

1 **XV. CAPITOL SECURITY**

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

11
12 **GUIDELINES:** Firearms and other weapons as defined below are generally prohibited in the Capitol.
13 Security

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

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

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31 • **Prohibited Items:** Pursuant to ORS 166.370, it is unlawful to bring a firearm into the Oregon
32 State Capitol. To comply with this law and maintain a safe environment, firearms and other
33 dangerous weapons are strictly prohibited. These items will be further defined later in this policy.

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and to shorten redundant in both categories for
staff/public sections.

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35 • **Exemptions:** Oregon State Police and other on-duty law enforcement, fire fighters, paramedics or
36 personnel operating under an emergency are exempt from the security checkpoint requirement.
37 Per ORS 166.370(3)(h) and ORS 173.720, other exceptions are subject to review and approval by
38 the designated authority, as detailed below.

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40 • **Supplementary Safety and Security Protocols:** During periods of elevated risk, additional
41 security measures may be introduced to reinforce existing safeguards while maintaining an
42 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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53 LEGISLATORS, TENANTS, AND STAFF ACCESS

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 machineLegislators/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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65 2. All Legislators/Staff/Tenants must passthrough security screening. Hand-carried items will be screened
66 via physical inspection or x-ray machine. Refusal will result in denial of entrance into the Capitol. Any
67 Legislator/Staff/Tenant who does not clear the screening process will be denied access to the building.
68 NOTE: Individuals with medical devices, implants, or health-related concerns associated with walk-
69 through metal detectors (WTMD) may request an alternative screening. This process, which may include
70 the use of a hand-held (wand) detector, will be conducted in accordance with established protocols for
71 medical accommodations and non-invasive practices.

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

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86 4. Screening stoppages: Occasionally, legislators, staff, and tenants may experience delays when
87 entering the Capitol due to security screening. Security personnel will make every effort to expedite the
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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96 6. **Weapons**, including electronic defense weapons, facsimile weapons, knives (see below), tasers, pepper
97 spray (see below), caustic chemicals, fireworks, firecrackers, and sparklers are not allowed into the State
98 Capitol. At the discretion of security personnel in accordance with ORS 173.720, any items deemed to be
99 a possible weapon, a security risk or disruptive to governmental activities, or items that pose a risk to
100 public safety, are not allowed into the State Capitol. **Chemical, explosive, and dangerous substances
101 are prohibited.** Weapons, including electronic defense weapons, facsimile and replica weapons, metal
102 knuckles, knives (see below), tasers, caustic or flammable chemicals, fireworks, firecrackers, and
103 sparklers are not allowed into the State Capitol. At the discretion of security personnel in accordance with
104 ORS 173.720, any items deemed to be a possible weapon, a security risk or disruptive to governmental
105 activities, or items that pose a risk to public safety, are not allowed into the State Capitol. [Note: Personal
106 pepper spray, 2 oz or less, is permitted.]

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

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115 8. **Persons** found in possession of weapons or other prohibited items may be required to surrender the
116 item to security personnel or to immediately remove the item from the Capitol. **Handling Prohibited Items.**
117 Possession of a prohibited item will result in denial of entry until the item is removed from the security
118 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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119 9. **Procedures for Exceptions and Exemptions to Prohibited Items.** Certain items that are generally
120 prohibited within the Capitol may be permitted when they serve a legitimate and lawful purpose under
121 specific circumstances. In accordance with ORS 166.370(3)(h) and ORS 173.720, the designated OLA
122

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

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

138 1. Visitors must enter the Oregon State Capitol through a metal detector. Hand-carried items will be
139 screened through an x-ray machine.
140 2. All visitors must pass through security screening. Refusal will result in denial of entrance into the
141 Capitol.
142 3. Any visitor who does not clear the screening process will be denied access to the building.
143 4. Occasionally, visitors may be delayed in entering the Capitol. Security personnel will do what they can
144 to
145 expedite the screening process.
146 5. It is unlawful to enter the Oregon State Capitol building with a firearm of any kind unless a valid
147 exception described in ORS 166.370 (3) applies. [Note: a concealed handgun license is not a valid
148 exception, per ORS 166.370 (1)(b).]
149 6. Weapons of any kind, including electronic defense weapons, facsimile weapons, knives (including
150 tactical knives, folding knives, hunting knives, key chain knives, pen knives, pocketknives, and credit
151 card knives), tasers, pepper spray, caustic chemicals, fireworks, firecrackers, and sparklers are not
152 allowed into the State Capitol. At the discretion of security personnel, any items deemed to be a possible
153 weapon, a security risk or disruptive to governmental activities, or items that pose a risk to public safety,
154 are not allowed into the State Capitol.
155 7. Persons found in possession of weapons or other prohibited items may be required to surrender the
156 item
157 to security personnel or to immediately remove the item from the Capitol.

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- 158 1. All visitors must enter the Oregon State Capitol through designated public security checkpoints.
159 To ensure a comprehensive screening process, individuals will pass through a metal detector, and
160 all hand-carried items will be screened and inspected via an x-ray machine. Visitors may be
161 requested to provide identification and to complete a sign-in process.
- 162 2. All visitors are required to pass through security screening. Refusal to comply will result in a
163 denial of entry into the Capitol. NOTE: Individuals with medical devices, implants, or health-
164 related concerns associated with walk-through metal detectors (WTMD) may request an
165 alternative screening. This process, which may include the use of a hand-held (wand) detector,
166 will be conducted in accordance with established protocols for medical accommodations and non-
167 invasive practices.
- 168 4.3. Any visitor who does not clear the screening process will be denied access to the building.
- 169 4.4. Occasionally, visitors may be delayed due to traffic, parking challenges, weather conditions, or
170 scheduling conflicts. While security personnel will make every effort to expedite the screening
171 process, delays may still occur.

176 **3.5. Credentialed Press and Media.** For all events and related activities, access for credentialed press
177 and media requires that all equipment be inspected and cleared prior to individuals proceeding
178 through security screening.

179
180 **6. Contractor Access:** To safeguard personnel, assets, and infrastructure, all contractors—whether
181 engaged in short-term projects, maintenance, regular deliveries, or specialized services—will
182 comply with a pre-approved access protocol upon entry. This includes verification, inspection,
183 credentialing, and escort requirements based on role, location, and duration of activity.

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185 **4.7. Restrictions on Banners, Signs, and Balloons.** Banners, placards, oversized posters, poles, and
186 helium balloons are prohibited inside the building unless approved by OLA, as they may obstruct
187 fire sprinklers, block sightlines, interfere with lighting or security cameras, and potentially
188 activate fire detection systems. These items are not permitted except as specifically authorized
189 under Section 1(6). Limiting such items helps ensure safety and maintain a professional
190 environment.

191
192 **8. Firearms and Projectile Weapons.** It is unlawful to enter the Oregon State Capitol building
193 with a firearm of any kind unless a valid exception described in ORS 166.370 (3) applies. [Note:
194 a concealed handgun license is not a valid exception, per ORS 166.370 (1)(b).] A formal process
195 exists to facilitate entry for individuals who qualify for an applicable exception; contact the
196 Capitol Security Office for additional information.

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198 **5.9. Weapons and Prohibited Items:** Weapons of any kind, including electronic defense weapons,
199 facsimile and ceremonial weapons, knives (including tactical knives, folding knives, hunting
200 knives, key chain knives, pen knives, pocketknives, and credit card knives), hunting bows,
201 arrows, tasers, pepper spray, caustic chemicals, fireworks, firecrackers, and sparklers are not
202 allowed into the State Capitol. Note: At the discretion of security personnel, any items deemed to
203 be a possible weapon, a security risk or disruptive to governmental activities or items that pose a
204 risk to public safety, are not allowed into the State Capitol. Possession of a prohibited item will
205 result in denial of entry until the item is removed from the security screening area. Individuals
206 may choose:

- 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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208 **10. Procedures for Exceptions and Exemptions to Prohibited Items.** Certain items that are
209 generally prohibited within the Capitol may have a legitimate and lawful purpose under specific
210 circumstances. In accordance with ORS 166.370(3)(h) and ORS 173.720, the designated
211 authority is responsible for evaluating and approving any such exceptions or exemptions.
212 Exceptions are temporary and granted for a specific event or defined time period. Exemptions are
213 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.

222

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.

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

231

232 • Early coordination allows Security and OSP to allocate resources effectively and mitigate risks
233 before the event.

234 • Risk-based assessments may be required for after-hours events and events with more than 250
235 attendees. These assessments inform Conditions of Approval and proportional protective
236 measures.

237 • Protective measures may include invitations, passes, credentialing, physical barriers, crowd
238 controls, enhanced screening, and special access protocols.

239 • Integration with emergency management ensures that contingency plans for medical incidents,
240 fire, evacuation, or civil disturbance are aligned with the event's security posture.

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

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

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

247 • Completion of the Security Intake Form (SIF);

248 • Review Process: The Capitol Security Office (CSO) and Oregon State Police (OSP) will review
249 the SIF to determine whether a Special Event Security Assessment (SESA) is necessary and to
250 identify mitigation measures.

251 • Conditions of Approval: If a SESA is required, CSO/OSP will issue conditions that must be met
252 before the event is authorized.

253