



LEGISLATIVE ADMINISTRATION

Security Services

To: Joint Legislative Administration Committee

From: Brett Hanes, Legislative Administrator
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Date: 9 January 2026

Subject: Summary of proposed changes to Part XV Security of the Building Use Policy

Below is a summary of proposed changes to Part XV Security of the Building Use Policy to modernize safety protocols and clarify entry requirements for different user groups.

PURPOSE: This request seeks approval of the proposed revisions to Section XV (Security) of the Building Use Policy (BUP). Upon internal approval, these revisions will be submitted to the Legislative Administration Committee (LAC) for formal publication and adoption.

BACKGROUND:

- **Policy Update:** The Security Office has completed a comprehensive review of the BUP to modernize safety protocols and clarify entry requirements for different user groups.
- **LC review is complete.**
- **Authority:** Under **ORS 173.720 (1)(g)**, the Legislative Administrator holds the authority to control all space and facilities within the State Capitol. This includes defining the parameters of the Prohibited Item Policy and screening procedures.
- **Key Revisions:**
 - **Tiered Permissions:** Maintains specific tool allowances (e.g., small folding knives/pepper spray) for staff, tenants, and legislators while prohibiting them for the general public.
 - **Administrative Framework:** Formalizes the distinction between temporary "Exceptions" and ongoing "Exemptions."
 - **Conditional Entry:** Establishes legal pathways for medical necessities and contractor requirements at checkpoints.
 - **Event Risk Management:** Introduces the Security Intake Form (SIF) and mandatory assessments for events exceeding 250 attendees.
 - **Liability Protection:** Explicitly states the Capitol assumes no liability for items voluntarily discarded at checkpoints.

DISCUSSION/RATIONALE:

- **Risk Mitigation:** The update transitions security from a "one-size-fits-all" approach to a risk-based model. By differentiating between the general public and vetted staff/legislators, the policy maintains operational efficiency without compromising safety.

- **Operational Clarity:** Re-stating prohibitions on banners, balloons, and signs within the security section ensures consistency between entry-point screening and general building rules.

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