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Sent: Wed, 2 Apr 2025 12:52:29 +0000
To: Matesic, Hannah (OST)
Subject: Fwd: New Senate Office Building Staff Only Doors and Security Screening Updates

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From: "Hawkins, Alicia (EPW)" <Alicia_Hawkins@epw.senate.gov>
Date: March 21, 2025 at 2:57:19 PM EDT
To: EPW ALL Staff <EPWALLStaff@routing.senate.gov>
Subject: New Senate Office Building Staff Only Doors and Security Screening Updates

New Senate Office Building Staff Only Doors and Security Screening Updates

Over the past several weeks, staff and visitors entering the Senate office buildings have experienced long lines at doors and some delays in entering the buildings. During the week of March 9-15, 2025, more than 65,000 people went through security screening at the Senate office buildings, which was a 15,000-person increase over the same period in March 2024.

In addition, a number of individuals have tried to enter the buildings with items that are prohibited by the Capitol Police, which increased delays for others in line.

To ensure safety and address these long lines, the office of the Sergeant at Arms (SAA), in coordination with the Capitol Police and Committee on Rules and Administration, are adding new staff only doors beginning Monday, March 24.

The following doors will be designated as **Staff Only** doors between 7:00 a.m. and 10:00 a.m.:

- Dirksen 24-Hour Door
- Russell Lower Delaware Ave. Door
- Russell First St. & C St. Door
- Hart C St. Door
- Hart Horseshoe Door

An updated door map reflecting these changes can be found [here](#) or on the [Building Access page](#).

To help Capitol Police facilitate staff access to the buildings, **staff should display their Congressional IDs at all times during the screening process.** This is especially important when using doors that are designated as Staff Only.

Staff and visitors should also **allow extra time** to enter the buildings during in-session and other high traffic days.

Security Screening Updates

Capitol Police will follow a comprehensive security screening process to ensure the safety of Senators, staff, and the public. You can expect the following:

- **Prohibited Items:** To ensure the safety of the Capitol complex, the Capitol Police prohibits a number of items. Please review this list before you enter the Senate office buildings to ensure you are not carrying prohibited items. Please also note that the Capitol Police Board is updating the list of prohibited items. Once completed, additional communication will be sent out by the SAA.
- **Prescreening:** As you arrive at a Senate office building entrance, you will encounter a Capitol Police officer who will conduct prescreening procedures such as verifying your Congressional ID. At Staff Only doors, if your Congressional ID is not displayed, the officer will ask you to present it for entry. The officer may also ask you to temporarily remain outside the door to manage and control access to the buildings.
- **Screening:** When you enter a Senate office building, you will be asked to place all items you are carrying through the x-ray machine. Please ensure that you remove all items from your pockets (e.g., phones, wallet, and keys) to expedite the screening process. A Capitol Police officer will direct you to step through the metal detector. If someone in front of you activates an alarm, you will be asked to wait until that person's screening procedure is completed.
- **Clearing Alarms:** If an alarm is activated as you pass through the magnetometer, a Capitol Police officer will take steps to resolve the alarm. These steps may include the use of a hand wand or pat-down procedures. You may also be asked to remove your coat, shoes, belt, or watch and place those items through the x-ray machine.
- **Inspection of Non-Clear Drinkware:** Capitol Police will ask to see inside coffee cups or other non-clear drinkware that does not pass through an x-ray machine or metal detector. This is to prevent prohibited items from being hidden inside these containers.

Additionally, Capitol Police have implemented the following enhanced security measures:

- **Vestibule Area Limitations:** Capitol Police will limit the number of people in the vestibule area (the area between the inner and outer Senate office building exterior doors) to ensure the safety of the screening officers and individuals in line and to prevent overcrowding. This may give the appearance of longer than normal lines outside the door.
- **New Officers:** To ensure consistency at all doors, officers will rotate coverage at door screening posts, so you may see new faces.

Please contact Security Planning and Police Coordination at Policeops@saa.senate.gov or 202-224-2525 with any questions or comments regarding the updates to door hours or the screening process.