

# **Visitor Guidelines for the Wilmer J. Peters Judicial Center**

Due to the sensitivity of the business conducted in the Wilmer J. Peters Judicial Building, the Menominee Tribal Supreme Court issues the following visitor guidelines and rules of conduct for the Wilmer J. Peters Judicial Center.

**Purpose:** To ensure the safety and security of all visitors and staff as well as to provide for the right to privacy of all individuals visiting and/or working in the Wilmer J. Peters Judicial Center.

**Reference:** The Wilmer J. Peters Judicial Center includes the Menominee Tribal Court, Menominee Tribal Clerks Office, Menominee Tribal Probation Office, Menominee Tribal Elections Office, and the Kakaecce Office. Each office handles confidential information while conducting their day-to-day business, thus it is imperative to respect and guard the space individuals need to conduct their personal matters in these areas.

## **VISITOR GUIDELINES:**

### **1. *Visitors***

- Visitors are asked to check in with security if they do not have an appointment or if they are not scheduled for Court.
- Visitors may not enter employee offices unless they have an appointment with that employee.
- Individuals scheduled for Court may go directly to Court.

### **2. *Designated Visitor Areas***

- Visitors are only permitted in designated areas, which include the main court lobby, the seating outside of the Probation Offices, the Clerks Window and the seating outside of the Kakaecce Office.
- Visitors are not permitted in restricted areas, which includes utility rooms, the mail room, employee breakrooms, and employee bathrooms.
- Access to restricted areas requires prior approval and escort by authorized personnel, such as Security or Maintenance.

## **RULES OF CONDUCT:**

### *1. Visitor Conduct*

- Visitors must always conduct themselves in a courteous and professional manner.
- Visitors may not conduct themselves in a disrespectful, disruptive or disorderly manner. Police will be called when necessary.
- For the protection of the confidentiality of all visitors and staff, all photography, videos and recordings on any device is strictly prohibited.
- Privacy for all visitors and employees must be respected. Please allow for the space needed for other visitors to conduct private conversations and business with staff and Attorneys.

### *2. Prohibited Items*

- Visitors may NOT bring any weapon, illegal substance or hazardous materials into the building.
- Smoking or vaping is not allowed inside of the building. There are designated areas OUTSIDE of the building for this purpose.
- Cameras, Electronic Tablets, Computers, Recording Devices, Video equipment, and Drones, or any other device that could invade the privacy of other individuals (visitors and employees) are NOT allowed in the building.
- Animals are not allowed inside of the building or in the Courtroom. There will be reasonable exceptions made for Service Animals. (ADA.gov Requirements will be referred for guidance)

Our goal is to provide a safe and secure space for ALL visitors and employees who enter the Wilmer J. Peters building, we appreciate your full cooperation in following the Guidelines and Rules of Conduct. Any violation of the guidelines or rules may result in Court Security and/or Bailiff escorting you off the premises, which may include calling the Police when necessary. Be advised that this is a public building with rules, we want everyone to feel safe while in the building.