

## **SECURITY SCANNING FAQ**

Version 1 (Feb. 16)

This document is intended to address frequently asked questions about security screening in the MSB and the Capitol. Answers reflect the procedures in place on the date the document was issued. **Please note that these security protocols are new and will likely change as they are implemented.** As procedures are implemented, updated, or changed, new versions of the document will be issued. Please direct questions about the operation of screening measures to the Sergeant's Office.

### **MSB AND CAPITOL**

#### **1. Where will scanners be located?**

In the MSB, a scanner will be located at the main entrance (at the corner of University Ave. and Park St.).

In the Capitol, scanners will be located at four entrances:

- South entrance (beneath Capitol steps)
- Tunnel from Minnesota Senate Building
- Tunnel from State Office Building (Lot C)
- Tunnel from Minnesota Judicial Center

#### **2. What types of scanners will be used?**

The brand of scanner is Evolv. They are similar to those used at sporting and other large event venues. There is a separate scanner for bags and large items.

#### **3. What items are prohibited?**

- Weapons: firearms (except people with a permit to carry are allowed to carry pistols), knives, explosives, blunt objects
- Contraband: illegal substances, alcohol
- Protest items: balloons, spray paint/chalk, tape, candles/open flames

More information is available at the DPS website: <https://dps.mn.gov/divisions/msp/state-patrol-dashboard/capitol-security-dashboard/plan-your-visit-mn-state-capitol>

#### **4. Are members exempt from screening?**

Yes, members are exempt from screening in both the Capitol and the MSB. They will be issued a holographic sticker that will identify them.

When entering the Capitol, members may enter through a door where screening is present. If entering through a door where screening is present, members will not need to pass through a scanner – there will be a separate lane for them.

Members will be able to access the single southeast door to the east of the main Capitol steps with their keycard. This is the only exterior entrance member keycards will allow access to. No screening will be present at this entrance. No staff, family, or visitors are permitted to enter through this door, even if accompanied by a member. State Patrol staff will be in and around this area to ensure no unauthorized people are entering.

If members enter through the MSB main entrance, they will not need to pass through a scanner – there will be a separate lane for them. Member keycards will not work on any external doors at the MSB, except the garage.

**5. Is anyone exempt from screening in the Capitol?**

In addition to members, the following people are exempt from screening in the Capitol: constitutional officers, Supreme Court justices, sergeants-at-arms, people escorted by a state trooper, on duty law enforcement, first responders (only in an emergency), and select Department of Administration employees.

**6. Are staff exempt from screening?**

Staff are not exempt from screening when entering the Capitol. Staff who enter through the MSB main entrance must pass through screening. Staff who enter from the MSB garage (either from the outside or the tunnel) do not need to pass through screening.

Except for those limited executive branch staff referenced in question 5, executive branch staff are also subject to screening at the Capitol and MSB.

**7. If I park in the MSB garage, how do I enter the MSB? Do I go through screening?**

If you park in the MSB garage, there will be no change to how you access the building. You will continue to use your keycard twice to enter the parking area. You do not need to go through screening at the MSB main entrance.

**8. If I park in the Admin ramp, how do I enter the MSB? Do I go through screening?**

The MSB door on 1<sup>st</sup> floor will no longer be accessible with a key card. Please use the tunnel through the Admin Ramp that enters the MSB. Senators and Senate staff can then use their keycards to enter the MSB garage and proceed through the garage to enter the building without passing through a scanner.

**9. If I walk, take transit, or bike to work, how do I enter the MSB? Do I go through screening?**

If you walk or take transit, either enter the building through the MSB main entrance or through the tunnel in the Admin Ramp that enters the MSB. If you enter through the main entrance, you will need to pass through security. If you enter through the tunnel in the Admin ramp, you may use your keycard to enter the MSB garage and proceed through the garage and enter the building without passing through a scanner.

If you bike to work, please talk to the Sergeant's Office about accessing the garage with your bike.

**10. What doors will be accessible with a keycard in the Capitol and MSB?**

In the MSB, there are only two external access points that will be accessible with a keycard: the garage door and the door from the tunnel to the garage. No external doors in the Capitol will be accessible to staff with a keycard. The single southeast door to the east of the main Capitol steps will be accessible to members with a keycard. No other doors at the Capitol will be accessible to members with a keycard.

**11. If I am staff and I am coming from the MSB, do I need to go through screening when I enter the Capitol?**

Yes, when you go to the Capitol from the MSB, you will go through screening. You will need to enter the Capitol through one of the four entrances with screening and will be required to pass through screening.

**12. If I am staff and coming from the Capitol, do I need to go through screening when I enter the MSB?**

This depends on how you are returning from the Capitol. If you return through the MSB main entrance, then you will need to pass through screening. If you return through the garage, you will not need to pass through screening.

**13. Can I exit the Capitol or MSB through any door or do I need to exit through the doors where screening is located?**

While all doors in the MSB remain available to use for egress, whenever possible please exit through the garage or main entrance to minimize the opportunity for people to enter the building without going through screening. When exiting the building through a door that does not have screening, do not permit anyone to enter the building as you leave.

In the Capitol, please exit through the doors where screening is present. All exits remain available to use in case of an emergency.

**14. What are the hours for screening in the Capitol and MSB?**

MSB: 7:30 am to 5 pm. Additional hours may be added to accommodate night or weekend hearings.

Capitol: The four doors equipped with screening (see question 1) will be open during regular business hours for the Capitol, with additional hours added to accommodate public legislative activity in the Capitol. 24/7 screening is available at the South entrance, regardless of whether there is public legislative activity happening in the Capitol.

Scanners in the Capitol will be used through the end of the regular session. Scanners in the MSB will be used during the regular session, during any special sessions, and at the direction of the Chair of the Committee on Rules and Administration.

**15. What do I do if I need to access the Capitol or MSB after hours?**

Senators and staff who park in the MSB garage will continue to be able to access the MSB 24/7 with a keycard through the MSB garage. All staff will have 24/7 access with a keycard to the MSB through the Admin Ramp tunnel that leads into the MSB and through the garage. All other entrances, including the main entrance, will be locked after hours and not accessible with a keycard.

Members and staff will be able to enter the Capitol through the south entrance, where screening is available 24/7. If using this door, members will not need to pass through security. Members also have keycard access through the single southeast door to the east of the main Capitol steps. No staff, family, or visitors are permitted to enter through this door, even if accompanied by a member.

Members or staff may also call the Capitol Security non-emergency number (651-296-6741) and request dispatch to meet them in the Capitol tunnel to admit to the Capitol. You will need to present your Senate ID.

**16. What about tailgating?**

Please work together to prevent tailgating at all entrances and exits. Make sure doors close behind you and do not let people enter with you or after you, even if you know who they are. Do not prop doors open or hold doors open for others.

When you enter the MSB garage, please swipe your keycard individually – do not tailgate on the car in front of you.

**17. Who will be staffing the scanners?**

A combination of State Patrol Troopers and Capitol Security officers will be staffing the scanners.

**18. Can I bring people who are not members or staff in through the garage with me?**

No. Members and staff should not bring members of the public into the building through the garage. If you are accompanied by anyone who is not a member or staff, you will need to escort them to the main entrance so they can go through the security screening.

**19. Will lobbyists have keycard access to the building?**

No. Lobbyists will have to pass through screening when entering the MSB or the Capitol. They will not be able to use keycards to access either building to enter doors where screening is not located.

**20. Will there be screening for night hearings?**

Chairs are encouraged to minimize the number of night hearings. When night hearings are held, chairs are encouraged to utilize remote hearings. If chairs will hold in-person night hearings, chairs should contact the Sergeant's Office well in advance of the hearing, preferably 48 hours in advance.

**21. Will people with a permit to carry be required to pass through screening?**

Yes, people with a permit to carry will still be required to pass through screening (unless entering through the MSB garage).

**22. Where can I read more about scanning in the Capitol?**

DPS has a website about scanning and security in the Capitol:

<https://dps.mn.gov/divisions/msp/state-patrol-dashboard/capitol-security-dashboard/plan-your-visit-mn-state-capitol>

**SENATE GALLERY**

**1. Where will the scanner be located?**

The scanner will be located on the 3<sup>rd</sup> floor of the Capitol, outside of the south hallway that leads to the Senate gallery.

**2. What type of scanner will be used?**

An Evolv scanner similar to the scanners used elsewhere in the Capitol and MSB. There will not be a separate bag scanner.

**3. What items are prohibited?**

All firearms and dangerous weapons are prohibited in the gallery.

**4. Are members and staff exempted from screening?**

The letter from President Champion requires all members of the public entering the gallery to pass through screening. Members and staff are not required to be screened, but there is not a process to clearly differentiate staff and members at the screening point, so members and staff wishing to enter the gallery without passing through screening are advised to access the gallery via the second-floor hallway and the back staircase leading to the third floor.

**5. When will the scanners be operated?**

The scanners will be operational on days when the Senate conducts floor sessions, but operations may be suspended for portions of the day at the direction of the Senate President.

**6. Will there be storage provided for people to store their firearms?**

No.

**7. Can I bring people who are not members or staff into the gallery from the second floor hallway?**

No. Members of the public must pass through screening at the entrance to the south hallway before entering the gallery.

**8. Are there any other public entrances to the gallery?**

No.

**9. Where will members of the public who are unable to enter the gallery be able to watch the floor proceedings?**

As in past sessions, televisions will be located throughout the Capitol so people may observe the floor proceedings.