

**BOULDER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES MANUAL**

SUBJECT: Required Display of ID Tags in County Courthouses

NUMBER: 521

EFFECTIVE: April 14, 2020

SUPERSEDES: April 28, 2015

POLICY: The Chief Judge of the Twentieth Judicial District has issued an administrative order restricting the carrying of firearms and other weapons inside Boulder County courthouses in Boulder and Longmont. Law enforcement officials who are on official business have been permitted under this order to remain armed. No person, including law enforcement officials, are permitted to be inside a Boulder County courthouse on personal business while armed. In furtherance of this order it is the policy of the Sheriff's Office that all armed law enforcement officials, in or out of uniform, are required to check-in with Court Security staff at the Security Access Point, and wear and display a Sheriff's Office issued ID Tag while inside Boulder County courthouses.

RELATED POLICIES:

Administrative Order 03-108 (20th Judicial District), Revised July 20, 2012

DEFINITIONS:

ID Tag: The ID tag is a Sheriff's Office issued 2" x 3" card in a clear plastic sheath, with a fluorescent green lanyard. The card reads "Boulder County Sheriff's Office" (with a star), on one side and "LEO Visitor" (with a number), on the other side.

PROCEDURE:

- I. Requirements
 - A. The Sheriff's Office, under Administrative Order 03-108, requires all law enforcement officials entering Boulder County courthouse premises wear a Sheriff's Office ID tag that designates the law enforcement official on the premises for official business.
 - B. Prior to a law enforcement official entering the building for official business, he/she is required to sign-in at the Security Access Point. The law enforcement official writes his/her name, agency, the date and time of entry, the ID tag number issued, and the purpose of their visit.
 1. At the Boulder County Justice Center, the ID tags are in a metal box adjacent to the sign in book, near the Security Access Point.
 2. At the County Courthouse in Longmont, the ID tags and sign-in book are located at the Security Access Point.

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- C. The law enforcement official is required to wear/display the ID tag for the duration of his/her visit to the courthouse.
- D. When the law enforcement official has completed his/her business in the courthouse, he/she returns to the Security Access Point, signs out and places the ID tag in the metal box or gives it to a Sheriff's deputy.
 - 1. At the end of shift, the Sheriff's deputies ensure all ID tags are accounted for.
 - 2. If any ID tags are missing, security deputies will notify the law enforcement official or their agency and request the tag be returned.
- E. Any off-duty law enforcement official who enters the Courthouse for personal business, must clear security screening the same as other visitors, and will not be issued an ID tag. Should the officer have a firearm needing to be secured, they can opt to leave it in a lockbox at the Security Access Point, until their visit to the building is over, or they must secure it in their vehicle.

II. Exceptions

- A. An undercover law enforcement official will not be required to wear an ID tag but will be required to check-in and sign the book acknowledging that he/she is there for official business and will be in the building unscreened.
 - 1. This notification can also be accomplished by the undercover officer calling Court Security and advising of their presence in the building, having entered through a card access door elsewhere in the building. At which point, a deputy within the Court Security Unit will sign the undercover officer's name into the book.
- B. On-duty Court Security and Court Transport deputies, and those supervisors within their chain-of-command, are not required to wear an ID Tag and lanyard.
- C. Law enforcement officers responding to a call-for-service within a courthouse and/or courtroom are not required to check-in or wear an ID tag and lanyard.

By Order of the Sheriff,



Joseph K. Pelle

4/14/2020

Date