

In the Matter of Security	)	PRESIDING JUDGE ORDER
Screening in the Polk County	)	26 - 002
Courthouse	)	
	)	ORDER REGARDING SECURITY
	)	SCREENING IN THE POLK COUNTY
	)	COURTHOUSE BUILDING

I HEREBY FIND THAT:

1. ORS 1.002(10) establishes the presiding judge of each judicial district of this state are the administrative heads of their respective courts and are responsible and accountable in the exercise of their administrative authority and supervision over their respective courts.
2. Security screening and controlled courthouse access are necessary to protect the safety of the public, staff, and all courthouse users.
3. It is further necessary to limit ingress and egress points of the Courthouse to establish and maintain effective security and safety screening into the building.

I HEREBY ORDER AS FOLLOWS:

1. Public access to the Polk County Courthouse located at 850 Main Street shall be limited to one designated entrance on Jefferson Street, equipped with electronic screening for weapons and other prohibited items.
2. Except for the main entry/exit on Jefferson Street and employee/authorized persons entry/exit, all existing and planned entry and exit to and from the courthouse building shall be equipped with emergency exit only devices.
3. To gain entry into the courthouse building, all persons not exempted by this order are subject to electronic and hand search of their person and property by law enforcement or security personnel.
4. Pursuant to ORS 166.360, ORS 166.370, any and all firearms are prohibited inside the Courthouse except as described in paragraphs 10 and 11 below.
5. All other dangerous weapons, devices or items that can or known to cause and/or aid in bodily harm or property damage, such as knives, swords, daggers, box cutters, razors, explosives, bombs or grenades, power tools, ice picks, metal knuckles, ammunition of any kind, batons, billy clubs, slingshots, nunchaku, baseball bats, handcuffs, mace or pepper spray, tear gas, tasers, stun guns, are prohibited in the Courthouse.

6. Employees and vendors are permitted to bring power and other tools through employee or designated service entrance provided such items are necessary to perform their work tasks.
7. Employees are permitted to bring in cutlery, utensils and similar items that are commonly used for cooking and cutting food items through employee entrances.
8. Any unauthorized person who found to have prohibited items with them or who refuses to go through the required screening shall not be admitted into the courthouse building.
9. Employees and other authorized persons with keycard-controlled access who are on official duty may bypass screening by using keycard-controlled entrances.
10. Employees and other authorized persons are not permitted to allow or aid any unauthorized individuals to gain access through keycard-controlled entrances. However, authorized persons may escort guests by using keycard-controlled entrances.
11. Law enforcement officers who are employed by or an agent of a law enforcement unit as defined in ORS181A.355, upon presentation to and verification of their credentials by the security screening personnel, may bypass the security screening to enter the Courthouse.
12. Unloaded and properly secured firearms which are brought in as exhibits in a court proceeding per UTCR 6.150(1) shall be allowed into the building.
13. Security staff shall promptly report all known security screening breaches or unauthorized courthouse entries to the Sheriff or his designee and provide written daily activity report to the Trial Court Administrator.
14. This order is effective June 1, 2026, and shall supersede any conflicting provisions, if any, of prior orders regarding this matter.

Dated this 1 day of May 2026.



Norm R. Hill
Presiding Judge