

VIRGINIA:

MO 2501792

**IN THE CIRCUIT COURT FOR THE CITY OF ALEXANDRIA**  
**ORDER REGARDING ALEXANDRIA**  
**COURTHOUSE SCREENING AND PROHIBITED ITEMS POLICY**

Effective April 1, 2025, and pursuant to Virginia Code § 8.01-4, the following policy shall apply to all persons entering the Alexandria Courthouse:

**A. Screening procedures**

To promote the safety and security of the Alexandria Courthouse, those entering the courthouse will be screened, at the direction of the Alexandria Sheriff's Office (ASO), for weapons, contraband, and prohibited items.

**B. Cell Phone Policy**

1. Persons authorized to carry cell phones, smart watches and laptops in the courthouse must properly display a color-coded courthouse building pass so that the deputy can readily identify them as a person authorized to possess these items.
2. No person will be authorized to use/access a cell phone or laptop inside the courtroom when court is in session without permission from the judge.
3. Persons who are authorized to carry cell phones, smart watches and laptops are as follows:
  - i. **Category I:** Any building employees who have been issued a **BLUE** building photo ID pass and lanyard by the ASO. The blue photo ID pass must be visible when being screened and displayed while in the courthouse.
  - ii. **Category II:** Any attorneys who have been issued a **RED** building photo ID pass and lanyard. The red photo ID pass shall be valid for two years and must be visible when being screened and displayed while in the courthouse. An attorney may submit a request form via email to the ASO and upon confirmation that the attorney is an active member of the Virginia State Bar, the ASO shall issue the building pass.
  - iii. **Category III:** Any domestic violence sexual assault advocates, DCHS/CSB employees, interpreters, court reporters, or probation and parole officers who have been issued a **GREEN** building photo ID pass and lanyard. The green photo ID pass shall be visible when being screened and displayed while in the courthouse. Directors/managers of these agencies may request authorization for their employees who frequent the courthouse by completing a request form and submitting it via email to the ASO.

- iv. **Category IV:** Not upon initial entry into the courthouse, but after being selected to serve in the trial of a case, jurors will be issued a **YELLOW** building pass (no photo) and lanyard by the jury coordinator.
- v. **Category V:** Law enforcement officers will not be issued building passes but must be in uniform or clearly displaying their badge or credentials while in the courthouse.
- vi. **Category VI:** Members of the Media who show their credentials to the screening post Sheriff's deputies shall be issued a temporary **ORANGE** building pass. This temporary pass must be turned in when exiting the courthouse.
- vii. **Category VII:** Persons not listed in Categories I through VI who need to access their phones/devices for evidence or any other purpose must request permission from the judge in court, and permission may be granted by the judge on a case-by-case basis.

### C. Prohibited Items

The following items are prohibited in the Alexandria Courthouse:

- Firearms
- Knives/Razors/Sharp objects
- Stun Weapons
- Pepper spray/mace
- Cell phones/computers/smart watches (except those excepted above).
- Cameras/recording devices
- Smoking/vape materials, matches, lighters
- Flammable liquids
- Any other item that may pose a risk to the safety and security of the courthouse.

ENTERED THIS 20<sup>th</sup> DAY OF FEBRUARY, 2025.

  
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Lisa B. Kemler, Chief Judge, Circuit Court