



Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	February 1, 2018
Office(s) with Secondary Responsibilities:		Number of Pages:	2
Forms Referenced in Procedure:		Related Procedures:	ALL

.01 INTRODUCTION

- A. This procedure establishes guidelines for Public Screening, Employee and Board Member Security as well as Uniformed Officer presence during any and all VIA Board of Trustees meetings open to the public. Protected meetings include regular Board meetings, Board work sessions, public hearings and specially-called Board meetings both on VIA property and off-site locations although off-premise screening may be done with portable equipment only.
- B. Although VIA Transit Security Officers or Contract Security Officers are usually assigned to building security, it may become necessary for a VIA Metropolitan Transit Police Officer to temporarily cover or backfill a building security post.

.02 POLICY

- A. The protection of the public, VIA employees and the VIA Board of Trustees is the primary function of the VIA Metropolitan Transit Police Department. This is accomplished through the use of members of the VIA Metropolitan Transit Police Department in distinctive uniform and in plain clothes. The safety of the meeting includes the screening of the public for weapons by Transit Security personnel prior to the scheduled meeting as well as security for all participants for the duration of the meeting.

.03 PRE-SCREENING

- A. Uniformed VIA Transit Security Officers assigned to the VMC and/or VIA Metropolitan Transit Police Officers will set up the screening station and all signage to screen all non-VIA employees or Trustees prior to their entry into the Board Meeting.
 - 1. Screening will include the passage through the Garrett Magnascanner or being wanded by the handheld scanner.
 - 2. ██████ Transit Police personnel will be present no later than ██████ prior to the designated start time of the meeting.
- B. Screening officers will also conduct screening of bags, equipment and personal effects of non-VIA members.
 - 1. Members of the press may ask for hand screening rather than passing through the scanner
 - 2. Personal effects will be screened in a manner that minimizes intrusion without compromising safety. (i.e. search stick)



.04 MEETING SECURITY

A. While the VMC contract security guard(s) continues to [REDACTED], the Transit Security Team monitors inside the [REDACTED] m for the duration of the meeting. The Security Team will consist of no less than [REDACTED] uniformed officers.

- 1. [REDACTED]
- 2. [REDACTED]
- 3. [REDACTED]
- 4. [REDACTED]

B. Nothing in the previous instructions should be construed as to relieve an officer, security officer or security guard of their duty to assist the public for ingress or egress during the meeting.

.05 POST-MEETING PROCEDURES

A. [REDACTED]

B. Security Team officers will remove and store the screening equipment and signage from the lobby prior to returning to regular duty

.06 BUILDING SECURITY PROCEDURE

A. Every VIA building, that routinely requires a security guard’s presence, has a written procedure entitled Post Orders. VIA Metropolitan Transit Police Officers or Transit Security officers who are assigned to cover or backfill a building post, shall familiarize themselves with, and strictly adhere to, the Post Orders.