



GENERAL ORDER

CAPITOL SECURITY—UNIFORM AND PERSONAL GROOMING

Policy Number: 46-002

Effective Date: 7.1.2025

Date of Last Review: 5.20.2025

Distribution: N, O

Approved by: Colonel Christina Bogojevic

I. POLICY

The policy of the Minnesota State Patrol is to develop and maintain a uniform dress and grooming code for all capitol security officers. Appearance reflects the professionalism of the organization and clearly identifies to the public the presence of a Minnesota Capitol Security Officer.

II. AUTHORIZED UNIFORM ARTICLES

A. The authorized uniform, per member, shall consist of (but not be limited to) the following:

1. jacket (1) – winter
2. jacket (1) – fleece
3. jacket (1) – rain
4. jacket (1) – high visibility
5. sweater (1)
6. pants (3)
7. shirts (3) – long sleeve
8. shirts (3) – short sleeve
9. mock turtleneck (1)
10. ties (2)
11. hat (1) – winter
12. hat (1) – dress, Garrison Style
13. gloves – upon request

B. The following leather goods and belt attachments will be issued (1):

1. utility belt
2. belt buckle
3. belt keeper
4. flashlight carrier
5. key ring holder
6. chemical irritant carrier

7. radio holder
 8. glove holder
 9. tourniquet holder
- C. The following equipment will be issued (1):
1. Radio
 2. flashlight (batteries provided)
 3. disposable gloves
 4. nameplate and serving since pin
 5. badges – shirt
 6. badge – coat/sweater
 7. badge – hat
 8. tourniquet
 9. concealable body armor
 10. collar insignia (issued upon completion of training program/certification)
 11. tie tack

III. UNIFORM CLASSIFICATION

- A. Summer Uniform Classification (April 1 through October 31)
1. short sleeve shirt with collar insignia or rank insignia, nameplate, serving since plate, breast badge
 - a. Whenever a t-shirt or similar undergarment is worn with a short-sleeve shirt as a part of the summer uniform, the t-shirt or undergarment shall be of a v-neck design so that no portion of the undergarment is visible above the shirt collar and that no portion of the undergarment is visible below the uniform shirt sleeves.
 2. body worn camera
 3. pants
 4. black uniform shoes or boots
 5. duty belt, buckle, belt keeper with accessories including flashlight, key holder, glove pouch, chemical irritant and portable radio
- B. Winter Uniform Classification (November 1 through March 31)
1. long-sleeve shirt with collar insignia or rank insignia, nameplate, “serving since” plate, breast badge, and navy-blue necktie
 2. body worn camera (BWC) with the exception of during a funeral or other designated ceremony, the BWC will not be worn and a tie tack will be worn in its place; the BWC will be worn when traveling to and from ceremonies
 3. pants
 4. black uniform shoes or boots
 5. 911-style jacket with name plate and breast badge

6. issued mock turtleneck may be worn in lieu of necktie with only top button of uniform shirt left unbuttoned; but not for court, during the legislative session, or public presentations
7. duty belt, buckle, belt keeper with accessories including flashlight, key holder, glove pouch, chemical irritant and portable radio

Note: The winter uniform should be worn during the legislative session unless otherwise directed by the district commander.

IV. DRESS STANDARDS

A. General Requirements

1. Each member shall be dressed in the appropriate department issued uniform unless a specific exemption has been provided by the district commander.
2. At no time shall other clothing, equipment, or accessories not addressed in this General Order be worn as a visible part of the uniform while on-duty unless the Chief has granted prior authorization.
3. Seasonal change as identified with Summer and Winter Classification will prevail.
4. Issued uniforms, equipment and accessories shall not be worn off-duty unless prior authorization has been granted by the district commander or while commuting to and from the worksite.

B. Additional Requirements

1. The garrison hat shall be worn when directed by the district commander. The hat shall be removed when going indoors except when required by officers on special assignment or so ordered by a supervisor. Hats shall be put on or taken off when crossing the threshold into the building. Hats need not be worn when in the patrol unit.
 - a. The hat will be worn straight away. The hat badge shall be fastened through the manufacturer's grommet.
 - b. In the event of precipitation, the hat shall be protected with the issued hat cover.
 - c. Officers may wear the cold weather hat only outdoors when on foot and engaged in duties during the cold weather.
2. The fold edge of a uniform shirt and zipper shall form a straight continuous line. This shall be referred to as the gig line.
3. The leather duty belt with accessories shall be worn at all times when in uniform as required in this Local Directive unless otherwise directed by the district commander. The duty belt buckle shall be centered over the gig line.
4. The wearing of additional clothing (i.e. sweatshirt, sweater or vest) worn under uniform clothing is permissible providing such attire is not exposed and does not present a bulging appearance.
5. Uniformed members may wear a maximum of two authorized pins providing the height and width do not exceed $\frac{3}{4}$ inch. Members may wear only one of each authorized pin as

a regular visible part of the uniform. The Chief may approve other pins at any time. The following pins are authorized for general wear:

- a. American Flag
 - b. POW/MIA
 - c. union insignia
 - d. Tim Bowe Memorial Pin
 - e. Ted Foss Memorial Pin
6. Bike Patrol Uniforms
- a. The district commander will select bike patrol uniforms and protective equipment.

GENERAL ORDER

	Effective: April 15, 2013	Number: 13-46-003
	Subject: PATROL UNIT MAINTENANCE – CAPITOL SECURITY OFFICERS	
	Reference: GO 25-007	
	Special Instructions: Rescinds Capitol Security GO 95-30-002	Distribution: N

I. PURPOSE

To establish uniform guidelines for use and the maintenance requirements for Minnesota State Patrol units, which include but are not limited to Capitol Security squads and bicycles.

II. OPERATION

- A. State-owned patrol units are provided for use as official duty may require. State Patrol units shall not at any time be used for other purposes unless authorized by the district/section commander.
- B. State Patrol personnel shall patrol in vehicles assigned for that purpose unless otherwise directed by a supervisor.
- C. No person or persons, except other State Patrol personnel or such persons as duty dictates, shall be transported in patrol units without the permission of a supervisor. All required paperwork shall be completed and submitted prior to any pre-approved ride-along shift (see General Order 25-007). The person's full name and address shall be given to radio communications personnel prior to the start of the ride-along. State Patrol personnel shall make every reasonable effort to ensure all occupants in their patrol units abide by applicable seatbelt/restraint laws.
- D. State Patrol personnel SHALL NOT operate, on-duty or off-duty, any State Patrol unit in a careless or reckless manner or with a measurable blood alcohol concentration (zero tolerance).
- E. Officers shall complete a *Vehicle Inspection Sheet* at the beginning of each shift. The *Vehicle Inspection Sheet* will be turned in with daily paperwork. Any damaged, lost, or nonfunctioning equipment shall be noted.

III. MAINTENANCE

- A. The following procedures shall govern the maintenance of patrol units:
 1. Employees of the vendor performing the unit maintenance may operate the unit for the purpose of diagnostics and taking the unit to/from the place of service.
 2. Unit maintenance over 45 minutes in length will be done only when the officer has obtained a spare unit. Routine oil changes, light replacements, emergency tire repairs, and other emergency repairs can be done during the duty shift during non-peak hours with the notification of radio communications and/or a supervisor.
- B. Members shall maintain all equipment in proper working order. It shall be the duty of each member to make certain that all such equipment is available in the unit in proper working condition, and those replaceable items are replaced.
- C. Members shall maintain patrol units as issued with respect to equipment. At no time shall any member add, alter or remove equipment without the approval of the district/section commander.
- D. Units will be left clean (inside and out) and organized, and must have a minimum of a half tank of gas at the completion of each shift.
- E. No eating or smoking in units.

IV. DAMAGE TO UNIT

Officers shall immediately report any damaged equipment to a supervisor. A field report and, when required by statute, a state accident report will be completed in every instance of damage occurring to a unit.

Approved:

SIGNED 4/15/2013

**Colonel Kevin P. Daly, Chief
Minnesota State Patrol**

GENERAL ORDER



Effective: July 1, 2013

Number: 13-46-004

Subject: **CAPITOL SECURITY PARKING METER COLLECTION PROCEDURES**

Reference: DPS Fiscal Administrative Services Policies

Special Instructions:

Distribution: N

I. PURPOSE

The purpose of this General Order is to provide Capitol Security officers with guidelines regarding the collection and deposit of parking monies from meters on the Capitol Complex to ensure state receipts are properly safeguarded and promptly deposited.

II. SCOPE

These rules shall apply to all Capitol Security officers engaged in the collection and deposit of parking meter monies.

III. DEFINITIONS

1. "Meter" is any parking pay station on the Capitol Complex that accepts coins, bills, and/or electronic payment for parking privileges in Department of Administration (ADM), Plant Management Division (PMD), owned/managed parking lots and ramps.
2. "Box" is either a coin or bill depository box designed for use in meters.
3. "Bank" is the financial institution where Minnesota Management and Budget (MMB) has established an account for the deposit of parking monies.
4. "Website" is the site (Digital Electronic Management System (EMS)) maintained for the pay stations.

IV. COLLECTION

It will be the policy of Capitol Security to maintain a forthright system for the collection and deposit of parking monies following the Department of Public Safety (DPS), Fiscal Administration Service Division (FAS) auditing policies and directives. A transparent system will ensure trust and prevent allegations of corruption.

1. A Capitol Security supervisor will check meter limit status (via website) daily to determine which meters require collection.
2. Meters registering 75% or higher capacity will be designated for collection. Meters will be emptied at least once per quarter.
3. Two Capitol Security officers will be assigned to those meters designated for collection.
4. Officers will retrieve a meter key from a Capitol Security supervisor and the box(es) necessary for the collection of designated meters.
5. Officers will remove boxes designated for collection and replace them with empty boxes. In no case should a box containing coins or bills be opened by any Capitol Security employee.
6. Boxes containing coins and/or bills shall be placed in the locked trunk of a squad car.
7. Officers will print an audit report from each meter collected.
8. Once all boxes are removed and replaced, officers will drive directly to the bank.
9. Boxes containing monies will be turned over to bank staff for opening and deposit.

10. Officers will complete the Pay Station Collection Log and have the log signed by the bank staff receiving the boxes. All audit reports will be attached to the collection log.
11. Officers will retrieve empty boxes from the bank staff.
12. The meter key will be returned to a Capitol Security supervisor.
13. The empty boxes will be returned to the Capitol Security office.
14. The collection log will be forwarded to ADM PMD by 1400 hours daily.
15. Officers should expedite the collection and deposit of monies.

Approved:

SIGNED 7/1/2013

**Colonel Kevin Daly, Chief
Minnesota State Patrol**

GENERAL ORDER

	Effective: August 16, 2013	Number: 13-46-005
	Subject: CAPITOL SECURITY OFFICER TRAINING AND PROBATIONARY EVALUATIONS	
	Reference:	
	Special Instructions:	Distribution: N

I. POLICY

To identify areas of responsibility and procedural requirements to properly implement the probationary officer Field Training Officer (FTO) program and otherwise evaluate and report on probationary officer.

II. PROGRAM PERSONNEL AND THEIR DUTIES

A. District Commander

1. Meet with probationary officer and give a review of district policies, procedures and reports; acquaint officer with district boundaries; provide work schedule and expectations.
2. Manage and oversee the FTO program at the District level, assigning necessary tasks to district personnel to fulfill all of the requirements.

B. Field Training Officer (FTO) Sergeant

1. Coordinate FTO training, oversee the FTO program, maintain files, and act as a liaison to district command staff.
2. Responsible for scheduling the FTO with the probationary officer.
3. Responsible for supervising and documenting the performance of duties during the field training process.
4. Confer with the district commander about performance deficiencies or the need for an extension of the process.
5. Review the weekly summary, consult with the previous FTO from the completed phase, and, in advance, formally approve the probationary officer's advance to the next phase.
6. Ensure the transfer of the appropriate information concerning the probationary officer's performance to the next FTO.
7. Periodically review probationary officer's binder of FTO reports.
8. The FTO weekly summary report shall be completed as soon after the completion of the FTO phase as possible.
9. Upon conclusion of the FTO period, recommend the approval of the probationary officer to assume solo duties. Ensure prompt completion of all appropriate FTO paperwork within established timelines.

C. Field Training Officer (FTO)

1. Assigned by the district commander to take primary responsibility for the proper training and evaluation of the probationary officer.
2. Complete and submit evaluation forms to the FTO sergeant in a timely manner, and participate in such evaluation sessions with the FTO sergeant as may be appropriate but, at a minimum, at the conclusion of each phase of field training.
3. FTOs must be willing to work all assignments listed in the Probationary Officer Training Curriculum to accommodate the training needs of the probationary officer.
4. The FTO must serve as a good role model for probationary officers, model agency values, follow Capitol Security general orders and procedures, and ensure that the probationary officer does so as well.
5. The FTO must be an effective instructor and mentor, ensuring that the training tasks are explained and demonstrated, and performance results are evaluated and shared.

6. The FTO must use good judgment in ensuring that the probationary officer is given the level of responsibility and discretion appropriate for their individual level of job development.
7. FTOs will be required to complete thorough, objective and unbiased summary reports. Reports will be complete, accurate, well written (proper grammar and spelling) and properly formatted. The completed reports will be properly assembled, submitted on time, and will accurately reflect all observed behaviors and performance.

D. Probationary Officer

1. Must successfully complete all facets of the classroom training delivered by State Patrol and Capitol Security staff.
2. Must successfully complete all stages of field training.

III. TRAINING REQUIREMENTS FOR FTOs

A training session for FTOs will be conducted when necessary and prior to the hiring of the probationary officers. FTOs must have attended the basic FTO training and all subsequent refresher classes.

IV. REPORTING

- A. A Weekly Training Summary shall be completed by FTO at the conclusion of each week's training.
- B. The Building Training form shall be completed by FTO at the end of each day's training (evaluates progress and areas of concern).
- C. The Security Officer Trainee Post-Training Evaluation shall be completed by the probationary officer at the conclusion of the training program.

<p>Approved:</p> <p>SIGNED 8/16/2013</p> <hr/> <p>Colonel Kevin P. Daly, Chief Minnesota State Patrol</p>



GENERAL ORDER

ACCESS CONTROL AT CAPITOL COMPLEX

Policy Number: 46-006

Effective Date: 2.18.2026

Date of Last Review: 9.16.2025

Distribution: N

Approved by: Colonel Christina Bogojevic

I. POLICY

The purpose of this policy is to establish criteria for key card access issuance, database maintenance, and access violation enforcement.

II. DEFINITIONS

A. Capitol Security Access Control Coordinator

The designated individual responsible for maintaining and grant building access within the Capitol Complex.

B. Director of Capitol Complex Security

Individual hired who meets the requirements of [MINN. STAT. 299E.01](#). This individual is hired by the Minnesota State Patrol and oversees the Capitol Complex safety and security.

III. SCOPE

This policy will apply to buildings and facilities owned and maintained by the Department of Administration (ADM) Plan Management Division (PDM) within the Capitol Complex as defined in [MINN. STAT. 15B.02](#) including buildings, work areas, and parking facilities.

IV. ADMINISTRATION

The Minnesota State Patrol, through its position of capitol security access coordinator, is responsible for the creation of access cards at the request of agencies within the Capitol.

A. The capitol security access control coordinator shall be responsible for the following process regarding photo identification and access key cards to State of Minnesota employees, State of Minnesota contractors and external lobbyists:

1. Communicating with agency liaisons as they submit written requests for access via applications for access and confirm the application is fully complete;
2. Process complete applications (by type: employee, contractor, lobbyist) and issue photo identification and access key cards to the applicant;

3. Insure accurate and complete data entry of individuals with Capitol Complex access and issued photo identifications in database;
 4. Maintain and retain applications and financial records in an efficient and organized manner in compliance with Minnesota State Law and State Patrol written directives; and
 5. Maintain an inventory of necessary supplies and order additional as needed.
- B. The capitol security access control coordinator and director of capitol complex security shall be responsible for running and reviewing a report every sixty days of those who have not used their access card.
1. The capitol security access control monitor shall run the report.
 2. The director of capitol complex security shall review the report.
 3. The capitol security access control coordinator will deactivate any access cards which have not been used in the prior sixty days and will archive that list with existing audit records.
- C. The capitol security access control coordinator and director of capitol complex security shall be responsible for the following processes regarding reporting of issued photo identification and access cards:
1. The capitol security access control coordinator will issue by the tenth of each month a report including the following activity over the last month:
 - a. number of each card type issued,
 - b. number of blank, non-issued cards in stock,
 - c. verification that completed applications have been filed alphabetically by applicants last name for the fiscal year, and
 - d. date and amount of individual fees deposited.
 2. The director of capitol complex security will request an audit for each building and agency contact twice-yearly in November and May.
 - a. The director of capitol complex security will draft a cover letter for each building and agency with a list of current individuals that have been given access cards.
 - b. The director of capitol complex security will review responses received and work with the capitol security access control coordinator so they can update the list of issued photo identification and access cards to reflect the employment records received through the audit.
 - c. The capitol security access control coordinator will update the records as received from the twice-yearly audit process.

V. ENFORCEMENT

- A. Capitol security officers and troopers shall be vigilant in ensuring individuals in secure areas at the Capitol Complex are displaying the appropriate identification to showcase their ability to be within that secure area. Individuals in a building, work or parking area without appropriate identification displayed to showcase authorization are considered a security breach which may result in law enforcement action. These individuals shall be escorted to an interior or exterior public area and documentation noted.

1. Emergency Intercoms are used to allow access for individuals to attend public meetings. security/control system monitors who receive these requests shall allow entry as required for public meeting attendance.
 2. If entry requires personal contact, a capitol security or officer shall be dispatched to the location.
 3. Individuals requiring after-hour entry shall be escorted and supervised by a capitol security officer or trooper. This includes individuals responding to address emergency situations, repair, maintenance or major building malfunctions where time is a critical factor.
- B. Capitol security officers and troopers shall enforce written directives as published regarding weapons screening within the Minnesota State Capitol Complex.

Minnesota State Patrol
 Capitol Security Division
 Key Access Card Matrix
 ADDENDUM 1

Card Type	Event	Requirement	Fee	Notes
Access	New Employee	Completed, approved and signed application	\$10.00	
Access	Replace Nonworking or Broken Card	Completed, approved and signed application	\$5.00	Expire date changes
Access	Replace Lost/Stolen Card		\$10.00	Expire date changes
Access	Replace Working Card with Broken Slot Hole	None. Considered exchange.	\$0.00	Expire date changes
Access	Contractor Supervisors	Completed, approved and signed application.	\$10.00	
Access	Card renewal	Every five years	\$5.00	Expiration included in profile upon application. Updated upon renewal
Access	Active cards are returned.	None.	n/a	Photo is deleted from file. Card is made inactive and deleted from database.
ID	Broken Slot Hole	None. Considered exchange.	\$0.00	Expire date changes
ID	Contractor Staff	Completed, approved and signed application.	\$5.00	
ID	New Employee	State Services for the Blind and Veteran Affairs -completed, approved, and signed application State Auditors-emails information and photos	\$5.00	
N/A	Access rights added to card issued by another department	Emails with card numbers are sent to request that access be added.	n/a	System will show as added card



GENERAL ORDER

SECURITY SCREENING AT THE CAPITOL COMPLEX

Policy Number: 26-46-007

Effective Date: February 16, 2026

Date of Last Review: February 16, 2026

Distribution: C, N

Approved by: Colonel Christina Bogojevic

I. POLICY

It is the policy of the Minnesota State Patrol (MSP) to implement reasonable and efficient security screening measures at the Minnesota State Capitol Complex during the 2026 legislative session, as directed by the [Governor's Executive Order 26-02](#) addressing the Capitol Building; the [Commissioner's Memorandum on Weapons Screening Implementation](#) to Colonel Bogojevic dated February 12, 2026; and any other contract for screening services agreement at the Capitol Building or complex. These screening measures are designed to respect the constitutional rights of persons working at and visiting the capitol complex while enhancing public safety for all.

II. DEFINITIONS

A. Capitol Security Officer. A non-sworn security officer employed by the Minnesota State Patrol.

B. Controlled Access Point. A public entrance to the Minnesota State Capitol Building where equipment is installed for the purpose of screening nonexempt persons for dangerous weapons as they enter the Capitol.

C. Dangerous Weapon. Under Minnesota Statutes, section 609.02, subd. 6, any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm.

As used in this directive, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor as defined in Minnesota Statutes, section 340A.101.

D. Exempt Persons. Exempt persons are those exempt from screening altogether and are listed in the Commissioner's memorandum as it pertains to entry into the State Capitol Building. These exemptions apply in other areas of the Capitol Building and Complex unless otherwise specified per separate policies/contracts.

E. Miscellaneous. To the extent any terms used in this directive are defined in Minnesota law, the definitions in Minnesota law apply.

- F. Minnesota State Capitol Building.** The building located at 75 Rev. Dr. Martin Luther King, Jr., Blvd., St. Paul. MN 55101.
- G. Nonexempt Person.** Any person entering the Minnesota State Capitol who is not listed as an exempt person in paragraph II.D above.
- H. Permit to Carry.** A valid unexpired permit to carry a pistol issued pursuant to Minnesota Statutes, section 624.714, including permits issued by other states that are recognized by Minnesota in accordance with Minnesota Statutes, section 624.714, subdivision 16.
- I. Prohibited Item.** Any item that may not be lawfully possessed in the Minnesota State Capitol pursuant to Minnesota Statutes, section 609.66, subdivision 1g(a)(2), including a dangerous weapon, ammunition, or explosives.
- J. Qualified Law Enforcement Officer or Qualified Retired Law Enforcement Officer.** A law enforcement officer meeting the requirements in federal law to carry a pistol with the appropriate identification under the federal Law Enforcement Officers Safety Act (LEOSA), Title 18, United States Code, sections 926B and 926C.
- J. Screening Officer.** A Capitol security officer or Minnesota state trooper assigned to screen entrants to the Minnesota State Capitol Building/Complex for prohibited items.

III. CONTROLLED ACCESS POINTS AND STAFFING

1. Controlled access points with screening areas will be established and staffed by the Minnesota State Patrol during business hours for entry into the State Capitol building. These controlled access points may change based on need and circumstances at the direction of the Colonel.
2. Additional controlled access points with security screening may be established by other entities within the Capitol Building and/or on the complex via separate contracts/policies with the Minnesota State Patrol.
3. After-hours screening at the State Capitol Building will be limited to one entrance.
4. All controlled access points where screening occurs will have an adequate indoor queuing area and signage notifying staff and visitors of the screening requirement and what items are prohibited.
5. The screening areas will be staffed at a minimum by one Capitol Security Officer and one Minnesota State Patrol Trooper who are trained on the process unless otherwise specified through separate contract/policy agreement.

IV. SCREENING PROCESS

1. Screening officers will conduct the screening process as trained.
2. Screening machines will be checked for normal functioning at the start of each day and any issues or problems will be immediately reported to a supervisor.
3. All nonexempt persons will be required to submit to screening as a condition of entering the secured space.
4. Exempt persons may bypass the screening process by presenting their state-issued keycard that contains a unique marking/hologram sticker or law enforcement agency-issued badges as identification.
5. If a nonexempt person refuses to comply with screening procedures, they will be denied entrance beyond the access point.
6. Screening officers shall not knowingly allow a nonexempt person to bypass screening unless prior authorization has been given by their supervisor.
7. For controlled access points allowing permitted firearms, all persons carrying a pistol pursuant to a valid permit to carry or who meet the definition above of a qualified law enforcement

officer or qualified retired law enforcement officer will be: a) directed by a trooper to verbally identify their holstered/stored firearm(s) and b) present their permit to carry and/or required identification(s) prior to stepping through the weapons screener. Other firearm prohibitions that may be in place at other contracted controlled access sites within the Capitol building or complex will be addressed at those specific controlled access points.

8. Screening officers will make every effort to move people through the screening process with safety and efficiency as priorities.
9. If the weapons screener alarm is activated:
 - a. The person will be requested to step aside for resolution and/or to step back through the weapons screener.
 - b. All items on a person or in possession of a person at the time of entering the Capitol building are subject to search. This includes but is not limited to boxes, purses, briefcases, handbags, backpacks, coats/jackets or other garments that may shield or conceal prohibited items.
 - c. If a suspicious or unidentifiable item is observed by a State Trooper, or Capitol Security Officer, that item will be subject to additional search to confirm whether it is a prohibited item. If the item cannot ultimately be identified, the screening officer has the discretion to prohibit the item.
10. If a person has a medical issue or an item to assist them in movement (cane/walker/stroller/wheelchair or mobility device), alternative screening methods may be utilized to accommodate the person based on their individual needs. These alternative screening methods may include a visual search, pat-down search, and/or a handheld metal detector wand.
11. If a prohibited item is found, the person will be denied entrance. If contraband is found, it may be seized as evidence and the person cited or arrested as authorized by law.
12. Screening officers shall not take custody or otherwise assume responsibility for prohibited items unless it is contraband seized as evidence for purposes of a criminal investigation and/or prosecution.
13. Prohibited items found in or around the State Capitol Complex by a member of the Minnesota State Patrol will be disposed of pursuant to Minn. Stat sec. 345.16 (State; Unclaimed Property), or collected as evidence if criminal activity is suspected.
14. If a screened person leaves the secure area and attempts to re-enter, they must go through the screening process again.
15. Any questions or conflicts arising in the security screening process should be directed to a Minnesota State Trooper, along with reported incidents or activities including criminal activity, prohibited items, suspicious items or anything that may impact public safety or security.

V. REPORTING

- A. Screening officers will follow the guidelines in GO 20-023 (Audio/Video) for Body Worn Camera activation.
- B. Screening officers will create narrative reports whenever prohibited items are found, contraband is confiscated and/or an arrest occurs. Reports may also be required when a significant interaction with an uncooperative screening subject occurs or at the direction of a supervisor.