet and BB guns
- b) Facsimile weapons
- c) Martial arts weapons
- d) Batons
- e) Brass knuckles
- f) Alcohol
- g) Gun case or holder (empty)
- h) Ammunition
- i) Explosives
- j) Legal knives or edged instruments
- k) Stun guns
- l) Chemical mace
- m) Non-working electronic devices
- n) Razor blades
- o) Heavy metal items such as locks, chains, handcuffs, large keys
- p) Animals other than authorized service animals
- q) Combustible gases or flammable liquids
- r) Any item which could be construed as a potential weapon by the screening officer.
- s) Any item deemed unnecessary or a security threat.
- t) Items such as bicycles and skateboards which are deemed a nuisance will not be permitted in the courthouse.

The Sheriff's Department shall not store or voucher any items to be reclaimed later.

Exemptions

- a) Staff employed in the building may bring in an item that is otherwise unauthorized with the approval of Security Service Deputies. They may not bring illegal items into the courthouse complex.
- b) If an attorney or litigant in a case attempts to bring in an item that is otherwise illegal, a dangerous weapon, or unauthorized, stating the item is necessary to a court proceeding, the screening staff shall temporarily deny entry and further investigate. Attorneys of litigants should contact Security Service Deputies prior to these proceedings so special arrangements can be made to safely and efficiently process these items.
- c) Township/City/Village Clerks or their designee will be authorized to bring in results within their sealed containers and bags. These officials must identify themselves to security upon entry into the screening area. Containers or bags containing electronic results will not be x-rayed, all other

containers and bags will be scanned. These officials will be screened according to this policy as well.

808.9 DELIVERIES AND PACKAGE SCREENING

- a) Persons making deliveries may enter through the 1st floor west lobby entrance at all times the courthouse is open if the items to be delivered can be sent through the x-ray imaging machine and will not cause un-due congestions. Such persons and their delivery items may be screened.
 1. Delivery personnel and packages shall be subject to security screening.
 2. Delivery vehicles shall be parked in a designated "delivery" parking space in front of the courthouse (west side of building)
 - i. Packages and mail for the various departments will be dropped off and signed for by the Security Service Deputies.
 - ii. Security Service Deputies will hand these packages and mail to the County Clerk's Office to be disseminated out to the different departments in the mail room. If the package is too large for the mail room, the County Clerk's Office will let the different departments know about the package and it will be the department's responsibility to pick it up.
- b) Delivery vehicles too large to safely park in the delivery spots located in front of the courthouse (west side) shall be directed by deputies to park by the maintenance garage door located in the Sheriff's Department parking lot.
- c) Persons making deliveries of items that cannot be sent through the x-ray imaging machine or making large scale, bulk deliveries, shall make deliveries at the maintenance garage door located in the Sheriff's Department parking lot between the hours of 8:00 a.m. and 3:30 p.m. Such deliveries and the persons making them shall be "wanded" by deputies. Deputies will examine invoices, or work orders as deemed necessary, and may request sealed packages be opened for inspection. If more than one trip within the building is required to complete the delivery, all materials should be placed inside the delivery door so deputies may examine and wand as necessary. Deputies will contact the department receiving the delivery and ask that someone from the department come to the security check point to pick up the item(s).
- d) Drivers delivering supplies requiring the use of the maintenance garage door will contact Security using the intercom located next to the maintenance garage door. This intercom will ring directly to the Security Services Office. A Security Services Deputy will make contact with the driver and make arrangements for the delivery.
- e) Food service deliveries and any other deliveries for the jail will park in the Sheriff's Department Parking Lot and use the Sheriff's Department/Jail entrance to deliver the item(s).

808.10 CONTRACTORS/VENDORS SCREENING PROCEDURE

All contractors/vendors will be subject to an initial weapons screening upon entering the Courthouse Complex. After the initial screening, contractors/vendors will be permitted to unscreened access for the remainder of each work day.

- a) Contractors/vendors will be permitted to park on the loading ramp by the maintenance garage door and then proceed to the 1st floor west lobby doors (main entrance) where they will be screened. After being screened they will sign for a contractor's visitor key fob. This will give them access to the maintenance garage (from the interior and exterior of the building).
- b) A Security Services Deputy will then inspect the contractor's/vendor's vehicle for weapons. After the vehicle is inspected, contractors/vendors will be permitted to enter with tools necessary to complete their work. With the exception of all firearms, certain tools may be exempted from items listed under section **808.8 Prohibited Items**.
- c) It shall be the responsibility of the departments employing contractors/vendors to inform Security Service Deputies ahead of time of the contractors/vendors hired, work being performed and timeframe of said work.
- d) If contractors/vendors have a need to utilize unauthorized entrances, the Security Service Deputies and the Sheriff's Department shall be informed. It shall be the responsibility of the department employing contractors/vendors, to inform the contractors/vendors of security requirements pertinent to the public use of unauthorized entry/exit points.

808.11 SPECIAL PROCEDURES / CIRCUMSTANCES

- a) People with disabilities
 - 1. In general, everyone who enters the courthouse must proceed through a magnetometer. Therefore, security staff may ask people who present using a wheelchair or an assistive device (such as a scooter or crutches, etc.) or an auxiliary aid (such as an oxygen tank) if they are able to walk through the magnetometer without assistance.
 - 2. When people respond that cannot walk through a magnetometer without assistance or that they are unsure whether they can, then security staff shall conduct a search using a hand held screening device. If the use of a hand held screening device is impractical or fails, then security staff will conduct a pat down search.
 - 3. Deputies will deny access to anyone who does not permit a search. Deputies will visually inspect service animals. Deputies will decline to be responsible for an animal while the

person who presented with the animal participates in courthouse activities. See *attachment: service_animals.pdf*

4. All individuals who enter the courthouse, including individuals with disabilities, will be asked to empty their pockets. Deputies will inspect assistive devices and auxiliary aids for concealed weapons. Deputies will also be aware that assistive devices and auxiliary aids themselves could be used as weapons. If the person does not permit a search, access to the courthouse will be denied.

b) Strollers and Child Carriers

1. Deputies will not lift or carry children. Adults with either strollers or child carriers will be screened by standard procedures. Children in this equipment will either walk through or be carried through by the person accompanying the child. If the person with the child refuses to remove a child from the stroller or carrier, access will be denied.

c) Jury Selection

1. Once through the screening process Security Service Deputies will direct potential jurors to the jury selection room located on the 3rd floor of the courthouse.

808.12 AFTER HOURS USE FOR THE PUBLIC AND EMPLOYEES

a) Events and Meetings Open to the Public

1. After hour use of the courthouse by any entity or organization will only be authorized by the Department Head. Security Services shall be notified of such activity ahead of time.
2. Any time the courthouse is open to the public, Security Service Deputies will be present and the screening post will be in operation. All persons (public and employees) are required to enter through the 1st floor west lobby doors of the courthouse complex and be screened.

b) Employees After Hour Use

1. Employees needing access to the courthouse after hours will have to use the Sheriff's Department / Jail entrance.
2. Once in the Sheriff's Department Lobby, a Corrections Officer will have to "wand" the employee and inspect any items he/she might have with them.
3. After the inspection the Corrections Officer shall give the employee access into the courthouse.
4. When the employee is completed in the courthouse they shall exit through the 2nd floor south exit or the 1st floor west lobby exit.

5. At no time shall the employee bring with them members of the public, except for family members.
- c) After hours, Fire and EMS personnel responding to courthouse emergencies will be met by the Correction's Lead Officer at the 1st floor west lobby doors of the courthouse. Responding personnel are not required to pass through screening. If Fire and EMS are required at the Jail, responders will park in the sally-port like they have in the past.

808.13 RESTRAINING ORDER PROCEDURES

Security Service Deputies will make every effort to minimize the contact of the petitioner and the respondent in these types of cases. After a hearing the petitioner and advocate should immediately leave the courtroom and proceed to exit the building.

808.14 SIGNAGE

The goal of a security system is to deter incidents. Proper signage indicates that the court is conducting weapons screening. Signs should also state that both individuals and their belongings will be searched. This message often will be enough to keep weapons out of the courthouse

808.15 PUBLIC NOTICE

It is recommended the County compose and prominently post a notice that outlines the screening policy and procedure of the court.

808.16 VIOLATION

Violation of this policy may result in arrest or in the case of an employee, disciplinary action may be taken.

PRESS RELEASE

On October 7, 2019, security at the Wood County Courthouse will be improved. Unfortunately, additional security for Courthouse staff and patrons will mean that we all have to tolerate some additional inconvenience. Side exits will be closed, and staff and the public will need to enter through a single entrance at the front of the Courthouse. Wood County Sheriff's Deputies will provide security at the front door, with a security station and metal detection. We expect that there will be delays at the door, especially as this new process begins so we ask that you budget ten (10) extra minutes in your morning to accommodate these changes. As metal detection will be utilized, you may also want to plan ahead with regard to metal items on your person. If you have any questions or concerns, please contact the Wood County Sheriff's Department. We are excited to be able to provide the residents of Wood County with a secure courthouse facility but ask for your patience as we put this plan into place.