



Capitol Security Roles and Responsibilities

Advisory Committee on Capitol Area Security
Aug. 20, 2025

Capitol Security Roles and Responsibilities

Minnesota Department of Public Safety

- Minnesota Statute 299E.01 creates a Capitol Complex Security Division within DPS
- Reporting structure:
 - Commissioner
 - State Patrol colonel
 - State Patrol lieutenant colonel
 - Director of Capitol complex security
 - Emergency manager

Capitol Security Roles and Responsibilities

Minnesota Department of Public Safety Duties

- Final authority for public safety and security on the Capitol complex
- Respond to calls for service within the Capitol complex
- Provide staff necessary to allow for state business to be conducted and for the convenience of the public
- Oversee plans and procedures for emergencies and continuity of operations
- Collaborative training, threat and emergency exercises

Capitol Security Roles and Responsibilities

Other Items of Note

- Commissioner of Minnesota Department of Administration maintains responsibility for operation and maintenance of Capitol complex state-owned buildings
- Legislature maintains power to appoint and assign their staff for conducting legislative business
- Capitol Area Architectural and Planning Board set in statute Chapter 15B

Capitol Security Roles and Responsibilities

Minnesota Department of Public Safety Staffing Troopers

- Provide security presence; licensed peace officers
- Respond to calls for service
- Weapons screening and courtroom presence at Judicial Center during business hours and hearings
- Provide security during meetings on the Capitol complex
- Law enforcement duties on the capitol complex

Capitol Security Roles and Responsibilities

Minnesota Department of Public Safety Staffing

Capitol Security Officers

- Respond to door and mechanical alarms
- Building interior and exterior checks
- Weapons screening at Judicial Center and Court of Administrative Hearings during business hours and hearings
- Provide information to the public
- Staff security kiosks
- Issuing parking warnings and citations

Capitol Security Roles and Responsibilities

Senate Sergeant-at-Arms

Chief Sergeant at Arms and Assistant Sergeant at Arms:

- Elected by the members of the Senate
- Non-partisan office providing administrative and security services
- Liaisons with State Patrol/Capitol Security

Capitol Security Roles and Responsibilities

Senate Sergeant-at-Arms Duties

- Provide services to Senate members and employees, including:
 - Recording equipment and assistance for electronic recording of meetings
 - Security and protection
 - Communication
 - Postal services
 - Parking assignments
 - Purchase and distribution of supplies

Capitol Security Roles and Responsibilities

Senate Sergeant-at-Arms Duties

- Provide access to a Sign Language Interpreter at any public hearing or conference, working with the Legislative Coordinating Commission
- Authorize and schedule meeting room reservations
- Provide project coordination
- Provide security services to the Senate:
 - Maintain order
 - Control the admittance of people to the Senate Chamber, Senate offices and Senate committee hearing rooms

Capitol Security Roles and Responsibilities

House of Representatives Sergeant-at-Arms

Chief Sergeant at Arms:

- Non-partisan position elected by the House of Representatives
- Serves as a liaison with the Minnesota State Patrol regarding matters affecting staff, members and visitors

Capitol Security Roles and Responsibilities

House of Representatives Sergeant-at-Arms' Duties

- Provide a safe environment for members and staff year-round with emphasis during session in the House chamber, committee meetings and House spaces
- Performs legislative services such as:
 - Security
 - Educational programs, facilities and supply management
 - Pages
 - Mail, parking, telecommunications
 - Duplication
 - Functions pertaining to its committees and divisions

Capitol Security Roles and Responsibilities

House of Representatives Sergeant-at-Arms' Duties

- Carries out all orders of the House Speaker and maintains order and decorum in the House Chambers
- Communicates daily with various stakeholders regarding House business; including but not limited to:
 - Contracted vendors
 - Legislative Coordinating Commission for ADA accessibility
 - Department of Administration

Capitol Security Roles and Responsibilities

Capitol Staff

Secure doors and access points

- Always ensure doors close and latch behind you — especially after hours or when entering from less-trafficked areas
- Do not prop open doors or allow others to "tailgate" into secure areas without proper credentials

Report suspicious activity

- If you see something unusual — such as unattended bags, unfamiliar individuals in restricted areas, or erratic behavior — report it immediately to Capitol Security

Capitol Security Roles and Responsibilities

Capitol Staff

Be visible and aware

- Be alert when entering or exiting the building

Avoid creating hazards and report any hazards you see

- Keep walkways clear of clutter and report any maintenance issues that could pose safety risks

Protect your badge

- Keep badges secure. If lost or stolen, please report to capitol security
- Do not lend your badge to others

Capitol Security Roles and Responsibilities

General Public and Visitors

Be aware of your surroundings

- Stay alert to people, exits, and posted signage
- Avoid distractions like headphones or texting while walking through unfamiliar areas

Stay in public areas

- Avoid entering restricted or staff-only zones unless escorted or authorized
- Respect signage and barriers

Capitol Security Roles and Responsibilities

General Public and Visitors

Keep personal belongings secure

- Never leave bags or electronics unattended

Use designated entrances and exits

- Do not prop open doors or use emergency exits unless directed
- Help maintain building security by not allowing others to “tailgate” behind you

Thank You