

# J U V E N I L E C O U R T

PARISH OF JEFFERSON

Judges

Ann Murry Keller, Section A  
Andrea Price Janzen, Section B  
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Judicial Administrator  
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## MEMORANDUM

**TO:** All Jefferson Parish Law Enforcement Agencies  
**FROM:** Ann Murry Keller, Chief Judge  
**DATE:** September 1, 2010  
**RE:** **Juvenile Court Security Procedures for Jefferson Parish-Commissioned Law Enforcement Officers**

Effective immediately the following procedure will be in place for Jefferson Parish Commissioned law enforcement officers\* entering the Juvenile Justice Complex through the front entrance:

1. All Jefferson Parish commissioned law enforcement officers must show their Jefferson Parish Commission card/badge when going through the security check point in the front lobby.
2. All Jefferson Parish commissioned law enforcement officers must place all bags/briefcases and loose personal items in the x-ray machine for scanning.
3. No Jefferson Parish commissioned law enforcement officer will be required to remove their belts or shoes when passing through the metal detector but may be required to be "wanded" if the metal detector shows a large concentration of metal on their person.
4. All Jefferson Parish commissioned law enforcement officers (except those assigned as security to this building) must check their weapons with security personnel when entering the building. The weapons will be placed in a locker and will be returned to the officer when exiting the building.

Thank you very much for your cooperation in this matter. Please understand that our security procedures are still being developed, and all of these orders are subject to change in the future. However, for the time being this is the procedure to be used. If there are any questions, please contact Sergeant Bennett for clarification.

**\* For the purposes of this memo, a "Jefferson Parish-commissioned law enforcement officer" includes all Jefferson Parish Sheriff's Officers as well as officers for any of Jefferson Parish's municipalities including: Gretna; Grand Isle; Harahan; Jean Lafitte; Kenner; and Westwego.**

*"Serving Children, Families and the Community."*