

Legislative Council

Alaska State Capitol Visitor Screening Policy

Adopted xx/xx/xxxx

I. Purpose

This policy establishes security screening procedures that ensure the safety of building occupants at the Capitol Complex, while maintaining public access to the legislative process and the State Capitol.

II. Non-Discrimination

No person will be discriminated against on the basis of race, religion, color, national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy or parenthood. All security practices will comply with civil liberties and civil rights laws, regulations, and policies.

III. Definitions

- **Capitol Complex:** Includes the State Capitol Building and associated legislative facilities, excluding the Assembly Building Apartments. Screening will only be required at the Capitol Building.
- **Visitor:** Any person entering the Capitol without a valid Blue, Orange, or Purple Legislature ID Badge.
- **Security Personnel:** Includes security officers employed by the Alaska State Legislature, authorized screening contractors, and law enforcement officers in the Capitol Complex.

IV. Hours of Operation

Screening will be conducted during Capitol operating hours when the legislature is in session:

- Monday through Friday: 7:30 AM to 5:30 PM
- Hours may be extended during legislative sessions.
- Hours may vary for special events.

V. Entry Procedures

A. Standard Entry Screening

- Visitors must enter through the front doors of the Capitol Building.
- All visitors will be screened by a walk-through magnetometer. However, visitors may opt-out of the walk-through magnetometer and be screened by a handheld magnetometer or a physical pat-down performed by a legislative security officer or contracted security personnel.
- All carried items will be screened by an X-ray device.
- A person who escorts or allows a visitor in the Capitol through a door other than the main entrance must escort the visitor to the lobby of the Capitol Building for standard entry screening.

B. Delivery Personnel

Delivery personnel are considered visitors and must enter through the front doors of the Capitol Building, complete standard entry screening, and obtain a visitor badge. Legislative Lounge deliveries made via the second-floor catwalk are exempt from screening requirements, as they are accompanied by legislative lounge employees.

C. Contractors and Vendors

Contractors and vendors are considered visitors and must enter through the front doors of the Capitol Building, complete standard entry screening, and obtain an appropriate badge per the Identification Badge Policy.

VI. Exemptions**A. State Employee Access**

Holders of a valid Alaska State Legislature Blue or Orange ID Badge are exempt from screening and should use alternate entrances.

B. Law Enforcement Access

Law enforcement officers and first responders are exempt from screening.

C. Legislator Family Access

Holders of a valid Alaska State Legislature Purple ID Badge are exempt from screening.

VII. Prohibited Items

The following are prohibited in the Capitol Complex:

- Weapons or any objects that could reasonably be considered weapons or used to cause harm to occupants, including firearms, explosives, knives (except pocketknives with blades under 3 inches and knives used by legislative lounge staff for food preparation or service), clubs, batons, and blunt-force objects.
- Items deemed dangerous by security, such as fireworks, flammable substances, or corrosive materials.

Visitors arriving with prohibited items must secure them offsite before entry will be granted. No storage facilities are available in the Capitol Complex.

VIII. Special Circumstances**A. Medical Accommodations**

Individuals with devices affected by magnetometers should notify security to arrange alternative screening.

B. Accessibility

- Visitors using wheelchairs will be screened with a handheld magnetometer.
- Service animals will be visually inspected by security personnel.
- Visitors requiring other security screening accommodation should contact Capitol Security at 907-465-1414 in advance of their visit and review the Legislature's Accessibility Information (<https://akleg.gov/ada.php>)

IX. Screening Procedures**A. Personal Items**

- Bags, packages, and personal items are subject to X-ray screening and physical inspection.
- Security personnel may request additional inspection of any items that cannot be clearly viewed through X-ray.

B. Multiple Entries

Visitors are required to undergo screening each time they enter the Capitol, regardless of previous entries that day.

C. Right of Refusal

- Visitors may refuse any screening procedure; however, refusal will result in denied entry.
- Visitors denied entry may appeal the decision to the Executive Director of the Legislative Affairs Agency.

X. Emergency Procedures

In the event of an emergency or heightened security situation:

- Additional security measures may be implemented without notice.
- Certain entrances may be closed.
- Screening procedures may be modified as needed.

XI. Contact Information

For questions or concerns regarding this policy:

- Capitol Security: 907-465-1414
- Email: SecurityGroup@akleg.gov