

## XV. CAPITOL SECURITY

**PURPOSE:** It is the intent of this ~~policy to ensure the safety of the public, employees, tenants, and legislators in the Capitol by establishing security checkpoints and defining prohibited items.~~ policy to safeguard all individuals who work in or visit the Oregon State Capitol—including the public, employees, tenants, and legislators—by establishing clear, consistent security access requirements. It defines prohibited items, outlines screening procedures, and sets operational standards to ensure a secure environment where everyone can observe, participate in, and contribute to the democratic process. The objective is to proactively reduce safety and security risks while protecting people, infrastructure, and governmental functions. Above all, it affirms the Capitol as a welcoming, inclusive, and safe space for all.

**GUIDELINES:** ~~Firearms and other weapons as defined below are generally prohibited in the Capitol. Security checkpoints will be established in or around the Capitol to ensure no prohibited items are brought into the building. All members of the public, employees, tenants, and legislators will be required to pass through a security checkpoint to enter the building. Oregon State Police and other on duty law enforcement, fire fighters, paramedics or personnel operating under an emergency are exempt from the security checkpoint requirement.~~ Firearms and other weapons as defined below are generally prohibited in the Capitol. To maintain a safe environment, security checkpoints will be located at all active entry points to the Capitol. The primary goal of these checkpoints is to ensure that no weapons enter the building. Passing through a security checkpoint is a standard procedure for all individuals—including staff, tenants, legislators, and the public—as part of a unified security approach for both day-to-day activities and special events.

**CONDITIONAL ENTRY:** To maintain a unified security posture, all individuals are subject to screening. However, in certain circumstances—such as for medical necessity, contractor access, or during high-security special events—access may be granted as Conditional Entry. This means access is subject to specific, non-standard requirements, including, but not limited to, being escorted, undergoing alternative screening, or agreeing to comply with pre-approved Conditions of Entry.

- Prohibited Items:** Pursuant to ORS 166.370, it is unlawful to bring a firearm into the Oregon State Capitol. To comply with this law and maintain a safe environment, ~~firearms and other dangerous weapons~~ are strictly prohibited. These items will be further defined later in this policy.
- Exemptions:** Oregon State Police and other on-duty law enforcement, fire fighters, paramedics or personnel operating under an emergency are exempt from the security checkpoint requirement. Per ORS 166.370(3)(h) and ORS 173.720, other exceptions are subject to review and approval by the designated authority, as detailed below.
- Supplementary Safety and Security Protocols:** During periods of elevated risk, additional security measures may be introduced to reinforce existing safeguards while maintaining an accessible environment. These protocols may include an increased presence of security, discreet

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45 screening, modified access procedures, continuous situational monitoring, and the establishment  
46 of temporary safety zones when needed. Coordinated closely with first responders, such  
47 enhancements provide added layers of protection—helping keep the collective experience safe  
48 and orderly without creating unnecessary barriers. These measures remain in effect only as long  
49 as necessary to address identified risks, verify ongoing compliance with security standards, and  
50 prevent the introduction of dangerous or prohibited items.

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### 51 ▲ 52 53 **LEGISLATORS, TENANTS, AND STAFF ACCESS**

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54 1. ~~Legislators/Staff/Tenants must enter the Oregon State Capitol through any available security~~  
55 ~~checkpoint~~  
56 ~~entrance. Hand-carried items will be screened via physical inspection or x-ray~~  
57 ~~machine~~ Legislators/Staff/Tenants will enter the Oregon State Capitol through any open security  
58 checkpoint designated for staff or visitors. Staff and officials play an essential role in maintaining a secure  
59 environment and may be required to present a valid Capitol-issued identification badge or approved  
60 credentials at designated access control points to gain entry. Holders of Capitol-issued badges are  
61 authorized to escort individuals without credentials—including visitors, guests, and vendors, and assume  
62 full responsibility for the supervision and compliance of those they escort through non-visitor access  
63 control points.

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67 2. All Legislators/Staff/Tenants must passthrough security screening. ~~Hand-carried items will be screened~~  
68 ~~via physical inspection or x-ray machine.~~ Refusal will result in denial of entrance into the Capitol. Any  
69 Legislator/Staff/Tenant who does not clear the screening process will be denied access to the building.  
70 NOTE: Individuals with medical devices, implants, or health-related concerns associated with walk-  
71 through metal detectors (WTMD) may request an alternative screening. This process, which may include  
72 the use of a hand-held (wand) detector, will be conducted in accordance with established protocols for  
73 medical accommodations and non-invasive practices.

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76 3. **Delivery Prohibition:** Couriers and delivery personnel may enter the building as visitors after  
77 completing security screening and may hand-deliver convenience items—such as food, flowers, or small  
78 packages—directly to the intended recipient. These items may not be left unattended or staged at any  
79 entry point; they will be received in person. Security staff will not accept, store, or transfer deliveries on  
80 behalf of visitors or occupants. [Note: Scheduled deliveries of freight, furniture, or official business  
81 materials will be coordinated in advance with Facility Services. These larger or operational deliveries  
82 follow separate procedures to ensure proper handling and building safety.]

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84 4. **Screening stoppages:** Occasionally, legislators, staff, and tenants may experience delays when  
85 entering the Capitol due to security screening. Security personnel will make every effort to expedite the  
86 process and ensure timely, safe entry.

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88 5. It is unlawful to enter the Oregon State Capitol building with a firearm of any kind unless a valid  
89 exception

90 described in ORS 166.370 (3) applies. [Note: a concealed handgun license is not a valid exception, per  
91 ORS 166.370 (1)(b).] **Firearms and Projectile Weapons Prohibited.** It is unlawful to enter the Oregon  
92 State Capitol building with a firearm of any kind unless a valid exception described in ORS 166.370 (3)  
93 applies. **[Note: a concealed handgun license is not a valid exception, per ORS 166.370 (1)(b).]** A  
94 formal process exists to facilitate entry for individuals who qualify for an applicable exception; contact  
95 the Capitol Security Office for additional information.

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97 6. Weapons, including electronic defense weapons, facsimile weapons, knives (see below), tasers, pepper  
98 spray (see below), caustic chemicals, fireworks, firecrackers, and sparklers are not allowed into the State  
99 Capitol. At the discretion of security personnel in accordance with ORS 173.720, any items deemed to be  
100 a possible weapon, a security risk or disruptive to governmental activities, or items that pose a risk to  
101 public safety, are not allowed into the State Capitol. **Chemical, explosive, and dangerous substances**  
102 **are prohibited.** Weapons, including electronic defense weapons, facsimile and replica weapons, metal  
103 knuckles, knives (see below), tasers, caustic or flammable chemicals, fireworks, firecrackers, and  
104 sparklers are not allowed into the State Capitol. At the discretion of security personnel in accordance with  
105 ORS 173.720, any items deemed to be a possible weapon, a security risk or disruptive to governmental  
106 activities, or items that pose a risk to public safety, are not allowed into the State Capitol. **[Note: Personal**  
107 **pepper spray, 2 oz or less, is permitted.]**

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109 7. Knives—Folding knives and multi tools (i.e. Leatherman tools) with a blade no longer than 3.5 inches  
110 will be permitted as long as the knife is a folding style and does not have a blade that projects or swings  
111 into position by force of a spring or by centrifugal force. Personal pepper spray, 2oz or less, is also  
112 permitted. **Bladed, Edged, Sharp Tools or Implements;** Prohibited items include, but not limited to:  
113 Knives, dirk, saber, sword, dagger, ice pick, axe, slingshot, or any facsimile or similar instrument. **[Note:**  
114 **Folding knives and multi-tools (i.e. Leatherman tools, cooking utensils and tools of the trade) with a blade**  
115 **no longer than 3.5 inches** will be permitted, as long as the knife is a folding style and does not have a  
116 blade that projects or swings into position by force of a spring or by centrifugal force.]

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118 8. ~~Persons found in possession of weapons or other prohibited items may be required to surrender the~~  
119 ~~item~~  
120 ~~to security personnel or to immediately remove the item from the Capitol.~~ **Handling Prohibited Items.**  
121 Possession of a prohibited item will result in denial of entry until the item is removed from the security  
122 screening area. Individuals may choose:

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- 125 • **Immediately Remove:** Return the item to a location outside the Capitol premises (e.g., a vehicle)  
126 or transfer it to a non-entering companion.
  - 127 • **Voluntary Disposal:** Dispose of the item in a designated collection bin. The Capitol assumes no  
128 liability for items voluntarily discarded, and security personnel will not access or retrieve them.

129 **9. Procedures for Exceptions and Exemptions to Prohibited Items.** Certain items that are generally  
130 prohibited within the Capitol may be permitted when they serve a legitimate and lawful purpose under  
131 specific circumstances. In accordance with ORS 166.370(3)(h) and ORS 173.720, the designated OLA

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term with disposal.

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authority is responsible for reviewing and approving such requests. To initiate a request, contact the Capitol Security Office to coordinate preparation of an exception letter for review by the designated authority. The form is available on the Legislative intranet site at: [Weapon or Prohibited Item Exception Request Form 25.1.pdf](#)

#### **PUBLIC ACCESS (INCLUDING LOBBY AND PRESS)**

- ~~1. Visitors must enter the Oregon State Capitol through a metal detector. Hand-carried items will be screened through an x-ray machine.~~
- ~~2. All visitors must pass through security screening. Refusal will result in denial of entrance into the Capitol.~~
- ~~3. Any visitor who does not clear the screening process will be denied access to the building.~~
- ~~4. Occasionally, visitors may be delayed in entering the Capitol. Security personnel will do what they can to expedite the screening process.~~
- ~~5. It is unlawful to enter the Oregon State Capitol building with a firearm of any kind unless a valid exception described in ORS 166.370 (3) applies. [Note: a concealed handgun license is not a valid exception, per ORS 166.370 (1)(b).]~~
- ~~6. Weapons of any kind, including electronic defense weapons, facsimile weapons, knives (including tactical knives, folding knives, hunting knives, key chain knives, pen knives, pocketknives, and credit card knives), tasers, pepper spray, caustic chemicals, fireworks, firecrackers, and sparklers are not allowed into the State Capitol. At the discretion of security personnel, any items deemed to be a possible weapon, a security risk or disruptive to governmental activities, or items that pose a risk to public safety, are not allowed into the State Capitol.~~
- ~~7. Persons found in possession of weapons or other prohibited items may be required to surrender the item to security personnel or to immediately remove the item from the Capitol.~~
1. All visitors must enter the Oregon State Capitol through designated public security checkpoints. To ensure a comprehensive screening process, individuals will pass through a metal detector, and all hand-carried items will be screened and inspected via an x-ray machine. Visitors may be requested to provide identification and to complete a sign-in process.
2. All visitors are required to pass through security screening. Refusal to comply will result in a denial of entry into the Capitol. NOTE: Individuals with medical devices, implants, or health-related concerns associated with walk-through metal detectors (WTMD) may request an alternative screening. This process, which may include the use of a hand-held (wand) detector, will be conducted in accordance with established protocols for medical accommodations and non-invasive practices.
- ~~3. Any visitor who does not clear the screening process will be denied access to the building.~~
4. Occasionally, visitors may be delayed due to traffic, parking challenges, weather conditions, or scheduling conflicts. While security personnel will make every effort to expedite the screening process, delays may still occur.

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**3.5. Credentialed Press and Media.** For all events and related activities, access for credentialed press and media requires that all equipment be inspected and cleared prior to individuals proceeding through security screening.

**6. Contractor Access:** To safeguard personnel, assets, and infrastructure, **all contractors**—whether engaged in short-term projects, maintenance, regular deliveries, or specialized services—will comply with a pre-approved access protocol upon entry. This includes verification, inspection, credentialing, and escort requirements based on role, location, and duration of activity.

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**4.7. Restrictions on Banners, Signs, and Balloons.** Banners, placards, oversized posters, poles, and helium balloons are prohibited inside the building unless approved by OLA, as they may obstruct fire sprinklers, block sightlines, interfere with lighting or security cameras, and potentially activate fire detection systems. These items are not permitted except as specifically authorized under Section I(6). Limiting such items helps ensure safety and maintain a professional environment.

**8. Firearms and Projectile Weapons.** It is unlawful to enter the Oregon State Capitol building with a firearm of any kind unless a valid exception described in ORS 166.370 (3) applies. [Note: a concealed handgun license is not a valid exception, per ORS 166.370 (1)(b).] A formal process exists to facilitate entry for individuals who qualify for an applicable exception; contact the Capitol Security Office for additional information.

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**5.9. Weapons and Prohibited Items:** Weapons of any kind, including electronic defense weapons, facsimile and ceremonial weapons, knives (including tactical knives, folding knives, hunting knives, key chain knives, pen knives, pocketknives, and credit card knives), hunting bows, arrows, tasers, pepper spray, caustic chemicals, fireworks, firecrackers, and sparklers are not allowed into the State Capitol. Note: At the discretion of security personnel, any items deemed to be a possible weapon, a security risk or disruptive to governmental activities or items that pose a risk to public safety, are not allowed into the State Capitol. Possession of a prohibited item will result in denial of entry until the item is removed from the security screening area. Individuals may choose:

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- Immediately Remove: Return the item to a location outside the Capitol premises (e.g., a vehicle) or transfer it to a non-entering companion.
- Voluntary Disposal: Dispose of the item in a designated collection bin. The Capitol assumes no liability for items voluntarily discarded, and security personnel will not access or retrieve them.

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**10. Procedures for Exceptions and Exemptions to Prohibited Items.** Certain items that are generally prohibited within the Capitol may have a legitimate and lawful purpose under specific circumstances. In accordance with ORS 166.370(3)(h) and ORS 173.720, the designated authority is responsible for evaluating and approving any such exceptions or exemptions. Exceptions are temporary and granted for a specific event or defined time period. Exemptions are ongoing and remain in effect until formally rescinded. To initiate a request, contact the Capitol

220 Security Office to coordinate an exception or exemption memo for review and consideration by  
221 the designated authority.

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223 **SPECIAL EVENT SECURITY AND PLANNING.**

224 1. Definition of a Special Event: A special event is any planned activity—regardless of size, scope,  
225 duration, or location—that has the potential to introduce or elevate security risks to a facility, its  
226 occupants, or mission continuity. This definition encompasses a broad range of functions, including  
227 sponsored events, gatherings with invited guests, public rallies, formal ceremonies, and activities  
228 involving external parties.

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230 2. Event Security Planning & Coordination. To ensure operational readiness, adequate staffing, and  
231 effective coverage, all special events and facility-based functions must be coordinated in advance.

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- 233 • Early coordination allows Security and OSP to allocate resources effectively and mitigate risks
  - 234 before the event.
  - 235 • Risk-based assessments may be required for after-hours events and events with more than 250
  - 236 attendees. These assessments inform Conditions of Approval and proportional protective
  - 237 measures.
  - 238 • Protective measures may include invitations, passes, credentialing, physical barriers, crowd
  - 239 controls, enhanced screening, and special access protocols.
  - 240 • Integration with emergency management ensures that contingency plans for medical incidents,
  - 241 fire, evacuation, or civil disturbance are aligned with the event's security posture.
- 242

243 3. Room Reservation & Event Intake. If the event requires room reservations, the formal planning process  
244 begins with submission of a Reservation Request or Use Agreement to Visitor Services (VS).

- 245 • Visitor Services will coordinate with the Capitol Security Office (CSO) and Oregon State Police
- 246 (OSP) to ensure both logistical and security requirements are addressed before approval.
- 247

248 4. Security-Specific Coordination. For security-related planning, the following steps are required prior to  
249 event approval:

- 250 • Completion of the Security Intake Form (SIF):
  - 251 • Review Process: The Capitol Security Office (CSO) and Oregon State Police (OSP) will review
  - 252 the SIF to determine whether a Special Event Security Assessment (SESA) is necessary and to
  - 253 identify mitigation measures.
  - 254 • Conditions of Approval: If a SESA is required, CSO/OSP will issue conditions that must be met
  - 255 before the event is authorized.
- 256