



ADMINISTRATIVE PROCEDURES

TITLE: Court Facilities Security		PROCEDURE #: 515-A
DEPT: Business Services		DIVISION: Facilities
EFFECTIVE DATE: 12/08	REVIEWED: 5/22	REVISED: 5/22

OBJECTIVE: To establish a procedure for issuance and security of keys or key cards to access Marion County court facilities.

REFERENCE: Policy #515

POLICY STATEMENT: All persons requiring entrance to Marion County court facilities will undergo security screening by qualified personnel.

APPLICABILITY: All persons requiring entrance to Marion County court facilities.

PROCEDURES:

A. Responsibilities:

Key card holders are responsible for becoming familiar with the Marion County Court Facilities Security policy and procedures. Key card holders will receive a copy of both the policy and procedures when issued the card and will acknowledge receipt by signing the request form.

The Marion County Business Services department, through the facilities management division, is responsible for maintenance and installation of all locks, card readers, and buildings owned by Marion County.

Keys and key cards are the exclusive property of Marion County. Under no circumstances shall any key or key card be duplicated by anyone other than business services personnel. Marion County reserves the right to run access card usage logs to ensure compliance with Marion County Court Facilities Security policy and procedures.

Marion County reserves the right to deactivate key cards at any time without notice. The holder of a deactivated card shall promptly return it to Marion County Business Services.

Key card holders shall immediately notify business services if a key card is misplaced, lost, or stolen. Failure to immediately report a lost or stolen key card may result in disciplinary action, including loss of access privileges.

Individuals shall only use or hold key cards that are officially assigned to them. No person shall allow the use of a key card to give access to a person who does not have authority to be in the controlled space. Key cards may not be loaned or reassigned except through Marion County Business Services.

SUBJECT: COURT FACILITIES SECURITY

Business Services will maintain records of key cards issued to members of the bar.

Business Services shall be notified immediately of any changes to employment status or business arrangement, including suspension, termination, or reassignments, that will affect building access.

B. Key Card Access and Issuance:

Marion County department heads and elected officials may request an access card be issued to employees, consistent with the Marion County Court Facilities Security policy.

All requests must be submitted in writing from the department head or elected official to business services. Business Services will forward requests to the Marion County Sheriff's Office court security supervisor for review prior to granting access. Marion County employees who are denied access may appeal the decision, as outlined in the Court Facilities Security policy.

Members of the Marion County Bar Association may request a limited key card by submitting to the Marion County Court Administration office a written request for access. Marion County Sheriff's Office court security supervisor will review prior to granting access. Members of the Marion County Bar Association who are denied access may appeal the decision, as outlined in the Court Facilities Security policy.

Members of the Marion County Bar Association who are granted limited key card access will be charged \$15 to cover the cost of the key card and staff time to set up the access privileges. Any replacements cards will also cost \$15. Cardholders will be required to sign a receipt for the key card and an acknowledgement of cardholder responsibilities.