

Washtenaw County Sheriff's Office

Reference Guide

Security Screening Pre-Check Program

November 2, 2019



Jerry L. Clayton, Sheriff

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The Security Screening Pre-Check Program enables professional visitors to the Washtenaw County Jail and participating courts (currently 14A District and 22nd Circuit Court) an expedited security screening process. Authorized Pre-Check participants may pass through security screening without removing shoes or belts. The provisions in this Reference Guide apply at screening points at court entrances and the 'R4' entry to the jail.

Note: The Security Pre-Check Program is currently limited to attorneys (individuals that have a bar card)

I. Authorized Applicants

A. Professional visitors over the age of 17 may apply for expedited security screening at participating Washtenaw County courts, known as the Pre-Check Program.

1. Discretion for approval and denial of Pre-Check applicants rests solely with the Sheriff's Office.

2. Revocation of Pre-Check privileges may occur at the sole discretion of the Sheriff's Office.

II. Approved Pre-Check Program Members

A. Approved Pre-Check Program members will receive a Pre-Check identification card valid for two calendar years from the date of issue.

B. Approved Pre-Check Program members must present their Pre-Check identification cards at the time of screening. Members without their cards must follow standard security screening processes.

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III. Pre-Check Screening

A. Approved Pre-Check members must follow all applicable policies prior to walking through the metal detectors with the exception of removing their shoes and belts.

1. Pre-Check members must remove property from their pockets before proceeding through security screening, E.g. coins or keys.
2. Laptops and briefcases are still subject to search via x-ray machine.
3. Pre-Check members may wear suit coats through security screening at participating locations.
4. Outer jackets (non-suit coats) that render a positive reading on a metal detector are required to be placed on the X-ray machine conveyor belt for screening.

Note: Additional searches of Pre-Check members as a result of metal detector activation in the belt and shoes areas is not required. However, Sheriff's Office security staff reserve the right to search any person or item as required to ensure the safety and efficient operation of the jail and courts.

a. Pre-Check members found to be in possession of prohibited items are subject to revocation of program participation privileges and may be criminally prosecuted.

i. All prohibited items will be confiscated.

5. The Sheriff's Office reserves the right to refuse entry for those declining to submit to any screening process.

IV. Frequently Asked Questions

A. Application Process

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1. Potential applicants for the Pre-Check Program complete the initial screening application from the Washtenaw County Sheriff's Office website.
 2. Once the above form is submitted, the applicant will receive an electronic message with additional instructions and documentation to complete and return to the Sheriff's Office.
 - a. [Approved applicants will receive a Pre-Check identification card valid for two years from the date of issue.](#) The Pre-Check identification card may be retrieved from the security screening station at the 14A1 District Court, located at 4133 Washtenaw Avenue in Pittsfield Township.
 - i. Approved Pre-Check members may update their information, e.g. name or address changes, by contacting Human Resources.
 - b) Denied applicants will receive notification sent by electronic message to the address listed on the Pre-Check application.
 3. Approval threshold will be based on a Sheriff's Office Backgrounds investigation. Components of the evaluation may include:
 - a) Criminal records check
 - b) Internal security assessment
 - c) Reference checks as requested
- B. The cost for a new or renewal application is \$75 dollars, payable by United States currency or credit card. Proceeds from the \$75 dollar fee will go to entities as identified by the Sheriff's Office.
1. If paying by credit card, only MasterCard or Visa are accepted.
 2. Payments are accepted at the Sheriff's Office Records Bureau, located at 2201 Hogback Road, Ann Arbor MI 48105.

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- a) The Sheriff's Office Service Desk may accept payment only when the Records Bureau is closed.
3. The \$75.00 fee must be paid when the signed documentation is returned to the Records Bureau.
 - a) The documentation must be presented in person.
 - b) Applicants must present photo identification and current Bar Card at the time the fee is paid.
- C. Pre-Check privileges only apply to security screening at participating Washtenaw County courts.
 - D. Additional questions regarding the Pre-Check Program should be directed to the Court Security Sergeant.